

**Mrs Clare Sawdon**  
Chairman of the Council

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**Council meeting: Wednesday, 24 September 2014**

Notice is hereby given that an ordinary meeting of Warwick District Council will be held at the Town Hall, Royal Leamington Spa on Wednesday, 24 September 2014 at 6.05pm.

**Emergency Procedure**

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

**Agenda**

1. **Apologies for Absence**
2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To confirm the minutes of the meeting of the Council on 13 August 2014 as set out on pages 1 to 6.

4. **Communications and Announcements**

5. **Public Interest Debate**

6. **Public Health Warwickshire**

To receive a presentation from Dr Linnane Director of Public Health Warwickshire.

7. **Petitions**

To receive a petition from Warwick residents, sponsored by Councillor Mrs Higgins, that reads as follows

*"We, the residents of Warwick, implore WDC to withdraw the Severn-Trent Water site, from their list of possible Gypsy and Traveller list for Consultation."*

8. **Notices of Motion**

9. **Public Submissions**

10. **Questions to Committee Chairmen**

11. **Questions to Portfolio Holders**

12. **Leader's and Portfolio Holders' Statements**

13. **Questions to the Leader of the Council**

14. **Reports of the Executive**

To receive the reports of the Executive meetings of:

- 13 August 2014 **(Item 14 / Pages 1 to 15)**
- Excerpt of 3 September 2014 **(To follow)**

15. **Report of Employment Committee**

To approve the inclusion of the revised management structure for the Council into the Constitution. This follows the approval of the revised Structure by Employment Committee on 17 September 2014. **(To follow)**

16. **Report of Standards Committee**

To consider the report of the Standards Committee of 9 September 2014  
**(Item 16 / Pages 1 to 4)**

17. **Statement of Accounts 2013/14**

To consider the report from Finance  
**(Item 17/Pages 1 to 19, plus appendix pages 1 to 118)**

18. **Membership of committees**

- (1) To replace Councillor Mrs Bunker on Licensing & Regulatory Committee with Councillor Mrs Grainger; and
- (2) To replace Councillor Mrs Grainger as a substitute for Licensing & Regulatory Committee with Councillor Mrs Bunker.

19. **Public and Press**

To consider resolving under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the relevant paragraph(s), as set out in the item, of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

20. **Confidential Reports of the Executive**

To receive the report of the Executive meeting of 3 September 2014  
**(To follow)**

21. **Common Seal**

To authorise the affixing of the Common Seal of the Council to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.



Chief Executive  
Published Tuesday 16 September 2014

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 353362  
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Enquiries about specific reports: Please contact the officers named in the reports.

Details of all the Council's committees, councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 353362.

# Warwick District Council

Minutes of the meeting held on Wednesday 13 August 2014, at the Town Hall, Royal Leamington Spa at 7.30pm.

**PRESENT:** Councillor Mrs Sawdon (Chairman); Councillors; Barrott, Mrs Blacklock, Mrs Bromley, Brookes, Mrs Bunker, Caborn, Coker, Copping, Cross, Dagg, Ms De-Lara-Bond, Ms Dean, Doody, Mrs Falp, Mrs Gallagher, Gill, Mrs Goode, Hammon, Mrs Higgins, Illingworth, Kinson, Mrs Knight, Mrs Mellor, Mobbs, Pittarello, Mrs Syson, Vincett, Weber, Ms Weed, Wilkinson, Williams, Wilkinson and Wreford-Bush.

Apologies for absence were received from Councillors Boad, Davies, Dhillon, Edwards, Gifford, Mrs Grainger, Guest, Heath, Kirton, MacKay, Pratt, Rhead and Shilton.

## 22. **Declarations of Interest**

There were no declarations of interest.

## 23. **Minutes**

The minutes of the meeting held on 26 June 2014 were taken as read and, subject to Councillor Kinson and Councillor Weed being added to the list of those present, were signed by the Chairman as a correct record.

## 24. **Communications and Announcements**

The Chairman thanked all Members, staff and members of the public who had attended the major events across the District in the summer months. These had included the carnivals across all towns, the Peace Festival, the Bowls Championships and food festivals.

The Chairman introduced visitors from the Royal Leamington Spa Bowls Club; the President, Mrs Simmons, her husband and the Vice Chair of the Club, Mrs Kerr. The Chairman stated that it was important to thank them and all their members for the support during the National Championships. She explained that the new pavilion looked terrific and thanked all those members involved in providing refreshments and managing the bar. In conclusion, Councillor Mrs Sawdon thanked them for all their great work.

The Chairman congratulated Mr Wiggins, her chauffeur, for his excellent result in coming runner up in the local allotment competition and presented him with a prize.

The Chairman informed Council that there would be no business under items; 5, Public Interest Debate; 6, Petitions; 7, Notices of Motion; 8, Public Submissions; 9, Questions to Committee Chairmen; and 10, Questions to Portfolio Holders.

## 25. **Leader's and Portfolio Holders Statements**

The Portfolio Holder for Cultural Services, Councillor Mrs Gallagher, advised that the feedback from the National Bowls Championships had been great and that the greens had stood up well despite some periods of rain. Councillor Mrs

Gallagher highlighted the dedication of the green keeping team and advised that she had received many positive comments including one from a gentleman from Worthing. She advised that the media coverage had been great with the Courier and Midlands Today attending. Councillor Mrs Gallagher recognised the efforts made by all the volunteers, from Royal Leamington Spa Bowls Club and Warwick District Council staff, who had manned the Information Stand which had been a great asset to the event. She concluded by encouraging Members to embrace the exciting month ahead and welcoming the Men's Championship along with thanking the Head of Service, Rose Winship, Tom Duckham and Stuart Poole for their hard work.

**26. Questions to the Leader**

- (a) Councillor Kinson asked the Leader if he had any response to the recent article on page 7 of the Courier, whereby the Chief Executive had responded to allegations made earlier in the week?

In response the Leader, Councillor Mobbs, advised that being Leader of the Council was similar to being the manager of a football team and he fully supported the actions that officers of the Council had taken in response to legal challenges. He reminded Members that officers had to deal with actual clear facts and not misdirection.

- (b) Councillor Mrs Higgins asked the Leader now that Leamington Brakes had spent three quarters of a million pounds on their site and were stating that they didn't want to sell the land, what is the truth?

In response the Leader, Councillor Mobbs, explained that the football club needed better facilities if they had any chance of climbing the promotional ladder. They also needed a central location to attract crowds of two to three thousand. He reminded Members that delicate discussions such as these take time but he wanted to communicate the message that the Council was fully supportive of Leamington Brakes.

- (c) Councillor Kinson asked the Leader if he had seen a copy of an email relating to St Mary's Lands which appeared to alter the membership of Planning Committee to ensure an application was successful?

In response, the Leader, Councillor Mobbs, took exception to this accusation and assured Members that nothing had been manipulated to engineer an application through the planning process. He stated that this was simply not true and asked Councillor Kinson to retract his statement.

(Councillor Kinson refused to retract the question)

**27. Draft Development Plan Document (DPD) for the Allocation of Sites for Gypsies and Travellers**

Members received a report from Development Services which informed them of the outcome of the Preferred Options for Sites for Gypsies and Travellers consultation.

The report advised of the next steps required to enable the submission of the Development Plan Document (DPD) to the Secretary of State and requested

approval to carry out public consultation for the DPD for the Allocation of Sites for Gypsies and Travellers.

The report explained that the Allocation of Sites for Gypsies and Travellers Development Plan put forward sites to be allocated through the Local Plan process, for the use of Gypsies and Travellers. This was to satisfy a need identified in the Gypsy and Traveller Accommodation Assessment (GTAA) 2012 and fulfil the Council's responsibility under the National Planning Policy Framework (NPPF) 2012 and the Housing Act 2004 to meet the accommodation needs of the population within its area.

The Town and Country Planning Regulations 2012 required that Development Plan Documents (DPD) proceed through a number of key stages. This report brought to an end the preparation stages as set out in Regulation 18 of the 2012 Regulations and commenced the 'publication' stage of the DPD as set out in Regulation 19.

A Joint Scrutiny Committee and Executive meetings had been held prior to the Council meeting. The Joint Scrutiny Committee resolved to refer the matter to Council for full debate.

Having considered the report, the Executive had resolved that the consultation on the potential for employment development on land at Stratford Road, Warwick agreed by the Executive at its meeting on 30 July 2014, be amended to refer to the wider area of land as shown in Appendix A of Appendix 2 of the report.

In addition, the Executive recommended to Council that an additional recommendation be added to assure the football club that a compulsory purchase order would not be used and to ensure that any new location was fit for purpose and made available for use, prior to any relocation. This recommendation was agreed by Members and added in as recommendation 2.2.8.

The remaining recommendations proposed that Council resolve to note the report of the public consultation as attached at Appendix 1 and the updated sites assessments attached as Appendix 3 to the report.

The report also recommended that the Draft Development Plan, the Allocation of Sites for Gypsies and Travellers attached as Appendix 2 and the amendments to the Policies Map, attached as Appendix A of Appendix 2, be approved for publication under Regulation 19 of the Town and Country Planning Regulations 2012.

Members were advised that the Draft Development Plan, amended policies map and sustainability appraisal would be open to representations for a period of six weeks, to coincide with the Local Plan consultation on the potential for development at Stratford Road, Warwick.

Approval of the Statement of Representations Procedure and publication of the sustainability appraisal was proposed to be delegated to the Chief Executive in conjunction with the Deputy Leader of the Council. In addition, delegated authority was proposed to the Chief Executive, following the six week consultation period, acting in consultation with Group Leaders and the Deputy Leader, to submit the Draft Development Plan and amended Policies Map for

independent examination, together with a table of any proposed modifications, provided that only minor, non-material modifications were proposed.

Finally, the report recommended that Council resolve to delegate authority to the Executive to approve the submission of the Draft Development Plan Document for independent examination, together with a table of proposed modifications including material modifications, provided that such modifications do not require further statutory consultation. Approval to delegate authority to the Head of Development Services, in consultation with the Deputy Leader of the Council, was also required to make any necessary non-material amendments to the Development Plan before the commencement of the consultation.

The Portfolio Holder for the Local Plan, Councillor Caborn, endorsed the report and reminded Members that this issue had to be addressed to ensure a sound Local Plan. He moved the recommendations as laid out along with the additional recommendation 2.2.8 as proposed by the Executive, which he hoped would help alleviate the fears relating to the site. Councillor Caborn reiterated the Leader's comments from earlier assuring the meeting that the Council were doing all it could do to help enhance and progress the club.

Councillor Caborn went on to explain the circumstances of the late inclusion of the Stratford Road, Warwick site and advised that a three way consortium had been established and was progressing well.

It was proposed by Councillor Caborn that the recommendations in the report, including the additional recommendation 2.2.8 be approved, and were duly seconded:

**Resolved that**

- (1) the Report of Public Consultation on the Preferred Options for Sites for Gypsies and Travellers, attached at Appendix 1 to the report, and the updated site assessments, attached at Appendix 3 to the report, are noted;
- (2) the Draft Development Plan, the Allocation of Sites for Gypsies and Travellers, attached as Appendix 2 to the report, and the amendments to the Policies Map, detailed in Appendix A of Appendix 2 to the report, are approved for publication under Regulation 19 of the Town and Country Planning Regulations 2012;
- (3) the Draft Development Plan, amended policies map and sustainability appraisal be open to representations for a period of six weeks, to coincide with the Local Plan consultation on the potential for development at Stratford Road, Warwick. The consultation will be undertaken in accordance with a Statement of Representations Procedure to be made available in accordance with regulation 19 of the Town and Country Planning Regulations 2012;

- (4) approval of the Statement of Representations Procedure and publication of the sustainability appraisal is delegated to the Chief Executive in conjunction with the Deputy Leader of the Council;
- (5) authority be delegated to the Chief Executive, following the six week consultation period, acting in consultation with Group Leaders and the Deputy Leader, to submit the Draft Development Plan and amended Policies Map for independent examination, together with a table of any proposed modifications, provided that only minor, non-material modifications are to be proposed;
- (6) if it is considered desirable to propose material modifications, authority is delegated to the Executive to approve the submission of the Draft Development Plan Document for independent examination, together with a table of proposed modifications including material modifications, provided that such modifications do not require further statutory consultation;
- (7) authority be delegated authority to the Head of Development Services, in consultation with the Deputy Leader of the Council, to make any necessary non-material amendments to the Development Plan before the commencement of the consultation; and
- (8) the Council will undertake no move to develop the Leamington Football Club site as a Gypsy and Traveller site, until a location is found and made available for use and has been agreed by the Council and Leamington Football Club Ltd. The Council also confirms that no Compulsory Purchase Order will be used in relation to this site.

Prior to the vote being taken, it was proposed by Councillor Mrs Bromley and duly seconded by two Councillors that a recorded vote should be taken on this item. The votes were recorded as follows:

For: Councillors; Barrott, Mrs Blacklock, Brookes, Mrs Bunker, Caborn, Coker, Copping, Cross, Dagg, Ms De-Lara-Bond, Dean, Doody, Mrs Gallagher, Gill, Mrs Goode, Hammon, Illingworth, Mrs Knight, Mobbs, Pittarello, Mrs Sawdon, Mrs Syson, Vincett, Weber, Ms Weed, Wilkinson, Williams and Wreford-Bush.  
Against: Councillors; Mrs Bromley, Mrs Falp, Mrs Higgins, Kinson and Mrs Mellor.

There were no abstentions to the vote.

## 28. **Reports of the Executive**

The reports of the Executive meetings of 11 June (excluding minutes regarding Final Accounts 2013/14 and HRA Rent Setting for Void Properties), 2 and 30 July 2014, were proposed by Councillor Mobbs, duly seconded and



**Resolved** that the report be approved.

29. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the relevant paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

30. **Confidential Report of the Executive**

The confidential reports of the Executive meetings of 11 June and 2 July 2014, were proposed by Councillor Mobbs, duly seconded and

**Resolved** that the report be approved.

31. **Common Seal**

It was

**Resolved** that the Common Seal of Warwick District Council be affixed to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 9.10 pm)

CHAIRMAN  
13 August 2014

# Executive

Excerpt of the minutes of the meeting held on Wednesday 13 August 2014 at the Town Hall, Royal Leamington Spa at 7.15 pm.

**Present:** Councillor Mobbs (Chairman); Councillors Caborn, Coker, Cross, Mrs Gallagher, Hammon and Vincett.

**Also present:** Councillor Barrott (Chair of Finance & Audit Scrutiny Committee), Councillor Mrs Falp (Chair of Overview and Scrutiny Committee) and Councillor Wilkinson (Labour Group Observer).

Apologies for absence were received from Councillor Shilton.

## 31. **Declarations of interest**

Minute Number 32 – Draft Development Plan Document (DP) for the Allocation of Sites for Gypsies and Travellers

During the discussions, Councillor Caborn declared an interest in the proposed transit site located at Southam because he was a Warwickshire County Councillor.

### **Part 1**

(Items on which a decision by Council is required)

## 32. **Draft Development Plan Document (DPD) for the Allocation of Sites for Gypsies and Travellers**

The Executive considered a report from Development Services which informed Members of the outcome of the Preferred Options for Sites for Gypsies and Travellers consultation and the next steps required to enable the submission of the Development Plan Document (DPD) to the Secretary of State.

In addition, approval was required to carry out a public consultation for the Draft Development Plan Document (DPD) for the Allocation of Sites for Gypsies and Travellers.

The report explained that the Allocation of Sites for Gypsies and Travellers Development Plan put forward sites to be allocated through the Local Plan process, for the use of Gypsies and Travellers. This was to satisfy a need identified in the Gypsy and Traveller Accommodation Assessment (GTAA) 2012 and fulfil the Council's responsibility under the National Planning Policy Framework (NPPF) 2012 and the Housing Act 2004 to meet the accommodation needs of the population within its area.

The Town and Country Planning Regulations 2012 required that Development Plan Documents (DPD) proceed through a number of key stages. This report brought to an end the preparation stages as set out in

Regulation 18 of the 2012 Regulations and commenced the 'publication' stage of the DPD as set out in Regulation 19.

The report requested that the consultation on the potential for employment development on land at Stratford Road, Warwick agreed by the Executive at its meeting on 30 July 2014, be amended to refer to the wider area of land as shown in Appendix A of Appendix 2. The report explained that in discussing this possibility with the other two principal landowners, it became clear that the site appraisal for both employment and for a gypsy and traveller site needed to refer to a wider area of land than had been agreed by the Executive.

The remaining recommendations proposed that Council resolve to note the report of the public consultation as attached at Appendix 1 and the updated sites assessments attached as Appendix 3 to the report.

The report also recommended that the Draft Development Plan, the Allocation of Sites for Gypsies and Travellers attached as Appendix 2 and the amendments to the Policies Map, attached as Appendix A of Appendix 2, be approved for publication under Regulation 19 of the Town and Country Planning Regulations 2012.

Members were advised that the Draft Development Plan, amended policies map and sustainability appraisal would be open to representations for a period of six weeks, to coincide with the Local Plan consultation on the potential for development at Stratford Road, Warwick.

Approval of the Statement of Representations Procedure and publication of the sustainability appraisal was proposed to be delegated to the Chief Executive in conjunction with the Deputy Leader of the Council. In addition, delegated authority was proposed to the Chief Executive, following the six week consultation period, acting in consultation with Group Leaders and the Deputy Leader, to submit the Draft Development Plan and amended Policies Map for independent examination, together with a table of any proposed modifications, provided that only minor, non-material modifications were proposed.

Finally, the report recommended that Council resolve to delegate authority to the Executive to approve the submission of the Draft Development Plan Document for independent examination, together with a table of proposed modifications including material modifications, provided that such modifications do not require further statutory consultation. Approval to delegate authority to the Head of Development Services, in consultation with the Deputy Leader of the Council, was also required to make any necessary non-material amendments to the Development Plan before the commencement of the consultation.

An alternative option was to consider alternative sites to meet the requirements set out the 2012 GTAA. The assessment of these sites was attached as Appendix 3 to the report.

As the Council had to meet its obligations under the National Planning Policy Framework and the Housing Act, the number of pitches specified in the GTAA should be met. It had been suggested that the GTAA was flawed. Whilst it was extremely difficult to forecast the requirements for Gypsies and Travellers accurately, the report explained that the GTAA had been checked and provided a reasoned methodology. It was therefore considered that alternatives involving the provision of fewer pitches could not be justified.

The following members of the public addressed the Executive; Mr Butcher, a local resident, Mr Hallworth, Secretary of the Brakes Trust and Mr Scott, Chairman of Leamington Football Club.

The Leader thanked the gentleman for attending the meeting and sought clarity from officers on a number of queries raised by the speakers. These queries included the quality of data supplied by Salford University and the relevant experience they had in producing GTAA's. The officers explained the complexities of interviewing and gathering data from Gypsy and Traveller communities and the problems resulting from such a small sample size.

In response to a query regarding the number of pitches needed to be provided in the first five years, officers explained that the jump from zero to 25 was necessary to reduce the backlog of providing no pitches previously.

Following Mr Hallworth's speech to the Executive, the Leader responded that the Council would not use a Compulsory Purchase Order (CPO) on the site and that they fully supported the football club. He also praised the club for the excellent relationship that had been built with officers from the Council and hoped that this would continue. He assured Mr Hallworth that the worst case scenario would be that the club would remain where it was.

Councillor Barrott, Chairman of the Joint Scrutiny Committee, addressed Members and explained that the Committee had resolved to refer the matter to Council for full debate. In addition, he thanked the representatives from the Brakes Trust and Leamington Football Club for attending and for all the hard work that had been inputted by those present.

The Portfolio Holder for the Local Plan, Councillor Caborn, endorsed the report and explained the current situation regarding the potential future of the Stratford Road site in Warwick. He advised that a three way consortium had been developed with Severn Trent Water, the landowners and the Council to discuss the complexities of the site including flooding and noise issues. Councillor Caborn assured Members that once all parties were satisfied, a map would be produced detailing exactly where the suitable areas of the site where, if any existed.

It was proposed, and duly seconded, that an additional recommendation to Council be added to assure the football club that a CPO would not be

used and to ensure that any new location was fit for purpose and made available for use, prior to any relocation. This recommendation was agreed by Members and added in as recommendation 2.2.8.

The Leader, Councillor Mobbs, reiterated the Council's support for the football club and for their excellent contribution to the local community. He stated that the Council wanted to see the club thrive and be in a position to attract larger crowds as they gained promotion.

It was therefore

**Resolved** that that the consultation on the potential for employment development on land at Stratford Road, Warwick agreed by the Executive at its meeting on 30<sup>th</sup> July 2014, be amended to refer to the wider area of land as shown in Appendix A of Appendix 2.

**Recommended** that

- (1) the Report of Public Consultation on the Preferred Options for Sites for Gypsies and Travellers, attached at Appendix 1 to the report, and the updated site assessments, attached at Appendix 3 to the report, are noted;
- (2) the Draft Development Plan, the Allocation of Sites for Gypsies and Travellers, attached as Appendix 2 to the report, and the amendments to the Policies Map, detailed in Appendix A of Appendix 2 to the report, are approved for publication under Regulation 19 of the Town and Country Planning Regulations 2012;
- (3) the Draft Development Plan, amended policies map and sustainability appraisal be open to representations for a period of six weeks, to coincide with the Local Plan consultation on the potential for development at Stratford Road, Warwick. The consultation will be undertaken in accordance with a Statement of Representations Procedure to be made available in accordance with regulation 19 of the Town and Country Planning Regulations 2012;
- (4) approval of the Statement of Representations Procedure and publication of the sustainability appraisal is delegated to the Chief Executive in conjunction with the Deputy Leader of the Council;

- (5) authority is delegated to the Chief Executive, following the six week consultation period, acting in consultation with Group Leaders and the Deputy Leader, to submit the Draft Development Plan and amended Policies Map for independent examination, together with a table of any proposed modifications, provided that only minor, non-material modifications are to be proposed;
- (6) if it is considered desirable to propose material modifications, authority is delegated to the Executive to approve the submission of the Draft Development Plan Document for independent examination, together with a table of proposed modifications including material modifications, provided that such modifications do not require further statutory consultation;
- (7) authority is delegated authority to the Head of Development Services, in consultation with the Deputy Leader of the Council, to make any necessary non-material amendments to the Development Plan before the commencement of the consultation; and
- (8) the Council will undertake no move to develop the Leamington Football Club site as a Gypsy and Traveller site, until a location is found and made available for use and has been agreed by the Council and Leamington Football Club Ltd. The Council also confirms that no Compulsory Purchase Order will be used in relation to this site.

(The Portfolio Holder for this item was Councillor Caborn)  
(Forward Plan reference number 567)

(The meeting ended at 7.45pm)

# Executive

Minutes of the meeting held on Wednesday 3 September 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mobbs (Chairman); Councillors Coker, Cross, Mrs Gallagher, Hammon, Shilton and Vincett.

**Also present:** Councillor Barrott (Chair of Finance & Audit Scrutiny Committee), Councillor Mrs Falp (Chair of Overview and Scrutiny Committee), Councillor MacKay (Independent Group Observer) and Councillor Wilkinson (Labour Group Observer).

An apology for absence was received from Councillor Caborn.

## 33. **Declarations of interest**

There were no declarations of interest.

## 34. **Minutes**

The minutes of the meetings held on 30 July and 13 August 2014 were taken as read and signed by the Chairman as a correct record.

### **Part 1**

(Items on which a decision by Council is required)

## 35. **Enforcement Policy**

The Executive considered a report from Health and Community Protection which sought agreement on the adoption of a new enforcement policy which covered a range of regulatory services to demonstrate compliance with the Government's Regulators' Code.

The report explained that Local Authorities had a statutory duty to have regard to the Regulators' Code in developing the principles and policies which guide their regulatory activities. The Local Government Ombudsman would use the Code as a point of reference when examining complaints about local regulatory services. Adopting this enforcement policy would, therefore, mitigate against the risk of successful challenge.

The Department for Business, Innovation & Skills introduced a new Regulators' Code which came into force on 6 April 2014 and covered environmental protection, food safety, health and safety, licensing, private sector housing, public health, and waste. Its aim was to provide a regulatory framework that supported compliance and growth while enabling resources to be focussed where they were most needed. It set out a framework for proportionate and accountable regulatory delivery and established principles of how local authorities should engage with businesses to avoid imposing unnecessary regulatory burdens.

The Government's Better Regulation Delivery Office (BRDO) produced an example template to assist local authorities in drafting enforcement policies and this had been used to create the policy attached as Annex 1 to the report. The policy had been designed to apply to all the Council's regulatory activities. Whilst planning enforcement was still being considered by Ministers on whether it should be brought into BRDO's scope, it was proposed that this service be included within Warwick District Council's policy. There was also a requirement for individual services to publish their service standards setting out what those they regulate should expect from them so as to be accountable and transparent. It was anticipated that each service area identified in the enforcement policy would now review and publish these standards in consultation with those they regulate.

As this was a statutory duty, the Council needed to adopt an effective enforcement policy. However, alternative content could be considered, but the proposed version reflected the Government's recommended approach. Also, there was no requirement to produce a single Council-wide policy and Members could prefer service-specific policies.

The Overview and Scrutiny Committee noted the report and thanked officers for extra detail on service standard that was circulated at the meeting.

Councillor Coker endorsed the report, explaining that this policy set out clearly what the Council's responsibilities were.

It was therefore

**Recommended** that

- (1) Council adopt the generic enforcement policy as set out in Annex 1 to the report; and
- (2) Service Heads now review and publish their respective service standards to support the generic enforcement policy.

(The Portfolio Holders for this item were Councillors Coker, Hammon, Shilton & Vincett)

**44. Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.



Minute No.	Para Nos.	Reason
45 & 50	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

45. **Housing Benefits and Council Tax Reduction – Risk-Based Review**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Cross)

50. **South West Warwick Phase 9 Affordable Housing**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Vincett)

<b>Councillor Susan Gallagher</b>	<b>Councillor Stephen Cross</b>	<b>Councillor Michael Coker</b>	<b>Leader Councillor Andrew Mobbs</b>	<b>Deputy Leader Councillor Les Caborn</b>	<b>Councillor Norman Vincett</b>	<b>Councillor John Hammon</b>	<b>Councillor David Shilton</b>
<b>Culture</b>	<b>Finance</b>	<b>Health &amp; Community Protection</b>	<b>Strategic Leadership &amp; CWLEP</b>	<b>Local Plan</b>	<b>Housing &amp; Property</b>	<b>Development</b>	<b>Neighbourhood</b>
<b>Deputy Chief Executive, Monitoring Officer &amp; Legal Client Manager Andrew Jones</b> Including Elections, Democratic Services, ICT, Finance			<b>Chief Executive Chris Elliott</b> Including Sustainable Community Strategy, Fit for the Future and Partnerships, Human Resources, Organisational Development		<b>Deputy Chief Executive Bill Hunt</b> Including HQ Relocation, Strategic Asset Group and LEP, Child Safeguarding Issues		
<b>Activities</b>	<b>Activities</b>	<b>Activities</b>	<b>Activities</b>		<b>Activities</b>	<b>Activities</b>	<b>Activities</b>
Cultural Services <b>Rose Winship</b>	Finance (S151) <b>Mike Snow</b>	Health & Community Protection <b>Richard Hall</b>			Housing & Property <b>Andrew Thompson</b>	Development <b>Tracy Darke</b>	Neighbourhood Services <b>Robert Hoof</b>
Sports & Leisure - Chris Charman	Accountancy - Jenny Clayton	Community Partnership Team – Jenny Murray (WCC) Reporting to Richard Hall	Human Resources - Interim Tracy Dolphin- reporting to Chief Executive		Asset Management – Matthew Jones	Development Management – Gary Fisher	Bereavement Services Section – Pam Chilvers - reporting to Robert Hoof
Arts & Heritage - Jeff Watkin	Audit & Risk - Richard Barr	Health & Wellbeing - Lead Officer Rob Chapleo	Customer Contact - Fiona Clark - reporting to Tracy Dolphin		Housing Strategy/Dvlpt - Abigail Hay	Building Control & Land Charges – Denis Maddy	Contract Services - Gary Charlton
Business Support - Stephen Falp	Exchequer - Dave Leech	Environmental Sustainability Section – Grahame Helm			Sustaining Tenancies – Jacky Oughton	Economic Development & Regeneration – Joe Baconnet	Management of WDC P&D off-street car parks and on-street parking enforcement - Gary Charlton
Entertainment - David Guilding	Benefits & Fraud - Andrea Wyatt	Regulatory System – Marianne Rolfe				Planning Policy – Dave Barber	One Stop Shop and Customer Service Centre Managed by WCC
	Procurement - Sue Simmonds	Safer Communities Section – Pete Cutts					
	ICT Services - Ty Walter Reporting to Andy Jones, Deputy Chief Executive						
	Democratic Services - Graham Leach reporting to Andy Jones, Deputy Chief Executive						

**Portfolio Holders and Shadow Portfolio Holder Details as at October 2013**

<b>Portfolio Area</b>	<b>Portfolio Holder</b>	<b>Lib Dem Shadow Portfolio Holder</b>	<b>Labour Shadow Portfolio Holder</b>	<b>Independent Shadow Portfolio Holder</b>
Development	Cllr John Hammon	Cllr Ann Blacklock	Cllr Alan Wilkinson	Cllr Linda Bromley
Housing & Property	Cllr Norman Vincett	Cllr Nick Pittarello	Cllr Janice Dean	Cllr Bertie MacKay
Health & Community Protection	Cllr Michael Coker	Cllr Dave Wreford-Bush	Cllrs Balvinder Gill and Mrs Jane Knight	Cllr Tony Heath
Strategic Leadership	Leader - Cllr Andrew Mobbs Deputy Leader - Cllr Ies Caborn	Cllr Alan Boad	Cllr John Barrott	Cllr Bertie MacKay
Corporate & Community Services				
Culture	Cllr Susan Gallagher	Cllr Eithne Goode	Cllr Jerry Weber	Cllr Tony Heath
Neighbourhood	Cllr David Shilton	Cllr Cymone De-Lara-Bond	Cllr Barbara Weed	Cllr Judy Falp
Finance	Cllr Stephen Cross	Cllr Sidney Syson	Cllr John Barrott	Cllr Anne Mellor

# STANDARDS COMMITTEE

Excerpt of the Minutes of the meeting held on Tuesday 9 September 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Pratt (Chairman); Councillors Mrs Bunker, Ms Dean, Ms De-Lara-Bond, Mrs Higgins, Mrs Knight, Mrs Syson and Williams.

Parish and Town Council representatives: Councillors Cooke, Owen and Smart.

**Also Present:**

Independent Persons: Mr R Meacham and Mr R Tomkinson.

Officers: Mr R Barr (Audit & Risk Manager) and Mr G Leach (Democratic Services Manager & Deputy Monitoring Officer).

Apologies for absence were received from Councillors Brookes and Mrs Mellor and from Parish and Town Representative Councillor Mrs Gordon.

**6. Substitutes**

There were no substitutes.

**7. Declarations of Interest**

There were no declarations of interest.

**10. Review of Councillor Code of Conduct & Associated Documents.**

The Committee considered a report from the Code of Conduct Working Party and Democratic Services Manager & Deputy Monitoring Officer that brought forward the proposed revised arrangements for handling complaints about Councillors' Conduct, along with its associated documents.

The Constitution Working Party had considered the current arrangements and feedback received on these and brought forward revised proposals based on them to enable formal consultation to be undertaken.

The revised documents were not radically different but incorporated a number of matters, previously undertaken, but not formally written down. In addition, the process had been reduced in both size and length and now written in the third person.

Previously members of the Standards Committee had expressed their frustration with the "lack of teeth" of the current Standards Regime. This was also expressed in some of the feedback from the first set of consultation. From this, the Working Party drafted a set of views they thought would be supported by the Committee and Council for submission to the Secretary of State of the Department of Communities and Local Government.

## **STANDARDS COMMITTEE MINUTES (Continued)**

In response to a question regarding the potential for appeals to a Hearing Panel decision, the Democratic Services Manager & Deputy Monitoring Officer responded explaining that it would be difficult to determine who should/or could consider any such appeal. As an example he sighted Planning Applications being determined by the Council then going to the Planning Inspectorate for independence, this level of independence for Code of Conduct complaints (the Standards Board) had been removed by the Government.

The Democratic Services Manager & Deputy Monitoring Officer also confirmed that a sanction of suspension was not currently lawful but the representation in paragraph 8.4 of the report was simply a representation to the Secretary of State to say this should be reintroduced for limited circumstances. This had been the view of the Working Party and the Chairman explained that members of the Committee could not moan that it had no teeth to take action then argue to retain the current level of sanctions available.

### **Resolved that**

- (1) the documents appended to the report were approved for consultation subject to:
  - (i) minor amendments suggested by Mr Tomkinson being incorporated following discussion between the Chairman and the Democratic Services Manager & Deputy Monitoring Officer;
  - (ii) the continuation of the requirement to register gifts and hospitality (contrary to the suggestion from the Council's legal advisor);
  - (iii) the description of relevant person be amended within the revised Code of Conduct so that it is the same as that used within legislative requirements of Disclosable Pecuniary Interests; and
  - (iv) a complaint will not be allowed to progress to a Hearing Panel if a complainant is not willing to accept an appropriate resolution proposed by the Monitoring Officer if it has been accepted by the Councillor.
- (2) the documents be sent for consultation to:
  - (i) all Warwick District Councillors;
  - (ii) all Parish & Town Councillors within Warwick District; and
  - (iii) the Warwickshire Association of Local Councils.

## **STANDARDS COMMITTEE MINUTES (Continued)**

- (3) the timetable for the introduction of the new Code of Conduct and associated arrangements, be noted.

### **Recommended** to Council that:

- (1) the Chairman writes to Secretary of State for the Department of Communities and Local Government outlining the main concerns and proposals set out below:
  - (i) it expresses concern that the lack of a sanction of suspension has removed the teeth of the standards regime when dealing with serious matters that are not within the Disclosable Pecuniary Interest regime;
  - (ii) express concern that the lack of sanctions, in the case of this Council has led to situations where Councillors have been found by their peers to have breached the Code of Conduct but have refused to accept the sanctions imposed by the Council which in our opinion has brought the whole standards regime into disrepute;
  - (iii) the current sanctions available such as a public notice, as recognised in the statement from DCLG on 9 July 2014 regarding public notices, are ineffective in providing a deterrent to Members for their bad behaviour;
  - (iv) the Council seeks guidance from DCLG on what it should do when under the current regime a Councillor refuses to apologise to a member of the public and officers for their actions when they have been found to be in breach of the Code;
  - (v) due to the concerns of Councils the sanction of suspension, for the most serious of cases, should be reintroduced for Local Government but only by resolution by Full Council on which at least half plus one member of the Council must vote for the suspension;
  - (vi) explains why it does not feel it is acceptable for it to have to seek Political Party Intervention to put more serious sanctions on Councillors who have been found to breach the Code, i.e. suspension from the Political group and removal from committees;
  - (vii) asks for clarification as to why it is acceptable for Parliament to have the opportunity to suspend members and not

## **STANDARDS COMMITTEE MINUTES (Continued)**

Local Government referencing the Patrick Mercer Case; and


- (viii) seeks a set Code of Conduct for all elected representatives of Parliament through to Parish Councils to enable clarity for all on what is expected in terms of the behaviour of all elected representatives.

- (2) The Chairman sends copies of the letter to:
  - (i) All Warwick District councillors;
  - (ii) All Parish & Town Councils in Warwick District;
  - (iii) The Warwickshire Association of Local Councils;
  - (iv) The two Members of Parliament for Warwick District;
  - (v) The Local Government Association;
  - (vi) The National Association of Local Councils; and
  - (vii) The Chair for the Committee for Standards in Public Life.

(At the conclusion of this item the Committee thanked the Democratic Services Manager & Deputy Monitoring Officer for his effort to bring these proposals forward. In return he thanked the Working Party for its support and effort.)

(Councillor Ms De-Lara-Bond, Councillor Mrs Knight, Independent Person Mr Tomkins and Audit & Risk Manager Mr Barr arrived during this item.)

(The meeting ended at 8.06 pm)

 <b>Council 24 September 2014</b>		<b>Agenda Item No. 17</b>
<b>Title</b>	Statement of Accounts 2013/14	
<b>For further information about this report please contact</b>	Mike Snow Tel 01926 456800 mike.snow@warwickdc.gov.uk Marcus Miskinis Tel 01926 456804 marcus.miskinis@warwickdc.gov.uk	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Executive 11 June 2014; Finance and Audit Scrutiny 29 July 2014; Standards 9 September 2014	
<b>Background Papers</b>	Accounts and Audit (England) Regulations 2011 Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (CIPFA) Service Reporting Code of Practice 2013/14 (CIPFA)	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	N/A

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	10 Sept 2014	Chief Executive
Head of Service	09 Sept 2014	Mike Snow
CMT		
Section 151 Officer	09 Sept 2014	Finance Report
Monitoring Officer		
Finance	09 Sept 2014	Finance Report
Portfolio Holder(s)		Cllr Cross

<b>Consultation &amp; Community Engagement</b>	
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.	
<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	



## **1. SUMMARY**

- 1.1 The accounts have been closed in respect of the financial year 2013/14 and the outturn duly reported to the Executive in June. The unaudited Statements were presented to the Finance and Audit Scrutiny Committee in July.
- 1.2 The Statements have now been audited by Grant Thornton UK LLP and were presented to the Finance and Audit Scrutiny Committee yesterday, together with the external auditor's Annual Governance Report.

## **2. RECOMMENDATION**

- 2.1 The Council approves the Statement Of Accounts 2013/14.

## **3. REASONS FOR THE RECOMMENDATION**

- 3.1 As part of corporate governance, Members have an important role in overseeing the framework of internal control of the Council. There is a statutory requirement to have the Statement of Accounts approved and published by 30 September.

## **4. POLICY FRAMEWORK**

- 4.1 **Policy Framework** – The Statement of Accounts for 2013/14 represents a historic account of the financial performance for that year and, therefore, identifies how well, or otherwise, the Budget and Policy frameworks have been complied with.
- 4.2 **Fit for the Future** – This report has no direct impact on Fit for The Future as it is a historical presentation of the past year's operations.

## **5. BUDGETARY FRAMEWORK**

- 5.1 The Statement of Accounts 2013/14 is an historic account of the financial performance of the year and shows comparison with the budget for 2013/14 and the results for 2012/13.

## **6. RISKS**

- 6.1 That objections to the accounts are upheld by the external auditor (see paragraph 8.3). Discussions are currently ongoing with the external auditor to address the issues raised.

## **7. ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 Not to approve the Statements. However, it should be noted that this would contravene statutory requirements to approve and sign the accounts before 30 September.

## **8. BACKGROUND**

- 8.1 The accounts have been compiled so as to comply with the appropriate accounting standards and the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and are included as Appendix 'A'.

- 8.2 The Accounts and Audit (England) Regulations 2011 require the responsible financial officer, by no later than 30 June immediately following the yearend, to sign and date the Statement of Accounts. This was completed on 30 June 2014. The draft Accounts were then presented to Finance and Audit Scrutiny Committee for consideration in July, ahead of the audit.
- 8.3 An advertisement was placed in local newspapers and on the Council's website on 27 June informing electors of their rights to inspect the accounts between 21 July and 15 August and to question the auditor about those accounts from 18 August until the conclusion of the Audit. There have been four requests for information behind the accounts. One local resident has made an objection to the accounts in relation to leases at St. Mary's Lands in Warwick, which the objector is suggesting has not been properly accounted for. The Auditor is currently considering the issues raised.
- 8.4 The 2011 Regulations also require that members approve and publish the audited accounts by no later than 30 September. Consequently, meetings were set up for 23 and 24 September for the Finance and Audit Scrutiny Committee and Council, respectively, to meet their responsibilities.

## **9. ANNUAL GOVERNANCE STATEMENT**

- 9.1 The Accounts and Audit (England) Regulations 2011 require local authorities to 'conduct a review at least once a year of the effectiveness of its system of internal control' and to include a statement on internal control with the Statement of Accounts. The regulations require local authorities to produce the statement in accordance with 'proper practices in relation to internal control'.
- 9.2 Following various reviews, a new Framework has been put in place which recommends that the review of the effectiveness of the system of internal control should be reported in an Annual Governance Statement.
- 9.3 To support the conclusions in the Annual Governance Statement, each year a review is to be carried out of the system of internal control to highlight any serious control issues and actions needed to deal with them.
- 9.4 The Annual Governance Statement, containing the findings of the review, is appended to the Statement of Accounts.
- 9.5 As expected, for an authority of our size, the review identified a number of areas for improvement in internal control and these form a series of actions to take.
- 9.6 The Standards Committee considered the Annual Governance Statement at its meeting on 9 September 2014 and recommended its approval.

## **10. STATEMENT OF ACCOUNTS**

- 10.1 The Statement of Accounts has been prepared using principles and practices of accounting which 'presents a true and fair view' the financial position and transactions of the Council. 'Proper accounting practices' are deemed to be those specified in CIPFA's "Code of Practice on Local Authority Accounting in the United Kingdom 2013/14" ("the Code") which involves interpretations of accounting standards and other pronouncements by the Accounting Standards Board.

- 10.2 As a consequence of the above, the Statements are required to be shown in a format which more closely follows that used to produce commercial accounts.
- 10.3 The Statement of Accounts comprises four primary statements plus two supplementary statements that reflect specific activities of a shire district council – the Housing Revenue Account and the Collection Fund.
- 10.4 The first primary statement is the Movement in Reserves Statement (page 11). This shows the movement in the year on the different reserves held by the Council and analyses them into 'useable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves (i.e. 'unusable reserves'). The statement shows the true economic cost of providing the Council's services, the statutory adjustments required for tax and rent setting and the use of any earmarked reserves.
- 10.5 The second primary statement is the Comprehensive Income and Expenditure Statement (page 12). This is a more detailed analysis of the true economic cost of providing services referred to above. Although it would appear that the Council is operating at a large surplus, this is mainly due to the new accounting regime operating in the wake of HRA Self Financing in 2011/12, whereby the Council is putting aside resources to build more homes and a large reversal in 2013/14 to past impairment revaluations on the HRA stock (£16.5m).
- 10.6 The Balance Sheet (page 13) is a simpler statement than one shown under the former reporting standards with the details now being provided in the notes.
- 10.7 Similarly, the Cash Flow Statement (page 14) is a more abridged version with the notes providing the details. The IFRS Cash Flow statement includes both cash and cash equivalents i.e. non-cash items that can be quickly liquidated e.g. short term loans.
- 10.8 The only any significant change in the accounting standards since last year is in respect of IAS 19 relating to employee benefits (pensions). This has required the comparative data from 2012/13 to be restated. This has not resulted in any changes in the Balance Sheet figures.
- 10.9 These accounts have been audited during August and September.
- 10.10 One significant error has been identified that has required changes to the Comprehensive Income and Expenditure Statement, the Housing Revenue Account Income and Expenditure Statement and various other notes. It has not affected the Balance Sheet or Cash Flow Statement.
- 10.11 In Note 12 the derecognition (disposals figure) in respect of council dwellings was understated by £614k due to mistakenly reducing the correct figure of £1,406k by the proceeds of HRA - Assets Held For Sale (£614,000) brought forward at 1 April 2013. In actual fact the correct figure already excluded the HRA Assets Held For Sale brought forward. Within the HRA, this has had the effect in increasing the Revaluation increase recognised in the surplus/deficit on the provision of services from £14,341k to £14,955k thus leading to the adjustments outlined in 10.10 above.
- 10.12 In Notes to the Housing Revenue Account note 5 had not been updated for 2013/14 and showed the 2012/13 data by mistake.

**WARWICK DISTRICT COUNCIL**  
**STATEMENT OF ACCOUNTS 2013/14 and**  
**ANNUAL GOVERNANCE STATEMENT**  
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## FOREWORD BY THE RESPONSIBLE FINANCIAL OFFICER

The Council is facing financial challenges as the Central Government support continues to reduce into the medium term. To date, the Council has managed to contain these reductions whilst continuing to maintain and improve key services. Whilst income streams have been depressed in recent years, some services, for example car parking and planning fees have seen improvements in the last couple of years with the local and national economies improving. Further reductions in Government financial support are forecast for subsequent years, with the Council providing for this in its Medium Term Financial Strategy and actively working to identify and achieve further efficiencies which will not impact on Services. With the continuing financial uncertainty, it is important that the Council maintains adequate reserves.

Despite these challenges, the Council finished the year in a more favourable position than expected, and is able to allocate £1.4m more to reserves than planned for when the budget was set for the year. This reflects the many savings that were made throughout the year and the additional income as referred to earlier. The Council has been in the enviable position of not having to cut services whilst freezing its element of the council tax.

Expenditure on capital projects totalled £10.2m, £6.7m being on Housing schemes, and £3.5m on other projects. Spending on some major projects was deferred until 2014/15. This was mainly due to circumstances beyond the control of the Council, including progress by external bodies or organisations.

At 31 March 2014, the Council held £1.5m in the General Fund Balance, £1.3m in the HRA Balance and £32.2m in earmarked reserves of which £17.8m is in respect of the Housing Revenue Account.

2013/14 saw the introduction of two significant changes to local government finance. Firstly, local authorities became responsible for their own Local Council Tax Reduction Schemes to replace council tax benefits (which, whilst administered by local authorities, the full funding of which was paid for by the Department for Work and Pensions). In taking on this financial responsibility, local authorities have been given reduced funding to pay for the cost of their local reduction scheme compared to the previous council tax benefits. This means local authorities have to reduce the support provided to claimants, or find the funding from elsewhere. For 2013/14 Warwick District Council maintained the support provided, using reserve funding (approximately £800k) to support the scheme. From 2014/15, the Council has reduced the support provided by way of its own new Council Tax Reduction Scheme.

Secondly, 2013/14 saw the start of Business Rate Retention. Previously, all business rates were collected locally and passed over to Central Government to redistribute. Under the new scheme, all local authorities get to keep a proportion of the business rates that they collect. This is aimed to provide an incentive for councils to grow their business base, create employment, and encourage the local economy. The Council has continued to see a steady increase in the business rate base throughout 2013/14, which should place it in a strong position for 2014/15 onwards. However, alongside this growth, it has had to allow for potential back dated appeals which is initially dampening the projected growth in rates income to the Council.

Following "Self Financing" in respect of the Housing Revenue Account (HRA) and the Council having to take on debt of £136.2m in 2012, the Business Plan for the HRA has continued to be monitored. Despite having to manage this substantial debt in respect of the HRA, the Council has also been able to set aside money to be used towards the provision of additional council housing within the District.

## **FOREWORD BY THE RESPONSIBLE FINANCIAL OFFICER**

Looking forward, there continues to be concern as to how the limited public sector finances will impact upon the Council, notably with the further reductions expected in Government Grant. As part of its agreed Fit For the Future programme, the Council has plans to ensure that its financial position is sustainable despite the income reduction by continuing to seek efficiencies. There are no plans to cut services. The Council is in a strong financial position thanks to its level of reserves. This is enabling it to make the savings necessary without reducing services.

Mike Snow, C.P.F.A.  
Head of Finance and Chief Financial Officer  
Warwick District Council  
P.O. Box 2180  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
Warwickshire  
CV32 5QW

# GUIDE TO THE FINANCIAL STATEMENTS

A brief outline of the purpose of the Council's financial statements is given below:

**Page 10    Statement of Responsibilities**

This statement identifies the responsibilities of the Council and of the Responsible Financial Officer.

**Page 11    Movement in Reserves Statement**

This statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.

**Page 12    Comprehensive Income and Expenditure Statement**

This statement shows the economic cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation.

**Page 13    Balance Sheet**

The Balance Sheet shows the value as at the Balance Sheet date of the asset and liabilities recognised by the authority.

**Page 14    Cash Flow Statement**

This statement shows the changes in cash and cash equivalents of the authority during the reporting period.

**Page 86    HRA Income and Expenditure Statement**

This statement shows in more detail the income and expenditure on HRA services included in the whole authority Comprehensive Income and Expenditure Statement.

**Page 87    Movement on the Housing Revenue Account Statement**

This statement shows the movement in the year on the different reserves held for the Housing Revenue Account, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and other reserves.

**Page 94    Major Repairs Reserve**

This statement details the income and expenditure during the year on major repairs and improvements to the Council's housing stock.

**Page 95    Collection Fund**

This statement details the transactions relating to the collection of council tax and national non-domestic rates (NNDR). The Council acts as an agent to collect revenue on behalf of Warwickshire County Council, the Office of the Warwickshire Police and Crime Commissioner and the Government.

Where appropriate, comparative figures for the previous financial year are given. For specific items detailed notes are provided giving further information.

# EXPLANATORY FOREWORD

## 1. General Fund Summary

In February 2013 the Council approved a total net expenditure budget for 2013/14 of £15.9m (excluding Parish Precepts) and set a band D council tax for the district of £146.86. The following table shows how the net expenditure compared to the original estimates:

<u>General Fund Net Service Expenditure</u>	<u>Original £'000</u>	<u>Actual £'000</u>	<u>Variation £'000</u>
Community & Corporate Services Portfolio	860	834	(26)
Culture Portfolio	3,332	3,429	97
Development Portfolio	1,760	1,773	13
Finance Portfolio	2,613	2,558	(55)
Health and Community Protection Portfolio	1,583	1,277	(306)
Housing and Property Portfolio	2,230	1,966	(264)
Neighbourhood Portfolio	5,040	4,922	(118)
Strategic Leadership Portfolio	1,255	1,243	(12)
<b>TOTAL GENERAL FUND NET EXPENDITURE</b>	<b>18,673</b>	<b>18,002</b>	<b>(671)</b>
Replacement of Notional with Actual Cost of Capital:			
- Deduct Notional capital Financing Charges	(3,698)	(3,602)	96
- Adjust Loan Repayments, RCCO and Interest Paid	33	39	6
Net External Interest Received	(206)	(249)	(43)
Revenue Contributions to Capital	776	1,280	504
Contributions to / (from) Reserves	696	600	(96)
IAS19 Adjustments	(366)	(585)	(219)
Accumulated Absences Account	-	(24)	(24)
Contributions to / (from) General Fund	(33)	(33)	-
<b>NET EXPENDITURE FOR DISTRICT PURPOSES</b>	<b>15,875</b>	<b>15,428</b>	<b>(447)</b>
Less Council Tax, General Revenue Grants and Collection Fund Deficit	(15,875)	(16,866)	(991)
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>-</b>	<b>(1,438)</b>	<b>(1,438)</b>

The main factors affecting the above table are:

- Several initiatives and revenue programmes that were not completed during 2012/13, amounting to £528,700, were carried forward to 2013/14 as earmarked reserves. The expenditure on these items is included within the relevant service expenditure and the financing is by way of a contribution from the earmarked reserves. This has been offset by similar programme slippages during 2013/14 of £429,100 which have been carried forward to 2014/15 as earmarked reserves.

Other major items are:

- Increased Planning Fee income -£393,000;
- Increased car parking income -£269,000;
- Various savings / additional income have been found totalling -£257,000;
- Salary vacancies and restructures saving of -£311,000;
- Additional Government Grants -£223,000;
- NNDR Refunds -£122,000;
- Increase in net costs of Benefit payments +£137,000.



# EXPLANATORY FOREWORD

## 2. Housing Revenue Account

In February 2013, the Council approved a total net surplus budget on Council Housing for 2013/14 of £154,100 incorporating an estimated average rent increase of £2.98 per week, rather than the £4.31 increase that would have been implemented by following central government rent restructuring guidelines. The actual average rent of £85.08 for 2013/14 was an increase of £2.94 over the average rent of £82.14 for 2012/13.

The following table shows how the actual net surplus compared to the original estimates:

<u>Housing Revenue Account</u>	<b>Original £'000</b>	<b>Actual £'000</b>	<b>Variation £'000</b>
Expenditure	12,621	(3,555)	(16,176)
Income	(26,504)	(26,770)	(266)
<b>Net Cost of HRA Services</b>	<b>(13,883)</b>	<b>(30,325)</b>	<b>(16,442)</b>
IAS19 Adjustments	(51)	(256)	(205)
Amortised Premiums and Discounts	11	12	1
Interest and Investment Income	(119)	(131)	(12)
Appropriations and Other Adjustments	13,888	30,660	16,772
<b>(SURPLUS) / DEFICIT FOR YEAR</b>	<b>(154)</b>	<b>(40)</b>	<b>114</b>

As a result of the valuation exercise carried out by the District Valuer at 01/04/2014 Impairments, totalling £19.737m which had been charged to the HRA in previous financial years were reversed out. This reflects an improvement in house prices within the economy in general during the last financial year.

There is no subsidy from council tax payers to Council Housing. These costs are met entirely from rents (£25.3m), and other income and charges (£1.5m). See pages 86 to 94 for more details.

## 3. Balance Sheet

The Balance Sheet reflects the current value of the Council's Property, Plant and Equipment which together with its Heritage and Investment Properties totals £330m. The Council is no longer debt-free following the advent of the Housing self-financing regime which saw the Council take on £136.2m of debt to buy itself out of the Housing Subsidy regime.

During 2013/14 net current assets increased by £1.9m from £35.6m to £37.5m. The main items being increases in cash and equivalents (+£5.6m), short term investments (+£1.0m), short term creditors (-£1.8m) and provisions (-£1.7m) less decreases in sundry debtors (-£1.2m).

A total of £32.3m is held in earmarked reserves. Of this total, £17.7m is held for housing improvement, £4.4m is for future other capital investment and the remaining £10.2m is for specific revenue items. A full list of these reserves can be found in Note 8 to the Accounts.

# EXPLANATORY FOREWORD

## 4. **Collection Fund**

The Collection Fund represents all the transactions on the collection and distribution of monies in respect of Council Tax and National Non-Domestic Rates (NNDR).

During 2013/14 £74.6m (£80.6m in 2012/13) of Council Tax was received. The precepts and demands on the Collection Fund were: Warwickshire County Council (£56.1m), Warwick District Council (£8.2m of which £1.1m relates to Town and Parish Council precepts) and the Office of the Warwickshire Police and Crime Commissioner (£8.8m). A surplus of £1,291,659 for the year reduced the opening deficit balance of £97,627 on the Fund to a closing surplus balance of £1,194,032. The deficit will be redistributed to the preceptors in proportion to their demands on the Fund in future years.

Each year the Government sets a national uniform business rate (47.1p for 2013/14) which, when multiplied by each non-domestic property's rateable value, determines the business rate levy for the year. £67.4m of Business Rates (NNDR) was collected during 2013/14 (£62.6m in 2012/13). Previously, this money is passed to the Government which operated a National Pool whereby it redistributed the sums collected to all local authorities. From 2013/14 this scheme has been modified to allow for some local retention of business rates. An allowance of £212,700 (£213,400 in 2012/13) was given to the Council towards collection costs.

Details of the transactions on the Collection Fund can be found on pages 95 to 99.

## 5. **Capital Expenditure**

Capital investment of £10.2m took place during the year. The main items of expenditure are:

- Council Housing Improvement / Renewal Works	£5.3 million
- Chase Meadow Community Centre	£1.1 million
- Leisure and Culture Facilities	£0.9 million
- New Build Housing and Registered Providers	£0.8 million
- Flood Alleviation Schemes	£0.7 million
- Private Sector Renewal and Disabled Facilities Grants	£0.4 million

Net capital expenditure was financed from the Council's internal resources - usable capital receipts (£1.6m), reserves (£5.9m) and revenue (£0.7m) – and Government Grants and other contributions (£2.0m).

During the year the Council sold 21 Church Street Warwick to DCA and 39 council houses were sold under the "Right to Buy" legislation. In addition, the Council received the final part of the capital receipt arising from the sale of Wilton House following the completion of new accommodation for the Kenilworth Senior Citizens Club

## 6. **Treasury Management**

The Council's Treasury Management Policy Statement and Treasury Management Practices detail how the Council will manage its activities in relation to borrowing and investment. A copy of the statement and practices may be obtained from The Head of Finance, Warwick District Council, P.O. Box 2180, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5QW.

Following the need to borrow £136m to buy itself out of the Housing Subsidy regime, the Council lost its debt free status at the end of 2011/12, a status it had held after previously repaying its remaining external long term debt in 2003/04. The loans were all taken from

## EXPLANATORY FOREWORD

the Public Works Loans Board and were for varying maturities of between 41 and 50 years in line with the Self Financing Business Plan requirements.

### 7. **Pension Costs**

Pension costs are included in the accounts to meet the requirements of IAS 19 which requires an authority to see beyond its commitment to pay contributions to the pension fund and to determine the full longer-term effect that the award of retirement benefits in any year has had on the authority's financial position. A net pension asset indicates that an authority has effectively overpaid contributions relative to the future benefits earned to date by its employees. A net liability shows an effective underpayment.

As at 31 March 2014 this Council's pension fund liability is £33.7m. This policy reflects our commitment in the long-term to increase contributions to make up any shortfall in attributable net assets in the pension fund. Over the period 2006/07 to 2013/14 the Council's contribution rate has increased. From 2014/15 the pension fund's actuary will require contributions to be split between current pension costs (a smaller percentage rate on current salaries) plus a lump sum adjustment for past service costs to ensure that the pension fund liability can be met in full.

Further details of Pension transactions can be found in Note 40 in the Notes to the Accounts.

### 8. **Impact of Economic Climate**

The financial year 2013/14 continued the challenging investment environment of previous years, namely low investment returns. Consequently there was no additional quantitative easing during 2013/14 and Bank Rate ended the year unchanged at 0.5% for the fifth successive year. While CPI inflation had remained stubbornly high and substantially above the 2% target during 2012, by January 2014 it had, at last, fallen below the target rate to 1.9% and then fell further to 1.7% in February. It is also expected to remain slightly below the target rate for most of the two years ahead. However, over the last nine months we have had a continuing run of strong economic news which has consolidated confidence that the UK economy is strongly recovering and GDP has grown at an annual rate of 3.1% over the last four quarters. The latest inflation report from the Bank of England provides a view of the economic recovery moving from one supported by consumer led expenditure to a more broad based recovery focusing on growth in business investment, rising real wages, increasing employment and increasing productivity growth. Recent remarks by the Governor of the Bank of England have led to speculation that the first upwards move could come as early as late 2014. However, the timing of the first increase in Bank Rate will be dependent on how the economic recovery progresses and the view of our Treasury Consultants continues to be that Bank Rate will not rise until late 2015. The Council's projections for its investment income are based on Bank Rate beginning to rise from quarter 2 2016 so any earlier increase should have a beneficial impact on the Council's investment returns.

### 9. **Changes in Accounting Policies**

The adoption of the 2011 Amendments to IAS 19 Employee Benefits has resulted in changes to the relevant accounting policies.

There are new classes of components of defined benefit cost to be recognised in the financial statements (i.e. net interest on the net defined benefit liability and Remeasurements of the net defined liability).

## EXPLANATORY FOREWORD

The change in policy requires restatement of the prior period figures. The changes to the prior period figures are:

	Statements 2012/13 £000	Restated Figures 2012/13 £000	Change 2012/13 £000
<b>Comprehensive Income and Expenditure Statement</b>			
<i>Cost of Services:</i>			
- current service cost	2,096	2,096	-
- past service costs	13	113	100
- (gain) / loss from settlements	100	-	(100)
<i>Financing and Investment Income and Expenditure:</i>			
- interest cost	4,950	-	(4,950)
- expected return on scheme assets	(4,125)	-	4,125
- net interest expense	-	1,350	1,350
<i>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</i>	<b>3,034</b>	<b>3,559</b>	<b>525</b>
<b>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>			
Actuarial gains and losses	5,681	-	(5,681)
Remeasurement of the net defined benefit liability comprising:			
- Return on plan assets (excluding the amount included in the net interest expense)	-	(7,533)	(7,533)
- Actuarial gains and losses arising on changes in financial assumptions	-	13,224	13,224
- Other	-	(535)	(535)
<i>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<b>8,715</b>	<b>8,715</b>	<b>-</b>
<b>Movement in Reserves Statement</b>			
- reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(3,034)	(3,559)	(525)
<b>Actual amount charged against the General Fund and HRA Balances for pensions in the year:</b>			
Employer's contributions payable to scheme	1,898	1,898	-

The above changes require the restatement of note 7 – Adjustments Between Accounting Basis and Funding Basis Under Regulations and note 10 – Financing and Investment Income and Expenditure. This has also resulted in the restatement of the corresponding lines in the Movement in Reserves Statement and the Comprehensive Income and Expenditure Statement. Similar restatements have been made for the Housing Revenue Account.

These are compensating adjustments and have not altered the figures shown in the Balance Sheet.

# STATEMENT OF RESPONSIBILITIES

## 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 authority, that officer is the Chief Financial Officer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

Statement of Accounts approved at the Council meeting on 24 September 2014

Chair of the Council Meeting  
Councillor Mrs Clare Sawdon

## The Chief Financial Officer's Responsibilities

The Chief Financial Officer is responsible for the preparation of the authority's Statement of Accounts in accordance with proper practices as set out in the C.I.P.F.A. / L.A.S.A.A.C. Code of Practice on Local Authority Accounting in the United Kingdom (the Code):

In preparing this Statement of Accounts, the Chief Financial Officer 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 Chief Financial Officer has also:

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

I certify, that to the best of my knowledge and belief, the Statement of Accounts presents a true and fair view of the financial position of Warwick District Council at 31 March 2014 and its income and expenditure in the year ended 31 March 2014.

16 September 2014

Mike Snow C.P.F.A.  
Chief Financial Officer  
Warwick District Council  
P.O. Box 2180  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
Warwickshire  
CV32 5QW

# MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The 'Surplus or (Deficit) on the provision of Services' line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for council tax setting and dwellings rent setting purposes. The 'Net Increase / (Decrease) before transfers to Earmarked Reserves' line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance £000	Earmarked General Fund Reserves £000	Housing Revenue Account £000	Earmarked HRA Reserves £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Balance at 31 March 2012</b>	<b>1,546</b>	<b>12,622</b>	<b>1,250</b>	<b>8,592</b>	<b>4,163</b>	<b>1,010</b>	<b>745</b>	<b>29,928</b>	<b>140,936</b>	<b>170,864</b>
<b>Movement in reserves during 2012/13</b>										
Surplus or (Deficit) on provision of services (accounting basis) - RESTATED	(3,524)	-	10,626	-	-	-	-	7,102	-	7,102
Other Comprehensive Expenditure and Income RESTATED	-	-	-	-	-	-	-	-	(3,650)	(3,650)
<b>Total Comprehensive Income and Expenditure</b>	<b>(3,524)</b>	<b>-</b>	<b>10,626</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,102</b>	<b>(3,650)</b>	<b>3,452</b>
Adjustments between accounting basis and funding basis under regulations (Note 7) - RESTATED	3,343	-	(6,184)	-	294	(1,010)	293	(3,264)	3,264	-
<b>Net Increase / (Decrease) before Transfers to Earmarked Reserves</b>	<b>(181)</b>	<b>-</b>	<b>4,442</b>	<b>-</b>	<b>294</b>	<b>(1,010)</b>	<b>293</b>	<b>3,838</b>	<b>(386)</b>	<b>3,452</b>
Transfers to / (from) Earmarked Reserves (Note 8)	170	(170)	(4,409)	4,409	-	-	-	-	-	-
<b>Increase / (Decrease) in 2012/13</b>	<b>(11)</b>	<b>(170)</b>	<b>33</b>	<b>4,409</b>	<b>294</b>	<b>(1,010)</b>	<b>293</b>	<b>3,838</b>	<b>(386)</b>	<b>3,452</b>
<b>Balance at 31 March 2013 carried forward</b>	<b>1,535</b>	<b>12,452</b>	<b>1,283</b>	<b>13,001</b>	<b>4,457</b>	<b>-</b>	<b>1,038</b>	<b>33,766</b>	<b>140,550</b>	<b>174,316</b>
<b>Movement in reserves during 2013/14</b>										
Surplus or (Deficit) on provision of services (accounting basis)	(2,822)	-	27,131	-	-	-	-	24,309	-	24,309
Other Comprehensive Expenditure and Income	-	-	-	-	-	-	-	-	3,883	3,883
<b>Total Comprehensive Income and Expenditure</b>	<b>(2,822)</b>	<b>-</b>	<b>27,131</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,309</b>	<b>3,883</b>	<b>28,192</b>
Adjustments between accounting basis and funding basis under regulations (Note 7)	4,815	-	(22,301)	-	1,194	764	824	(14,704)	14,704	-
<b>Net Increase / (Decrease) before Transfers to Earmarked Reserves</b>	<b>1,993</b>	<b>-</b>	<b>4,830</b>	<b>-</b>	<b>1,194</b>	<b>764</b>	<b>824</b>	<b>9,605</b>	<b>18,587</b>	<b>28,192</b>
Transfers to / (from) Earmarked Reserves (Note 8)	(2,026)	2,026	(4,790)	4,790	-	-	-	-	-	-
<b>Increase / (Decrease) in Year</b>	<b>(33)</b>	<b>2,026</b>	<b>40</b>	<b>4,790</b>	<b>1,194</b>	<b>764</b>	<b>824</b>	<b>9,605</b>	<b>18,587</b>	<b>28,192</b>
<b>Balance at 31 March 2014 carried forward</b>	<b>1,502</b>	<b>14,478</b>	<b>1,323</b>	<b>17,791</b>	<b>5,651</b>	<b>764</b>	<b>1,862</b>	<b>43,371</b>	<b>159,137</b>	<b>202,508</b>

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

Gross Expenditure 2012/13 £000	Gross Income 2012/13 £000	Net Expenditure 2012/13 £000		Notes	Gross Expenditure 2013/14 £000	Gross Income 2013/14 £000	Net Expenditure 2013/14 £000
2,636	(1,498)	1,138	Central Services to the Public		2,470	(1,347)	1,123
7,706	(7,919)	(213)	Central Services to the Public - Council Tax Benefits		-	-	-
10,389	(3,402)	6,987	Cultural and Related Services		9,525	(3,644)	5,881
9,000	(3,079)	5,921	Environmental and Regulatory Services		7,747	(2,565)	5,182
4,782	(2,043)	2,739	Planning Services		4,821	(2,005)	2,816
1,925	(2,780)	(855)	Highways and Transport Services		2,461	(2,994)	(533)
12,832	(25,947)	(13,115)	Local Authority Housing (HRA)		12,848	(26,770)	(13,922)
(1,668)	-	(1,668)	Local Authority Housing (HRA) - Impairment charges / reversals		(16,500)	-	(16,500)
34,158	(32,793)	1,365	Other Housing Services		34,009	(32,307)	1,702
1,917	(35)	1,882	Corporate and Democratic Core		1,667	(7)	1,660
421	-	421	Non-Distributed Costs		520	-	520
<b>84,098</b>	<b>(79,496)</b>	<b>4,602</b>	<b>Cost of Services - continuing operations</b>		<b>59,568</b>	<b>(71,639)</b>	<b>(12,071)</b>
1,851	(813)	1,038	Other Operating Income and Expenditure	9	1,904	(1,581)	323
6,619	(1,385)	5,234	* Financing and Investment Income and Expenditure	10	7,990	(951)	7,039
-	(17,976)	(17,976)	Taxation and Non-Specific Grant Income and Expenditure	11	-	(19,600)	(19,600)
		<b>(7,102)</b>	<b>(Surplus) or Deficit on Provision of Services</b>				<b>(24,309)</b>
			<b>Other Comprehensive Income and Expenditure:</b>				
		(1,506)	(Surplus) or Deficit on revaluation of Property, Plant and Equipment assets				(514)
		-	Surplus or deficit on revaluation of available for sale financial assets				(11)
		5,156	* Actuarial (gains) / losses on pension assets / liabilities				(3,358)
		<b>3,650</b>	<b>Other Comprehensive Income and Expenditure</b>				<b>(3,883)</b>
		<b>(3,452)</b>	<b>Total Comprehensive Income and Expenditure</b>				<b>(28,192)</b>

\* 2012/13 Figures restated due accounting policy change

## BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category of reserves includes 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 Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2013 £000		Notes	31 March 2014 £000
	<b>Operational Assets:</b>		
293,173	Property, Plant and Equipment	12	311,147
8,801	Heritage Assets	14	8,981
9,530	Investment Properties	15	9,535
91	Intangible Assets	16	58
2	Long Term Investments	17	7,026
294	Long Term Debtors	17	311
<b>311,891</b>	<b>LONG TERM ASSETS</b>		<b>337,058</b>
26,120	Short Term Investments	17	27,104
614	Assets Held for Sale	18	748
44	Inventories	19	44
4,611	Short Term Debtors	20	3,401
13,038	Cash and Cash Equivalents	21	18,686
<b>44,427</b>	<b>CURRENT ASSETS</b>		<b>49,983</b>
(8,574)	Short Term Creditors	22	(10,364)
(273)	Provision Liabilities payable in less than 1 year	23	(1,964)
<b>(8,847)</b>	<b>CURRENT LIABILITIES</b>		<b>(12,328)</b>
(324)	Provision Liabilities payable in more than 1 year	23	(1,354)
(136,209)	Long Term Borrowing	17	(136,209)
(98)	Other Long Term Liabilities	17	(76)
(1,734)	Capital External Grants/Contributions in Advance	34	(915)
(34,790)	Net Pensions Liability	40	(33,651)
<b>(173,155)</b>	<b>LONG TERM LIABILITIES</b>		<b>(172,205)</b>
<b>174,316</b>	<b>NET ASSETS</b>		<b>202,508</b>
33,766	Usable Reserves	24	43,371
140,550	Unusable Reserves	25	159,137
<b>174,316</b>	<b>TOTAL RESERVES</b>		<b>202,508</b>



## CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council 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 Council are funded by way of taxation 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 Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

2012/13 £000		Notes	2013/14 £000
(7,627)	Net (Surplus) or deficit on the provision of services		(24,309)
(3,262)	Adjust net (surplus) or deficit on the provision of services for noncash movements	26	1,226
2,114	Adjust for items included in the net (surplus) or deficit on the provision of services that are investing and financing activities	26	6,184
<b>(8,775)</b>	<b>Net cash flows from Operating Activities</b>	26	<b>(16,899)</b>
1,675	Investing Activities	27	11,465
(650)	Financing Activities	28	(214)
<b>(7,750)</b>	<b>Net (increase) or decrease in cash and cash equivalents</b>		<b>(5,648)</b>
(5,288)	Cash and cash equivalents at the beginning of the reporting period		(13,038)
<b>(13,038)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>		<b>(18,686)</b>

# NOTES TO THE ACCOUNTS

## 1. **ACCOUNTING POLICIES**

### **a. General Principles**

The Statement of Accounts summarises the Council's transactions for the 2013/14 financial year and its position at the year-end of 31 March 2014. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2011, which those regulations 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 2013/14 and the Service Reporting Code of Practice 2013/14, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

### **b. Accruals of Income and Expenditure**

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract, except where amended as appropriate by statute (e.g. "soft loans").
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### **c. Cash and Cash Equivalents**

For this Council, cash is represented by cash in hand and current account bank balances. Cash equivalents are highly liquid investments with financial institutions which are repayable on demand or within 24 hours with no or little effect on the principal element of the investment e.g. the Money Market Funds or Business Reserve type accounts held with various banks.

## NOTES TO THE ACCOUNTS

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

### **d. Prior Period Adjustments and Changes in Accounting Policies**

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error.

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 Council'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 the period as if the new policy had always been applied.

### **e. Charges to Revenue for Non-current Assets**

Services and support services are debited with the following amounts to record the cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the relevant service
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- Amortisation of intangible assets attributable to the service.

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisation are therefore replaced by the contribution in the General Fund Balance minimum revenue provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### **f. Employee Benefits**

#### **Benefits Payable During Employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to the Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

# NOTES TO THE ACCOUNTS

## Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service or, where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

## Post Employment Benefits

Employees of the Council are members of the Local Government Pension Scheme, administered by Warwickshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

## Local Government Pension Scheme

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Warwickshire County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 4.3% based on a weighted average of "spot yields" on AA rated corporate bonds.
- The assets of the Warwickshire County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value:
  - quoted securities – current bid price
  - unquoted securities – professional estimate
  - unitised securities – current bid price
  - property securities – current bid price.
- The change in the net pensions liability is analysed into the following components:

Service cost comprising:

- current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
- past service cost - the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs

## NOTES TO THE ACCOUNTS

- net interest on the net defined liability, i.e. net interest expense for the Council – the change during the period in the net defined liability that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability at the beginning of the period – taking into account any changes in the net defined benefit payments.

Remeasurements comprising:

- the return on plan assets – excluding amounts included in net interest on the net defined benefit liability – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure

Contributions paid to the Warwickshire County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

### **Discretionary Benefits**

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

### **g. Events After the Reporting Period**

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

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

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

# NOTES TO THE ACCOUNTS

## **h. Exceptional Items**

When items of income and expense are material, their nature and amount are disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to the understanding of the Council's financial performance.

## **i. Financial Instruments**

### **Financial Liabilities**

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For most liabilities that the Council has, the amount presented in the Balance Sheet is the original amount repayable and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year under the terms of the liability.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the loss over the term that was remaining on the loan against which the premium was payable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

The Council took out £136.157m in PWLB fixed interest rate long term loans with varying maturities of between 41 and 50 years on the 28<sup>th</sup> March 2012 in order to fulfil its obligations under the new HRA self financing regime. Although PWLB long term loans are carried in the balance sheet at amortised cost, the Council is required to disclose the fair value of these loans. This requires a calculation of the net present value of the cash flows that are scheduled to take place over the remaining life of each loan. The fair value of these loans will be different to the amortised cost if prevailing interest rates differ from those applicable to the loans when taken out.

The fair value of these PWLB loans at 31<sup>st</sup> March is £139,940,116 as the interest rates on 31<sup>st</sup> March were lower than those in force when the loans were taken out.

### **Financial Assets**

Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- available-for-sale assets – assets that have a quoted market price and / or do not have fixed or determinable payments. At 31<sup>st</sup> March, the Council held 3 Certificate of Deposit investments which fall into this category.

### **Loans and Receivables**

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the

## NOTES TO THE ACCOUNTS

Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Any loans made by the Council at less than market rates are called "soft loans". When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from the recipient, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of the amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement. It has been determined that the few "soft" loans that the Council has e.g. car loans to employees or loans to private householders for disabled adaptations require no adjustment to the accounts as they are de-minimis. In the case of the interest free loan made to Warwick Town Council, due to the short term nature of the loan fair value is essentially the same as the initial advance and interest foregone is minimal and therefore the effect on the Council's accounts is not material.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. No such impairments were required to be made in 2013/14.

Any gains and losses that arise on derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **Available for Sale Assets**

Available for Sale Financial Assets include assets that have fixed or determinable payments and are quoted in an active market e.g. gilts, corporate bonds, certificates of deposit etc. At 31<sup>st</sup> March, the Council held 3 Certificate of Deposit investments amounting to £8m. Prices at 31<sup>st</sup> March were obtained for each investment from our custodian, King & Shaxson Ltd, which resulted in an increase of £11k in the capital value of the investments. This increase has been reflected in the value of the Council's investments within the Balance Sheet with the corresponding credit going to the Available for Sale Financial Instruments Reserve.

### **j. Foreign Currency Translation**

Where the Council has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting



## NOTES TO THE ACCOUNTS

gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. There are no such gains or losses at 31<sup>st</sup> March 2014.

### k. Government Grants and Contributions

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

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset in the form of the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income and Expenditure (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

### l. Business Improvement Districts

Business Improvement District (BID) schemes are projects for the benefit of a particular area within the district that are financed by a BID levy paid by the non-domestic ratepayers, or class of such ratepayers, in the BID area. There was one BID scheme in operation during 2013/14 – in Leamington Spa – for which the Council operated as an agent. The following amounts only are recognised in the Council's service expenditure:

- The BID levies due on the Council's non-domestic properties within the BID area are recorded against the relevant service area that the property relates to;
- BID levy collection costs and associated (reimbursement) income are shown in Net Cost of Services under the relevant service in the Comprehensive Income and Expenditure Statement.

### m. Heritage Assets

#### **Tangible and Intangible Heritage Assets (described in this summary of significant accounting policies as heritage assets)**

The Council's Heritage Assets are principally held in the Council's Art Gallery and Museum. The Art Gallery and Museum has 7 (Visual Arts, Decorative Arts, Archaeology, Ethnography, Numismatics, Pictorial and Social History) collections of heritage assets which are held in support of the primary objective of the Council's Art



## NOTES TO THE ACCOUNTS

Gallery and Museum, i.e. increasing the knowledge, understanding and appreciation of the Council's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The accounting policies in relation to heritage assets that are deemed to include elements of intangible heritage assets are also presented below. The Council's collections of heritage assets are accounted for as follows:

- **Visual Arts Collection**

- The Visual Arts collection includes paintings (both oil and watercolour) and sketches and is reported in the Balance Sheet at market value. The majority of the collection was last externally valued in 2008 with some assets being valued for the first time in 2012 and further artefacts being added in 2013. Subsequent revaluations are due at five yearly intervals. The assets within the art collection are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.
- Acquisitions are made by purchase or donation (also covering gifts and bequests). Acquisitions are initially recognised at cost and donations are recognised at valuation with valuations provided by the external valuer.

- **Decorative Arts Collection**

- The decorative arts collection includes ceramics, porcelain, glass and other artefacts of a similar nature. As with the Visual Arts collection, the collection was last externally valued in 2008 with subsequent revaluations due at five yearly intervals. The assets within the Decorative Arts collection are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.
- Acquisitions are made by purchase or donation (also covering gifts and bequests). Acquisitions are initially recognised at cost and donations are recognised at valuation with valuations provided by the external valuer.

- **Other Collections**

- The Art Gallery and Museum also has collections covering archaeology, Ethnography, Numismatics, Pictorial and Social History. The various artefacts within these collections, e.g. jugs, arrowheads, clothing, coins, photographs and documents are deemed to have indeterminate lives hence the Council does not consider it appropriate to charge depreciation. In respect of these collections, acquisitions are usually made by donation, gift or bequest although some exhibits have been purchased over the years. Purchases are initially recognised at cost and then recognised at valuation with valuations provided by an external valuer. Donated, gifted and bequeathed artefacts are valued externally if the exhibit is likely to have a significant value otherwise a nominal value of £50 for each artefact is applied. A number of new gifted items have been added to the Social History collection during 2013/14.

- **Abbey Fields Barn**

- Previously treated as a Community Asset at no historic cost, the Abbey Fields Barn has been reclassified to Heritage Assets and a valuation obtained from the District Valuer. In future, this asset will be included in the Council's rolling programme of asset valuations.

### **Heritage Assets – General**

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment – see note t in this summary of significant accounting policies. There is a

## NOTES TO THE ACCOUNTS

strong presumption against the disposal of any items in the Art Gallery and Museum collections but once a decision to dispose, either by gift, exchange, sale or in the case of badly damaged exhibits by destruction has been taken priority will be given to retaining it within the public domain. The proceeds of any items sold are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (again see notes t and w in this summary of significant accounting policies) and re-invested for the Art Gallery and Museum collections. There were no disposals during 2013/14.

### **n. Intangible Assets**

Expenditure above the capital de-minimis limit of £20,000 on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of the Council's website such as occurred in 2013/14 is not capitalised as it is primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. Where a finite life can be identified, the depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. If no finite life can be identified, the asset is held on the balance sheet at its original value but is subject to an annual impairment review. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service lines in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. The Intangible Assets with no finite lives within the Balance Sheet have been tested for impairment and no losses revealed.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

### **o. Inventories and long-term contracts**

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the FIFO costing formula. Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

## NOTES TO THE ACCOUNTS

### **p. Investment Property**

Investment properties are those that are used solely to earn rentals and / or for capital appreciation. The definition is not met if property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but, using the latest rental values applicable to each property, are revalued regularly in accordance with the Council's revaluation policies and are tested annually for impairments in value. Revaluation gains and losses are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rental income received in relation to investment properties is credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

### **q. Jointly Controlled Operations and Jointly Controlled Assets**

Jointly controlled operations are activities undertaken by the Council in conjunction with other ventures that involve the use of assets and resources of the venturers rather than the establishment of a separate entity. The Council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

Jointly controlled assets are items of property, plant and equipment that are jointly controlled by the Council and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

### **r. Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. The Council entered into a further Finance lease for a dog van during 2013/14. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets. The Council has one arrangement of this nature as a depot has been leased by a contractor specifically to carry out repairs contracts relating to the Council's housing stock. This "embedded lease" has been assessed as an operating lease and accounted for accordingly.

# NOTES TO THE ACCOUNTS

## **The Council as Lessee**

### Finance Leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Council are added to the carrying amount of the asset. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Council at the end of the lease period).

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### Operating Leases

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

## **The Council as Lessor**

### Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

## NOTES TO THE ACCOUNTS

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement of Reserves Statement.

It has been determined that all leases where the Council is the lessor are operating leases and are accounted for as described in the following paragraph.

### Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at commencement of the lease). Where identifiable, initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

### s. 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 Service Reporting Accounting Code of Practice 2013/14* (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core - costs relating to the Council's status as a multi-functional, democratic organisation.
- Non Distributed Costs - the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

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

### t. Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

# NOTES TO THE ACCOUNTS

## Recognition

In 2013/14 the Council had a de-minimis limit of £20,000 in relation to capital expenditure on land and buildings and a de-minimis limit of £5,000 on plant or equipment and expenditure above these limits on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure below the de-minimis limit or that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense as it is incurred.

## Measurement

Assets are initially measured at cost, comprising

- The purchase price
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- Operational assets have been valued on the basis of either open market value for existing use, depreciated replacement cost or in the case of equipment, vehicles and plant, historical cost. Any additions or enhancements during 2013/14 which have not been the subject of a valuation are included at historical cost.
- Non-operational assets, including investment property, have been valued at open market value. The accrued cost of work in progress for capital schemes is also included with non-operational assets. The adoption of FRS 30 "Heritage Assets" gave the Council the option to either continue to carry its Community Assets at historic cost or to have them valued on the same basis as Heritage Assets. The Council continues to record its Community Assets (e.g. land and buildings purchased for the benefit of the community and with little or no prospect of ever being disposed of) and Infrastructure Assets (e.g. Flood Alleviation Works) at historical cost.
- General Fund property values in the Balance Sheet are based on 31<sup>st</sup> March 2009, 1<sup>st</sup> April 2009, 1 April 2010, 31<sup>st</sup> March 2011, 1<sup>st</sup> April 2011, 31<sup>st</sup> March 2012, 1<sup>st</sup> April 2012, 31<sup>st</sup> March 2013, 1<sup>st</sup> April 2013 or 1<sup>st</sup> April 2014 valuations with the exception of properties acquired during 2013/14 which have been valued as at the date of acquisition or the date on which they became operational. Where appropriate, the values have been updated, for capital expenditure, sales, impairments and depreciation in 2013/14 to provide the value at 31<sup>st</sup> March 2014 as shown in the Balance Sheet. The valuations were carried out by the District Valuer, a part of the Valuation Office Agency. For Housing Revenue Account



## NOTES TO THE ACCOUNTS

properties (excluding some land which is valued at 1<sup>st</sup> April 2010) the valuation is based upon the valuation at 1st April 2014 provided by the District Valuer.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Also gains may be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of an impairment loss previously charged to a service revenue account.

Where decreases in value are identified, they are accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement. During 2013/14, such charges were debited to the Comprehensive Income and Expenditure in respect of the North Hall, Spencers Yard (£0.03m).

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

### **Impairment**

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

The Council's housing stock is valued annually on an Existing Use – Social Housing (EUV-SH) basis which is defined as the value that a property, if sold, would sell for assuming that it continued to be used for social housing purposes. It is derived from the open market value discounted down by a regional adjustment factor, defined by DCLG, which for the West Midlands is 34% i.e. the EUV-SH value is 34% of the open market value. The adjustment factor reflects the fact that sitting tenants enjoy rents lower than open market rents and tenants' rights including Right to Buy. The annual revaluation carried out by the District Valuer identified an impairment of £2.6m in respect of the land element of the Housing Stock which was charged to the Housing Revenue Account. This was offset by an increase of £19.737m in the value of the land element of the Housing Stock which was credited to the Housing Revenue Account.

## NOTES TO THE ACCOUNTS

However, such revaluation changes are not to impact on the "bottom line" of the HRA and have been reversed out and debited to the Capital Adjustments Account.

An impairment review of certain General Fund assets was carried out by the District Valuer at the end of 2013/14 in order to ascertain whether there had been significant impairment to market values and no such impairment was revealed. An internal review of equipment assets was carried out to assess whether any equipment was obsolete or no longer in existence and no evidence of a need to impair any equipment assets was found

### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets and on Heritage Assets, where appropriate, by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

<b>Asset Type</b>	<b>Depreciation Method</b>	<b>Period of Years</b>
General Fund Buildings	Straight Line	4 to 60 years
Infrastructure	Straight Line	40 years
Community Assets	Straight Line	Up to 50 years
Heritage Assets – Buildings	Straight Line	Up to 90 years
Surplus Assets	Straight Line	3 to 23 years
Vehicles, Plant, Furniture and Equipment	Straight Line	3 to 21 years
Council Houses	Straight Line	90 years
HRA Shops, Community Centres etc.	Straight Line	27 to 60 years
HRA Garages	Straight Line	5 years

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

For this Council the de minimis threshold will be a Current Net Book Value of £500,000 or greater. Individual items of Property, Plant and Equipment below this level will not be assessed for componentisation on the grounds that the difference in depreciation will be limited.

The Council is required to assess its assets for components when either the asset is first acquired or when it has capital expenditure incurred upon it or when the asset has been revalued.

In respect of the General Fund assets, the only asset revalued at 1<sup>st</sup> April 2013 with a Current Net Book Value of £500,000 or above, namely Jubilee House was assessed based on information supplied by the District Valuer and it has been found that the depreciation calculated for the individual components, essentially structure, roof, fittings & furnishings, mechanical and electrical plant and equipment, external works and land is not materially different to that charged for the asset as a whole and therefore depreciation of the separate components is not required.

The Council revalues its General Fund assets on a one-fifth annual rolling basis and as each fifth comes up for valuation each asset within that tranche where the Current Net Book Value is £500,000 or greater will be assessed for component depreciation and if there is a material increase in depreciation when compared with depreciation charged on the whole asset then that asset will be accounted for and depreciated based on its separate components.



## NOTES TO THE ACCOUNTS

With regard to assets within the Housing Revenue Account, guidance from DCLG has been received indicating that for the first five years of the Self Financing regime, depreciation on Council Housing stock should continue on the existing basis i.e. the use of the Major Repairs Allowance allocation for the year where that is a reasonable proxy for depreciation. For the rest of the assets in the Housing Revenue Account e.g. shops, garages, offices etc. each asset should have its components separately depreciated but only where there is likely to be a significant change to the depreciation levied on the whole asset. The relevant assets have been reviewed and given that the amount of depreciation charged against each whole asset is relatively insignificant, the conclusion has been reached that there would be no significant difference in overall depreciation if each individual component were to be separately depreciated.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

### **Disposals and Non-current Assets Held for Sale**

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value i.e. market value, less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale. In respect of the HRA, those council houses and garage sites in the process of being sold at 31<sup>st</sup> March 2014 have been transferred to the HRA Assets Held For sale account. As a result of the revaluation carried out on their reclassification, a revaluation gain of £477,000 has been credited to the HRA and then reversed out to the Capital Adjustments Account to ensure that there is no impact on the HRA.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as Held for Sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell.

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of the £10,000 capital receipts de-minimis limit are categorised as capital receipts. Under the Self Financing regime receipts relating to housing disposals are shared between the Council and Government. The Council is allowed to reduce the initial receipt by its transaction costs, a contribution

## NOTES TO THE ACCOUNTS

towards the debt attributable to the property sold, an element which can be used to finance capital expenditure for any purpose including the repayment of debt and finally by an element which has to be reserved for Housing new build only. The subsequent balance is then paid over to the Government. The Council's share of the receipt is required to be credited to the Capital Receipts Reserve. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. Usable Capital Receipts at 31 March 2014 amounted to £5,650,600. Interest on usable capital receipts held during the year is credited to the General Fund.

The written-off value of disposals is not a charge against council tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

### **u. Provisions, Contingent Liabilities and Contingent Assets**

#### **Provisions**

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income in the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

#### **Contingent Liabilities**

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

#### **Contingent Assets**

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council.

## NOTES TO THE ACCOUNTS

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

### **v. Reserves**

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The relevant amount from the reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Council - these reserves are explained in the relevant policies.

### **w. Revenue Expenditure Funded From Capital Under Statute**

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset, e.g. Environmental Health Improvement Grants, has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

### **x. Value Added Tax**

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

### **y. Investments**

Investments are recorded at original cost including broker's commission and other attributable expenses, with the exception of an investment in 2½% Consolidated Stock which is stated at market value as at 1st April 1974 and 3 Certificate of Deposit investments which are valued on a mid-price basis at 31<sup>st</sup> March 2014.

### **z. Interest Charges**

Interest is credited to the Housing Revenue Account in respect of its revenue, capital and reserve balances during the year. This is calculated using the actual external investment rate. All remaining interest income is credited to the General Fund Revenue Account.

### **aa. Agency Income and Expenditure**

Expenditure and income relating to agency services is not included in the Comprehensive Income and Expenditure Statement since it is not incurred as part of the Council's normal responsibilities. Information in respect of agency work is disclosed as a note to the accounts.

## NOTES TO THE ACCOUNTS

The collection of council tax and NNDR is treated as agency work in respect of the amounts collected for the major preceptors and the government. All balances of arrears, prepayments and bad debt provisions are apportioned out and only the Council's share is included in the Balance Sheet.

### **2. Accounting Standards that have been Issued but have not yet been adopted**

For 2013/14 the following accounting policy changes that need to be reported relate to:

- IFRS 10 *Consolidated Financial Statements* (May 2011)
- IFRS 11 *Joint Arrangements* (May 2011)
- IFRS 12 *Disclosure of Interests in Other Entities* (May 2011)
- IFRS 13 *Fair Value Measurement*
- IAS 27 *Separate Financial Statements* (as amended in May 2011)
- IAS 28 *Investments in Associates and Joint Ventures* (as amended in May 2011)
- IAS 32 *Financial Instruments: Presentation - Offsetting*
- Annual Improvements to IFRSs 2009 – 2011 Cycle

### **3. Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 1, the Council 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 high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that assets of the Council might be impaired as a result of the need to close facilities and reduce levels of service provision.

### **4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty**

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Council's Balance Sheet at 31 March 2014 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.

## NOTES TO THE ACCOUNTS

	will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on capital enhancements and repairs and maintenance, bringing into doubt the useful lives assigned to assets.	It is estimated that the annual depreciation charge for buildings would increase by £342k for every year that the useful lives had to be reduced.
Provisions	The Council has made provisions for insurance cover in respect of outstanding claims from the public and HRA tenants. The extent of the provisions relates to the excess on existing claims as at 31 March 2014 where such excesses have been negotiated when agreeing premiums. A provision has also been established to cover the possible refund of personal search fees in respect of local land charges. Following the introduction of the retention of business rates scheme new provisions have been created to provide for the potential successful appeals against rateable values.	An increase over the forthcoming year of 10% in settlements would have the effect of adding £196,400 to the provisions needed.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The Pensions actuary will set the employer's pension contribution rates to ensure that pension liabilities are met.
Arrears	At 31 March 2014, the Council had a balance of arrears of Housing Rents, Council Tax and other sundry debtors for £4.68m. A review of the above suggested that an impairment of doubtful debts of 49.15% (£2.30m) was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional £2.30m to be set aside as an allowance.

## NOTES TO THE ACCOUNTS

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price supported by a professional valuation.

### 5. **Material Items of Income and Expense**

There are no material items of income and expense that are not disclosed on the face of the Comprehensive Income and Expenditure Statement.

### 6. **Events After the Reporting Period**

The Statement of Accounts was authorised for issue by the Head of Finance on 30 June 2014. 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 2014, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

### 7. **Adjustments Between Accounting Basis and Funding Basis Under Regulations**

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

The following sets out a description of the reserves that the adjustments are made against.

#### **General Fund Balance**

The General Fund Balance is the statutory fund into which all the receipts of the Council are required to be paid and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year. However, the balance is not available to be applied to funding Housing Revenue Account services.

#### **Housing Revenue Account Balance**

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or (where in deficit) that is required to be recovered from tenants in future years.

#### **Major Repairs Reserve**

The Council is required to maintain a Major Repairs Reserve. Each year an amount equivalent to the depreciation charge on HRA assets is transferred into this reserve along with an adjustment to make the overall transfer in equal to the amount of Major Repairs Allowance set out in annual subsidy determinations until 2013/14 or the Self Financing determination from 2013/14. This reserve can be used to fund capital expenditure to help maintain or improve HRA assets, or repay HRA debt. Any balance on this account shows the amount not applied by year end that is available for future years.

## NOTES TO THE ACCOUNTS

### **Capital Receipts Reserve**

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

### **Capital Grants Unapplied**

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and / or the financial year in which this can take place.

# NOTES TO THE ACCOUNTS

2013/14	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Charges for depreciation and impairment of non-current assets	(2,413)	(2,147)		(444)		5,004
Revaluation losses on Property Plant and Equipment	-	17,114				(17,114)
Movements in the market value of Investment Properties	(1,319)	-				1,319
Amortisation of intangible assets	(41)	-				41
Capital grants and contributions applied	1,915	-				(1,915)
Movement in revaluation and new Donated Assets	173					(173)
Revenue expenditure funded from capital under statute	(1,117)	(56)				1,173
Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(450)	(1,543)				1,993
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Capital expenditure charged against General Fund and HRA balances	982	484				(1,466)
<b>Adjustment primarily involving the Capital Grants Unapplied Account:</b>						
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	873	-			(873)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(41)	-			49	(8)



# NOTES TO THE ACCOUNTS

2013/14	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	456	3,119	(3,575)			-
Use of the Capital Receipts Reserve to finance new capital expenditure		-	1,599			(1,599)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(782)	-	782			
<b>Adjustments primarily involving the Deferred Capital Receipts Reserve:</b>						
Transfer of deferred sale proceeds credited as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	-					-
<b>Adjustments primarily involving the Major Repairs Reserve:</b>						
Reversal of Major Repairs Allowance credited to the HRA	-	5,495		(5,495)		
Use of the Major Repairs Reserve to finance new capital expenditure	-	-		5,175		(5,175)
<b>Adjustment primarily involving the Financial Instruments Adjustment Account:</b>						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-	12				(12)
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 41)	(3,836)	(391)				4,227
Employer's pensions contributions and direct payments to pensioners payable in the year	1,807	201				(2,008)

# NOTES TO THE ACCOUNTS

2013/14	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(998)	-				998
<b>Adjustments primarily involving the Accumulated Absences Account:</b>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirements	(24)	13				11
<b>Total Adjustments</b>	<b>(4,815)</b>	<b>22,301</b>	<b>(1,194)</b>	<b>(764)</b>	<b>(824)</b>	<b>(14,704)</b>

# NOTES TO THE ACCOUNTS

2012/13	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Charges for depreciation and impairment of non-current assets	(2,286)	-		(2,550)		4,836
Revaluation losses on Property Plant and Equipment	-	1,668				(1,668)
Movements in the market value of Investment Properties	309	-				(309)
Amortisation of intangible assets	(61)	-				61
Capital grants and contributions applied	761	-				(761)
Movement in revaluation and new Donated Assets	32					(32)
Revenue expenditure funded from capital under statute	(941)	(95)				1,036
Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(155)	(587)				742
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Capital expenditure charged against General Fund and HRA balances	631	879				(1,510)
<b>Adjustment primarily involving the Capital Grants Unapplied Account:</b>						
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	401	-			(401)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-			108	(108)

# NOTES TO THE ACCOUNTS

2012/13	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	179	1,271	(1,450)			-
Use of the Capital Receipts Reserve to finance new capital expenditure		-	476			(476)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(680)	-	680			
<b>Adjustments primarily involving the Deferred Capital Receipts Reserve:</b>						
Transfer of deferred sale proceeds credited as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(51)					51
<b>Adjustments primarily involving the Major Repairs Reserve:</b>						
Reversal of Major Repairs Allowance credited to the HRA	-	2,869		(2,869)		
Use of the Major Repairs Reserve to finance new capital expenditure	-	-		6,429		(6,429)
<b>Adjustment primarily involving the Financial Instruments Adjustment Account:</b>						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-	297				(297)
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 41) - RESTATED	(3,241)	(318)				3,559
Employer's pensions contributions and direct payments to pensioners payable in the year	1,697	201				(1,898)

# NOTES TO THE ACCOUNTS

2012/13	Usable Reserves					
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipt Reserves £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	25	-				(25)
<b>Adjustments primarily involving the Accumulated Absences Account:</b>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirements	37	(1)				(36)
<b>Total Adjustments</b>	<b>(3,343)</b>	<b>6,184</b>	<b>(294)</b>	<b>1,010</b>	<b>(293)</b>	<b>(3,264)</b>

# NOTES TO THE ACCOUNTS

## 8. Transfers to / from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2013/14.

	Balance at 1 April 2012 £000	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Balance at 31 March 2013 £000	Transfers Out 2013/14 £000	Transfers In 2013/14 £000	Balance at 31 March 2014 £000
<b>General Fund:</b>							
Capital Investment	3,814	(141)	117	3,790	(340)	847	4,297
Gym Equipment Replacement Reserve	63	-	30	93	-	30	123
Art Fund Reserve	47	-	6	53	-	5	58
Art Gallery Gift Reserve	57	-	-	57	-	-	57
Biodiversity Off Setting Reserve	-	-	-	-	-	2	2
Building Control Reserve	177	-	76	253	-	21	274
Business Rate Retention Volatility Res	-	-	-	-	-	842	842
Car Parks Repairs & Maintenance Reserve	177	(1)	-	176	(2)	41	215
Community Forums Reserve	-	-	-	-	-	160	160
Corporate Assets Reserve	-	-	300	300	-	261	561
Earmarked Balances Reserve	754	(754)	529	529	(529)	488	488
Election Expenses	5	-	30	35	-	30	65
Energy Management	104	-	8	112	(19)	-	93
Equipment Renewals Reserve	1,635	(285)	-	1,350	(118)	200	1,432
G M Commuted Sums	424	(67)	-	357	(54)	30	333
GF Early Retirements Reserve	293	(277)	-	16	(6)	200	210
Insurance Reserve	368	-	-	368	(46)	-	322
Local Plan Delivery Reserve	-	-	-	-	-	250	250
Planning Appeal Reserve	660	(87)	-	573	(368)	300	505
Play Equipment Reserve	480	(480)	-	-	-	-	-
Public Amenity Reserve	-	(83)	477	394	(14)	298	678
Public Open Space Planning Gain Reserve	32	(2)	39	69	(23)	149	195
Rent Bond Scheme Reserve	-	-	22	22	-	-	22
Revenue Grants / Contributions Received in Advance	742	(1)	199	940	(118)	24	846
Right to Bid Reserve	-	-	5	5	-	7	12
Right to Challenge Reserve	-	-	8	8	-	9	17
Services Transformation Reserve	1,850	(17)	924	2,757	(1,124)	683	2,316
St Marys Lands/Forbes Estate Community	120	(16)	-	104	(60)	-	44
Spend To Save Reserve	729	(729)	-	-	-	-	-
Tourism Reserve	91	-	-	91	(30)	-	61
<b>TOTAL GENERAL FUND</b>	<b>12,622</b>	<b>(2,940)</b>	<b>2,770</b>	<b>12,452</b>	<b>(2,851)</b>	<b>4,877</b>	<b>14,478</b>
<b>HRA:</b>							
HRA Capital Investment Reserve	8,508	(30)	4,435	12,913	(331)	5,149	17,731
HRA Early Retirements Reserve	74	(76)	80	78	(108)	80	50
HRA Rev Grants/Contribs In Advance Res	10	-	-	10	-	-	10
<b>TOTAL HRA</b>	<b>8,592</b>	<b>(106)</b>	<b>4,515</b>	<b>13,001</b>	<b>(439)</b>	<b>5,229</b>	<b>17,791</b>
<b>TOTAL EARMARKED RESERVES</b>	<b>21,214</b>	<b>(3,046)</b>	<b>7,285</b>	<b>25,453</b>	<b>(3,290)</b>	<b>10,106</b>	<b>32,269</b>

# NOTES TO THE ACCOUNTS

## 9. Other Operating Income and Expenditure

Gross Expenditure 2012/13 £000	Gross Income 2012/13 £000	Net Expenditure 2012/13 £000		Gross Expenditure 2013/14 £000	Gross Income 2013/14 £000	Net Expenditure 2013/14 £000
1,171	-	1,171	Parish Council Precepts	1,122	-	1,122
680	-	680	Payments to Govt. Housing Capital Receipts Pool	782	-	782
-	(813)	(813)	Gain or loss on the disposal of non-current assets	-	(1,581)	(1,581)
<b>1,851</b>	<b>(813)</b>	<b>1,038</b>	<b>Total</b>	<b>1,904</b>	<b>(1,581)</b>	<b>323</b>

## 10. Financing and Investment Income and Expenditure

Gross Expenditure 2012/13 £000	Gross Income 2012/13 £000	Net Expenditure 2012/13 £000		Gross Expenditure 2013/14 £000	Gross Income 2013/14 £000	Net Expenditure 2013/14 £000
4,769	-	4,769	Interest Payable and similar charges	4,774	-	4,774
1,350	-	1,350	Net Interest on the net defined benefit liability	1,579	-	1,579
-	(452)	(452)	Interest receivable and similar income	-	(381)	(381)
500	(933)	(433)	Income and expenditure in relation to investment properties and changes in their fair value	1,637	(570)	1,067
<b>6,619</b>	<b>(1,385)</b>	<b>5,234</b>	<b>Total</b>	<b>7,990</b>	<b>(951)</b>	<b>7,039</b>

## 11. Taxation and Non Specific Grant Income and Expenditure

Gross Expenditure 2012/13 £000	Gross Income 2012/13 £000	Net Expenditure 2012/13 £000		Gross Expenditure 2013/14 £000	Gross Income 2013/14 £000	Net Expenditure 2013/14 £000
-	(9,019)	(9,019)	Council Tax income	-	(8,362)	(8,362)
-	(6,848)	(6,848)	Non-domestic rates income and expenditure	-	(2,336)	(2,336)
-	(1,445)	(1,445)	Non-ringfenced Government Grants	-	(6,293)	(6,293)
-	(664)	(664)	Capital Grants and Contributions	-	(2,609)	(2,609)
<b>-</b>	<b>(17,976)</b>	<b>(17,976)</b>	<b>Total</b>	<b>-</b>	<b>(19,600)</b>	<b>(19,600)</b>

# NOTES TO THE ACCOUNTS

## 12. Property, Plant and Equipment

### Movements on Balances

Movements in 2013/14

	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Property, Plant and Equipment £000
<b>Cost or valuation</b>								
At 1 April 2013	229,001	54,682	7,047	1,016	6,830	515	262	299,353
Additions	5,309	441	253	231	176	210	1,063	7,683
Revaluation increases / (decreases) recognised in the Revaluation Reserve	12	70	-	-	-	-	-	82
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	14,955	-	-	-	-	-	-	14,955
Derecognition - disposals	(1,406)	-	-	-	-	(5)	-	(1,411)
Assets reclassified (to) / from Other Accounts	(2,080)	(478)	-	-	-	1,893	(225)	(890)
At 31 March 2014	245,791	54,715	7,300	1,247	7,006	2,613	1,100	319,772
<b>Accumulated Depreciation and Impairment</b>								
At 1 April 2013	-	(1,057)	(4,527)	(137)	(244)	(215)	-	(6,180)
Depreciation charge for 2013/14	(2,159)	(2,217)	(560)	(26)	(46)	(15)	-	(5,023)
Depreciation written out to the Revaluation Reserve	12	422	-	-	-	-	-	434
Depreciation written out to the Surplus / Deficit on the Provision of Services	2,147	-	-	-	-	-	-	2,147
Impairment losses / (reversals) recognised in the Surplus / Deficit on the Provision of Services	-	(3)	-	-	-	-	-	(3)
At 31 March 2014	-	(2,855)	(5,087)	(163)	(290)	(230)	-	(8,625)
<b>Net Book Value</b>								
31 March 2014	245,791	51,860	2,213	1,084	6,716	2,383	1,100	311,147
31 March 2013	229,001	53,625	2,520	879	6,586	300	262	293,173



# NOTES TO THE ACCOUNTS

## Movements on Balances

Movements in 2012/13

	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Property, Plant and Equipment £000
<b>Cost or valuation</b>								
At 1 April 2012	223,419	55,138	6,609	1,016	6,818	547	5	293,552
Additions	7,171	330	443	-	12	-	257	8,213
Revaluation increases / (decreases) recognised in the Revaluation Reserve	23	(484)	-	-	-	(27)	-	(488)
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(412)	(27)	-	-	-	(5)	-	(444)
Derecognition - disposals	(759)	(275)	(5)	-	-	-	-	(1,039)
Assets reclassified (to) / from Held for Sale	(441)	-	-	-	-	-	-	(441)
At 31 March 2013	229,001	54,682	7,047	1,016	6,830	515	262	299,353
<b>Accumulated Depreciation and Impairment</b>								
At 1 April 2012	-	(1,028)	(3,830)	(110)	(196)	(208)	-	(5,372)
Depreciation charge for 2012/13	(2,079)	(2,147)	(636)	(27)	(48)	(14)	-	(4,951)
Depreciation written out to the Revaluation Reserve	-	1,936	-	-	-	7	-	1,943
Depreciation written out to the Surplus / Deficit on the Provision of Services	2,079	182	-	-	-	-	-	2,261
Impairment losses / (reversals) recognised in the Surplus / Deficit on the Provision of Services	-	-	(61)	-	-	-	-	(61)
At 31 March 2013	-	(1,057)	(4,527)	(137)	(244)	(215)	-	(6,180)
<b>Net Book Value</b>								
31 March 2013	229,001	53,625	2,520	879	6,586	300	262	293,173
31 March 2012	223,419	54,110	2,779	906	6,622	339	5	288,180

## NOTES TO THE ACCOUNTS

The Vehicles, Plant & Equipment Net Book Value at 31<sup>st</sup> March 2014 is split between owned assets of £2,137k and £76k Finance leased assets relating to photocopiers and a dog wardens van.

### Depreciation

The following useful lives and depreciation rates have been used in calculation of depreciation:

• Council dwellings:	90 years
• Other Land and Buildings:	4 – 60 years
• Vehicles, Plant, Furniture and Equipment:	3 – 21 years
• Infrastructure:	40 years
• Community Assets	up to 50 years
• Surplus Assets	3 – 23 years
• Heritage Assets Buildings	90 years

### Capital Commitments and Planned Works

At 31 March 2014, the Council has entered into a number of contracts for construction or enhancement of Property, Plant and Equipment in 2014/15 and future years and further planned works budgeted to cost £16.2m. Similar commitments at 31 March 2013 were £20.9m. The major commitments are:

	£000
<b>General Fund:</b>	
Crematorium Improvements	915
Fen End - City Deal	559
Cublington Flood Alleviation Partnership	519
Sports and Leisure Facilities	390
Parks and Play Areas	376
Jubilee House Phase 2	354
Urban and Rural Initiative Grants	336
<b>Housing Investment Programme:</b>	
Housing New Build / Reprovision	5,149
Council House Improvements / Renewal	4,866
Registered Providers' Housing Schemes	1,400
Improvement Schemes (Environmental Health)	715

### Revaluations

The values of the Council Dwellings and Other HRA Property (shops, offices, community centres, garages, surgery and hostel) are based on valuations at 1 April 2014. In the case of land (excluding the land element of the Council Dwellings and Other HRA Property) the valuation date is 1<sup>st</sup> April 2010. The Council Dwellings and Other HRA Property in the Housing Revenue Account are subject to an annual "desktop" review with a full revaluation once every five years, the last one of which was carried out for the 1 April 2010 valuation. The 2014 valuation was undertaken by Mr. P.D. Chapman MRICS, a senior surveyor within the Valuation Office Agency. During 2013/14 a further one fifth of the General Fund Property Assets was valued as at 1st April 2013 in what was the fourth year of a five year rolling programme which will provide more up to date Balance Sheet values than would occur with a wholesale revaluation once every five years. The valuations were undertaken by Mr. P.D. Chapman MRICS for the District Valuer.

The values at 31<sup>st</sup> March 2014 also take account of any depreciation, impairments and in year capital expenditure which has occurred since the last valuation took place for that specific asset.

## NOTES TO THE ACCOUNTS

The District Valuer (Mr. P.D. Chapman and others) has also undertaken a review of a representative selection of General Fund Property Assets in order to ascertain whether there has been any significant impairment of values due to economic conditions. No such significant impairment has been found and subsequently no account has been taken of this review in producing the 31st March 2014 values.

Operational Property Assets, excluding Community Assets, Infrastructure Assets and Equipment are valued at open market value for existing use or depreciated replacement cost based on modern equivalent assets (MEA). Community and Infrastructure Assets are valued at historical cost as are Equipment Assets due to the nature of their short lives. Non Operational Property Assets and Investment Properties are valued at open market value.

	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant, etc. £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total £000
Carried at historical cost	-	733	2,137	1,084	6,716	-	1,100	11,770
Valued at fair value as at:								
- 2013/14	245,791	6,677	-	-	-	2,103	-	254,571
- 2012/13	-	30,082	-	-	-	93	-	30,175
- 2011/12	-	7,319	-	-	-	117	-	7,436
- 2010/11	-	6,064	-	-	-	-	-	6,064
- 2009/10	-	980	-	-	-	70	-	1,050
- 2008/09	-	5	-	-	-	-	-	5
<b>Total Cost or Valuation</b>	<b>245,791</b>	<b>51,860</b>	<b>2,137</b>	<b>1,084</b>	<b>6,716</b>	<b>2,383</b>	<b>1,100</b>	<b>311,071</b>

It should be noted that the total figure in the above table does not reconcile with the Property, Plant and Equipment total recorded in the Balance Sheet by £76,000. This difference relates to the balance outstanding at 31 March 2014 on the Photocopiers and Dog Wardens Van Finance leases (see note 37) which is not included in the table above.

### 13. Community Assets

The Council's Community Assets (Jephson Gardens, St Mary's Lands, Victoria Park etc.) are currently held in the balance sheet on a historic cost basis. The adoption by the Code of FRS 30 as outlined in Note 1 adds the option for the Council to change from a historic cost basis to a valuation basis as described in Note 1. The Council has decided to continue reporting Community Assets on a historical cost basis.

# NOTES TO THE ACCOUNTS

## 14. Heritage Assets

Reconciliation of the Carrying Value of Heritage Assets Held by the Council

	Decorative Arts Collection £000	Visual Arts Collection £000	Other £000	Total Assets £000
<b>Cost or Valuation</b>				
1 April 2012	355	7,558	806	8,719
Additions	-	53	7	60
Revaluations	1	23	-	24
Depreciation	-	-	(2)	(2)
<b>31 March 2013</b>	<b>356</b>	<b>7,634</b>	<b>811</b>	<b>8,801</b>
<b>Cost or Valuation</b>				
1 April 2013	356	7,634	811	8,801
Additions	-	180	2	182
Revaluations	-	1	-	1
Depreciation	-	-	(3)	(3)
<b>31 March 2014</b>	<b>356</b>	<b>7,815</b>	<b>810</b>	<b>8,981</b>

### Decorative Arts & Visual Arts Collections

The majority of the Council's collections of Decorative Arts (ceramics, porcelain, glass and other artefacts of a similar nature) and Visual Arts (paintings and drawings) are included in the balance sheet at market value based upon insurance valuations done in 2008. The policy is to revalue the collections every 5 years but unfortunately due to staff shortages and difficulty in finding a suitably qualified valuer the 2013/14 valuation has had to be postponed until 2014/15 and is due to commence in September 2014.. In 2013/14 existing assets were revalued by £800 and new assets valued at £179,930 (including transfers from other institutions) were acquired either by purchase or by donation and added to the register. No assets were found to be impaired.

### Other

This comprises the remainder of the Art Gallery and Museum's collections (Archaeology, Ethnography, Numismatics, Pictorial and Social History) and also the Abbey Fields Barn. In the case of the Art Gallery and Museum's collections some articles have been valued externally but the vast majority have been given nominal values of £50 each by the Art Gallery and Museum staff. In the case of the Social History collection, new assets valued at £2,050 were acquired by donation in 2013/14.

The Abbey Fields Barn was valued by the District Valuer in 2011/12 at £252,000 on a depreciated replacement cost basis and depreciation has been applied to this asset from 2012/13 based on the remaining life in years determined by the District Valuer.

# NOTES TO THE ACCOUNTS

## Additions of Heritage Assets

	£000
"Circle of Life, The Mystical Experience of the Wild Cat " painting by Zadok Ben David	70
"Happiness is Not Where You Seek It" painting by Zadok Ben David	50
"Spiral Q" painting by Terry Frost	15

## Heritage Assets: Five-Year Summary of Transactions

	2009/10 £000	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000
<b>Cost of Additions of Heritage Assets:</b>					
<b>Purchases:</b>					
Decorative Arts	-	-	-	-	-
Visual Arts	-	-	-	27	9
Social History	-	-	-	1	-
<b>Donations:</b>					
Decorative Arts	-	-	-	1	-
Visual Arts	-	-	-	26	171
Social History	-	-	-	5	2
<b>Total cost of Additions</b>	-	-	-	60	182
<b>Revaluation of Heritage Assets:</b>					
Decorative Arts	-	-	-	-	-
Visual Arts	-	-	-	24	1
<b>Total Revaluations</b>	-	-	-	24	1

## Heritage Assets: Further Information on The Art Gallery and Museum's Collection

Full details of all the artefacts in the various collections can be found by visiting the Leamington Spa Art Gallery & Museum's Collections website [www.lsamcollections.org.uk](http://www.lsamcollections.org.uk) and also through Windows on Warwickshire.

## Heritage Assets of Particular Importance

In the Art Collection there are 3 significant exhibits of donated assets. The first is a painting by P. Champaigne "St Peters Penitence" which is valued at £500,000, the second is a painting "The Prodigal Son" by Abraham Bloemaert which is valued at £250,000 and the third is a painting by L.S. Lowry "The Mission Room" which is valued at £235,000. In addition, there are 5 other donated paintings worth £100,000 or more. In all cases, these donated assets have no conditions outstanding. Indeed, it is a condition of accepting donated assets that there are no conditions attached to the offer. Amongst the purchased exhibits there is one painting "Self Portrait By Candlelight" by Schalcken worth £250,000. Again, full details of these exhibits can be found by visiting the website referred to in the paragraph above.

# NOTES TO THE ACCOUNTS

## Preservation and Management

The Art Gallery and Museum has recently revised its various policies covering Collections Access, Collections Care and Conservation, Collections Documentation and Collection Development and full details of these policies can be obtained by contacting the Art Gallery & Museum at [prooms@warwickdc.gov.uk](mailto:prooms@warwickdc.gov.uk).

## 15. Investment Properties

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure section in the Comprehensive Income and Expenditure Statement:

	2013/14 £000	2012/13 £000
Rental income from investment property	569	624
Direct operating expenses arising from investment property	(317)	(500)
<b>Net gain / (loss)</b>	<b>252</b>	<b>124</b>

There are no restrictions on the Council's ability to realise the value inherent in its investment property or on the Council's right to the remittance of income and the proceeds of disposal. The Council has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

A significant number of the Council's investment properties were revalued during 2013/14 with the remainder to be done during the early part of 2014/15.

The following table summarises the movement in the fair value of investment properties over the year:

	2013/14 £000	2012/13 £000
<b>Balance at start of the year</b>	<b>9,530</b>	<b>9,221</b>
Additions:		
- Construction	1,103	-
- Subsequent expenditure	54	-
Disposals	(450)	-
Net gains / losses from fair value adjustments	(1,320)	309
Transfers:		
- To / from Property, Plant and Equipment	618	-
<b>Balance at end of year</b>	<b>9,535</b>	<b>9,530</b>

Within the Housing Revenue Account the Council has a number of shops etc. which whilst still forming part of its Operational non-current assets are leased out on a commercial basis in order to derive rental income. These properties generated rental income of £308,300 in 2013/14. Details of these properties are disclosed in Note 37 Leases.

## 16. Intangible Assets

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware

## NOTES TO THE ACCOUNTS

item of Property, Plant and Equipment. The intangible assets include purchased licences and software.

Wherever appropriate, software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The remaining useful lives at 31<sup>st</sup> March 2014 assigned to the major software suites and licences used by the Council are:

1 year	VDI Project Software	Amount Amortised	£5,771
1 year	Infrastructure Replacement Software	Amount Amortised	£7,153
3 years	e-Consultation Software	Amount Amortised	£1,244
0 years	Oracle DB Enterprise Software	Amount Amortised	£3,624

The carrying amount of intangible assets is amortised on a straight-line basis but where the intangible asset has an indefinite life then the value of that asset is left on the balance sheet and not amortised to revenue. During 2013/14 £7,900 expenditure was incurred on the IDOX Public Access Module for the Planning System and the Intangible Assets in the balance brought forward from 2012/13 includes the new Committee System, earlier expenditure on the IDOX Public Access module and a Process Management module for the Active H Housing Management system, all of whom have no finite lives. Although not amortised to revenue, they are however subject to an annual impairment review which could result in charges being made to revenue should any of them be no longer performing at its previous level. For instance if the Process Management module was made redundant by being replaced by a more up to date version then any costs relating to it still remaining in the balance sheet would have to be written off to revenue and then reversed out to the Capital Adjustments Account so that there is no detrimental impact on the council's finances. Such a review took place at the end of 2013/14 and no impairments were found.

The movement on Intangible Asset balances during the year is as follows:

	2013/14			2012/13		
	General Fund £000	HRA £000	Total £000	General Fund £000	HRA £000	Total £000
Balance at start of year:			-			-
- Gross carrying amount	865	23	888	826	23	849
- Accumulated amortisation	(797)	-	(797)	(736)	-	(736)
<b>Net carrying amount at start of year</b>	<b>68</b>	<b>23</b>	<b>91</b>	<b>90</b>	<b>23</b>	<b>113</b>
Additions:						
- Purchases	8	-	8	39	-	39
Amortisation for the period	(41)	-	(41)	(61)	-	(61)
<b>Net carrying amount at end of year</b>	<b>35</b>	<b>23</b>	<b>58</b>	<b>68</b>	<b>23</b>	<b>91</b>
<b>Comprising:</b>						
- Gross carrying amount	873	23	896	865	23	888
- Accumulated amortisation	(838)	-	(838)	(797)	-	(797)
	<b>35</b>	<b>23</b>	<b>58</b>	<b>68</b>	<b>23</b>	<b>91</b>

The Intangible Assets balance brought forward at 1 April includes expenditure relating to the Warwickshire On Line Partnership (original cost £92,000 of which £22,902 remained at 1/4/13) transferred to the Council from North Warwickshire Borough Council as its share of the overall cost of setting up the On Line Partnership. This expenditure was originally financed by Government Grant under the Implementing Electronic Government initiative and it has now been totally amortised to revenue.

# NOTES TO THE ACCOUNTS

## 17. Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet:

	Long Term		Current	
	31 March 2014 £000	31 March 2013 £000	31 March 2014 £000	31 March 2013 £000
<b>Investments:</b>				
Loans and receivables	7,026	2	37,774	39,151
Available for sale financial assets	-	-	8,011	-
<b>Total Investments</b>	<b>7,026</b>	<b>2</b>	<b>45,785</b>	<b>39,151</b>
<b>Debtors:</b>				
Loans and receivables	311	294	5,105	5,867
<b>Total Debtors</b>	<b>311</b>	<b>294</b>	<b>5,105</b>	<b>5,867</b>
<b>Borrowings:</b>				
Financial Liabilities at amortised cost	(136,201)	(136,220)	(84)	(81)
<b>Total Borrowings</b>	<b>(136,201)</b>	<b>(136,220)</b>	<b>(84)</b>	<b>(81)</b>
<b>Creditors:</b>				
Financial Liabilities at amortised cost	-	-	(11,255)	(11,876)
<b>Total Creditors</b>	<b>-</b>	<b>-</b>	<b>(11,255)</b>	<b>(11,876)</b>

Income, Expense, Gains and Losses

	2013/14				2012/13			
	Financial Liabilities measured at amortised cost £000	Financial Assets: Loans and receivables £000	Financial Assets: Available for sale £000	Total £000	Financial Liabilities measured at amortised cost £000	Financial Assets: Loans and receivables £000	Total £000	
Interest expense	(61)	-	-	(61)	(56)	-	(56)	
<b>Total expense in Surplus or Deficit on the Provision of Services</b>	<b>(61)</b>	<b>-</b>	<b>-</b>	<b>(61)</b>	<b>(56)</b>	<b>-</b>	<b>(56)</b>	
Interest income	-	370	11	381	-	451	451	
<b>Total income in Surplus or Deficit on the Provision of Services</b>	<b>-</b>	<b>370</b>	<b>11</b>	<b>381</b>	<b>-</b>	<b>451</b>	<b>451</b>	
<b>Net gain / (loss) for the year</b>	<b>(61)</b>	<b>370</b>	<b>11</b>	<b>320</b>	<b>(56)</b>	<b>451</b>	<b>395</b>	



## NOTES TO THE ACCOUNTS

### Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed using the following assumptions:

- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

For each of the categories of Financial Assets and Liabilities an assessment of the carrying amount against fair value has been made and in all cases the carrying amount was found to be equal to fair value. For instance, in respect of trade receivables and payables this was because they are of short duration and have no stated interest rate and with respect to investments the carrying and fair values are the same due to the investments having fixed principal, interest rates and terms, or in the case of Money Market Funds, which are subject to variable daily interest rates, the investments are of such short duration that the effective interest rate and the actual interest rates are essentially the same.

### 18. Assets Held for Sale

	<b>Current</b>	
	<b>2013/14</b>	<b>2012/13</b>
	<b>£000</b>	<b>£000</b>
<b>Balance outstanding at start of year</b>	<b>614</b>	<b>150</b>
Assets newly classified as held for sale:		
- Property, Plant and Equipment	<b>272</b>	<b>441</b>
Revaluation gains	<b>476</b>	<b>173</b>
Assets sold	<b>(614)</b>	<b>(150)</b>
<b>Balance outstanding at year-end</b>	<b>748</b>	<b>614</b>

At the end of 2013/14, it was expected that 10/14 Chapel Street Warwick would be sold in 2014/15. However, it should be noted that this property is an Investment Property and as such the code does not permit its transfer to Assets Held for Sale and it continues to be accounted for as an Investment Property within the balance sheet until the actual date of its disposal.

### 19. Inventories

	<b>Consumable Stores</b>	
	<b>2013/14</b>	<b>2012/13</b>
	<b>£000</b>	<b>£000</b>
<b>Balance outstanding at start of year</b>	<b>44</b>	<b>56</b>
Purchases	<b>107</b>	<b>111</b>
Recognised as an expense in the year	<b>(107)</b>	<b>(123)</b>
<b>Balance outstanding at year-end</b>	<b>44</b>	<b>44</b>

# NOTES TO THE ACCOUNTS

## 20. Debtors

	31 March 2014 £000	31 March 2013 £000
<b>Debtors:</b>		
Central Government Bodies	501	731
Other Local Authorities	521	2,306
Other Entities and Individuals	4,676	3,460
<b>TOTAL DEBTORS</b>	<b>5,698</b>	<b>6,497</b>
<b>Bad Debt Provisions:</b>		
Council Tax Payers	(84)	(57)
Business Rate Payers	(300)	-
Housing Tenants	(1,095)	(1,096)
Housing Benefits - Rent Allowances	(677)	(570)
Other Debtors	(141)	(163)
<b>TOTAL BAD DEBT PROVISIONS</b>	<b>(2,297)</b>	<b>(1,886)</b>
<b>NET SHORT TERM DEBTORS</b>	<b>3,401</b>	<b>4,611</b>

## 21. Cash and Cash Equivalents

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

	31 March 2014 £000	31 March 2013 £000
Cash held by the Council	5	6
Bank current accounts	174	446
Short term deposits with Money Market Funds	18,507	12,586
<b>Total Cash and Cash Equivalents</b>	<b>18,686</b>	<b>13,038</b>

## 22. Creditors

	31 March 2014 £000	31 March 2013 £000
Central Government Bodies	2,837	2,362
Other Local Authorities	1,409	957
Other Entities and Individuals	6,118	5,255
<b>TOTAL CREDITORS</b>	<b>10,364</b>	<b>8,574</b>

# NOTES TO THE ACCOUNTS

## 23. Provisions

	Land Charges £000	Business Rates Appeals £000	Insurances General Fund £000	Insurances HRA £000	Total £000
<b><u>Provisions &gt; 1 year:</u></b>					
<b>Balance at 1 April 2013</b>	-	-	207	117	324
Additional provisions made in 2013/14	-	920	79	49	1,048
Unused amounts reversed in 2013/14	-	-	-	-	-
Amounts payable < 1 year transferred to short term creditors	-	-	(7)	(11)	(18)
<b>Balance at 31 March 2014</b>	-	920	279	155	1,354
<b><u>Provisions &lt; 1 year:</u></b>					
<b>Balance at 1 April 2013</b>	200	-	35	38	273
Additional provisions made in 2013/14	-	1,702	-	-	1,702
Amounts used in 2013/14	-	-	(14)	(15)	(29)
Unused amounts reversed in 2013/14	-	-	-	-	-
Amounts payable < 1 year transferred from L/T Provision	-	-	7	11	18
<b>Balance at 31 March 2014</b>	200	1,702	28	34	1,964

### Local Land Charges

A group of property search companies are threatening to issue legal claims against the Council - the value of which has not yet been validated. It is, therefore, not yet clear if the claims will be valid or how much the Council may be liable to pay. An initial estimate of £200,000 has been made.

### Business Rates Appeals

Up to 31 March 2014 the Council acted as an agent of central government in respect of the collection of non-domestic rates. Under that arrangement all transactions were deemed to be outside the Council's accounts and any balances were rolled up into either a net creditor or debtor position.

From 1 April 2014 the Government has introduced a Business Rate Retention Scheme whereby income and expenditure relating to business rates is shared between the Council, the Government and Warwickshire County Council. Accordingly, a provision is now required in respect of rating appeals. The appeals are complex and can take several years to be decided. The total level of the provision for appeals is £6.5m. The Council's share is included in the above table. Further details can be found in the Collection Fund section of the accounts.

### Insurances

Provisions have been made for insurance cover in respect of outstanding claims from the public. The extent of the provisions relates to the excesses on existing claims as at 31 March 2014 where such excesses have been negotiated when agreeing premiums. Total provision for these insurance commitments is £496,000. Separate provisions are maintained for the General Fund and the Housing Revenue Account and these are further split between liabilities of less than 1 year (GF £28,000, HRA £34,000) and greater than 1 year (GF £279,000, HRA £155,000).

## NOTES TO THE ACCOUNTS

The future payments from the provisions are:

Due within 1 year	£1,964,000
Due between 1 and 5 years	£1,354,000
Due between 5 and 10 years	£0

### 24. Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and Note 8 – Transfers to / from Earmarked Reserves.

31 March 2013 £000		31 March 2014 £000
1,535	General Fund Revenue Balance	1,502
1,283	Housing Revenue Account Balance	1,323
-	Major Repairs Reserve	764
4,457	Usable Capital Receipts Reserve	5,651
1,038	External Capital Grants / Contributions Unapplied	1,862
25,453	Earmarked Reserves	32,269
<b>33,766</b>	<b>TOTAL USABLE RESERVES</b>	<b>43,371</b>

### 25. Unusable Reserves

31 March 2013 £000		31 March 2014 £000
15,062	Revaluation Reserve	15,598
224	Deferred Capital Receipts Reserve	224
-	Available For Sale Financial Instruments Reserve	11
160,359	Capital Adjustment Account	178,256
(25)	Financial Instruments Adjustment Account	(13)
(34,790)	Pensions Reserve	(33,651)
(11)	Collection Fund Adjustment Account	(1,008)
(269)	Accumulated Absences Account	(280)
<b>140,550</b>	<b>TOTAL UNUSABLE RESERVES</b>	<b>159,137</b>

### Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property. It also includes the gains made when assets e.g. Heritage Assets (except donated Heritage Assets) are recognised in the balance sheet for the first time. Plant, Equipment and Intangible Assets are currently valued on a Historic Cost basis therefore the Revaluation Reserve does not contain any balances for these non-current assets. The balance is reduced when assets with accumulated gains are:

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

## NOTES TO THE ACCOUNTS

2012/13 £000		2013/14 £000      £000	
14,192	<b>Balance at 1 April</b>		<b>15,062</b>
1,526	Upward revaluation of assets	538	
(20)	Downward revaluation of assets and impairment losses not charged to the Surplus / Deficit on the Provision of Services	(23)	
	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		
1,506			515
-	Recognition of Heritage Assets on Donation		-
(636)	Difference between fair value depreciation and historical cost depreciation	21	
(636)	Amount written off to the Capital Adjustment Account		21
<b>15,062</b>	<b>Balance at 31 March</b>		<b>15,598</b>

### Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Council does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2012/13 £000		2013/14 £000      £000	
-	<b>Balance at 1 April</b>		<b>224</b>
224	Transfer of deferred sale proceeds credited as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Account		-
-	Transfer to the Capital Receipts Reserve upon receipt of cash		-
<b>224</b>	<b>Balance at 31 March</b>		<b>224</b>

### Available for Sale Financial Instruments Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the Council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed determinable payments. The balance is reduced when investments with accumulated gains are:

- Revalued downwards or impaired and the gains lost
- Disposed of and the gains realised.

## NOTES TO THE ACCOUNTS

2012/13 £000	2013/14	
	£000	£000
- <b>Balance at 1 April</b>		-
Upward revaluation of investments	11	
Downward revaluation of investments not charged to the Surplus / Deficit on the Provision of Services	-	
		11
Accumulated gains on assets sold and maturing assets written out to the Comprehensive Income and Expenditure Statement as part of Other Investment Income		
-		
<b>Balance at 31 March</b>		<b>11</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or subsequent costs as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and subsequent costs.

The Account contains accumulated gains and losses on Investment Properties and Assets Held for Sale and in the case of Heritage Assets the gains on initial recognition of donated Heritage Assets with no outstanding conditions. The Council acquired further donated Heritage Assets in 2014/15 and the gains recognised on these assets are also held in this account.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

The Account also contains the effects of the special one-off payment to DCLG (£136,157m) made on 28 March 2012 which was required to buy out the Governments share of the Housing Stock on the creation of the HRA Self Financing Regime on 1 April 2012.

Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

# NOTES TO THE ACCOUNTS

2012/13 £000		2013/14	
		£000	£000
155,380	<b>Balance at 1 April ( credit )</b>		<b>160,359</b>
	<b>Note: figures in brackets are debits</b>		
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(3,196)	- Charges for depreciation and impairment of non-current assets	12,078	
173	- Revaluation losses on Assets Held For Sale and reversal of previous revaluation impairments	477	
(61)	- Amortisation of intangible assets	(41)	
(1,036)	- Revenue expenditure funded from capital under statute	(1,172)	
(915)	- Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the Comprehensive Income and Expenditure Statement	(2,470)	
(5,035)			8,872
636	Difference between fair value depreciation and historical cost depreciation		(21)
(4,399)	Net written out amount of the cost of non-current assets consumed in the year		8,851
	Capital Financing applied in the year:		
204	- Use of the Capital Receipts Reserve to finance new capital expenditure	1,599	
6,429	- Use of the Major Repairs Reserve to finance new capital expenditure	5,175	
761	- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,915	
105	- Application of grants to capital financing from the Capital Grants Unapplied Account	8	
-	- Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	-	
1,510	- Capital expenditure charged against the General Fund and HRA balances	1,465	
9,009			10,162
28	Minimum Revenue Provision		31
309	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		(1,320)
32	Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement		173
<b>160,359</b>	<b>Balance at 31 March</b>		<b>178,256</b>

# NOTES TO THE ACCOUNTS

## Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions. The Council uses the Account to manage premiums paid in the past on the early redemption of loans. The balance on this account is amortised to the General Fund Balance in accordance with statutory arrangements for spreading the burden on council tax. In the Council's case, this period is the unexpired term that was outstanding on the loans when they were redeemed. As a result, the balance on the Account at 31 March 2014 will be charged to the General Fund over the next 44 years.

2012/13 £000		2013/14 £000	£000
(322)	<b>Balance at 1 April</b>		<b>(25)</b>
	Proportion of premiums incurred in previous financial years to be charged against the General Fund & HRA		
297	Balances in accordance with statutory requirements	12	
	Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements		12
<b>(25)</b>	<b>Balance at 31 March</b>		<b>(13)</b>

## Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2012/13 £000		2013/14 £000
(27,973)	<b>Balance at 1 April</b>	<b>(34,790)</b>
(5,156)	Remeasurements of the net defined benefit liability	3,358
	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the	
(3,559)	Comprehensive Income and Expenditure Statement	(4,227)
1,898	Employer's pensions contributions and direct payments to pensions payable in the year	2,008
<b>(34,790)</b>	<b>Balance at 31 March</b>	<b>(33,651)</b>



# NOTES TO THE ACCOUNTS

## Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

Council Tax 2012/13 £000	NNDR 2012/13 £000	Total 2012/13 £000		Council Tax 2013/14 £000	NNDR 2013/14 £000	Total 2013/14 £000
(36)	-	(36)	<b>Balance at 1 April</b>	(11)	-	(11)
			Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements			
25	-	25		146	(1,143)	(997)
(11)	-	(11)	<b>Balance at 31 March</b>	135	(1,143)	(1,008)

## Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2012/13 £000		2013/14 £000	£000
(305)	<b>Balance at 1 April</b>		(269)
305	Settlement or cancellation of accrual made at the end of the preceding year	269	
(269)	Amounts accrued at the end of the current year	(280)	
36	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		(11)
(269)	<b>Balance at 31 March</b>		(280)

# NOTES TO THE ACCOUNTS

## 26. Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

2012/13		2013/14
£000		£000
(538)	Interest received	(378)
4,765	Interest paid	4,770
4	Interest Element of finance lease payments	4

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

2012/13		2013/14
£000		£000
(4,924)	Depreciation	(5,023)
1,756	Impairment and revaluations in consolidated income and expenditure	17,102
(61)	Amortisation of intangible assets	(41)
1,176	(Increase) / decrease in creditors	(2,880)
432	Increase / (decrease) in debtors	685
(366)	(Increase) / decrease in provision for bad debt	(411)
(12)	Increase / (decrease) in inventories	-
(1,136)	Movement in pension liability	(2,219)
	Carrying amount of non-current assets, assets held for sale, sold or derecognised	(1,993)
(742)	Other non-cash items charged to the net surplus or deficit on the provision of services	(3,994)
615		
(3,262)		1,226

The (surplus) or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2012/13		2013/14
£000		£000
-	Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	-
1,450	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	3,575
664	Any other items for which the cash effects are investing or financing cash flows	2,609
2,114		6,184

## NOTES TO THE ACCOUNTS

### 27. Cash Flow Statement – Investing Activities

2012/13 £000		2013/14 £000
8,817	Purchase of property, plant and equipment, investment property and intangible assets	8,876
34,000	Purchase of short-term and long-term investments	31,000
-	Other payments for investing activities	-
(1,450)	Proceeds from sale of property, plant and equipment, non-current assets held for sale, investment property and intangible assets	(3,499)
(38,000)	Proceeds from the sale of short-term and long-term investments	(23,000)
(1,692)	Other receipts from investing activities	(1,912)
<b>1,675</b>	<b>Net cash flows from investing activities</b>	<b>11,465</b>

### 28. Cash Flow Statement – Financing Activities

2012/13 £000		2013/14 £000
-	Cash receipts of short- and long-term borrowing	-
(725)	Other receipts from financing activities	(1,291)
28	Cash payments for the reduction of the outstanding liabilities relating to finance leases	31
-	Repayments of short- and long-term borrowing	-
47	Other payments for financing activities	1,046
<b>(650)</b>	<b>Net cash flows from financing activities</b>	<b>(214)</b>

### 29. Amounts Reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the *Service Reporting Code of Practice*. However, decisions about resource allocation are taken by the Council's Executive on the basis of budget reports analysed across portfolio areas. These reports are prepared on the same basis as the accounting policies used in the financial statements.

The income and expenditure of the Council's portfolio areas recorded in the budget reports for the year is as follows:

## NOTES TO THE ACCOUNTS

Portfolio Income and Expenditure 2013/14	COMMUNITY & CORPORATE				HEALTH & COMMUNITY	HOUSING & PROPERTY		STRATEGIC	HOUSING REVENUE	
	SERVICES	CULTURE	DEVELOPMENT	FINANCE	PROTECTION	G. FUND	NEIGHBOURHOOD	LEADERSHIP	ACCOUNT	TOTAL
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Government Grants	(7)	-	(1)	(31,713)	(15)	(304)	-	-	-	(32,040)
Other Grants and Contributions	(15)	(19)	(50)	(8)	-	(635)	(261)	-	(11)	(999)
Contributions from other Authorities	(843)	-	-	(68)	(28)	-	(139)	-	-	(1,078)
Agency Reimbursements	-	-	-	-	-	-	(918)	-	-	(918)
Fees and Charges	(48)	(2,801)	(1,799)	(347)	(1,783)	(4)	(4,775)	-	(705)	(12,262)
Rents	-	(360)	(813)	-	(82)	(164)	(46)	-	(25,256)	(26,721)
Other Income	(61)	(175)	(114)	(26)	(138)	(20)	(456)	(237)	(296)	(1,523)
Recharges	(4,524)	(1,349)	(559)	(1,480)	(1,757)	(1,203)	(1,864)	(1,650)	(3,184)	(17,570)
<b>Total Income</b>	<b>(5,498)</b>	<b>(4,704)</b>	<b>(3,336)</b>	<b>(33,642)</b>	<b>(3,803)</b>	<b>(2,330)</b>	<b>(8,459)</b>	<b>(1,887)</b>	<b>(29,452)</b>	<b>(93,111)</b>
Employees	2,863	2,714	1,883	2,634	1,842	1,384	1,394	944	2,374	18,032
Premises	2	1,708	265	2	859	394	750	30	6,181	10,191
Transport	11	10	50	17	56	40	39	13	100	336
Supplies and Services	1,914	1,034	533	648	484	763	694	534	577	7,181
Third Party Payments	309	124	716	145	220	28	6,716	758	776	9,792
Transfer Payments	-	-	-	30,705	-	-	-	-	-	30,705
Support Services	985	1,725	1,486	1,983	1,343	705	2,755	849	3,586	15,417
Capital Financing Charges	248	818	176	66	276	982	1,033	2	(14,467)	(10,866)
<b>Total Expenditure</b>	<b>6,332</b>	<b>8,133</b>	<b>5,109</b>	<b>36,200</b>	<b>5,080</b>	<b>4,296</b>	<b>13,381</b>	<b>3,130</b>	<b>(873)</b>	<b>80,788</b>
<b>Surplus or deficit on the provision of services</b>	<b>834</b>	<b>3,429</b>	<b>1,773</b>	<b>2,558</b>	<b>1,277</b>	<b>1,966</b>	<b>4,922</b>	<b>1,243</b>	<b>(30,325)</b>	<b>(12,323)</b>

## NOTES TO THE ACCOUNTS

Portfolio Income and Expenditure 2012/13	COMMUNITY & CORPORATE			ENVIRONMENT & COMMUNITY		HOUSING & PROPERTY		STRATEGIC		HOUSING REVENUE	
	SERVICES	CULTURE	DEVELOPMENT	PROTECTION	FINANCE	G. FUND	NEIGHBOURHOOD	LEADERSHIP	ACCOUNT	TOTAL	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Government Grants	-	-	(142)	(12)	(40,593)	(371)	-	-	-	(41,118)	
Other Grants and Contributions	(3)	(84)	(105)	(13)	(10)	(77)	(56)	(28)	(552)	(928)	
Contributions from other Authorities	(568)	-	-	-	(62)	(180)	(1,042)	-	-	(1,852)	
Agency Reimbursements	-	-	-	(212)	-	-	(168)	-	-	(380)	
Fees and Charges	(43)	(2,625)	(1,685)	(1,904)	(362)	(14)	(4,356)	(1)	(676)	(11,666)	
Rents	-	(348)	(800)	(86)	-	(178)	(35)	-	(24,550)	(25,997)	
Other Income	(87)	(191)	(99)	(30)	(24)	(20)	(931)	(246)	(169)	(1,797)	
Recharges	(4,205)	(1,474)	(630)	(1,696)	(1,953)	(1,262)	(2,002)	(969)	(2,495)	(16,686)	
<b>Total Income</b>	<b>(4,906)</b>	<b>(4,722)</b>	<b>(3,461)</b>	<b>(3,953)</b>	<b>(43,004)</b>	<b>(2,102)</b>	<b>(8,590)</b>	<b>(1,244)</b>	<b>(28,442)</b>	<b>(100,424)</b>	
Employees	2,800	2,830	2,085	1,855	2,772	1,312	1,509	906	2,364	18,433	
Premises	2	2,010	409	866	-	289	715	31	5,305	9,627	
Transport	11	12	53	56	14	38	40	13	95	332	
Supplies and Services	1,482	1,190	648	537	652	435	776	531	1,023	7,274	
Third Party Payments	162	158	651	323	134	42	7,916	193	397	9,976	
Transfer Payments	-	-	-	-	39,235	-	-	-	-	39,235	
Support Services	893	1,727	1,468	1,337	2,364	686	2,822	839	3,596	15,732	
Capital Financing Charges	380	1,247	170	156	71	656	634	2	977	4,293	
<b>Total Expenditure</b>	<b>5,730</b>	<b>9,174</b>	<b>5,484</b>	<b>5,130</b>	<b>45,242</b>	<b>3,458</b>	<b>14,412</b>	<b>2,515</b>	<b>13,757</b>	<b>104,902</b>	
<b>Surplus or deficit on the provision of services</b>	<b>824</b>	<b>4,452</b>	<b>2,023</b>	<b>1,177</b>	<b>2,238</b>	<b>1,356</b>	<b>5,822</b>	<b>1,271</b>	<b>(14,685)</b>	<b>4,478</b>	

## NOTES TO THE ACCOUNTS

### Reconciliation of Housing Revenue Account Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the analysis of the Housing Revenue Account income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	2013/14 £000	2012/13 £000
Net Expenditure in the HRA Analysis	(30,325)	(14,685)
HRA share of Corporate and Democratic Core and Non-Distributed costs included in the Corporate and Democratic Core line in the Comprehensive Income and Expenditure Statement	(97)	(98)
<b>Cost of HRA Services in Comprehensive Income and Expenditure Statement</b>	<b>(30,422)</b>	<b>(14,783)</b>

### Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of the portfolio area income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2013/14	PORTFOLIO ANALYSIS £000	SUPPORT SERVICES £000	INTERNAL RECHARGES £000	AGENCY WORK £000	INVESTMENT PROPERTIES £000	TOTAL £000
Government Grants	(32,040)	7	-	-	-	(32,033)
Other Grants and Contributions	(999)	24	-	-	14	(961)
Contributions from other Authorities	(1,078)	741	-	-	-	(337)
Agency Reimbursements	(918)	-	-	918	-	-
Fees and Charges	(12,262)	18	-	2,002	-	(10,242)
Rents	(26,721)	84	-	-	547	(26,090)
Other Income	(1,523)	69	-	-	8	(1,446)
Recharges	(17,570)	11,755	5,285	-	-	(530)
<b>Total Income</b>	<b>(93,111)</b>	<b>12,698</b>	<b>5,285</b>	<b>2,920</b>	<b>569</b>	<b>(71,639)</b>
Employees	18,032	(6,563)	-	-	-	11,469
Premises	10,191	(787)	-	-	(78)	9,326
Transport	336	(84)	-	(14)	-	238
Supplies and Services	7,181	(1,658)	-	(80)	(7)	5,436
Third Party Payments	9,792	(1,141)	-	(2,004)	(83)	6,564
Transfer Payments	30,705	-	-	-	-	30,705
Support Services	15,417	(2,137)	(5,285)	(822)	(144)	7,029
Capital Financing Charges	(10,866)	(328)	-	-	(5)	(11,199)
<b>Total Expenditure</b>	<b>80,788</b>	<b>(12,698)</b>	<b>(5,285)</b>	<b>(2,920)</b>	<b>(317)</b>	<b>59,568</b>
<b>Surplus or deficit on the provision of services</b>	<b>(12,323)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>252</b>	<b>(12,071)</b>

# NOTES TO THE ACCOUNTS

2012/13 Comparative Figures	PORTFOLIO ANALYSIS £000	SUPPORT SERVICES £000	INTERNAL RECHARGES £000	AGENCY WORK £000	INVESTMENT PROPERTIES £000	TOTAL £000
Government Grants	(41,118)	-	-	-	-	(41,118)
Other Grants and Contributions	(928)	11	-	-	53	(864)
Contributions from other Authorities	(1,852)	472	-	1,042	-	(338)
Agency Reimbursements	(380)	-	-	-	-	(380)
Fees and Charges	(11,666)	12	-	1,891	9	(9,754)
Rents	(25,997)	81	-	-	562	(25,354)
Other Income	(1,797)	109	-	-	-	(1,688)
Recharges	(16,686)	11,248	5,438	-	-	-
<b>Total Income</b>	<b>(100,424)</b>	<b>11,933</b>	<b>5,438</b>	<b>2,933</b>	<b>624</b>	<b>(79,496)</b>
Employees	18,433	(6,609)	-	-	-	11,824
Premises	9,627	(775)	-	-	(216)	8,636
Transport	332	(78)	-	(11)	-	243
Supplies and Services	7,274	(1,434)	-	(185)	(9)	5,646
Third Party Payments	9,976	(295)	-	(1,901)	(143)	7,637
Transfer Payments	39,235	-	-	-	-	39,235
Support Services	15,732	(2,395)	(5,438)	(836)	(127)	6,936
Capital Financing Charges	4,293	(347)	-	-	(5)	3,941
<b>Total Expenditure</b>	<b>104,902</b>	<b>(11,933)</b>	<b>(5,438)</b>	<b>(2,933)</b>	<b>(500)</b>	<b>84,098</b>
<b>Surplus or deficit on the provision of services</b>	<b>4,478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124</b>	<b>4,602</b>

## 30. Agency Income and Expenditure

In August 2007 the Decriminalisation of Parking Enforcement was introduced within the Council's area. This moved parking enforcement from the former Warwickshire Police Authority to Warwickshire County Council and saw the introduction of on-street parking charges within the Council's area. As district councils are already responsible for off-street parking arrangements it is considered good practice for them to administer on-street parking as agents for county councils. Any surpluses generated should be ring fenced for highway purposes.

The County Council reimburses the Council for direct costs of the service, an agreed proportion of the shared costs and a contribution towards the administrative costs. The net surplus of fee income generated less collection costs is paid to the County Council.

A summary of income and expenditure in respect of the activity, which is not included in the Comprehensive Income and Expenditure Account, is as follows:

	2013/14 £000	2012/13 £000
Direct Costs	96	207
Proportion of Shared Costs	687	697
Administrative Costs	136	138
Income	(2,002)	(1,891)
<b>Net Surplus paid to Warwickshire County Council</b>	<b>(1,083)</b>	<b>(849)</b>

# NOTES TO THE ACCOUNTS

## 31. Members' Allowances

In England, the Local Authorities (Members Allowances) (England) Regulations 2003 provide for the circumstances in which allowances are payable to members and the maximum amounts payable in respect of certain allowances.

The total value of allowances paid to the Council's members during 2013/14 was:

	2013/14 £000	2012/13 £000
<b>Allowances:</b>		
Basic	213	213
Special Responsibility	55	60
Chair and Vice Chair Allowances	18	18
Co-Optees	2	2
Other Allowances (Travel, Subsistence, etc.)	11	12
<b>Total Allowances</b>	<b>299</b>	<b>305</b>

Details of the amounts paid to individual members may be obtained from The Head of Finance, Warwick District Council, P.O. Box 2180, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire CV32 5QW.

## 32. Officers' Remuneration

The remuneration paid to the Council's senior employees is as follows:

Post Title		Salary (inc Fees & Allowances) £	Pension Contribution £	Total Remuneration Inc Pension Contribution £
Chief Executive	2013/14	110,006	17,683	127,689
	2012/13	109,616	16,879	126,495
Deputy Chief Executive	2013/14	85,345	14,253	99,598
	2012/13	84,542	13,605	98,147
Deputy Chief Executive	2013/14	82,062	13,704	95,766
	2012/13	81,250	13,081	94,331
S151 Officer	2013/14	75,245	12,566	87,811
	2012/13	74,056	11,921	85,977
<b>TOTALS</b>	<b>2013/14</b>	<b>352,658</b>	<b>58,206</b>	<b>410,864</b>
<b>TOTALS</b>	<b>2012/13</b>	<b>349,464</b>	<b>55,486</b>	<b>404,950</b>



## NOTES TO THE ACCOUNTS

The Council's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid the following amounts:

	Number of Employees		Number of Employees	
	Total	Left	Total	Left
	2013/14	in Year	2012/13	in Year
£50,000 - £54,999	2	2	-	-
£55,000 - £59,999	-	-	5	2
£60,000 - £64,999	3	1	5	2
£65,000 - £69,999	-	-	-	-
£70,000 - £74,999	-	-	1	1
£75,000 - £79,999	1	1	1	1
£80,000 - £84,999	-	-	-	-
£85,000 - £89,999	-	-	-	-
£90,000 - £94,999	-	-	-	-
£95,000 - £99,999	-	-	-	-
£100,000 - £104,999	1	1	-	-

The number of exit packages with total cost per band and total cost of compulsory and other redundancies are set out in the table below:

(a) Exit Package cost band (including special payments)	(b) Number of compulsory redundancies		(c) Number of other departures agreed		(d) Total number of exit packages by cost band [(b) + (c)]		(e) Total cost of exit packages in each band	
	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
£0 - £20,000	13	-	-	4	13	4	£134,591	£25,605
£20,001 - £40,000	9	2	1	1	10	3	£325,643	£91,907
£40,001 - £60,000	1	2	-	-	1	2	£40,510	£84,248
£60,001 - £80,000	-	1	-	-	-	1	-	£69,679
£80,001 - £100,000	-	-	-	-	-	-	-	-
£100,001 - £120,000	-	1	-	-	-	1	-	£111,052
<b>Total cost included in bandings and in CIES</b>	<b>23</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>24</b>	<b>11</b>	<b>£500,744</b>	<b>£382,491</b>

## NOTES TO THE ACCOUNTS

### 33. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Council's external auditors Grant Thornton UK LLP:

	2013/14 £'000	2012/13 £'000
Fees payable to Grant Thornton with regard to external audit services carried out by the appointed auditor	74	71
Fees payable to Grant Thornton for the certification of grant claims and returns	11	24
<b>TOTAL PAID</b>	<b>85</b>	<b>95</b>

There were rebates of £9,661 and £7,440 received from the Audit Commission in 2013/14 and 2012/13 respectively relating to past service costs.

# NOTES TO THE ACCOUNTS

## 34. Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2013/14:

	2013/14 £000	2012/13 £000
<b>Credited to Taxation and Non-Specific Grant Income</b>		
Revenue Support Grant	(4,552)	(137)
New Homes Bonus	(1,009)	(818)
Small Business Rate Relief Grant	(525)	-
Council Tax Freeze Grant	(79)	(392)
Council Tax Support Grant	(63)	-
Capitalisation Provision Redistribution	(24)	(8)
Council Tax Localising	(22)	-
Right To Challenge Grant	(9)	(5)
Right To Bid New Burdens Grant	(8)	-
Transparency Setup Grant	(2)	-
LSSG - Homelessness Prevention Grant	-	(85)
Redistributed Non-Domestic Rates	-	(6,848)
<b><u>Capital Grants and Contributions:</u></b>		
- Flood Alleviation	(947)	(20)
- Chase Meadow Community Centre	(664)	(217)
- DCLG: Fen End - City Deal	(559)	-
- LPSA Capital Grant towards Affordable Housing	-	(85)
- Donated Heritage Assets	(173)	(32)
- Other contributions towards Biomass Boiler, thermal improvements etc.	(36)	(31)
- Kenilworth Skate Park	(29)	-
- Replacement Rural Footway Street Lighting	(21)	-
- S106 Contribs towards social housing & play equipment	(180)	(162)
- Friends of the Pump Rooms re Linden Arches	-	(66)
- Groundwork UK contribution to Dell improvement work	-	(27)
- Kenilworth Round Table & Friends of Abbey Fields contributions towards Abbey Fields Playground	-	(24)
<b>TOTAL</b>	<b>(8,902)</b>	<b>(8,957)</b>
<b>Credited to Services</b>		
DWP grants for Housing Benefits	(30,794)	(31,577)
DWP grants for Council Tax Benefits	-	(7,919)
Housing Benefit Administration Grant	(707)	(883)
DCLG Disabled Facilities Grant	(304)	(368)
Contribution towards NNDR Collection	(213)	(213)
Portas Pilot Project	-	(100)
Flood Alleviation Schemes	-	(12)
Warwick Town Team Project	-	(10)
EU Inspire	(7)	-
Implementation of Homelessness Act	-	(3)
<b>TOTAL</b>	<b>(32,025)</b>	<b>(41,085)</b>
<b>TOTAL GRANTS</b>	<b>(40,927)</b>	<b>(50,042)</b>

## NOTES TO THE ACCOUNTS

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have legally binding conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

	2013/14 £000	2012/13 £000
<b>Capital Grants / Contributions Receipts in Advance</b>		
S106 Contributions towards social housing, car parking & play equipment	(915)	(1,424)
S106 Contribution towards Chase Meadow Community Centre	-	(310)
<b>TOTAL</b>	<b>(915)</b>	<b>(1,734)</b>

### 35. Related Party Transactions

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

#### Central Government:

Central Government has significant influence over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in Note 29. Grant receipts outstanding at 31 March 2014 are included within the figures shown in Note 34.

#### Warwickshire County Council and the Office of the Warwickshire Police and Crime Commissioner:

These authorities issue precepts on the Council and these are shown in the Collection Fund Statement. Warwickshire County Council is the administering authority for the Pension Fund and details of the employer's contributions paid by this Council are shown in Note 40.

#### Precepting Bodies:

The various Town and Parish Councils in the Council's area issue precepts on the Council. For 2013/14 the precepts issued totalled £1,122,295 (£1,170,519 2012/13). The major preceptors were:

	2013/14 £000	2012/13 £000
Warwick Town Council	291	310
Royal Leamington Spa Town Council	273	304
Kenilworth Town Council	173	181
Whitnash Town Council	91	98

#### Council Members and Chief Officers:

Council Members make disclosures of their pecuniary and non-pecuniary interests in the Members' Register, and also have to make declarations on individual committee agenda items. In addition to Council Members, the Chief Executive and two Deputy Chief

## NOTES TO THE ACCOUNTS

Executives also make annual declarations in respect of any Related Party Transactions they may have.

Council Members have direct control over the Council's financial and operating policies. Grants totalling £345,607 (£358,554 2012/13) were paid to voluntary organisations in which nine members had positions on the governing body. The grants were made with proper consideration of declarations of interest. The relevant members did not take part in any discussion or decision relating to the grants. The major grants awarded were:

	2013/14 £000	2012/13 £000
Citizens' Advice Bureau	102	110
Brunswick Healthy Living Centre	84	75
Warwickshire Community and Voluntary Action (CAVA)	65	70
The Chain	43	46
Mediation and Community Support	14	-
Hill Close Gardens Trust	13	24
Warwickshire Rural Community Council	9	20
Act on Energy	9	9
African Caribbean Project / Bath Place Community Venture	-	1

Details of Members' Allowances paid in 2013/14 are shown in Note 31 and Officer Salaries are disclosed in Note 32.

### Leamington Bid:

The Council acts as an agent in respect of Leamington Bid whereby it collects the levy due on the Bid's behalf (£294,000 in 2013/14).

## **36. Capital Expenditure and Capital Financing**

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed.

	2013/14 £000	2012/13 £000
<b>Opening Capital Financing Requirement</b>	<b>134,460</b>	<b>134,460</b>
<b>Capital Investment:</b>		
Property, Plant and Equipment including Finance Leases	8,824	8,209
Intangible Assets	8	39
Revenue Expenditure Funded from Capital Under Statute	1,330	1,036
Finance Leases Principal - Dog Wardens Van	76	92
<b>Sources of Finance:</b>		
Capital Receipts	(1,599)	(476)
Government grants and other contributions	(1,915)	(855)
Major Repairs Account	(5,176)	(6,429)
Sums set aside from revenue	(1,472)	(1,524)
Adjustment for expenditure where MRP is being met by Asset Life or Depreciation Methods	(76)	(92)
<b>Closing Capital Financing Requirement</b>	<b>134,460</b>	<b>134,460</b>

# NOTES TO THE ACCOUNTS

## 37. Leases

### Authority as Lessee

#### Finance Leases

In 2011/12 and 2012/13 the Council acquired photocopiers under a Finance Lease and then in 2013/14 acquired a Dog Wardens van also under a Finance Lease . The liability remaining in the balance sheet at 31<sup>st</sup> March was £76,366. The minimum lease payments over the coming years are analysed below:

2014/15	£31,867
2015/16	£32,911
2016/17	£2,971
2017/18	£1,973
2018/19	£2,090
2019/20	£2,207
2020/21	£2,347

#### Operating Leases

The Council used telephone equipment and 2 photocopiers financed under the terms of an operating lease. These leases have now expired:

	31 March 2014 £000	31 March 2013 £000
Not later than one year	-	1
Later than one year and not later than five years	-	-
	<hr/>	<hr/>
	-	1

### Authority as Lessor

The Council, as a lessor, does not have any leases which qualify as finance leases.

#### Operating Leases

With effect from 1<sup>st</sup> April 2010, the Council entered into an operating lease with Mack Trading whereby the Council leased out the operation of the Newbold Comyn Golf Course for a term of 50 years at a rent of £20,000 per annum commencing in year 4 and subject to 5 yearly rent reviews.

Within the Housing Revenue Account the Council has a number of shops etc. which whilst still forming part of its Operational non-current assets are leased out on a commercial basis in order to derive rental income.

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

	31 March 2014 £000	31 March 2013 £000
Not later than one year	305	306
Later than one year and not later than five years	1,302	1,265
Later than five years	880	900
	<hr/>	<hr/>
	2,487	2,471

## NOTES TO THE ACCOUNTS

The General Fund has a number of investment properties that it leases out which generates £569,000 rental income. Transactions relating to these properties are disclosed in Note 15 Investment Properties.

### **38. Impairment Losses**

During 2013/14, the Council has recognised no impairment losses charged to the General Fund as a result of writing out obsolete equipment.

In addition, there were revaluation impairments amounting to £2,828 charged to the General Fund as a result of the revaluation of the North Hall, Spencers Yard at 1<sup>st</sup> April 2013 carried out by the District Valuer

Within the Housing Revenue Account, the Council has recognised a net revaluation impairment gain amounting to £16,499,554 relating to its housing stock which has partially reversed previous revaluation impairment losses charged to the HRA.

### **39. Termination Benefits**

As part of its restructuring to be "Fit For The Future" the Council terminated the contracts of a number of employees in 2013/14, incurring costs of £382,500 (£500,700 in 2012/13) – see Note 32 for the number of exit packages and total cost per band.

### **40. Defined Benefit Pension Schemes**

#### **Participation in Pension Schemes**

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

The Council participates in the Local Government Pension Scheme administered locally by Warwickshire County Council. This is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets.

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

The Warwickshire pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of Warwickshire County Council. Policy is determined in accordance with the Pensions Fund Regulations.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes in inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

#### **Transactions Relating to Post-employment Benefits**

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash

## NOTES TO THE ACCOUNTS

payable in the year, so the real cost of post-employment / retirement benefits is reversed out of the General Fund and Housing Revenue Account via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2013/14 £000	2012/13 £000
<b>Comprehensive Income and Expenditure Statement</b>		
<i>Cost of Services:</i>		
- current service cost	2,547	2,096
- past service costs	101	113
- (gain) / loss from settlements	-	-
<i>Financing and Investment Income and Expenditure:</i>		
- net interest expense	1,579	1,350
<i>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</i>	<b>4,227</b>	<b>3,559</b>
<b>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>		
Remeasurement of the net defined benefit liability comprising:		
- Return on plan assets (excluding the amount included in the net interest expense)	(5,652)	(7,533)
- Actuarial gains and losses arising on changes in demographic assumptions	(720)	-
- Actuarial gains and losses arising on changes in financial assumptions	3,303	13,224
- Other	(289)	(535)
<i>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<b>869</b>	<b>8,715</b>
<b>Movement in Reserves Statement</b>		
- reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(4,227)	(3,559)
<b>Actual amount charged against the General Fund and HRA Balances for pensions in the year:</b>		
Employer's contributions payable to scheme	<b>2,008</b>	1,898

### Pensions Assets and Liabilities Recognised in the Balance Sheet

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

	2013/14 £000	2012/13 £000
Present value of the defined benefit obligation	127,143	120,288
Fair value of plan assets	(93,492)	(85,498)
<b>Net liability arising from defined benefit obligation</b>	<b>33,651</b>	<b>34,790</b>



# NOTES TO THE ACCOUNTS

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

	2013/14 £000	2012/13 £000
<b>Opening fair value of scheme assets</b>	<b>85,498</b>	<b>75,632</b>
Interest income	3,812	3,600
Remeasurement gain / (loss):		
- The return on plan assets, excluding the amount included in the net interest expense	5,652	7,533
The effect of changes in foreign exchange rates		
Contributions from employer	2,008	1,898
Contributions from employees into the scheme	666	691
Benefits paid	(4,144)	(3,856)
<b>Closing fair value of scheme assets</b>	<b>93,492</b>	<b>85,498</b>

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

	2013/14 £000	2012/13 £000
<b>Opening balance at 1 April</b>	<b>120,288</b>	<b>103,605</b>
Current service cost	2,547	2,096
Interest cost	5,391	4,950
Contributions from scheme participants	666	691
Remeasurement (gains) / losses:		
- Actuarial gains / losses arising from changes in demographic assumptions	(720)	-
- Actuarial gains / losses arising from changes in financial assumptions	3,303	13,224
- Other experience	(289)	(535)
Past service cost	101	113
Benefits paid	(4,144)	(3,856)
<b>Closing balance at 31 March</b>	<b>127,143</b>	<b>120,288</b>

# NOTES TO THE ACCOUNTS

## Local Government Pension Scheme assets comprised:

	Period Ended 31 March 2014			Period Ended 31 March 2013		
	Quoted prices in active markets £000	Quoted prices not in active markets £000	Total £000	Quoted prices in active markets £000	Quoted prices not in active markets £000	Total £000
Cash and cash equivalents	-	385	385	-	311	311
Equity Securities (by industry type):						
- Consumer	10,005	-	10,005	8,954	-	8,954
- Manufacturing	5,259	-	5,259	4,912	-	4,912
- Energy and Utilities	2,245	-	2,245	2,487	-	2,487
- Financial Institutions	4,425	-	4,425	3,669	-	3,669
- Health and Care	1,860	-	1,860	1,555	-	1,555
- Information Technology	3,271	-	3,271	3,171	-	3,171
- Other	2,758	-	2,758	1,368	-	1,368
Sub-total equity	29,823	385	30,208	26,116	311	26,427
Property:						
- UK Property	8,723	-	8,723	7,835	-	7,835
- Overseas Property	167	-	167	186	-	186
Sub-total property	8,890	-	8,890	8,021	-	8,021
Private Equity:						
- All	-	1,013	1,013	-	746	746
Investment Funds and Unit Trusts:						
- Equities	26,636	-	26,636	25,929	-	25,929
- Bonds	14,623	-	14,623	12,934	-	12,934
- Hedge Funds	-	4,233	4,233	-	3,855	3,855
- Other	7,889	-	7,889	7,586	-	7,586
Sub-total Investments	49,148	4,233	53,381	46,449	3,855	50,304
<b>TOTAL ASSETS</b>	<b>87,861</b>	<b>5,631</b>	<b>93,492</b>	<b>80,586</b>	<b>4,912</b>	<b>85,498</b>

## Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.

The Warwickshire County Council Fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2013.

## NOTES TO THE ACCOUNTS

The significant assumptions used by the actuary have been:

	2013/14	2012/13
Long-term expected rate of return on assets in the scheme:		
Equity investments	4.3%	4.5%
Bonds	4.3%	4.5%
Property	4.3%	4.5%
Cash	4.3%	4.5%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	22.4 years	21.9 years
Women	24.4 years	23.6 years
Longevity at 65 for future pensioners:		
Men	24.3 years	22.8 years
Women	26.6 years	25.9 years
Rate of inflation	3.6%	3.6%
Rate of increase in salaries	4.6%	5.1%
Rate of increase in pensions	2.8%	2.8%
Rate of discounting scheme liabilities	4.3%	4.5%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

	Increase in Assumption £000	Decrease in Assumption £000
Longevity (increase or decrease in 1 year)	3,814	(3,814)
Rate of increase in salaries (increase or decrease by 1%)	7,126	(7,126)
Rate of increase in pensions (increase or decrease by 1%)	16,490	(16,490)
Rate for discounting scheme liabilities (increase or decrease by 1%)	23,944	(23,944)

### Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 19 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

## NOTES TO THE ACCOUNTS

The Council anticipated to pay £1,792,000 expected contributions to the scheme in 2014/15.

The weighted average duration of the defined benefit obligation for scheme members is 18 years, 2013/14 (18 years 2012/13).

There is an inconsistency between the total scheme assets as determined by the actuary and the total scheme assets as per the pension scheme accounts. This is because the actuary has estimated the value of assets using the actual return on assets to December 2013 and has estimated the return on assets for January to March 2014.

### **41. Contingent Liabilities**

#### Mutual Municipal Insurance Limited:

Before it stopped underwriting operations in September 1992, Mutual Municipal Insurance Limited (MMI) was the predominant insurer of public sector bodies, including local authorities, police and fire and rescue services. The implementation of a Scheme of Arrangement in 1993 means that even today many of those bodies and their successor authorities still have potentially significant exposure to MMI.

After several years of a deteriorating solvency position, and an adverse judgement in the Supreme Court, in November 2012 the Scheme was triggered. In April 2013, the Scheme Administrator announced that the "initial rate of the levy" would be 15% of the total of claims paid since 1993 (less £50,000) by the Scheme member or its successors. The levy will be applied once new claims handling procedures have been put in place.

This means that members of the Scheme face an imminent call on funds to eliminate MMI's current deficit and that in future only 85% of claim amounts will be paid out. Members also face potential future calls if the situation deteriorates further.

Although the Council has provided for the bulk of this claw back there is potential for a further £100,000 to be reclaimed if the situation deteriorates further.

### **42. Nature and Extent of Risks Arising from Financial Instruments**

The Council's activities expose it to a variety of financial risks:

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

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by the Council in the Annual Treasury Management Strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

#### **Credit Risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers.

## NOTES TO THE ACCOUNTS

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down by Fitch's Ratings Services. The Council also has regards to ratings published by Standard & Poor and Moody's. The Annual Investment Strategy also imposes a maximum sum to be invested with each type of financial institution located within each category.

The credit criteria at 1<sup>st</sup> April 2014 in respect of financial assets held by the Council are as detailed overleaf:

# NOTES TO THE ACCOUNTS

Financial Asset Category	Minimum Criteria ( Fitch ratings )	Maximum Investment ( per Counterparty or Group )	Maximum Duration	Proportion of Portfolio at 31st March 2014 £'000
Deposits With Banks	Sovereign equal to UK rating Long Term A+ ( Nationalised banks A ) Short Term F1 Viability BBB minimum Support 1	£5m ( private ) £9m ( nationalised )	Up to 2 years Up to 2 years	18,750 9,000
Deposits With Supranational/Multi- Lateral Banks	Long Term AAA or Government Guaranteed	£5m	364 days	-
Deposits With Building Societies Category A	Sovereign equal to UK rating Long Term A+ Short Term F1	£4m	Up to 2 years	-
Category B	Sovereign equal to UK rating Short Term F1	£2m	364 days	-
Category C	Non rated but in the Top 20 ranked by asset value subject to a minimum of £500m assets and a group total of £8m	£1m	3 months	1,000
Deposits with Money Market Funds	Constant Net Asset Value Funds - S & P AAAM or Moody's Aaa-mf or Fitch AAAmf	£9m	Not defined - depends on cash flow	12,671
Deposits with Money Market Funds	Variable Net Asset Value Funds - S & P AAAfS1 or Moody's Aaa- bf or Fitch AAA/V1	£6m	Not defined - depends on cash flow	-
Corporate Bonds and Floating Rate Notes - Category 1 ( Private Financial Institutions )	Sovereign equal to UK rating and Long Term A1+	£5m	Corporate Bonds - Up to 2 years Floating Rate Notes 364 days	-
Corporate Bonds and Floating Rate Notes - Category 2 ( Financial Institutions part or wholly owned by UK Government )	Sovereign equal to UK rating and Long Term A	£9m	Corporate Bonds - Up to 2 years Floating Rate Notes 364 days	-
Corporate Bonds and Floating Rate Notes - Category 3 ( Corporate Entities )	Sovereign equal to UK rating and Long Term A1+	£3m	Corporate Bonds - Up to 2 years Floating Rate Notes 364 days	-
Corporate Bond Funds	Investment grade of at least BBB	£5m	Up to 10 years	-
Pooled Property Funds inc. CCLA Property Fund	Authorised by FS&MA ( Not CCLA )	£5m	Up to 10 years	-
Nationalised Industries	UK Government guarantee	£9m	364 days	-
UK Government	UK Government guarantee	£12m	Not defined	-
Local and Police Authorities	Secured by statute on revenues of Authority	£9m	Up to 5 years	11,000
				<b>52,421</b>

## NOTES TO THE ACCOUNTS

The investments in force at 31 March 2014 totalling £52.421m have been reviewed and it is considered that following stabilisation of the UK banking system after the banking crisis of 2008 the Council is at a low risk of a counterparty defaulting during the remaining term of the investments as default is less likely particularly as the banks are now required to maintain much higher liquidity levels and if default should happen then the defaulter would likely be absorbed into another institution or rescued by the UK Government.

Where appropriate the Council makes use of a credit checking agency so that customers for goods and services e.g. major contracts are assessed and suitable credit limits set. At 31 March 2014, sundry debts outstanding stood at £2.088m of which £0.539m related to general debts and £1.549m to Housing and Council Tax Benefit overpayments. An assessment has taken place of the likelihood of these debts being defaulted upon and bad debts provisions of £0.035m (6.5%) and £0.681m (44.0%) have been established in respect of the general debts and Housing and Council Tax Benefit Overpayments respectively. An analysis by age of the £2.088m less £0.716m bad debts provision follows:

	31 March 2014 £000	31 March 2013 £000
Less than three months	668	1,773
Four to six months	91	93
Seven to nine months	101	131
Ten to twelve months	48	60
More than one year	464	762
<b>Total</b>	<b>1,372</b>	<b>2,819</b>

At 31 March 2014, outstanding arrears in respect of council house rents and charges stood at £1.796m; again an assessment of the default rate on these arrears has been made and a bad debts provision of £1.199m (66.8%) has been established.

### Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council is able to borrow, subject to the limits imposed by the relevant Prudential Indicators, from the Money Markets to make up the shortfall. The relevant Prudential Indicators in this instance are the Operational Boundary for External Debt (2013/14 revised £151.142m and 2014/15 £151.129m) which manages the day to day cash flow requirements and the Authorised Limit for External Debt which sets an absolute ceiling on the amount of borrowing allowed (2013/14 revised £163.142m and 2014/15 £171.129m). The Council did not incur any borrowing either for cash flow or long term purposes in 2013/14 and there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments in 2014/15. The Public Works Loan Board loans taken out to finance the HRA Self Financing buy out in 2011/12 mature between 2053 and 2062. The amount in the Balance Sheet includes £52,225 interest relating to 2013/14 which will be paid in 2014/15.

The Council has within its balance sheet, £0.915m in respect of external contributions paid to it by developers and other contributors to be spent on mainly capital expenditure for which there is no precise indication of when the related spend will take place. If the spend does not take place, the contributions will need to be refunded but this is not expected to be an issue in 2014/15. All of the Council's trade and other payables are due to be paid in less than one year.

# NOTES TO THE ACCOUNTS

## Market Risk

### Interest Rate Risk

The Council's external borrowing is made up of PWLB Fixed Rate Maturity loans with maturities of between 41 and 50 years and the average rate of the portfolio is 3.50%. This gives certainty in terms of interest payments but the principal disadvantage to this certainty arises from movements in long term borrowing rates which are influenced by Gilt yields. Should long term borrowing rates drop below the portfolio average of 3.50% it will be difficult for the Council to take advantage without incurring considerable premiums in buying itself out of the PWLB loans. Conversely, should interest rates rise then the Council may be able to take advantage of this and restructure its PWLB loans thus generating discounts.

The main risk to its investment income comes from movements in Bank Rate and the Money Market Rates. For instance, a rise in interest rates would have the following effects:

- Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise
- Investments at fixed rates – the fair value of the assets will fall.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget quarterly during the year. This allows any adverse changes to be accommodated.

According to this assessment strategy, based on the 2013/14 out-turn a 0.25% movement upwards in interest rates would have produced an additional £0.134m interest. Conversely the same movement downwards would have reduced investment interest by a similar amount.

### Price Risk

The Council does not invest in equity shares.

### Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies and, thus, has no exposure to loss arising from movements in exchange rates.

## 43. Authorisation of Accounts for Issue

The Chief Financial Officer authorised the Statement of Accounts for issue to the Council's members on 16 September 2014.



# HOUSING REVENUE ACCOUNT INCOME & EXPENDITURE STATEMENT

The Housing Revenue Account (HRA) Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

RESTATED 2012/13 £'000		Notes	2013/14 £'000	£'000
	<b>EXPENDITURE</b>			
4,395	Repairs and Maintenance		4,988	
5,487	Supervision and Management		5,591	
88	Rents, Rates, Taxes and Other Charges		134	
216	Increased Provision for Bad Debts		99	
882	Depreciation and Impairment of Non-Current Assets	7	(14,522)	
1	Debt Management Expenses		2	
	Amortisation of Intangible Assets & Revenue			
95	Expenditure Funded from Capital Under Statute		56	
11,164	<b>TOTAL EXPENDITURE</b>			(3,652)
	<b>INCOME</b>			
(23,777)	Dwelling Rents		(24,474)	
(773)	Non-Dwelling Rents		(782)	
(720)	Charges for Services and Facilities		(873)	
(677)	Contributions Towards Expenditure		(641)	
(25,947)	<b>TOTAL INCOME</b>			(26,770)
(14,783)	<b>Net Cost of HRA Services as included in the whole authority Comprehensive Income and Expenditure</b>			(30,422)
98	HRA services share of Corporate and Democratic Core			97
-	HRA share of other amounts included in the whole authority Net Cost of Services but not allocated to specific services			-
(14,685)	<b>Net Income for HRA Services</b>			(30,325)
(684)	Gain or Loss on sale of HRA non-current assets			(1,576)
4,765	Interest payable and similar charges			4,766
	Pensions Interest Cost and Expected Return on			
94	Pensions Assets	11		135
(116)	HRA Interest and Investment Income			(131)
(10,626)	<b>(Surplus) / Deficit for the year on HRA services</b>			(27,131)

## MOVEMENT ON THE HRA BALANCE STATEMENT

The 'Surplus or (Deficit) for the year on HRA services' line shows the true economic cost of providing the authority's services, more details of which are shown in the HRA Income and Expenditure Statement. These are different from statutory amounts required to be charged to the Housing Revenue Account for dwellings rent setting purposes. The 'Net Increase / (Decrease) before transfers to earmarked reserves' line shows the statutory Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

RESTATED 2012/13 £000		Notes	2013/14	
			£000	£000
1,250	<b>Balance on the HRA at the end of the previous year</b>			1,283
10,626	Surplus or (deficit) for the year on the HRA Income and Expenditure Statement		27,131	
(6,184)	Adjustments between accounting basis and funding basis under statute	12	(22,301)	
	<b>Net increase or (decrease) before transfers to or from reserves</b>		4,830	
(4,409)	Transfers (to) or from reserves		(4,790)	
	<b>Increase or (decrease) in year on the HRA</b>			40
<u>1,283</u>	<b>Balance on the HRA at the end of the current year</b>			<u>1,323</u>

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 1. Amounts Reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Housing Revenue Account Income and Expenditure Statement is that specified by the *Service Reporting Code of Practice*. However, decisions about resource allocation are taken by the Council's Executive on the basis of budget reports analysed across portfolio areas. These reports are prepared on the same basis as the accounting policies used in the financial statements.

The income and expenditure of the Council's Housing Revenue Account portfolio area recorded in the budget reports for the year is as follows:

	<b>2013/14</b>	2012/13
	<b>£000</b>	£000
Other Grants and Contributions	(11)	(552)
Fees and Charges	(705)	(676)
Rents	(25,256)	(24,550)
Other Income	(296)	(169)
Recharges	(3,184)	(2,495)
<b>Total Income</b>	<b>(29,452)</b>	<b>(28,442)</b>
Employees	2,374	2,364
Premises	6,181	5,305
Transport	100	95
Supplies and Services	577	1,023
Third Party Payments	776	397
Support Services	3,586	3,596
Capital Financing Charges	(14,467)	977
<b>Total Operating Expenses</b>	<b>(873)</b>	<b>13,757</b>
<b>Net Cost of HRA Services</b>	<b>(30,325)</b>	<b>(14,685)</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### 2. Housing Stock

The Council was responsible for managing the following Council dwellings included in the Housing Revenue Account:

	<b>31 March 2014 Nos.</b>	<b>31 March 2013 Nos.</b>
Houses	<b>2,461</b>	2,492
Flats	<b>2,422</b>	2,430
Bungalows	<b>669</b>	669
	<hr/> <b>5,552</b>	<hr/> 5,591

The change in housing stock can be summarised as follows:

	<b>2013/14 Nos.</b>	<b>2012/13 Nos.</b>
Housing Stock at 1 April	<b>5,591</b>	5,608
Purchases	-	-
Right to Buy Sales	<b>(39)</b>	(17)
Other Sales	-	-
Other Disposals	-	-
	<hr/> <b>5,552</b>	<hr/> 5,591
Housing Stock at 31 March		

### 3. Housing Revenue Account Non-Current Assets and Assets Held For Sale

The total Housing Revenue Account non-current assets and assets held for sale can be analysed as follows:

	<b>31 March 2014 £'000</b>	<b>1 April 2013 £'000</b>
Council Dwellings	<b>245,791</b>	229,001
Other Properties	<b>6,162</b>	6,152
Land	<b>179</b>	179
Equipment	<b>100</b>	94
Assets Under Construction	<b>151</b>	29
Surplus Assets	<b>2,103</b>	-
Assets Held for Sale	<b>748</b>	614
	<hr/> <b>255,234</b>	<hr/> 236,069
<b>Total Balance Sheet Items</b>		

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 4. Valuation of Dwellings

The 'vacant possession' value of dwellings represents the open market value of the housing stock, whilst the Balance Sheet value represents the reduced valuation owing to the stock being used for social housing. The difference between the two valuations (a reduction to 34% of the market valuation) is the 'Economic Cost' to the Government of providing council housing at less than open market rents.

	1 April 2013 £'000	1 April 2012 £'000
Vacant Possession Value of Dwellings	671,312	653,723
Balance Sheet Value of Dwellings	229,001	223,419
<b>Economic Cost to Government</b>	<b>442,311</b>	<b>430,304</b>

## 5. Summary of Capital Expenditure Funding Sources

	2013/14 £'000	2012/13 £'000
Internal Borrowing	-	-
Prudential Borrowing	-	-
Government Grant	-	-
Usable Capital Receipts	13	-
Revenue and Other Contributions	542	910
Major Repairs Reserve	5,175	6,429
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>5,730</b>	<b>7,339</b>

## 6. Intangible Assets / Revenue Expenditure Funded from Capital under Statute

During 2013/14 the Housing Revenue Account incurred expenditure amounting to £55,627 on Revenue Expenditure Funded from Capital under Statute (£94,817 in 2012/13), which is capital expenditure incurred by the Council on non-physical assets. All of the £55,627 was spent on Transfer Incentive Scheme Payments, assisting tenants whose home is too large for their needs to downsize to more suitable accommodation, freeing up larger housing stock for families. The entire cost was amortised to revenue in 2013/14. No expenditure was incurred on Intangible Assets.

## 7. Revaluations Impairment

The 1 April 2014 "desktop" valuation i.e. valuations calculated by reference to indices rather than physical inspection of the housing stock by the District Valuer shows that the value of the Council's housing stock has increased by £19.737m whilst land valuations have decreased by £2.623m making a net increase of £16.5m which has been credited to the HRA to partially reverse previous years revaluation impairments made to that account.

The housing stock is valued on an "Existing Use – Social Housing" (EUV-SH) basis, derived from the Open Market Value (OMV), discounted by a Regional Adjustment Factor, which is determined by the Department for Communities and Local Government (DCLG). Currently, this is just 34% of the Open Market Value. A full valuation of the stock requiring physical inspection of the beacon houses has to be undertaken every 5 years, most recently 1 April 2010.

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 8. Summary of Capital Receipts

	2013/14 £'000	2012/13 £'000
Sale of Council Houses	2,998	1,265
Sale of Land	-	-
Repayment of Discount	-	-
Sale of Council Houses Advances Repaid	6	6
Repayment of Grants	-	-
<b>TOTAL CAPITAL RECEIPTS</b>	<b>3,004</b>	<b>1,271</b>

## 9. Depreciation of Fixed Assets

	2013/14 £'000	2012/13 £'000
Council Dwellings	2,160	2,079
Other Buildings	403	412
Land	-	-
Equipment	28	59
<b>TOTAL DEPRECIATION</b>	<b>2,591</b>	<b>2,550</b>

## 10. Arrears and Provision for Bad or Doubtful Debts

	2013/14 £'000	2012/13 £'000
<b><u>HRA Rent &amp; Charges Arrears</u></b>		
Current Tenant Rent Arrears	883	880
Former Tenant Rent Arrears	536	454
<b>Dwelling Rent Arrears</b>	<b>1,419</b>	<b>1,334</b>
Garage Rent Arrears	7	4
Supporting People Charge Arrears	29	31
Court Cost Arrears	110	97
Overpayment of Benefit Arrears	231	240
<b>Total Arrears</b>	<b>1,796</b>	<b>1,706</b>
<b><u>HRA Bad Debt Provisions</u></b>		
Rent Bad Debt Provision	(1,095)	(1,096)
Court Cost Bad Debt Provision	(104)	(91)
<b>Total Bad Debt Provisions</b>	<b>(1,199)</b>	<b>(1,187)</b>

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 11. HRA – Accounting for Pensions under IAS19

The following transactions have been made in the HRA Income and Expenditure Account and Statement of Movement in the HRA Balance during the year:

	2013/14 £000	2012/13 £000
<b>Comprehensive Income and Expenditure Statement</b>		
<i>Cost of Services:</i>		
- current service cost	256	223
<i>Financing and Investment Income and Expenditure:</i>		
- net interest expense	135	94
<i>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</i>	<b>391</b>	<b>317</b>
<b>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>		
Remeasurement of the net defined benefit liability	-	-
<i>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<b>391</b>	<b>317</b>
<b>Movement in Reserves Statement</b>		
- reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(391)	(317)
<b>Actual amount charged against the Housing Revenue Account Balance for pensions in the year:</b>		
- employer's contributions payable to scheme	201	201

# NOTES TO THE HOUSING REVENUE ACCOUNT

## 12. Adjustments Between Accounting Basis and Funding Basis Under Regulations

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

	2013/14 £000	2012/13 £000
<b>Adjustments primarily involving the Capital</b>		
<b>Adjustment Account:</b>		
<b>Reversal of items debited or credited to the HRA</b>		
<b>Income and Expenditure Statement:</b>		
Charges for depreciation and impairment of non-current assets	(2,147)	-
Revaluation gain on Property Plant and Equipment	17,114	1,668
Revenue expenditure funded from capital under statute	(56)	(95)
Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the HRA Income and Expenditure Statement	(1,543)	(587)
<b>Insertion of items not debited or credited to the HRA</b>		
<b>Income and Expenditure Statement:</b>		
Capital expenditure charged against HRA balances	484	879
<b>Adjustments primarily involving the Capital Receipts</b>		
<b>Reserve:</b>		
Transfer of cash sale proceeds credited as part of the gain / loss on disposal to the HRA Income and Expenditure Statement	3,119	1,271
<b>Adjustments primarily involving the Major Repairs</b>		
<b>Reserve:</b>		
Reversal of Major Repairs Allowance credited to the HRA	5,495	2,869
<b>Adjustment primarily involving the Financial</b>		
<b>Instruments Adjustment Account:</b>		
Amount by which finance costs charged to the HRA Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	12	297
<b>Adjustments primarily involving the Pensions</b>		
<b>Reserve:</b>		
Reversal of items relating to retirement benefits debited or credited to the HRA Income and Expenditure Statement (see HRA Note 12)	(391)	(318)
Employer's pensions contributions and direct payments to pensioners payable in the year	201	201
<b>Adjustments primarily involving the Accumulated</b>		
<b>Absences Account:</b>		
Amount by which officer remuneration charged to the HRA Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirements	13	(1)
<b>Total Adjustments</b>	<b>22,301</b>	<b>6,184</b>



## HOUSING MAJOR REPAIRS RESERVE ACCOUNT

Under the Resource Accounting regime there is a statutory requirement to keep a Major Repairs Reserve Account. An amount equivalent to the depreciation charge on HRA assets is transferred into this account; until 31<sup>st</sup> March 2012 an adjustment was made so the overall amount transferred into this account was equal to the Major Repairs Allowance (MRA) set out in the annual subsidy determination. Self Financing replaced housing subsidy from 1<sup>st</sup> April 2012, and in this transitional period the same process is being followed using the MRA set out in the Self Financing determination.

This reserve can be used for capital expenditure to help maintain or improve HRA assets. It can also be used to repay the principal of HRA debt; it cannot, however, be used to pay for debt servicing costs i.e. payment of interest due.

Actual 2012/13 £000		Notes	Actual 2013/14 £000
	<b>INCOME</b>		
(2,079)	Depreciation on HRA Dwellings		(2,160)
(471)	Depreciation on Other Non-Current HRA Assets		(431)
(3,339)	Appropriation Adjustment	1	(3,348)
<b>(5,889)</b>	<b>TOTAL INCOME</b>		<b>(5,939)</b>
	<b>EXPENDITURE</b>		
471	Other Non-Current HRA Assets Depreciation Adjustment	2	-
6,428	Capital Expenditure Funded from MRR	3	5,175
<b>6,899</b>	<b>TOTAL EXPENDITURE</b>		<b>5,175</b>
1,010	<b>Net (Surplus) / Deficit to Balances</b>		<b>(764)</b>
(1,010)	Balance Brought Forward		-
<b>-</b>	<b>Balance carried forward</b>	4	<b>(764)</b>

### 1. Appropriation Adjustment

This reflects the difference between the Transitional Major Repairs Allowance (MRA) from the Self Financing settlement and depreciation on HRA dwellings.

### 2. Depreciation on Other Non-Current HRA Assets

Under the Housing Self Financing regime, depreciation charged on non-dwelling assets (shops, community centres, offices and garages) is a real charge on the HRA and accordingly, unlike previous years, no reversal of the depreciation charge has been made.

### 3. Capital Expenditure Funded from Major Repairs Reserve

This is a contribution to fund capital repairs and maintenance of the housing stock.

### 4. Balance on Account

After financing capital expenditure on maintaining and improving homes in 2013/14 there is a balance of £764,120 to be carried forward to 2014/15.

# COLLECTION FUND

This statement details the transactions relating to the collection of council tax and business rates. The Council acts as an agent to collect council tax and business rates on behalf of Warwickshire County Council and the Office of the Warwickshire Police and Crime Commissioner and business rates on behalf of the Government.

2012/13			2013/14		
Council Tax	Business	Total	Council Tax	Business	Total
£000	Rates	£000	£000	Rates	£000
INCOME					
(80,569)	-	(80,569)	(74,571)	-	(74,571)
-	(62,625)	(62,625)	-	(67,390)	(67,390)
-	-	-	-	(198)	(198)
<b>Contributions towards earlier years' Collection Fund Deficit:</b>					
(193)	-	(193)	(226)	-	(226)
(29)	-	(29)	(35)	-	(35)
(28)	-	(28)	(33)	-	(33)
(80,819)	(62,625)	(143,444)	(74,865)	(67,588)	(142,453)
<b>EXPENDITURE</b>					
<b>Precepts and Demands:</b>					
-	62,411	62,411	4	-	31,657
61,760	-	61,760	4	56,064	6,331
9,674	-	9,674	4	8,782	-
9,022	-	9,022	4	8,250	25,325
80,456	62,411	142,867	73,096	63,313	136,409
<b>Charges to the Collection Fund:</b>					
140	-	140	233	367	600
-	214	214	-	213	213
-	-	-	244	-	244
-	-	-	-	6,553	6,553
140	214	354	477	7,133	7,610
(223)	-	(223)	(1,292)	2,858	1,566
321	-	321	98	-	98
98	-	98	5	(1,194)	2,858
<b>Net (Surplus) / Deficit for Year</b>					
<b>(Surplus) / Deficit brought forward 1 April</b>					
<b>(Surplus) / Deficit carried forward 31 March</b>					

# NOTES TO THE COLLECTION FUND

## 1. General

The Collection Fund is a statutory account which shows the transactions of the billing authority (Warwick District Council) in terms of Council Tax and Business Rates, and demonstrates how income from these sources is distributed to precepting bodies and the General Fund. The surplus or deficit on the Collection Fund at the yearend is distributed to, or recovered from, the billing authority and the precepting bodies on the basis of fund outturn balance estimates made in the January before the year end.

## 2. Council Tax

Council Tax income is derived from charges according to the value of residential properties that have been classified into 8 valuation bands. These numbers are adjusted for various items. The number of properties for each band is then converted into a Band D equivalent by applying a designated ratio to arrive at the Council Tax Base. Individual charges are determined by dividing the demands and precepts of the Council, Warwickshire County Council and The Office of the Warwickshire Police and Crime Commissioner by the Council Tax base. The Council Tax base for 2013/14 was calculated as follows:

Band	Dwellings in Banding List	Disabled Persons Adjustments No of Cases	Less Exemptions Properties Affected	Less Discounts	Adjusted Amount for Council Tax Band	Ratio	Band D Equivalent Dwellings
@	0	15	0	(2.75)	12.25	5 / 9	6.81
A	4,704	27	(281)	(737.00)	3,713.00	6 / 9	2,475.33
B	11,311	48	(795)	(1,335.50)	9,228.50	7 / 9	7,177.72
C	16,367	2	(666)	(1,453.25)	14,249.75	8 / 9	12,666.44
D	12,211	(29)	(369)	(846.25)	10,966.75	9 / 9	10,966.75
E	6,921	(11)	(372)	(374.00)	6,164.00	11 / 9	7,533.78
F	4,747	(15)	(77)	(206.50)	4,448.50	13 / 9	6,425.61
G	3,807	(16)	(47)	(143.75)	3,600.25	15 / 9	6,000.42
H	413	(21)	(9)	(14.25)	368.75	18 / 9	737.50
	<b>60,481</b>	<b>0</b>	<b>(2,616)</b>	<b>(5,113.25)</b>	<b>52,751.75</b>		<b>53,990.36</b>

Adjustment for new properties, collection rates, changes during the year for successful appeals against valuation banding, demolitions, disabled persons relief and exempt properties (20.44)

Less Council Tax Support Scheme (5,439.62)

**COUNCIL TAX BASE 2013/14 48,530.30**

The Council Tax demands and precepts on the Collection Fund for 2013/14 totalled £73.096m which, when divided by the Council Tax base, gave an average Band D equivalent of 1,506.20 (1,504.96 in 2012/13). The actual income credited to the Fund was £74.094m which is made up as follows:

	£'000
Income from Council Tax	(74,571)
Write-offs	233
Change in Provision for Bad Debts and Appeals	244
<b>INCOME FROM COUNCIL TAX 2013/14</b>	<b>(74,094)</b>

Prior to 2013/14 certain eligible taxpayers had some, or all, of their charge met by Council Tax Benefits. The amount of the benefit was credited to the Collection Fund and appeared as a charge in the billing authority's Central Services to the Public line in the

## NOTES TO THE COLLECTION FUND

Comprehensive Income and Expenditure Statement. This expenditure was financed by way of a Government grant. From 2013/14 Council Tax Benefits has been replaced by a Council Tax Reduction Scheme which is applied directly to the Council Tax base.

### 3. **Income from Business Ratepayers**

Under the arrangements for uniform business rates, the Council collects non-domestic rates for its area which are based on local rateable values multiplied by a uniform rate of 47.2p.

Prior to 2013/14 the total amount, less certain reliefs and other deductions, was paid to a central pool (the NNDR Pool) managed by Central Government, which in turn paid back to authorities their share of the pool based on a standard amount per head of resident population.

From 2013/14 Councils will be able to keep a proportion of the business rates revenue as well as growth that is generated in their area. This will provide a direct link between business rates growth and the amount of money councils have to spend on local people and local services.

The total rateable value of properties in the Warwick District area was £165,855,811 at 31 March 2014.

### 4. **Names of Significant Preceptors on the Collection Fund**

#### **Council Tax:**

The following authorities made significant demand on the Collection Fund during 2013/14:

Warwickshire County Council	£56,064,423.97
The Office of the Warwickshire Police and Crime Commissioner	£8,782,020.53
Warwick District Council	£8,249,455.00

#### **Business Rates:**

The following organisations made significant demand on the Collection Fund during 2013/14:

Government	£31,656,360
Warwickshire County Council	£6,331,272
Warwick District Council	£25,325,088

## NOTES TO THE COLLECTION FUND

### 5. Accounting for the Collection Fund

The Code requires the collection of council tax and NNDR to be treated as agency work in respect of the amounts collected for the major preceptors and the government. All balances of arrears, prepayments and bad debt provisions are apportioned out and only the Council's elements are included in the Balance Sheet in their respective groups. The net amounts attributable to the other major preceptors and central government are included as either debtors or creditors depending on the net position for each.

#### COLLECTION FUND 31st March 2013

Warwick District £'000	Warwicks. County £'000	Warwicks. PCC £'000	Total £'000	COUNCIL TAX
239	1,626	255	2,120	<b>Arrears</b>
(57)	(388)	(61)	(506)	<b>Impairment Allowance for Doubtful Debts</b>
(80)	(544)	(85)	(709)	<b>Overpayments and Prepayments</b>
				<b><u>Collection Fund Balance:</u></b>
-	75	-	75	Warwickshire County Council
-	-	12	12	The Office of the Warwickshire Police and Crime Commissioner
11	-	-	11	Warwick District Council
<b>11</b>	<b>75</b>	<b>12</b>	<b>98</b>	<b>TOTAL COLLECTION FUND</b>

				<b><u>Balance Sheet:</u></b>
239	769	121	1,129	Debtors
(80)	-	-	(80)	Creditors
(57)	-	-	(57)	Bad Debts
11	-	-	11	Collection Fund Adjustment A/c

#### COLLECTION FUND 31st March 2014

Warwick District £'000	Warwicks. County £'000	Warwicks. PCC £'000	Total £'000
256	1,764	276	2,296
(84)	(576)	(90)	(750)
(90)	(620)	(97)	(807)
-	(916)	-	(916)
-	-	(143)	(143)
(135)	-	-	(135)
<b>(135)</b>	<b>(916)</b>	<b>(143)</b>	<b>(1,194)</b>

256	-	-	256
(90)	(348)	(54)	(492)
(84)	-	-	(84)
(135)	-	-	(135)

# NOTES TO THE COLLECTION FUND

## COLLECTION FUND 31st March 2013

Central Govt. £'000	Warwick District £'000	Warwicks. County £'000	Total £'000	BUSINESS RATES
1,323	-	-	1,323	<b>Arrears</b>
(750)	-	-	(750)	<b>Impairment Allowance for Doubtful Debts</b>
(643)	-	-	(643)	<b>Overpayments and Prepayments</b>
-	-	-	-	<b>Provision for Appeals</b>
-	-	-	-	<b>Collection Fund Balance:</b>
-	-	-	-	Central Government
-	-	-	-	Warwick District Council
-	-	-	-	Warwickshire County Council
-	-	-	-	<b>TOTAL COLLECTION FUND</b>
(1,462)	-	-	(1,462)	<b>NNDR Pool</b>
-	-	-	-	<b>Balance Sheet:</b>
(1,532)	-	-	(1,532)	Debtors
-	-	-	-	Creditors
-	-	-	-	Bad Debts
-	-	-	-	Provision for Appeals
-	-	-	-	Collection Fund Adjustment A/c

## COLLECTION FUND 31st March 2014

Central Govt. £'000	Warwick District £'000	Warwicks. County £'000	Total £'000
574	459	114	<b>1,147</b>
(375)	(300)	(75)	<b>(750)</b>
(368)	(294)	(73)	<b>(735)</b>
(3,277)	(2,621)	(655)	<b>(6,553)</b>
1,429	-	-	<b>1,429</b>
-	1,143	-	<b>1,143</b>
-	-	286	<b>286</b>
<b>1,429</b>	<b>1,143</b>	<b>286</b>	<b>2,858</b>
-	-	-	-
-	459	-	<b>459</b>
(2,017)	(294)	(403)	<b>(2,714)</b>
-	(300)	-	<b>(300)</b>
-	(2,621)	-	<b>(2,621)</b>
-	1,143	-	<b>1,143</b>

## GLOSSARY

This section explains complicated terms that have been used in this document.

### Accruals

Cost of goods and services received in the year but not yet paid for.

### Actuarial gain (loss)

The changes in the pension fund's deficits or surpluses that arise because of:

- a) Events have not coincided with the assumption used by the actuary when carrying out the previous triennial valuation of the fund; or
- b) The actuary changing the assumptions used in the current triennial valuation exercise from those used previously.

### Agency

Where one Authority (the main Authority) pays another Authority (the agent) to do work for them.

### Amortisation

The drop in value of intangible assets as they become out of date.

### Asset

An item which is intended to be used for several years such as a building or a vehicle.

### Band D Equivalent

Council Tax is a tax on domestic properties. Each domestic property is placed in a 'band' from A to H based on the capital value of that property in April 1991. Band D is the middle band and the other bands are weighted in relation to Band D. (e.g. Band A is weighted 5/9ths of Band D and Band H is 18/9ths of Band D). Using the weighted number of the domestic properties in the area produced the Band D Equivalent number of properties.

### Best Value

Under the Local Government Act 1999, Local Authorities must constantly aim to improve their services. Best Value was the approach introduced that gives Local Authorities a duty to provide local people with high-quality and efficient services.

### Billing Authority

This is the Local Authority which collects the Council Tax for its area. In shire counties the District or Borough Council is the billing Authority.

### Budget

A statement of our spending plans for a financial year, which starts on 1 April and ends on 31 March.

### Business rates (National Non-Domestic Rates – NNDR)

Businesses pay these rates instead of Council Tax. Each year, the Government sets the rate in the pound and business rates are collected by the billing authority. The amount charged is based on multiplying the rateable value of each business property by the national rate in the pound. From 1 April 2013 Government reforms have amended this process by allowing some degree of Business Rate retention.

### Business Rate Retention Scheme

From 1 April 2013 councils will be able to keep a proportion of the business rates revenue as well as growth on the revenue that is generated in their area. It will provide a direct link between business rates growth and the amount of money councils will have to spend on local people and local services.

### Capital Adjustment Account

Resources set aside to meet past capital expenditure.

## GLOSSARY

### Capital programme

Our plan of future spending on capital projects such as buying land, buildings, vehicles and equipment.

### Capital receipt

Income from selling assets that have a long-term value. Capital receipts can be used to finance new capital expenditure within rules set by central government, but they cannot be used to finance day-to-day spending.

### Capital spending

Spending on assets that have a lasting value, for example, land, buildings and large items of equipment such as vehicles.

### Capital spending charged to revenue

Paying for capital spending direct from the Council's revenue monies.

### Cash-flow statement

Summarises cash paid to and received from other organisations and individuals for capital and revenue purposes.

### CIPFA

Chartered Institute of Public Finance and Accountancy. One of the major accountancy institutes which specialises in the public sector.

### Collection Fund

A fund managed by the billing Authority (this Council) to receive Business Rates income and Council Tax income. It is also used to make payments to the national business rates pool and to pay a share of Council Tax collected to the County Council, Police Authority, this Council and the town and parish councils.

### Contingent liability

A possible liability which may arise when we know the outcome of outstanding claims made against us.

### Corporate and democratic core

Spending relating to the need to co-ordinate and account for the many services we provide to the public including the cost of member representation and activities associated with public accountability.

### Council Tax

A tax charged on domestic householders based on which of eight Council Tax Bands their property falls into. There is a reduction for empty properties or if you live on your own. From 1 April 2013 councils must have a Council Tax Reduction Scheme which allows for Council Tax reductions of people, or classes of people, that are considered to be in financial need. In Warwickshire, the District or Borough Council issues Council Tax bills and collects the Council Tax.

### Council Tax Base

An assessment by each billing Authority of the number of converted to Band D equivalents (the average band) properties, after allowing for non-collection and new properties, on which a tax can be charged.

### Creditors

People or organisations we owe money to for work, goods or services which have not been paid for by the end of the financial year.

### Current assets

Short-term assets that constantly change in value such as stocks, debtors and bank balances.



## GLOSSARY

### Current liabilities

Monies that are due to be paid in less than one year such as bank overdrafts and money owed to suppliers.

### Current service cost

The current service cost is the increase in the value of the pension scheme's future pension liabilities arising from the employee's on-going membership of the pension scheme.

### Current spending

The yearly running costs of Local Authorities, not including specific grants and the cost of buying our assets.

### Curtailment costs

Curtailment costs are the amounts of money that are paid to a new pension scheme when a defined group of staff transfer from one pension scheme to another. The costs represent the value of the pension rights accrued by the transferring staff.

### Debtors

People who owe us money that is not paid by the end of the financial year.

### Depreciation

The drop in the value of assets such as buildings and vehicles which reflects wear and tear, age and the asset becoming out of date.

### Earmarked reserves

Money set aside for a specific purpose.

### Fair Value

The amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy or sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price.

### Financial Reporting Standard (FRS)

Recommendations on the way we need to treat certain items in our accounts.

### General reserves

Money set aside to be used in the future to meet unforeseen eventualities.

### Government grants

Payment by the Government towards the cost of local authority services. These are either for particular purposes or services (specific grants) or to fund local services generally (revenue support grant).

### Gross spending

The cost of providing our services before allowing for government grants or other income.

### International Financial Reporting Standards (IFRS)

Accounting standards/ practices on the way we need to treat certain items in our accounts.

### Inventories

Goods bought which have not yet been used.

### Leasing

A method of renting the use of vehicles, machinery and equipment. The items do not belong to us, but are the property of the leasing company to whom we pay rentals.

### Liabilities

Money we will have to pay to people or organisations in the future.

## GLOSSARY

### Loss

The amount left over when expenses are higher than all income received.

### Material related-party transactions

Two or more organisations are 'related parties' if, during the year, one of them has some form of control over the other. By 'material' we mean of 'significant value'.

### Minimum revenue provision (MRP)

The statutory minimum amount by which the Council must set aside each year to repay loans.

### Net book value

The value of an asset after depreciation.

### Net spending

The cost of providing a service after allowing for specific grants and other income from fees and charges (i.e. not including Council Tax and money from the Government).

### Non-distributed costs

Past service pension costs including settlements and curtailments which are not to be included in total individual service costs.

### Notional

An accounting entry where there is no actual cash transfer.

### Operating leases

When we lease goods using this type of lease, ownership of the goods and any profits or losses remain with the company (the lessor) leasing the goods to us.

### Overheads

Spending on items not directly related to the supply of our services, for example, office cleaning costs.

### Past service costs

The past service cost is the extra liability that arises when we grant extra retirement benefits that did not exist before, such as when we agree early retirement or extra years of service.

### Pensions interest cost and expected return on assets

All members of the scheme are one year older. The pensions interest cost is the increase in the value of the liabilities that arise because those liabilities are one year closer to being paid. The return on assets is the value of the return expected to be achieved on the fund's investments in the long term.

### Petty Cash

Small sums of cash kept by departments to pay minor expenses.

### Precept

The amount each non-billing Authority, (County Council, Police Authority) asks a billing Authority (this Council) to collect every year to meet their spending.

### Property, Plant and Equipment

An item that is intended to be used for several years such as a building or a vehicle.

### Provisions

Money set aside to meet specific service liabilities, and to meet spending.

### Prudential Code

A statutory code of practice that sets out the framework for Local Authority capital finance that ensures:

- Capital expenditure plans are affordable;

## GLOSSARY

- All external borrowing and other long term liabilities are within prudent and sustainable levels; and
- Treasury management decisions are taken in accordance with professional good practice.

### Rateable Value (RV)

A value placed on all non-domestic properties (businesses) on which rates have to be paid, broadly based on the rent that the property might earn, after deducting the cost of repairs and insurance. The rateable value is determined by the Inland Revenue's Valuation Office Agency.

### Reconciliation

A reconciliation explains how figures are worked out, and shows how they are used in different statements in our accounts.

### Reimbursements

Payments we receive for work we do for other public organisations, for example, the Government.

### Reserves and funds

Savings we have built up from surpluses.

### Revaluation Reserve

Store of gains on the revaluation of fixed assets.

### Revenue spending

Spending on the day-to-day running of services - mainly wages, running expenses of buildings and equipment, and debt charges. These costs are met from Council Tax, government grants, fees and charges.

### Revenue Support Grant

The main government grant to support local authority services.

### Soft Loans

Loans made at less than the market rate of interest.

### Specific grants

Payments from the Government to cover Local Authority spending on a particular service or project. Specific grants are usually a fixed percentage of the costs of a service or project.

### Surplus

The remainder after taking away all expenses from income.

# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WARWICK DISTRICT COUNCIL**

## **Opinion on the Authority financial statements**

To follow

# ANNUAL GOVERNANCE STATEMENT

## 1. SCOPE OF RESPONSIBILITY

- 1.1 Warwick District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. Warwick District Council also has a duty under the Local Government Act 1999 to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions and arrangements for the management of risk.
- 1.3 Warwick District Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework, Delivering Good Governance in Local Government. A copy of the Code is on our website at [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk) or can be obtained in hard copy form on request from the Audit and Risk Manager.
- 1.4 This statement explains how Warwick District Council has complied with the Code and meets the requirements of regulation 4(3) of the Accounts and Audit (England) Regulations 2011.

## 2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

- 2.1 The governance framework comprises the systems and processes, and the culture and values by which the Authority is directed and controlled and the activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can 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 Warwick District Council's 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.
- 2.3 The governance framework has been in place at Warwick District Council for the year ended 31st March 2014 and up to the date of approval of the statement of accounts.

## 3. THE GOVERNANCE FRAMEWORK

The key elements of the systems, processes and activities that comprise the Authority's governance arrangements are as follows:

### 3.1 Identifying and communicating the Authority's vision of its purpose and intended outcomes for citizens and service users

- 3.1.1 In October 2010 the Council adopted Fit For the Future (FFF), its strategic response to dealing with the challenges of reduced income and rising customer expectations and demand. FFF provides an organisational framework to help the Council make progress towards its organisational purpose "To make Warwick District a great place to live, work and visit". It sets out a range of activities, interventions and projects falling into two broad areas:

## ANNUAL GOVERNANCE STATEMENT

- a) Activities that are designed to improve community outcomes. Most of these are being developed jointly with the Council's partners and relate to one or more of the priority or cross cutting themes of the Sustainable Community Strategy (SCS). A review of the SCS was undertaken during 2013 that led to a refreshed Strategy focusing on five priority themes with the first among equals being Prosperity.
- b) Activities that are designed to improve our organisation and the services provided by the Council. These activities aim to bring about the following improvements:
  - i) delivering a balanced budget; whilst
  - ii) maintaining, or if possible, improving the services we provide to customers; and
  - iii) helping develop our organisation and culture so that we are better able to improve continuously.

3.1.2 FFF was formulated following an extensive period of consideration and consultation which took account of:

- Warwick District Council's values;
- the political ambitions of the Council's ruling Administration;
- the Warwick Partnership Sustainable Community Strategy (for Warwick District);
- a Systems Thinking approach to service design;
- an organisational design focusing on People and Place;
- the state of public finances;
- information on the quality of life in Warwick District;
- information from the most recent Citizens' Panel Survey;
- Strategy rationalisation;
- views of Members, staff, unions and various stakeholders and partners.

3.1.3 A comprehensive governance framework is in place to manage the progress of FFF on an ongoing basis. Measures are used to track the Council's progress.

3.1.4 Delivering the cultural change envisaged in Fit For the Future (FFF). FFF has three strands, covering the financial challenge, service quality and cultural change (money, services and staff). Last year's review of the Council's governance arrangements reported that, whilst robust plans are in place to address the first two, the organisation needed to make progress in addressing the third. Cultural change was regarded as essential in achieving the first two strands and in achieving the Council's objectives overall.

3.1.5 Consequently, a plan of action to drive cultural change has been developed with the Senior Management Team (SMT) and was rolled out as part of the Chief Executive's annual presentation to employees in March 2013. Following on from this a consultant was engaged to kick start work on staff engagement in October 2013. This has resulted in a staff engagement action plan being created and implementation is underway.

## ANNUAL GOVERNANCE STATEMENT

- 3.1.6 The Council's Portfolio Holders each publish an annual Service Area Plan identifying and communicating the Council's priorities for the year. The statements are approved by Executive and published on the Council's website.
- 3.1.7 Progress in achieving the Council's objectives is communicated to the local community via a variety of media including the Council's website and local newspapers.

### **3.2 Reviewing the Authority's vision and its implications for the Authority's governance arrangements**

- 3.2.1 The SCS has a vision of improving the quality of life for all the residents of Warwick district by making the district a great place to live, work and visit. Following Warwick District Council's adoption of the SCS a review of its own Corporate Strategy was undertaken. The culmination of the review was the production of FFF as described in 3.1 above. The subsequent refresh of the SCS will undoubtedly have an impact on FFF and the actions needed to deliver the revised Strategy will be spelt-out in the Service Area Plans for 2014/15 and beyond.
- 3.2.2 The above review has not touched on the Council's constitutional governance arrangements that can be summarised as follows:
- Council is the ultimate decision making body for those matters that have not been delegated to Executive, specific officers or are required to be taken at Council level by law.
  - Executive will make decisions in respect of the majority of Council matters or make recommendations to the Council.
  - Overview and Scrutiny Committee will have oversight responsibility for policy development and performance monitoring whilst Finance and Audit Scrutiny Committee will oversee the adequacy of the Council's risk management and control frameworks, especially that of financial control.
- 3.2.3 Progress has been made in engaging the Scrutiny Committees in a new approach to scrutiny, particularly in the area of Partnerships, Service Area Plans and, most especially, Risk Registers (service and corporate). There is to be further focus on ensuring outcomes are achieved, rather than concentrating on process and meeting artificial targets.
- 3.2.4 The Group Leaders, with assistance of the Overview & Scrutiny Committee, have reviewed the appointments to outside bodies by this Council. This was to assist in ensuring the Council focused on its key role within the community and help to reduce potential conflicts of interests for Councillors. This has seen a reduction in the numbers appointed to and will see further reductions in 2015. These will be confirmed following Annual Council on 14 May 2014.

### **3.3 Measuring the quality of service for users, for ensuring they are delivered in accordance with the Authority's objectives and for ensuring that they represent the best use of resources**

- 3.3.1 Performance monitoring and reporting mechanisms ensure performance management is embedded into the core management structures of the organisation. The Council has moved away from performance targets as it is considered that these act as a barrier to the ethos of continuous improvement. In their place the Council is using key performance measures such as 'no. of violent crimes' and 'no. of drainage notices served' to track service delivery progress. Key customer performance measures are identified in the Service Plans.

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- 3.3.2 The Council is committed to actively consulting and involving the public in improving services. It measures regularly the experience of users of its services and gathers citizens' opinions on a variety of subjects. To this end, it employs various devices including: Simalto, annual Housing Services survey, Customer Service surveys, Community Forums, online polls and online consultations. (Simalto is a budget and prioritisation decision-making tool where participants make choices between different scenarios.)
- 3.3.3 The Council has adopted an approach that does not use targets as a basis for monitoring. We measure things to learn about how well we are delivering our purpose and what matters to customers and to enable us to understand what we need to do to improve continuously. To this end, service areas gather data against measures identified during the Service Area Planning process.
- 3.3.4 Where service falls below customer expectations it often manifests itself in complaints. The Complaints Policy has recently been reviewed and updated. Training sessions have been provided by the Local Government Ombudsman for relevant frontline and investigating officers. The current complaints process is under review and is due for launch in summer 2014. The trends for complaints are monitored through the corporate measures process.
- 3.3.5 Benchmarking is seen as a key tool for managing performance through comparing process and cost with others. Finance services such as accountancy, internal audit, treasury management, payroll and debtors are regularly benchmarked against other local authorities in terms of price and performance.
- 3.4 Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and other functions, with clear delegation arrangements and protocols for effective communication.**
- 3.4.1 The Constitution sets out the respective responsibilities of Members and Officers through Codes and Protocols. It sets out the terms of reference for the Council and all of the Council's Committees. The Executive reviews the Constitution on an ongoing basis and ensures the levels of delegation are appropriate. The Council's Constitution, the Code of Conduct for Members and the Employees Code of Conduct are all in the process of being reviewed. This has been delayed due to demands upon the service. However, the first parts of the review should be brought through for adoption by Council in May 2014. (Action 1)
- 3.4.2 A management matrix shows the relationship between Portfolio Area and Service Area. This has been communicated to all service managers and is used as part of the induction programme for new staff.
- 3.5 Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff**
- 3.5.1 The Constitution contains a Protocol and Codes of Conduct for Members and Officers. All new Members and Officers receive a copy of their respective Codes. Although the Officer Code was reviewed a couple of years ago it is currently undergoing a more fundamental review. At the conclusion of this process it will be presented to the Council's Employment Committee for approval.
- 3.5.2 During the year there were two investigations into complaints made about Warwick District Councillors. Both of these matters have been concluded.
- 3.5.2.1 One of the investigations ultimately resulted in a Councillor being sanctioned by the Hearing Panel. The sanction was that the Councillor should apologise to those who



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had made complaints against her. Unfortunately the Councillor refused to apologise and furthermore, despite the full Standards Committee reinforcing the decision of the Hearing Panel and requesting that the Councillor's Group Leader remove her from all Committees and Sub-committees for six months, this was rejected. The Group Leader had decided to make his own enquiries but felt there was no case to answer.

- 3.5.2.2 This series of events has serious repercussions for the Council as it exposes the "lack of teeth" the Council has to insist on reasonable and appropriate behaviours from its own elected Members.
- 3.5.3 An Internal Audit investigation took place during the year into travel claims submitted by Councillors. This revealed in a small number of cases some incorrect claims involving, in the main, relatively small sums of money. None was considered deliberate and all overpayments were repaid by the Councillors involved.
- 3.5.4 There is a regular review of Member interests (detailed on the Council's website) by the Standards Committee and a six-monthly review by SMT of officer interests and declarations of gifts and hospitality. Staff are reminded annually through their payslip of the need to make declarations for conflicts of interest.
- 3.5.5 There is an Anti-Fraud and Corruption Policy that each year is reviewed by Finance & Audit Scrutiny Committee. All new staff receive training on the Policy as part of the induction process and it is brought to the attention of all staff annually through the Council's Intranet.
- 3.5.6 The Council's Information Security & Conduct Policy (ISCP) defines the Council's standards of behaviour when using ICT equipment or managing information. In addition, the ISCP also includes 'acceptable use' policies. The ISCP is communicated to staff during the induction process and when a major revision has occurred. Individual aspects of the policy are also highlighted to staff via the 'Core Brief' or the Council's Intranet.
- 3.5.7 The Authority agreed new Organisational Values in 2007 and these are now reflected in the Competency Framework that is a fundamental part of the staff appraisal and development process. The Organisational Values have been a key element in the development of FFF.
- 3.5.8 There is significant concern that during the year confidential information had been disclosed to the media. The source has not yet been identified. (Action 2)
- 3.6 Reviewing and updating standing orders, standing financial instructions, a scheme of delegation and supporting procedure notes/manuals, which define clearly how decisions are taken and the processes and controls required managing risks**
  - 3.6.1 The Code of Financial Practice and the Code of Procurement Practice form part of the Council's Constitution.
  - 3.6.2 Following thorough reviews, both the Code of Financial Practice and the Code of Procurement Practice were updated in March 2013. Training is due to be provided to officers on these Codes during 2014/15. (Action 3)
  - 3.6.3 Training on the Code of Procurement Practice was offered two years ago to Members but take-up was not as comprehensive as required. Discussion with Members on this issue highlighted a need for Member training to be organised in a proactive, planned fashion, rather than by reacting to events as they arise as part of the Member Training Programme being developed for after the 2015 elections. (Action 4)

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- 3.6.4 A Procurement Strategy has been agreed by the Council and an annual Procurement Action Plan is monitored by Finance & Audit Scrutiny Committee. The Plan is overseen by the Procurement Manager who champions procurement issues across the Council.
- 3.6.5 Finance & Audit Scrutiny Committee has taken a keen interest in procurement forming a Procurement Working Party of three members that has helped raise the profile of the function throughout the organisation.
- 3.6.6 A uniform report template sets out the standard information required for a Committee decision to be taken, and a protocol is in place for officer attendance at Committees. There are guidance notes for officers on writing reports. The template and associated guidance have been updated to reflect FFF and to ensure risks are overtly considered and reported.
- 3.6.7 Committee Services has identified the need to set up a system to monitor the implementation of decisions. Appropriate software has been installed allowing this to happen but other work demands have left the initiative outstanding. CMT has identified the need to record more appropriately the comments of officers involved in the development of reports. The first developments towards this are currently in testing within Democratic Services. (Action 5)
- 3.6.8 The Council's Risk Management Policy Statement and Strategy is updated annually and reported to Finance & Audit Scrutiny Committee. This explains the methodology that provides a comprehensive framework for the management of risk throughout the Council. A cross-departmental Risk Management Group meets quarterly to help embed risk management across the Authority.
- 3.6.9 High level corporate risks are set out in the Significant Business Risk Register (SBRR) which is reviewed quarterly by SMT and then by Executive via Finance & Audit Scrutiny Committee. Risks relating to the FFF programme are incorporated within the SBRR.
- 3.6.10 Concerns have developed over time that some aspects of maintaining the SBRR may not be robust. Consequently, a review of the process for producing and monitoring the SBRR is to be undertaken. Areas to be reviewed include: the relationship between SMT and Executive in the review process; the vigour with which high-scoring risks are managed; and the recording of movements in risk scores. (Action 6)
- 3.6.11 Operational risks are recorded on service risk registers. A programme of review for service risk registers by Finance & Audit Scrutiny Committee is in place that has helped substantially to raise awareness of good risk management.

### **3.7 Undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees – Practice for Local Authorities***

- 3.7.1 The core functions of an audit committee are delivered by the Authority's Finance & Audit Scrutiny Committee. These are set out in its terms of reference approved by the Executive.
- 3.7.2 The main purposes of the Finance & Audit Scrutiny Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment; independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment; and to oversee the financial reporting process.
- 3.7.3 In addition to the main purposes of the Finance & Audit Scrutiny Committee it also:

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- Approves (but not directs) Internal Audit's strategy and annual plan and reviews its performance;
- Reviews summary Internal Audit reports and the main issues arising and seeks assurance that action has been taken where necessary;
- Considers the reports of external audit and inspection agencies;
- Considers the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- Seeks assurances that action is being taken on risk related-issues identified by auditors and inspectors;
- Satisfies itself that the Authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
- Ensures that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted;
- Reviews the financial statements, external auditor's opinion and reports to members and monitors management action in response to the issues raised by external audit.

### **3.8 Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful**

- 3.8.1 Compliance with law and regulation is assisted by recruiting suitably qualified staff and having job descriptions and personal specifications for all posts. All senior managers receive a local government briefing to alert them to changes in the external regulatory framework and major changes are identified for reports to the Executive or Council as appropriate. As part of the service planning process the impact of new laws is addressed.
- 3.8.2 SMT will monitor compliance with internal policies from time to time. Examples include: the annual review of appraisals undertaken; compliance with health and safety policy; Equality and Diversity annual report. Internal Audit will identify any key policies that might need to be tested as part of any audit.
- 3.8.3 To ensure expenditure is lawful the Council agrees detailed budgets. Managers responsible for the budgets are required to sign acceptance of them. The Code of Financial Practice and Code of Procurement Practice set out procedures to ensure lawful expenditure. Both Finance staff and the Chief Financial Officer are required to sign off Committee reports to ensure relevant financial issues have been addressed. Where appropriate, reports are considered by the Council's shared Legal Service. All Executive reports are considered by the Council's Monitoring Officer.
- 3.8.4 Despite recent changes to the budget monitoring process, there are still some large variations in outturn against budget and capital expenditure, with significant capital slippage being requested in recent years. This has reinforced the need for more effective budget setting and monitoring, bringing together intelligence from across the authority. A review of the current budget monitoring process has commenced and this is due to be completed early in 2014/15 when the final 2013/14 variances are confirmed. (Action 7)
- 3.8.5 There have been a limited number of projects in the last couple of years where the original project budget has proved to be insufficient. This has resulted in reports to members to seek additional funding. The reasons for the need for additional funding vary for each project. Officers and members have agreed, however, that it is necessary to review the approach and framework used in estimating project costs so

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as to give members confidence in the estimated costs they are being asked to approve for future projects. (Action 8)

- 3.8.6 Establishing a shared Legal Service with the County Council has meant that arrangements have been put in place whereby there is a responsibility for the relevant Head of Service to satisfy themselves as to the legality of any recommendation and if there is any doubt seek advice.
- 3.8.7 The Council publishes a Forward Plan on a monthly basis that contains details of all decisions to be made by the Executive.
- 3.8.8 An investigation by Internal Audit into contracts managed by Housing and Property Services took place during the year that revealed widespread and significant failings in procurement practice within that service area. The results have been reported to the Executive and a comprehensive set of actions identified for improvement. Reports are to be issued to Executive on the progress in addressing the issues raised. (Action 9)

### **3.9 Whistle-blowing and arrangements for receiving and investigating complaints from the public**

- 3.9.1 An Anti-Fraud and Corruption Strategy and a Whistle-blowing Policy and Procedure are in place. Both documents are reviewed annually by Finance & Audit Committee and publicised widely, including on the Council's website.
- 3.9.2 The Anti-Fraud and Corruption Strategy comprises a series of measures and procedures that are designed to frustrate any attempted fraudulent or corrupt acts. This includes:
- Establishing the appropriate culture
  - Appointing statutory officers
  - Maintaining a Council committee structure which reviews decisions, examines specific issues and promotes high standards, as well as investigating alleged breaches of the code of conduct
  - Recruiting and retaining high calibre staff
  - Establishing relevant procedures and codes that form the Council's overall control framework
  - Exchanging information with other bodies
  - Undertaking a comprehensive approach to the preparation of the Annual Governance Statement.
- 3.9.3 The Strategy also describes the arrangements for investigating allegations of wrongdoing.
- 3.9.4 The Whistle-blowing Policy provides a channel for those that have serious concerns about any aspect of the Council's work to come forward and express those concerns anonymously and safely.
- 3.9.5 The policy aims to:
- Encourage employees to feel confident in raising serious concerns and to question and act upon concerns about practice
  - Provide avenues for employees to raise those concerns and receive feedback on any action taken
  - Ensure that employees receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied

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- Reassure employees that they will be protected from possible reprisals or victimisation if they have reported their concerns in good faith.

- 3.9.6 The policy gives examples of the possible concerns that may exist, how these should be raised and how the Council will respond. In the event of dissatisfaction, other avenues for raising concerns are also set out within the policy.
- 3.9.7 This includes the Council's confidential telephone helpline 'in touch'.
- 3.9.8 The Council has a Complaints Policy that describes how members of the public can make a complaint. All investigating officers have attended the LGO training course on effective complaint handling. If a complainant is dissatisfied with the outcome of the initial investigation they can request that the complaint be investigated again. This will be by an officer outside of the service to which the complaint relates. If the complainant is still dissatisfied they have the right to have the complaint referred to the Local Government Ombudsman for investigation and resolution.

### **3.10 Identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training**

- 3.10.1 There is a Members' Development Programme agreed by the Members' Development Group and Employment Committee.
- 3.10.2 Training for senior officers is identified through the induction programme and on an ongoing basis through the competency and personal development framework process that requires a review of development needs.
- 3.10.3 CMT are encouraged to attend appropriate training courses organised by the Society of Local Authority Chief Executives (SOLACE) whilst all senior managers are encouraged to attend relevant professional seminars and conferences.
- 3.10.4 As identified earlier, training for senior officers and members is required in the areas of contract and financial management.
- 3.10.5 The review of the governance arrangements two years ago confirmed a need to provide training for Portfolio Holders and Shadow Portfolio Holders to help them fulfil their role effectively. A Member Development Group was set up to examine this and to draft remits for Councillors so that training needs could be identified. This action continues to be outstanding and is therefore carried forward again. The issue is related to that discussed within paragraph 3.6.3 and will therefore form part of Action 4.

### **3.11 Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation**

- 3.11.1 Locality Working, which has extended the remit of the local neighbourhood policing forums to cover the totality of local government working (District, County and Parish/Town) along with the Primary Care Trust and Voluntary and Community Sector, is now active in all parts of the District through the operation of 7 Community Forums. Forum attendees identify community priorities and allocate resources provided by the District and County Councils to specific projects.
- 3.11.2 The Community Engagement Strategy was developed on behalf of the Warwick Partnership Group as a means of enabling a dialogue between communities and public

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sector organisations. The Warwick Partnership led on the Community Engagement Strategy for Warwick District. As a result of the changes in the partnership landscape, however, the Community Engagement Strategy is no longer required. The focus is now on the adoption of a set of principles and values that will govern the community engagement work. In addition, the link with the Engaging Communities Co-ordination Project overseen by Warwickshire Community and Voluntary Action (WCAVA) provides a means for the Council to engage with communities of interest.

- 3.11.3 In recent years the Council consulted the Citizen's Panel on its proposed budget, council tax and the allocation of resources. A couple of years ago a consultancy firm was commissioned using the Simalto modelling approach to obtain residents' views on future spending decisions. This research method involves face-to-face interviews.
- 3.11.4 The Executive considered the results of the consultation and has incorporated changes where possible within medium term financial projections. This includes increasing the allocations of travel tokens and retaining all one stop shops.
- 3.11.5 The Simalto consultation is not intended to be carried out annually and is next planned for 2014.
- 3.11.6 A Channel Strategy based on understanding customer behaviour and their needs was adopted in April 2012. The channels our customers use vary from more traditional ones like face-to-face and telephone to newer channels like social media and mobile web access. The strategy ensures we are focusing our resources on the channels and services that are important to our customers. The associated action plan is 80% complete.
- 3.11.7 There is a view that there is room for improvement in the way that the Council's services are publicised and promoted. An overarching Communications Strategy has been produced and adopted in June 2013. The action plan is being implemented.

### **3.12 Incorporating good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the Authority's overall governance arrangements**

- 3.12.1 The Council has updated its policy for managing its partnership arrangements. The governance arrangements for all partnerships have been reviewed with all lead officers being required to complete a Partnership Checklist to identify any governance weaknesses. All new partnerships must be approved by Executive with a partnership checklist accompanying the report presented to the Executive.
- 3.12.2 The Scrutiny Committees also have a role for reviewing the effectiveness of partnerships. This work has enabled Scrutiny Committees to play a valuable role in ensuring that the Council's partnerships remain effective and are value for money.
- 3.12.3 Last year's review of governance arrangements found that formal agreements such as a memorandum of understanding or service level agreement are not applied consistently to all shared service arrangements. No new shared service arrangements have been created in recent years although current agreements are kept under review.

## **4. REVIEW OF EFFECTIVENESS**

- 4.1 Warwick District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by:



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- the work of senior managers within the Authority who have responsibility for the development and maintenance of the governance environment;
- the Audit & Risk Manager's annual report; and
- comments made by the external auditors and other review agencies and inspectorates.

4.2 The process that has been applied in maintaining and reviewing the effectiveness of the governance framework is as follows:

## **4.3 The Council**

4.3.1 The Council is responsible for agreeing the changes to the Constitution that have been developed during the year. This Annual Governance Statement is also reported to the Council when it approves the financial statements.

## **4.4 The Executive**

4.4.1 The Code of Corporate Governance brings together in one document all the governance and accountability arrangements which the Council currently has in place and highlights areas where more work is required. The Executive last agreed the Code of Corporate Governance in March 2008. Although it is endorsed by Standards Committee each year it is never-the-less due for a thorough review. (Action 10)

## **4.5 The Finance & Audit Scrutiny Committee and the Overview and Scrutiny Committee**

- 4.5.1 The Council has delegated to Finance & Audit Scrutiny Committee responsibility for discharging the functions of an audit committee. Its main purposes are to provide independent assurance of the adequacy of the risk management framework and the associated control environment; independent scrutiny of the authority's financial and non-financial performance; and oversee the financial reporting process.
- 4.5.2 Each quarter the committee reviews the findings from Internal Audit assignments completed during those periods, whilst annually it receives a report on the effectiveness of Internal Audit. It also considers reports from external audit and other review agencies as and when they are issued.
- 4.5.3 The rigour applied by these Committees in carrying out their scrutiny role has contributed to an effective governance framework and to the Council achieving its objectives. For example, the ongoing review by Finance & Audit Scrutiny Committee of service risk registers has improved risk management throughout the organisation and member championing of effective procurement has resulted in major improvements in procurement practice and the attainment of significant savings from the commissioning of goods and services.

## **4.6 The Standards Committee**

4.6.1 The Code of Corporate Governance and the requirement to produce an Annual Governance Statement has led to responsibility for Corporate Governance, and the review of the Annual Governance Statement, being explicitly recognised in the terms of reference of the Standards Committee.

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## 4.7 Internal Audit

- 4.7.1 Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control. A risk model is used to formulate a three-year plan which is approved by Finance & Audit Scrutiny Committee and from which the audit assignments are identified.
- 4.7.2 A report of each audit is submitted to the relevant Service Area Manager. The report includes an action plan comprising recommendations for improvements in control and management responses.
- 4.7.3 Quarterly reports are issued to Members on progress in achieving the annual plan. The reports also contain copies of all action plans issued to managers in the quarter, details of any outstanding responses and, where the level of assurance given is less than substantial, copies of the audit reports.
- 4.7.4 The Internal Audit Section is subject also to regular inspection by the Council's external auditors who place reliance on the work that it carries out.
- 4.7.5 New Public Sector Internal Audit Standards came into force on 1 April 2013. The requirements and full impact of these were assessed and reported to Finance & Audit Scrutiny Committee.
- 4.7.6 The two main requirements of the new Standards are a closer working relationship between the chair of the 'audit committee' and the 'chief audit executive' and a 5-yearly peer review of the internal audit function.

## 4.8 Other review/assurance mechanisms

- 4.8.1 The Scrutiny Committees, the Standards Committee and External Audit contribute to the review of the Authority's compliance with policies, procedures, laws and regulations. Occasional use has been made of other review agencies such as peer assessors from the West Midlands Local Government Association, this latterly being in 2012, with a review update planned for summer 2014.
- 4.8.2 The Council is audited annually to ensure it meets a set of mandatory information assurance requirements set by central government called the Code of Connection (CoCo). CoCo requires local authorities to provide a compliance statement that documents how their information technology meets baseline requirements that are adopted from ISO 27001. The effective use of ICT Resources is critical in the efficient delivery of Council services to its citizens. ICT Governance is undertaken by the Council's ICT Steering Group and this group is responsible for ensuring that ICT resource allocation is directly aligned to Council priorities and appropriate reporting and monitoring arrangements have been put in place.
- 4.8.3 The Council has been Investors In People accredited since 1998 and received Bronze accreditation in 2011. A further review is planned for December 2014. A number of services are externally accredited against specific standards. Food Safety's ISO9000 quality management system was re-accredited during the year. In addition, Housing & Property Services achieved the Telecare Services Association's Platinum Standard and Cultural Services' leisure centres continue to be Approved Training Centres for the Institute of Qualified Lifeguards. The Plain English Campaign awarded the Council website its Internet Crystal Mark standard. The Council also received during the year the 'Positive About Disability' Award for its employee recruitment and selection processes. The Council's website was also awarded Digital Accessibility Centre Accreditation.



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## 5. SIGNIFICANT GOVERNANCE ISSUES

- 5.1 Governance issues that are identified for improvement are set out below. The actions have been identified from the processes involved in producing the statement (e.g. meeting with committee chairs) and from the sources of evidence supporting it (e.g. service assurance statements).
1. The Council's Constitution, the Code of Conduct for Members and the Employees Code of Conduct to be reviewed and updated. (3.4.1) (Brought forward from last year).
  2. Officers and Members to be reminded of the seriousness of disclosing confidential information. (3.5.8)
  3. Training to be provided to officers on both the Code of Financial Practice and the Code of Procurement Practice. (3.6.2) (Brought forward)
  4. Comprehensive training programme to be developed for Members. (3.6.3 and 3.10.5) (Brought forward)
  5. A system to be developed to monitor the implementation of decisions and record the comments of officers involved in producing reports. (3.6.7) (Brought forward)
  6. Review to be undertaken of the process for producing and monitoring the Significant Business Risk Register. (3.6.10)
  7. Review of Budget monitoring and Capital slippage to be completed. (3.8.4)
  8. A standard framework is drawn up and adopted in order that projects are managed realistically and to give Members confidence in the estimated costs associated with those projects. (3.8.5).
  9. Actions set out in Executive report to be taken to address the failings in procurement practices identified within Housing & Property Services. (3.8.8)
  10. The Code of Corporate Governance to be reviewed and updated. (4.4.1) (Brought forward)
- 5.2 We propose over the coming year to take steps to address the above matters to enhance further our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

### Signed:

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Andrew Mobbs  
Leader of the Council

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Chris Elliott  
Chief Executive

### Dated:

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