

AUDIT COMMITTEE

**MONDAY 24 SEPTEMBER 2012
7.00 PM**

Bourges/Viersen Room - Town Hall

THE CHAIRMAN WILL ASSUME THAT MEMBERS HAVE READ THEIR PAPERS PRIOR TO THE MEETING TO AVOID UNNECESSARY INTRODUCTIONS TO REPORTS. IF ANY QUESTIONS ARE APPARENT FROM THE REPORTS THEY SHOULD BE PASSED TO THE REPORT AUTHOR PRIOR TO THE MEETING

AGENDA

	Page No
1. Apologies for Absence	
2. Declarations of Interest and Whipping Declarations	
<p>At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.</p>	
3. Minutes of the Meeting Held on 25 June 2012	1 - 8
4. Audit Of Statement Of Accounts and Report To Those Charged With Governance	9 - 146
<p><i>To receive the final statement of accounts for the year ended 31 March 2011, and the annual report to those charged with governance following their scrutiny by External Audit</i></p>	
5. Regulation of Investigatory Powers Act: Annual Report 2011 / 2012	147 - 150
6. Progress / Update Report	151 - 152
<p>To receive progress on items raised at previous Audit Committee meetings.</p>	
7. Work Programme 2012 / 2013	153 - 156
<p>To review the work programme for 2012 / 2013</p>	



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Karen S Dunleavy on 01733 452233 as soon as possible.

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

Committee Members:

Councillors: D Lamb (Chairman), C Harper (Vice Chairman), N Arculus, S Lane, M Fletcher, J Knowles and Y Maqbool

Substitutes: Councillors: P Kreling, E Murphy and A Miners

Further information about this meeting can be obtained from Karen S Dunleavy on telephone 01733 452233 or by email – karen.dunleavy@peterborough.gov.uk

**MINUTES OF A MEETING OF THE AUDIT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 25 JUNE 2012**

Present: Councillors Lamb (Chairman), Harper (Vice Chairman), Arculus, Lane, Fletcher, Knowles and Maqbool

Officers in Attendance: Steve Crabtree, Chief Internal Auditor
Steven Pilsworth, Head of Corporate Services
John Harrison, Executive Director Strategic Resources
Ben Stevenson, Compliance Manager
Kirsty Nutton, Financial Services Manager - Corporate Accounting
Karen S Dunleavy, Governance Officer

Also in Attendance: Councillor Seaton – Cabinet Member for Resources

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of the Meeting held on 7 June 2012

The minutes of the meeting held on 7 June 2012, were approved as an accurate and true record.

The Committee was advised by the Cabinet Member of Resources, that all Members had been written to regarding their responsibility over auto forwarding emails to private addresses and to ensure they carry out regular password changes on their laptops. Members were also advised within the correspondence that they would be personally liable under the Data Protection Act if they caused any data breaches.

4. Compliance Team Annual Report 2011/12

The Committee received the Annual Compliance Team 2011/12 report from the Compliance Manager. Members were also advised that the report was being received as a scheduled report on fraud and irregularity in accordance with the established Work Programme for 2011/12.

Audit Committee was asked to:

1. Receive, consider and endorse the attached annual report on the investigation of fraud and other issues for the year ended 31 March 2012.

The key points within the report included:

- The Council's approach to combating fraud, and its delivery over 2011/12;

- Quantity of fraud;
- Types of Investigation undertaken in 2011/12;
- Benefit fraud achievements 2011/12 compared with 2010/2011;
- Value of overpayments 2011/12 compared with 2010/2011;
- National Fraud Initiative;
- Electoral Integrity Initiative;
- Publicity;
- Disciplinary cases;
- Stage III Complaint Investigations;
- Standards Investigations; and
- Information Management detailing the numbers of requests for Information such as Freedom of Information Act, Data Protection Act and Environmental Information Regulations.

Comments and responses to questions were as follows:

- The Executive Director of Strategic Resources advised the Committee that there was a report detailing various complaints, which was presented to the Sustainable Growth and Environment Capital Scrutiny Committee.

ACTION AGREED:

The Committee agreed to endorse the annual report on the investigation of fraud and other issues for the year ended 31 March 2012.

5. Annual Review of the Effectiveness of Internal Audit – 2011/2012

The Committee received a report on the Annual Review of the Effectiveness of Internal Audit 2011/12 from the Chief Internal Auditor. The Committee was also advised that in accordance with the requirements of the Accounts and Audit Regulations 2011, the Council conducted an annual review of the system of internal audit, which was to be considered as part of its governance assurance processes, including the production of the Annual Governance Statement.

During consideration of the report, the Audit Committee was asked to note the content and approve the annual review of the effectiveness of Internal Audit 2011/2012.

The following key points within the report included:

- Internal Audit Effectiveness;
- Governance and assurance requirements;
- Internal controls;
- Comparison with statement on the role of Head of Internal Audit;
- Integrated audit work with risk management and governance arrangements;
- Performance indicators;
- Compliance with code of practice for internal audit and best practice;
- External Audit Opinion; and
- Staffing levels impacting on the work of the team; however, measures had been put in place.

Comments and responses to questions were as follows:

- Clarification was sought over which Members other than Audit Committee Members would hold established clear lines of responsibility in governance. The Chief Internal Auditor advised that the responsibility would also be held with Cabinet Members;
- Members sought clarification over the responsibilities of considering the Audit Strategy report. The Chief Internal Auditor advised Members that the Audit Strategy was considered and agreed by Audit Committee in March each year; however, all Members would be able to view the document;
- Members sought clarification over why the Council had not adopted a Leadership Team. The Chief Internal Auditor advised Members that although a Leadership Team had not been adopted there was a Cabinet Policy Forum in place, which was made up of Members and Directors;
- The Chief Internal Auditor advised Members that the term "Audit Plan" in the document, referred to the Audit Strategy and Audit Plan; and
- The Executive Director of Strategic Resources advised Members that the role of Head of Internal Audit reported directly to the Head of Corporate Services but also had direct access to Senior Officers of the Management Team and Members.

ACTION AGREED:

The Committee agreed to approve the annual review of the effectiveness of Internal Audit 2011 / 2012.

The Committee further agreed that the Chief Internal Auditor would include clearer explanations within audit reports if an item had not been complied with and would provide explanations on what measures were in place to rectify any non compliance issues.

6. Annual Audit Opinion 2011/2012

The Committee received a report from the Chief Internal Auditor on the Annual Audit Opinion 2011/12, which outlined the performance of Internal Audit during 2011/12 and the areas of work undertaken, together with an opinion on the soundness of the control environment in place to minimise risk to the Council. The Committee was also advised that recommendations from the report were included in the Annual Governance Statement later on the agenda.

During consideration of the report, the Audit Committee was asked to:

1. Receive, consider and endorse the Chief Internal Auditor's annual report for the year ended 31 March 2012; and
2. Note the report of Internal Audit's performance

The following key points within the report included:

- Progress reported on the opinion of the Audit;
- Number of recommendations made;
- Include an opinion on the overall adequacy and effectiveness of the organisation's internal control environment;
- Disclose any qualifications to that opinion, together with the reasons for the qualification;
- Summarise the audit work undertaken to formulate that opinion, including reliance placed on work by other assurance bodies;

- Draw attention to any issues the Head of Internal Audit (or equivalent) judges particularly relevant to the preparation of the Annual Governance Statement;
- Compare the work actually undertaken with the work that was planned and summarise the performance of the Internal Audit function against its performance measures and criteria;
- Comment on compliance within the standards and communicate the results of the Internal Audit quality assurance programme;
- The authority for internal audit;
- Local government act 1972 section 151;
- Accounts and audit regulations 2011 section 4 – responsibility for financial management;
- Accounts and audit regulations 2011 section 6 – internal audit;
- The scope of internal audit;
- How internal control was reviewed;
- Basis of head of internal annual opinion;
- Corporate governance and the annual governance statement;
- Risk management;
- Key financial systems; and
- Assurance levels and recommendations 2011/2012 reports.

Comments and responses to questions were as follows:

- Members sought clarification over the use of credit cards by schools. The Chief Internal Auditor advised Members that a number of schools had been allocated with a credit card for small items of expenditure and that the sole responsibility for its use was held by a Head Teacher; and
- The Chief Internal Auditor advised Members that the eight issues raised within the Annual Audit Opinion report, would be discussed during the Annual Governance Statement agenda item.

ACTION AGREED:

The Committee Agreed to:

1. Receive, consider and endorse the Chief Internal Auditor's annual report for the year ended 31 March 2012; and
2. Note the report of Internal Audit's performance

The Committee further agreed that the Chief Internal Auditor would provide Members with information on the outcome of follow up audits conducted on schools that used credit cards, where the control measures were deemed to be of a poor standard.

The meeting was adjourned for ten minutes to allow Members of the Audit Committee time to read the late report which had been received for the next agenda item.

7. Draft Annual Governance Statement 2011/2012

The Committee received a report on the Draft Annual Governance Statement (AGS) 2011/12 from the Chief Internal Auditor. The Committee were also advised that the report was to be submitted as part of the annual closure of accounts process and was included in the Audit Committee Work Programme for 2012 / 2013.

During consideration, the Committee was asked to:

1. Note the arrangements for compiling, reporting on and signing the Annual Governance Statement;
2. Review and comment on the Annual Governance Statement including any areas which should be amended; and
3. Subject to changes identified above, agree and approve the draft statement for inclusion in the audited statement of accounts, published by 30 September 2012.

The following key points within the report included:

- Annual Statement of Accounts;
- Looking at Risks Registered and how these were managed;
- Key policies procedures;
- How the Council informed the public;
- Information Governance;
- Annual Governance Statement to Directors;
- Internal Control and Governance Self Assessment;
- Assurance Statement;
- Draft AGS;
- Scope of the AGS;
- Arrangements for compiling the AGS;
- Supporting evidence;
- Internal Audit;
- External Audit – PricewaterhouseCoopers;
- Executive Directors: Internal Control and Governance Self Assessment;
- Performance Management and Data Quality;
- Risk Management; and
- Corporate Governance.

Comments and responses to questions were as follows:

- Members were advised by the Executive Director of Strategic Resources that action for the governance issues identified within the 2011/12 report, such as the implementation of requirements for the Localism Act and the establishment of a local scheme to administer welfare payments, were reliant on the Government's completion to introduce regulations in order for Councils to implement the legislative changes.

ACTION AGREED:

The Committee:

1. Noted the arrangements for compiling, reporting on and signing the Annual Governance Statement;
2. Reviewed and commented on the Annual Governance Statement including any areas which should be amended; and
3. Agreed and approve the draft statement for inclusion in the audited statement of accounts to be published by 30 September 2012.

8. Budget Monitoring Report Final Outturn 2011/2012

The Committee received a presentation of the report from the Executive Director of Strategic Resources, on Budget Monitoring Report and Final Outturn for 2011/12.

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The Committee was also informed that the purpose of the report was to inform Audit Committee of the final financial position for revenue and capital at 31 March 2012.

During consideration of the report, the Audit Committee was asked to note:

1. The final outturn position on the Council's revenue budget 2011/12 of £678k overspend, including the improvement of £1,431k since the provisional outturn position;
2. The final outturn position on the Council's capital budget 2011/12;
3. The reserves position for the Council, which would be approved by Cabinet;
4. The performance against the prudential indicators; and
5. The performance on treasury management activities, payment of creditors in services and collection performance for debtors, local taxation and benefit overpayments.

The following key points within the report included:

- Final Outturn 2011/12;
- Medium Term Financial Strategy;
- Financial Report – Revenue;
- Financial Report – Reserves;
- Financial Report – Capital;
- Financial Report – Treasury Management Activity for 2011/12; and
- Financial Report – Performance Monitoring.

Comments and responses to questions were as follows:

- Members sought clarification over the treasury management activities listed within the report and whether the Council had leant money to Lloyds Bank as part of the Local Authority Mortgage Scheme? The Head of Corporate Services advised Members that the Council was participating in the Local Authority Mortgage Scheme with Lloyds and had placed an indemnity payment of 1 million pounds, with the bank. Members were also advised that the expenditure was classed as capital spend, which was why details were not included in the treasury part of the budget monitoring report.
- In clarification sought by Members, the Executive Director of Strategic Recourses advised that the recovery of rates position for Icelandic banks was improving.

ACTION AGREED:

The Committee noted:

1. The final outturn position on the Council's revenue budget 2011/12 of £678k overspend, including the improvement of £1,431k since the provisional outturn position;
2. The final outturn position on the council's capital budget 2011/12;
3. The reserves position for the Council, which was to be approved by Cabinet;
4. The performance against the prudential indicators; and
5. The performance on treasury management activities, payment of creditors in services and collection performance for debtors, local taxation and benefit overpayments.

9. Statement of Accounts for the Year Ended 31 March 2012

The Committee received a report on the Statement of Accounts for 2011/12. The Committee was also advised that the report was to form part of the regular pattern of reporting on the Council's financial position.

The Executive Director of Strategic Resources highlighted some typographical errors, within the report, which would be corrected in the final Statement of Accounts report to Auditors.

During consideration of the report, the Audit Committee was asked to:

1. Review and comment on the Statement of Accounts prior to the Chief Finance Officer's certification by 30 June 2012.

The following key points within the reports included:

- Format of the Accounts 2011/12;
- Explanatory foreword, which provided an understandable guide to the most significant matters reported in the accounts;
- Statement of responsibilities, which set out the responsibilities of the Council and the Chief Financial Officer in respect of the Statement of Accounts;
- Comprehensive Income and Expenditure Statement, which showed 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;
- Movement in Reserves Statement – the statement showed the movement in the year on the different reserves held by the Council;
- Balance Sheet, which showed the value of the assets and liabilities recognised by the Council as at 31 March 2012;
- Cash Flow Statement, summarised the inflows and outflows of cash, and cash equivalents, arising from transactions with third parties for both revenue and capital purposes in 2011/12;
- Notes to the Financial Statements - the various statements were supported by technical notes and by the Statement of Accounting Policies;
- The Collection Fund & Notes, which showed the transactions of the Council in relation to Council Tax and National Non-Domestic Rates;
- Statement of Accounting Policies, which outlined the accounting policies adopted by the Council;
- Annual Governance Statement ;
- Schools Balances;
- Collection Fund;
- Balance Sheet at 31 March 2012; and
- Reserves and Balances.

Comments and responses to questions were as follows:

- Members sought clarification over what measures the Council were putting in place to monitor borrowing against the upper and authorised limits. The Executive Director of Strategic Resources advised Members that the Council aimed to follow the prudential code, which had set the ceiling on the maximum amount the Council was able to borrow for capital investment.

Members were also advised that the current borrowing rate was set at 4.2%; and

- Members sought clarification over whether the Council was comfortable with the rate of borrowing limits that was currently set? The Executive Director of Strategic Resources advised that over the last few years the borrowing limits had increased significantly. Members were also advised that the increase was due to non PFI schemes, investment in energy for waste scheme, invest to save for projects such as installing Photovoltaic panels on schools.
- The Head of Corporate Services advised Members that an updated report on the Treasury Management Strategy was provided to Audit Committee every six months, which would include an overview of the Council's borrowing activities. Members were also advised that the next report was due in November 2012.

ACTION AGREED:

The Committee:

1. Reviewed and commented on the Statement of Accounts prior to the Chief Finance Officer's certification by 30 June 2012.

10. Work Programme 2012/2013

The Chief Internal Auditor submitted the latest version of the Work Programme for the municipal year 2012/2013 for consideration and approval. The standard report provided details of the proposed Work Programme for the Municipal Year 2012/2013 together any training needs identified.

The Chief Internal Auditor advised Members that additions to the Work Programme, arising from June 2012 meeting had been included and would appear on Monday, 24 September 2012 agenda as follows:

- Strategic Risks: Adult Social Care; and
- Strategic Risks: Children's Services

ACTION AGREED:

The Committee noted and approved the 2012/2013 Work Programme.

7.00pm – 8.08pm
Chairman

AUDIT COMMITTEE	AGENDA ITEM No. 4
24 SEPTEMBER 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Resources portfolio holder, Cllr Seaton	
Contact Officer(s):	John Harrison, Executive Director of Strategic Resources Steven Pilsworth, Head of Corporate Services	☎ 452398 ☎ 384564

2011/12 REPORT TO THOSE CHARGED WITH GOVERNANCE AND STATEMENT OF ACCOUNTS

RECOMMENDATIONS	
FROM : John Harrison, Executive Director Strategic Resources	Deadline date : 24 September 2012
The Audit Committee is asked to:-	
<ol style="list-style-type: none"> 1. Receive and approve the “Report to those charged with governance (ISA260) 2011/12 Audit” from PricewaterhouseCoopers (PwC), the Council’s external auditors. 2. To make any necessary recommendations in light of the report 3. Receive and approve the audited Statement of Accounts 2011/12 	

1. ORIGIN OF REPORT

- 1.1. This report is submitted to Audit Committee following completion of the External Audit on the Statement of Accounts 2011/12 by PricewaterhouseCoopers (PwC). This report is required to be considered by the Audit Committee on behalf of the Council by 30 September 2012.
- 1.2. This is in accordance with the Committees Terms of Reference – 2.2.19 to review the annual statement of accounts and 2.2.20 to consider the external audit report to those charged with governance on issues arising from the audit of accounts.
- 1.3. This report follows on from the consideration of the Council’s Statement of Accounts by this Committee on 25 June 2012.
- 1.4. This report is submitted by the Council’s Section 151 Officer, the Executive Director Strategic Resources, as part of his statutory duties.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Audit Committee to:
 - Receive and note the “Report to those charged with governance (ISA260) 2011/12 Audit” from PwC on behalf of the Council.
 - To make any necessary recommendations in light of the report
 - To receive and approve the audited Statement of Accounts.

3. TIMESCALE

Is this a Major Policy Item / Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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4. 2011/12 REPORT TO THOSE CHARGED WITH GOVERNANCE

- 4.1. The External auditors have a statutory requirement to report to members under the Audit Commission's Code of Audit Practice and International Standard of Auditing (UK and Ireland) (ISA(UK&I) 260 – "Communication of audit matters with those charged with governance". The report is known as the ISA 260.
- 4.2. The report for 2011/12 from PricewaterhouseCoopers, our External Auditors is attached at Appendix 1.
- 4.3. There are a number of sections within the report as follows:
- a) **Executive summary** – Describes the purpose of the report, any significant matters and areas that should be drawn to the audit committee's attention.
 - b) **Significant audit and accounting matters** – this section forms the main content of the report, and consists of a number of subsections, a number of these are summarised below:
 - Significant risks – the table repeats contents of the Audit Plan considered by Audit Committee 26 March 2012. The table notes that all areas of risk were tested by PwC with no matters to bring to the attention of the Audit Committee.
 - Accounts - the items listed as outstanding represent areas of work for the audit team to complete at the time of writing the report, rather than as a result of delays caused through a lack of information from Council officers.
 - Accounting Issues – three areas are highlighted (considered in greater detail in 4.4) :
 - Accounting for the transfer of Adult Social Care
 - Valuation of Property, Plant, and Equipment
 - Local Authority Mortgage Scheme (LAMS)
 - Misstatements and significant audit adjustments – other than minor amendments to the presentation of a few notes to the accounts, there is nothing to report.
 - Judgements and accounting estimates – significant judgements made by the Council are noted by PwC and there are no matters to bring to Audit Committee attention, or challenge of the Council's accounting treatment.
 - Accounting Issues – new requirements in 2011/12 Code of Practice – three new changes are considered by PwC, Heritage Assets, Carbon Reduction Commitment, and Exit packages. PwC have reviewed the Council accounting treatment of these new requirements with no matters to bring to Audit Committee attention.
 - d) **Risk of fraud** – PwC are seeking members' confirmation that there have been no changes to their view of fraud risk and no additional matters have arisen that should be brought to their attention.
 - e) **Fees update** – fees are currently in line with proposals.
 - f) **Appendix** - a copy of the letter of representation
- 4.4. The following table provides further detail on the Accounting Issues raised in the PwC report, and the actions the Council has / will undertake:

PwC Report	Management Action
The main implication of merger accounting is that the Council must account for the Adult Social Care (ASC) service as is if had always delivered the services directly, including all of its income and expenditure, assets and liabilities for both the 2010/11 and 2011/12 (up to 1 March 2012) year. This would have	The Council assessed the impact of Merger Accounting to its accounts, and concluded that the adjustments required were immaterial to the accounts and further adjustments and inclusion would not aid the reader. PwC noted a difference between what the PCT accounted for as ASC expenditure and

PwC Report	Management Action
<p>required the restatement of the prior period figures in this year's accounts.</p> <p>However, a prior period adjustment is only required where there is a material impact on the accounts. The Council did not process a prior period adjustment in its draft accounts, as it had determined that the impact was not material. Additionally the Council did not process any "merger accounting" changes in the 2011/12 figures, again on the grounds of materiality. We performed a comparison between what is already included in the accounts and what should be in the accounts under "merger accounting" principles, based on figures provided by the PCT's auditors, regarding the income and expenditure and assets and liabilities associated with the adult social care function. We are not minded to challenge the Council's assessment that the impact of merger accounting was not material.</p> <p>However, our comparison has highlighted that the ASC function incurred a greater deficit in 2011/12, in that there were additional costs and income associated with ASC that were not included in the Council's accounts because they were costs directly incurred by the PCT that related to ASC.</p>	<p>what the Council had included in its accounts as the contribution it had made to the Pooled Partnership. However a detailed breakdown as to what constituted this £1.26m could not be ascertained. The Council has no liability for this sum.</p> <p>In the 2012/13 Medium Term Financial Strategy (MTFS) the Council recognised that there would be significant pressures in ASC through increases in numbers of people needing care, and increase in need. The MTFS included additional funding to cover these pressures.</p>
<p>The Council reviews assets with significant capital additions in the year, engaging external valuers to revalue these assets at the end of the year. The Council's policy is then to apply depreciation to these assets (rather than to have applied it before the valuation). This policy is not in contravention to the Code, however, the effect of applying this depreciation policy is that the net book value of the assets concerned is recorded in the accounts at 31 March 2012 as £55.75m, whereas the valuation of those assets as per the valuation reports at 31 March 2012 is £56.96m, a difference of £1.2m. We recommend the depreciation policy be reconsidered, so that the closing net book value of assets matches valuation reports, where the valuation date is 31 March.</p>	<p>The Council has operated this depreciation policy since 2006, to ensure that depreciation was not understated for assets where significant additions work had been undertaken during the year.</p> <p>The Council is currently implementing a fully integrated property database, which will facilitate the calculation of capital accounting transactions. The Council's current policy with regards to 31 March depreciation will be reviewed as part of this implementation, and the Council's accounting policies updated accordingly.</p>
<p>The Council has treated its payment of £1m to Lloyds as capital expenditure. The justification for this treatment is regulation 25(1)(b) of the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, which defines as capital expenditure "... the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third</p>	<p>The substance of the transaction is to facilitate a greater amount of loan to a mortgagor than would otherwise be available. It would not be within an authority's powers to designate the payment as an investment.</p> <p>The Councils interpretation is that the payment is a loan / financial assistance towards expenditure which would, if incurred by the</p>

PwC Report	Management Action
<p><i>party, towards expenditure which would, if incurred by the authority, be capital expenditure".</i></p> <p>We consider that an alternative interpretation of statute may be appropriate as, although the lender would not have made its loan to the borrower without the Council having placed money on deposit with it, the Council may not have a relationship with the borrower making the house purchase sufficient for regulation 25(1)(c) to be effective.</p>	<p>authority, be capital expenditure. If a local authority were granting a loan for house purchase, it would be treated as capital expenditure.</p> <p>If the statute or code of practice changed, then the authority would revisit its approach as advised.</p>

5. MANAGEMENT REPRESENTATION LETTER

- 5.1. The Executive Director Strategic Resources, as Chief Finance Officer, is required to make representations on behalf of the Council in a number of areas in relation to the preparation of the Statement of Accounts. The letter is attached at Appendix 2 for review by Audit Committee.

6. STATEMENT OF ACCOUNTS 2011/12

- 6.1. The production of a timely Statement of Accounts, which is free from material error, is a key test of the robustness of financial processes and underpins the financial standing of an organisation. The Council has achieved this through the presentation of the Statement of Accounts in both June and September to Audit Committee, and also through the completion of a successful external audit process.
- 6.2. As noted in the PwC report, the Council has established a good track record of preparing quality draft accounts and electronic working papers and this good practice has again continued for the 2011/12 accounts. This has subsequently enabled the audit process to be completed efficiently with the number of additional auditor queries kept to a minimum.
- 6.3. The draft Statement of Accounts was considered by Audit Committee on 25 June 2012 and has subsequently been the subject of external audit by PwC.
- 6.4. The Audit culminated in a clearance meeting on 5 September 2012, which included PwC's Engagement Manager and the Council's Executive Director Strategic Resources. The meeting is the opportunity for PwC to outline their key findings and for the Section 151 Officer to challenge those findings where necessary.
- 6.5. Following the external audit presentational amendments have been made to the draft Statement of Accounts (presented to Committee in June) with regards to Property, Plant and Equipment, and Assets Held for Sale. This outcome is a credit to all the staff involved in the production of the Statement of Accounts, and thanks are extended to all staff who contributed to the closure process, either directly or indirectly.
- 6.6. The audited Statement of Accounts for 2011/12 is attached at Appendix 3 for formal approval by the Audit Committee.

7. CONSULTATION

The draft PwC report was discussed with the Executive Director Strategic Resources at the final audit clearance meeting on 5 September 2012.

8. ANTICIPATED OUTCOMES

As set out in the report.

9. REASONS FOR RECOMMENDATIONS

Para 2.2.19 of the Constitution requires the Audit Committee to “review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.”

10. ALTERNATIVE OPTIONS CONSIDERED

The Statement of Accounts has been prepared in accordance with the Code and hence there are no alternative formats.

11. IMPLICATIONS

There are no legal or financial implications of this report.

12. BACKGROUND DOCUMENTS

(Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)

- Council Constitution

13. APPENDICES

- Appendix 1 - ISA260;
- Appendix 2 - Management representation letter being; and
- Appendix 3 - Statement of Accounts.

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Government and Public Sector
***Peterborough City
Council***

September 2012

Report to those charged with
governance (ISA 260 (UK&I))

2011/12 Audit



The Members
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HG

September 2012

Dear Sirs

We are pleased to enclose our report to the Audit Committee in respect of our audit of Peterborough City Council (“the Authority”) for the year ended 31 March 2012, the primary purpose of which is to communicate the significant findings arising from our audit.

The scope and proposed focus of our audit work was summarised in our audit plan, which we presented to the Audit Committee in March 2012. We have subsequently reviewed our audit plan and concluded that our original risk assessment remains appropriate.

We have completed the majority of our audit work and expect to be able to issue an unqualified audit opinion on the financial statements no later than 28th September 2012. At the time of writing, the key outstanding matters, where our work has commenced but is not yet finalised, are; completion of review of the final draft of accounts, completion of the audit of the Whole of Government Accounts return and completion of audit work on revaluations of property, plant and equipment. We will provide an oral update on these matters at the meeting on 24th September 2012.

We look forward to discussing our report with you on 24th September 2012. Attending the meeting from PwC will be Julian Rickett.

Yours faithfully

PricewaterhouseCoopers LLP

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Contents

<i>Executive summary</i>	2
<i>Significant audit and accounting matters</i>	3
<i>Risk of fraud</i>	12
<i>Fees update</i>	13
<i>Recent developments</i>	13
<i>Appendix 1 – Letter of Representation</i>	14

Code of Audit Practice and Statement of Responsibilities of Auditors and of Audited Bodies

In April 2010 the Audit Commission issued a revised version of the 'Statement of responsibilities of auditors and of audited bodies'. It is available from the Chief Executive of each audited body. The purpose of the statement is to assist auditors and audited bodies by explaining where the responsibilities of auditors begin and end and what is to be expected of the audited body in certain areas. Our reports and management letters are prepared in the context of this Statement. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the audited body and no responsibility is taken by auditors to any Member or officer in their individual capacity or to any third party.

Executive summary

The purpose of this report

Under the Auditing Practices Board's International Auditing Standard (UK and Ireland) 260 (ISA (UK&I) 260) - "Communication of audit matters with those charged with governance" we are required to report to those charged with governance on the significant findings from our audit before giving our audit opinion on the accounts of Peterborough City Council ('the Council'). As agreed with you, we consider that "those charged with governance", at the Council, are the Audit Committee.

This letter contains the significant matters we wish to report to you arising from all aspects of our audit programme of work in accordance with ISA (UK&I) 260.

Our audit work during the year was performed in accordance with the plan that we presented to you on 26th March 2012. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not ordinarily identify all such matters.

We have set out below what we consider to be the most significant matters that we have discussed with you in the course of our work.

Significant matters

Our audit plan highlighted the following significant risks:

- management override of normal control processes;
- income and expenditure recognition; and
- the accounting for the transfer of the provision of adult social care from Peterborough Primary Care Trust to the Council.

The findings from our audit work in these areas are set out in this report.

During the audit we also identified the following areas that we wish to draw to the audit committee's attention;

- Accounting for the transfer of Adult Social Care;
- The valuation of the Council's properties;
- Accounting treatment for the Council's participation in its Local Authority Mortgage Scheme.

We will discuss the matters contained within this letter with the Audit Committee on 24th September 2012.

Please note that this report will be sent to the Audit Commission in accordance with the requirements of its standing guidance.

We would also like to take this opportunity to express our thanks for the co-operation and assistance we have received from the management and staff of the Council throughout our work. We note that the first draft of the accounts provided to us at the commencement of the audit was of a very good quality. The working papers supporting the audit trail from the general ledger to the accounts were also of a very good quality.

Significant audit and accounting matters

ISA (UK&I) 260 requires us to communicate to you relevant matters relating to the audit of the financial statements sufficiently promptly to enable you to take appropriate action. We set out below the significant risks identified in the audit plan together with the audit action we have taken in respect of each one.

Significant risks

Recognition of income and expenditure

We consider the risk of material misstatement in relation to revenue recognition and because of the nature of local authorities we consider the risk of material misstatement in relation to expenditure recognition as well.

There is a risk that the Council could adopt accounting policies or treat income and expenditure transactions in such a way as to lead to material misstatement in the reported income and expenditure position.

Due to their nature, we do not consider the receipt of council tax, national non domestic rates, housing rent, financing income or revenue support grant to be a significant risk and these income streams are therefore excluded from this category.

The Council is likely to be experiencing increased pressures on many of its budgets as a result of the recent economic conditions.

Audit action

We have undertaken our audit work in relation to this risk in accordance with the audit plan. There are no matters which we wish to draw to your attention.

Management Override of Controls

The primary responsibility for the detection of fraud rests with management. Their role in the detection of fraud is an extension of their role in preventing fraudulent activity. They are responsible for establishing a sound system of internal control designed to support the achievement of the organisations policies, aims and objectives and to manage the risks facing it; this includes the risk of fraud.

Our audit is designed to provide reasonable assurance that the 2011/12 Accounts are free from material misstatement, whether caused by fraud or error. We are not responsible for preventing fraud or corruption, although our audit may serve to act as a deterrent.

We consider the manipulation of financial results through the use of journals and management estimates, such as accruals as significant fraud risks.

Audit action

We have undertaken our audit work in relation to this risk in accordance with the audit plan. There are no matters which we wish to draw to your attention.

Adult Social Care transfer

Adult Social Care services were delivered by Peterborough Primary Care Trust (“the PCT”) under a Section 75 agreement which terminated on 29 February 2012. On 1 March 2012, the service transferred to the Council.

The transaction will involve the TUPE of staff to the Council from Peterborough Primary Care Trust. The Council must consider how the transfer should be accounted for in accordance with the guidance in the year

Audit action

Our audit action is detailed on pages 3 and 4 below.

Significant risks
Audit action

comparatives depending on whether relevant criteria are met.

Accounts

We have completed the audit of the Authority's accounts in line with current Auditing Standards except for the following outstanding matters:

- the review of the final draft of the statement of accounts;
- completion of audit work on revaluations of property, plant and equipment;
- completion of the audit of the Whole of Government Accounts return; and
- completion procedures including subsequent events review and PwC quality review procedures.

We shall provide a verbal update to the Committee on 24 September regarding these matters.

We have completed the audit of the Authority's accounts in line with current Auditing Standards. Subject to the satisfactory resolution of these matters, the finalisation of the financial statements and their approval by those charged with governance we expect to issue an unqualified audit opinion.

Accounting issues

Accounting for the transfer of Adult Social Care

Since 2004, the Council has operated a Section 31 pooled fund arrangement ("the arrangement") with Peterborough Primary Care Trust ("the PCT") for the PCT to provide Adult Social Care services on behalf of the Council. The PCT took the decision to terminate this agreement on the 29th February 2012, so that from 1st March 2012 Adult Social Care services were again provided directly by the Council ("the transfer").

In summary, our audit work in relation to this transfer noted that the Adult Social Care function incurred a deficit in 2011/12 that was £1.26million higher than previously understood by the PCT. This expenditure occurred when the function was managed by the PCT. While this is not an additional liability for the Council, we set out below the detailed accounting standards in relation to this matter.

Under the relevant accounting standard (IFRS 3), the transfer constituted a "business combination". The relevant date for the occurrence of the business combination was 1 April 2011 (rather than 1 March 2012), as at 1 April 2011 the contractual arrangements between the PCT and the Council changed. The Council assumed a greater proportion of the risk share than it had previously. In this situation, application of the relevant accounting standard meant that the Council had "joint control" of the arrangement. Furthermore, this meant that "merger accounting" was required to account for the transfer of control.

The main implication of merger accounting is that the Council must account for the Adult Social Care service *as if it had always delivered the services directly*, including all of its income and expenditure, assets and liabilities for both the 2010/11 and 2011/12 (up to 1 March 2012) year. This would have required the restatement of the prior period figures in this year's accounts.

However, a prior period adjustment is only required where there is a material impact on the accounts. The Council did not process a prior period adjustment in its draft accounts, as it had determined that the impact was not material. Additionally the Council did not process any "merger accounting" changes in the 2011/12 figures, again on the grounds of materiality. We performed a comparison between what is already included in the accounts and what should be in the accounts under "merger accounting" principles, based on figures

provided by the PCT's auditors, regarding the income and expenditure and assets and liabilities associated with the adult social care function. We are not minded to challenge the Council's assessment that the impact of merger accounting was not material.

However, our comparison has highlighted that the Adult Social Care function incurred a greater deficit in 2011/12, in that there were additional costs and income associated with Adult Social Care that were not included in the Council's accounts because they were costs directly incurred by the PCT that related to Adult Social Care.

Had merger accounting been applied for the current year, an extra £1.26million deficit would have been recorded in the Council's accounts. Under merger accounting, this would not have had an impact on the General Fund as the deficit would have been reversed out at 1 March 2012 upon the termination of the agreement.

We note that this figure includes "allocated costs" that the PCT were required to allocate to Adult Social Care in applying the merger accounting guidance specific to the NHS. We also note that the figure quoted of £1.26million is subject to the materiality the PCT auditors would have applied in reporting to us. Therefore, the deficit recorded in the Council's accounts (before being reversed out at 1 March 2012) may have been lower than £1.26million.

While this is a technical accounting issue, we note that this issue highlights uncertainty regarding the deficit in Adult Social Care in 2011/12. However, we understand that the Council had put arrangements in place to mitigate against additional budgetary pressures arising in Adult Social Care as part of the work on the 2012/13 budget that occurred in the latter part of 2011, by budgeting in full for the level of activity and cost notified to it by the PCT.

Valuation of Property, Plant and Equipment

The Council's accounting policy, consistent with the requirements set out in Code of Practice on Local Authority Accounting, is for property, plant and equipment to be included in the financial statements at current fair value. The Council achieves this by arranging for periodic, professional valuations at least every four years and in intervening years has regard to the movement in property prices and any other factors that may indicate a significant difference between current values in the financial statements and current values indicating the need for additional steps to ensure that values in the financial statements are not materially misstated.

For this year, management has:

- Obtained formal valuations from Wilks, Head & Eve (WHE), independent valuation specialists, and SERCO (members of the Council's internal valuation team who have transferred to SERCO as part of the Council's outsourcing arrangements) of property completed and brought into use this year;
- Considered factors relating to the use and useful lives of properties and concluded that there are factors leading to a need for impairment reviews and revaluations as a result of changes to the use, or planned use, of properties within the Council's business;
- Obtained formal revaluations from WHE and SERCO for the properties identified, in particular where there has been significant capital spend on projects and/or disposals on projects during the year; and
- Obtained a beacon analysis to value components when applying componentised depreciation.

In response to the requirements of International Standards on Auditing, we have reviewed the methodology used by management and engaged our internal valuation team to:

- Assess whether valuation methods and definitions used by WHE and SERCO in valuation are consistent with code requirements;
- Review the assumptions applied by WHE and SERCO against those used by other Local Government valuers;

- Review reasonableness of numerical assumptions included in the reports; and
- Assess the ability of WHE and SERCO to perform valuations.

We have also obtained representations from WHE stating their independence and confirming they hold appropriate qualifications. At the time of drafting this report we were clarifying with WHE their rationale for including an element for finance costs in the valuation of assets measured on a Depreciated Replacement Cost basis.

As part of our audit, we have also checked that the valuations have been incorporated correctly into the Fixed Asset Register and Statement of Accounts. On performing this work we identified the following issues;

- As noted above, the Council reviews assets with significant capital additions in the year, engaging external valuers to revalue these assets at the end of the year. The Council's policy is then to apply depreciation to these assets (rather than to have applied it before the valuation). This policy is not in contravention to the Code, however, the effect of applying this depreciation policy is that the net book value of the assets concerned is recorded in the accounts at 31 March 2012 as £55.75m, whereas the valuation of those assets as per the valuation reports at 31 March 2012 is £56.96m, a difference of £1.2m. We recommend the depreciation policy be re-considered, so that the closing net book value of assets matches valuation reports, where the valuation date is 31 March.
- The Fixed Asset Register is very complex and is run from a number of formulas. Part of the accounting entries required when processing revaluations is the reversal of depreciation previously charged to the asset, either to the CIES or the revaluation reserve. Several of the formulas in respect of this adjustment were incorrect in the relevant working paper, which resulted in the Council making a number of changes to the Property, Plant and Equipment note (Note 19). These changes were technical accounting adjustments that had no impact on the General Fund.

Local Authority Mortgage Schemes (LAMS)

The Council has set up the Local Authority Mortgage Scheme ("LAMS") with Lloyds TSB ("the lender"). In the LAMS, first time buyers ("the borrower") put down five per cent of the property price as a deposit to the lender, with the Council providing a cash backed indemnity of up to 20 per cent as additional security. The Council then earns interest on this amount. To date, the Council has paid £1m to Lloyds TSB, with plans for a further £2m approved by Council.

The Council has treated its payment of £1m to Lloyds as capital expenditure. The justification for this treatment is regulation 25(1)(b) of the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, which defines as capital expenditure "... *the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure*".

We consider that an alternative interpretation of statute may be appropriate as, although the lender would not have made its loan to the borrower without the Council having placed money on deposit with it, the Council may not have a relationship with the borrower making the house purchase that is sufficient for regulation 25(1)(c) to be effective. This is because the status of the deposit appears such that the lender cannot treat the amount deposited as its own monies.

An alternative accounting treatment would treat the commitment that the Council makes to the lender as meeting the definition of a financial guarantee. Financial guarantees are required to be accounted for in accordance with Section 7.2.4 of the CIPFA Code, being "*initially recognised as a liability at fair value and an expense, estimated by considering the probability of the guarantee being called and the likely amount payable under the guarantee*".

However, we recognise that this issue rests on the interpretation of statute, and that others may be of the view that as the amount advanced to the lender by the Council is reflected in a larger advance to the borrower than

would otherwise have been permitted by the lender's rules, there is arguably a flow of cash between the Council and the borrower that is sufficient to constitute the giving of a loan by the Council to the lender for use by the borrower in acquiring a property.

We note that the Council has obtained advice from the Monitoring Officer for entering into the scheme and has not relied solely on any assurances given to it by its Treasury Management Advisors in respect of its consideration of the appropriate accounting treatment.

We are currently not minded to challenge the Council's accounting treatment in respect of LAMS but we recommend that it keeps its accounting arrangements under review, as there is a risk that statute may change, or that the CIPFA IFRS Code of Practice may change, and that those changes may require the Council to adopt a different accounting treatment.

Misstatements and significant audit adjustments

We are required to report to you all uncorrected misstatements which we have identified during the course of our audit, other than those of a trivial nature. No unadjusted misstatements above the agreed reporting level of £250,000 have been identified.

As anticipated, given that this is only the second time the Council has produced a set of IFRS based financial statements, a number of presentation and disclosure amendments were identified during the course of the audit, which we have worked with the finance team to address. None of these impacted the year end position and the financial statements have been amended by management.

Significant accounting principles and policies

Significant accounting principles and policies are disclosed in the notes to the financial statements. We will ask the Audit Committee, by approving the Letter of Representation, to represent to us that they have considered the selection of, or changes in, significant accounting policies and practices that have, or could have, a material effect on the entity's financial statements.

Judgments and accounting estimates

The clarity ISAs (International Standards on Auditing), applicable for the first time in 2010/11, introduced an increased emphasis on what auditors need to do on accounting estimates. For each estimate we assess the level of risk that they may be misstated and tailor our audit procedures to address the risk, depending on the nature of the estimate. The following significant judgments or accounting estimates were used in the preparation of the financial statements:

- Estimated economic useful lives of property, plant and equipment assets. Management has used a consistent approach in relation to estimated economic useful lives of property, plant and equipment. We have assessed the reasonableness of asset lives and there are no matters which we wish to draw to your attention.
- Calculation of pension fund net liability. Management has utilised the information provided from the actuary which is the fundamental basis of this estimation. We have performed additional work to consider the accuracy of disclosure within the Financial Statements, the reasonableness of fundamental assumptions and the asset allocation. There are no matters that we wish to draw to your attention in this regard.
- During the financial year the Council has had a number of associated bodies which provide services on behalf of the Council, including Vivacity (which is responsible for the management and delivery of services previously provided in-house), Opportunity Peterborough and Peterborough Museum and Art Gallery Trust. The Council has undertaken an assessment of these entities to determine whether it exercises control over the bodies and therefore should consolidate the financial results into the Council's accounts. The Council has determined that although it controls Opportunity Peterborough and the Museum, based on the immateriality of the entities financial results they do not require

consolidation into the accounts. We have discussed this with management and we are not minded to challenge the appropriateness of this accounting treatment.

- Property valuation and impairment. The Council revalued its schools and several other properties as part of its four yearly revaluation programme, and also reviewed the valuation of its Investment Properties. The valuation was carried out by valuers appointed by the Council and we have reviewed the assumptions and methodology used by them as part of our audit work. There are no matters that we wish to draw to your attention.
- As part of our audit work we have also considered management’s assumption that the Council remains a going concern. We have performed a review of the performance of the Council for past, current and future financial years. We have not identified any issues that indicate that the Council is not a going concern.

Accounting issues - new requirements in the 2011/12 Code of Practice

The Code of Practice on Local Authority Accounting in the United Kingdom for 2011/12 was published in spring 2011 setting out a number changes in accounting requirements for local authorities. We set out below the audit work we have done in respect of these changes:

- Heritage assets – the Code requires authorities to present information about the heritage assets that they hold. Heritage assets are those that are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. We have discussed with management the approach it took to identifying potential heritage assets, and how it has obtained valuations for these. There are no matters that we wish to draw to your attention.
- Carbon Reduction Commitment (CRC) – 2011/12 is the first year that the Council is required under the CRC Energy Efficiency Scheme to purchase and surrender CRC allowances in proportion to the emissions it makes during the year. The Council has recorded a provision of £260,000 in its accounts in respect of the CRC. There are no matters that we wish to draw to your attention.
- Exit packages - There is a new requirement for a disclosure note setting out the number of exit packages agreed, analysed between compulsory redundancies and other departures and presented in £20,000 bands up to £100,000 and £50,000 bands above £100,000. We reviewed the presentation and disclosure of the note to ensure that it was in accordance with the requirements of the Code, and there are no matters we wish to draw to your attention

Management representations

The final draft of the representation letter that we are requesting management and those charged with governance to sign is attached in Appendix 1.

Financial standing

No significant matters in connection with the Council’s financial standing were identified during the audit.

Related parties

No significant matters in connection with the Council’s related parties were identified during the audit.

Audit independence

We are required to follow both the International Standard on Auditing (UK and Ireland) 260 (Revised) “*Communication with those charged with governance*”, UK Ethical Standard 1 (Revised) “*Integrity, objectivity and independence*” and UK Ethical Standard 5 (Revised) “*Non-audit services provided to audited entities*” issued by the UK Auditing Practices Board. Together these require that we communicate at least annually with you regarding all relationships between PricewaterhouseCoopers LLP in the UK and other PricewaterhouseCoopers’ firms and associated entities (“PwC”) and the Company, its directors and senior

management and its affiliates (“the Group”) that, in our professional judgement, may reasonably be thought to bear on our independence and objectivity.

For the purposes of this letter we have made enquiries of all PricewaterhouseCoopers’ whose work we intend to use when forming our opinion on the truth and fairness of the financial statements.

Relationships and Investments

We have not identified any potential issues in respect of personal relationships with the Council or investments in the Council held by individuals.

Employment of PricewaterhouseCoopers staff by the Council

We are not aware of any former PwC partners or staff being employed, or holding discussions in respect of employment, by the Council as a director or in a senior management position covering financial, accounting or control related areas.

Business relationships

We have not identified any business relationships between PwC and the Council.

Services provided to the Council

The audit of the financial statements is undertaken in accordance with the UK Firm’s internal policies. The audit is also subject to other internal PwC quality control procedures such as peer reviews by other offices.

In addition to the audit of the financial statements, one matter has arisen which we draw your attention to;

Cambridgeshire PCT has commissioned advisory support (on behalf of the local health economy) from PwC to support the development of a proposed implementation plan for transforming services for vulnerable older people. The Council has agreed to participate in this health economy wide review as such it is appropriate for us to consider the threats to our auditor independence. We understand the work will take place between April to December 2012, will cost £49,000 (excluding VAT) and will be payable by Cambridgeshire PCT. The scope of the work is that PwC will assist in:

- Building agreement around the high value systems approach and its initial application to the care of vulnerable older people; and
- Developing an implementation plan for the transformation of care for vulnerable older people.

The PwC audit team for Cambridgeshire PCT has sought approval from the Audit Commission given the scale of the fee and the proposed scope impacting a number of our Audit Commission audit appointments. This approval has been granted.

The main threats to our auditor independence (and the safeguards applied) in undertaking this work are as follows:

Management decisions

In delivering the work, PwC will be facilitating discussions with organisations and describing a range of options that clinicians may wish to consider. All decision-taking will remain with Cambridgeshire PCT (“the PCT”) and any significant decisions about changes to clinical services will be taken after completion of PwC’s work. PwC will not therefore be taking any management decisions.

The PCT has acknowledged in the engagement proposal, its responsibility for determining its strategy and making all management decisions and has designated a competent employee within senior management to be responsible for evaluating the results of PwC’s work and making management decisions.

Self-review threat

PwC will be presenting a range of options for the PCT to consider. It will remain the PCT’s responsibility to assess financial and operational impact, and to prepare any Prospective Financial Information (PFI) or other

impact assessment for the organisation. PwC will not be commenting on financial controls or processes, nor are we preparing PFI and hence there is no self-review threat in respect of our work as external auditors on the financial statements opinion of these bodies. PCT management retain full responsibility for all decisions, which will be based only in part on our options assessment.

Advocacy

In carrying out this work, PwC is not advocating the PCT's position (to a regulator or any other third party). PwC will be helping define a range of options which the PCT will discuss with other parties. Any description of options will be objective with any information clearly described.

Familiarity

The PwC team running this work will retain appropriate distance and objectivity from the PCT. We will also maintain segregation and confidentiality between all audit teams and the consulting team.

Self-interest threat

The estimated final fees are not sufficiently large, in the context of the overall fee income of either PwC or of any of the relevant assignment engagement leaders, to affect our behaviour in completing the audit assignments such that our independence, objectivity or judgement would be impaired.

Fees

The analysis of our audit and non-audit fees for the year ended 31 March 2012 is included on page 12. In relation to the non-audit services provided, none included contingent fee arrangements.

Services to Directors and Senior Management

PwC does not provide any services e.g. personal tax services, directly to directors, senior management

Rotation

Rotation of audit engagement partners, key partners involved in the audit and other staff in senior positions is reviewed on a regular basis by the lead audit engagement partner. This includes partners and staff involved in the audit of the group entity and any component's of the group.

Gifts and hospitality

We have not identified any significant gifts or hospitality provided to, or received from, a member of Group's board, senior management or staff.

Conclusion

We hereby confirm that in our professional judgement, as at the date of this document:

- we comply with UK regulatory and professional requirements, including the Ethical Standards issued by the Auditing Practices Board; and
- our objectivity is not compromised.

We ask the Audit Committee to consider the matters in this document and to confirm that they agree with our conclusion on our independence and objectivity.

Accounting systems and systems of internal control

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. As auditors, we review these arrangements for the purposes of our audit of the financial statements and our review of the annual governance statement.

We report internal control issues separately to the Audit Committee and action plans have been agreed with officers. Our Internal Control Report, issued in September 2011, has been approved and the Council is working

actively to address the recommendations raised. We shall provide an update on the progress made by the Council and new control issues identified as part of the 2011/12 audit as a report to the Audit Committee in November.

Annual Governance Statement

Local Authorities are required to produce an Annual Governance Statement (AGS), which is consistent with guidance issued by CIPFA / SOLACE: 'Delivering Good Governance in Local Government'. The AGS was included in the financial statements.

We reviewed the AGS to consider whether it complied with the CIPFA / SOLACE 'Delivering Good Governance in Local Government' framework and whether it is misleading or inconsistent with other information known to us from our audit work. We found no areas of concern to report in this context.

Economy, efficiency and effectiveness

Our value for money code responsibility requires us to carry out sufficient and relevant work in order to conclude on whether the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in the use of resources.

In accordance with guidance issued by the Audit Commission, in 2011/12 our conclusion is based on two criteria:

- The organisation has proper arrangements in place for securing financial resilience; and
- The organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness.

As in 2010/11, we have determined a local programme of audit work based on our audit risk assessment, informed by these criteria and our statutory responsibilities. We have assessed the risk that the Authority did not have adequate arrangements in place, informed by the criteria and our statutory responsibilities. Our work has consisted of meeting with the Executive Directors at the Council to understand and evaluate the significant risk and projects that they are managing. We also discussed with them the nature of the savings that they have had to implement and their views on issues relating to future savings requirements. We then reviewed appropriate documentation to support the information obtained from them.

As well as the matter in relation to Adult Social Care described on Page 4, we consider that the following recommendations should be made to the Council:

- **Children's Services** – that the Council continues to work towards improving performance management arrangements in Children's Services, and that this work ensures that improvements put in place are both robust and sustainable.
- **Adult Social Care** – that the work the Council is doing to re-integrate Adult Social Care is maintained and that appropriate scrutiny continues to be applied to the performance (both financial and non-financial) of the service.
- **Risk Management** – that arrangements are put in place to ensure risk management is appropriately embedded at a corporate level, so that the Corporate Management Team has the necessary information to manage 'corporate' risks.

We anticipate issuing an unqualified Value for Money conclusion.

Risk of fraud

We discussed with the Audit Committee their understanding of the risk of fraud and corruption and any instances thereof when presenting our Audit Plan.

In presenting this report to the Audit Committee we seek members' confirmation that there have been no changes to their view of fraud risk and that no additional matters have arisen that should be brought to our attention.

A specific confirmation from management in relation to fraud is included in the letter of representation.

Fees update

Fees update for 2011/12

We reported our fee proposals as part of the Audit Plan for 2011/12. Our actual fees (£239,400) are currently in line with our proposals.

Our fee for certification of grants and claims is yet to be finalised for 2011/12 and will be reported to those charged with governance in January 2013 within the *Grants Report to Management* in relation to 2011/12 grants.

Recent developments

Future of public audit

On 13th August 2010 the Department for Communities and Local Government announced that the Audit Commission will be disbanded and on 28 July 2011 the Department confirmed that the work previously carried out by the Commission's in-house Audit Practice would be outsourced to the private sector.

The Commission confirmed the appointment of external auditors for a period of 5 years starting in 2012/13 in July 2012.

The Government also consulted on its proposals for a new local public audit framework and published its response in January 2012. The draft Local Audit Bill has been published by the Department for Communities and Local Government for consultation and pre-legislative scrutiny. The consultation closed on 31 August 2012.

The draft Bill sets out the proposed new audit framework for local public bodies, the process for the appointment of auditors, and the regulatory framework for local public audit.

We have recently received confirmation from the Commission that we have been appointed as your auditors for the five years starting with the 2012/13 financial year.

Appendix 1 – Letter of Representation

[Peterborough City Council letterhead]

PricewaterhouseCoopers LLP
Abacus House
Castle Park
Gloucester Street
Cambridge
CB3 0AN

Dear Sirs

This representation letter is provided in connection with your audit of the Statement of Accounts of Peterborough City Council (the “authority”) for the year ended 31 March 2012 for the purpose of expressing an opinion as to whether the Statement of Accounts gives a true and fair view, and has been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and the Service Reporting Code of Practice 2011/12.

My responsibilities as Executive Director, Strategic Resources, for preparing the financial statements are set out in the Statement of Responsibilities for the Statement of Accounts. I am also responsible for the administration of the financial affairs of the authority. I also acknowledge that I am responsible for making accurate representations to you.

I confirm that the following representations are made on the basis of enquiries of other chief officers and members of Peterborough City Council with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy myself that I can properly make each of the following representations to you.

I confirm, to the best of my knowledge and belief, and having made the appropriate enquiries, the following representations:

Financial Statements

- I have fulfilled my responsibilities, for the preparation of the Statement of Accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12; in particular the financial statements give a true and fair view in accordance therewith.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- Significant assumptions used by the authority in making accounting estimates, including those surrounding measurement at fair value, are reasonable.

-
- All events subsequent to the date of the financial statements for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 requires adjustment or disclosure have been adjusted or disclosed.

Information Provided

- I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information and to establish that you (the authority's auditors) are aware of that information.
- I have provided you with:
 - Access to all information of which I am aware that is relevant to the preparation of the financial statements such as records, documentation and other matters, including minutes of the Council and relevant management meetings;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the authority from whom you determined it necessary to obtain audit evidence.
- So far as I am aware, there is no relevant audit information of which you are unaware.

Fraud and non-compliance with laws and regulations

- I acknowledge responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- I have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- I have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the authority and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- I have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the authority's financial statements communicated by employees, former employees, analysts, regulators or others.
- I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

I am not aware of any instances of actual or potential breaches of or non-compliance with laws and regulations which provide a legal framework within which the authority conducts its business and which are central to the authority's ability to conduct its business or that could have a material effect on the financial statements.

I am not aware of any irregularities, or allegations of irregularities including fraud, involving members, management or employees who have a significant role in the accounting and internal control systems, or that could have a material effect on the financial statements.

Related party transactions

I confirm that we have disclosed to you the identity of the authority's related parties and all the related party relationships and transactions of which we are aware.

Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Section 3.9 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

We confirm that we have identified to you all senior officers, as defined by the Accounts and Audit Regulations 2011, and included their remuneration in the disclosures of senior officer remuneration.

Employee Benefits

I confirm that the authority has made you aware of all employee benefit schemes in which employees of the authority participate.

Contractual arrangements/agreements

All contractual arrangements (including side-letters to agreements) entered into by the authority have been properly reflected in the accounting records or, where material (or potentially material) to the financial statements, have been disclosed to you.

Litigation and claims

I have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and such matters have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

Taxation

I have complied with UK taxation requirements and have brought to account all liabilities for taxation due to the relevant tax authorities whether in respect of any direct tax or any indirect taxes. I am not aware of any non-compliance that would give rise to additional liabilities by way of penalty or interest and I have made full disclosure regarding any Revenue Authority queries or investigations that we are aware of or that are ongoing.

In particular:

- In connection with any tax accounting requirements, I am satisfied that our systems are capable of identifying all material tax liabilities and transactions subject to tax and have maintained all documents and records required to be kept by the relevant tax authorities in accordance with UK law or in accordance with any agreement reached with such authorities.
- I have submitted all returns and made all payments that were required to be made (within the relevant time limits) to the relevant tax authorities including any return requiring us to disclose any tax planning transactions that have been undertaken the authority's benefit or any other party's benefit.
- I am not aware of any taxation, penalties or interest that are yet to be assessed relating to either the authority or any associated company for whose taxation liabilities the authority may be responsible.

Bank accounts

I confirm that we have disclosed all bank accounts to you including those that are maintained in respect of the pension fund.

Other matters

I have taken appropriate legal advice to satisfy myself that the accounting treatment adopted for the Local Authority Mortgage Scheme does not contravene the requirements of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.

Provisions

Provisions for depreciation and diminution in value including obsolescence have been made against property, plant and equipment on the bases described in the financial statements and at rates calculated to reduce the net book amount of each asset to its estimated residual value by the end of its probable useful life in the authority's business. In this respect I am satisfied that the probable useful lives have been realistically estimated and that the residual values are expressed in current terms.

Full provision has been made for all liabilities at the balance sheet date including guarantees, commitments (in particular in relation to redundancy plans) and contingencies where the items are expected to result in significant loss. Other such items, where in my opinion provision is unnecessary, have been appropriately disclosed in the financial statements.

As minuted by the Audit Committee at its meeting on 24 September 2012

.....

Executive Director, Strategic Resources
For and on behalf of Peterborough City Council

Date

In the event that, pursuant to a request which Peterborough City Council has received under the Freedom of Information Act 2000, it is required to disclose any information contained in this report, it will notify PwC promptly and consult with PwC prior to disclosing such report. Peterborough City Council agrees to pay due regard to any representations which PwC may make in connection with such disclosure and Peterborough City Council shall apply any relevant exemptions which may exist under the Act to such report. If, following consultation with PwC, Peterborough City Council discloses this report or any part thereof, it shall ensure that any disclaimer which PwC has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

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[Peterborough City Council letterhead]

PricewaterhouseCoopers LLP
Abacus House
Castle Park
Gloucester Street
Cambridge
CB3 0AN

Dear Sirs

This representation letter is provided in connection with your audit of the Statement of Accounts of Peterborough City Council (the “authority”) for the year ended 31 March 2012 for the purpose of expressing an opinion as to whether the Statement of Accounts gives a true and fair view, and has been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and the Service Reporting Code of Practice 2011/12.

My responsibilities as Executive Director, Strategic Resources, for preparing the financial statements are set out in the Statement of Responsibilities for the Statement of Accounts. I am also responsible for the administration of the financial affairs of the authority. I also acknowledge that I am responsible for making accurate representations to you.

I confirm that the following representations are made on the basis of enquiries of other chief officers and members of Peterborough City Council with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy myself that I can properly make each of the following representations to you.

I confirm, to the best of my knowledge and belief, and having made the appropriate enquiries, the following representations:

Financial Statements

- I have fulfilled my responsibilities, for the preparation of the Statement of Accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12; in particular the financial statements give a true and fair view in accordance therewith.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- Significant assumptions used by the authority in making accounting estimates, including those surrounding measurement at fair value, are reasonable.
- All events subsequent to the date of the financial statements for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 requires adjustment or disclosure have been adjusted or disclosed.

Information Provided

- I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information and to establish that you (the authority's auditors) are aware of that information.
- I have provided you with:

- Access to all information of which I am aware that is relevant to the preparation of the financial statements such as records, documentation and other matters, including minutes of the Council and relevant management meetings;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the authority from whom you determined it necessary to obtain audit evidence.
- So far as I am aware, there is no relevant audit information of which you are unaware.

Fraud and non-compliance with laws and regulations

- I acknowledge responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- I have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- I have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the authority and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- I have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the authority's financial statements communicated by employees, former employees, analysts, regulators or others.
- I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

I am not aware of any instances of actual or potential breaches of or non-compliance with laws and regulations which provide a legal framework within which the authority conducts its business and which are central to the authority's ability to conduct its business or that could have a material effect on the financial statements.

I am not aware of any irregularities, or allegations of irregularities including fraud, involving members, management or employees who have a significant role in the accounting and internal control systems, or that could have a material effect on the financial statements.

Related party transactions

I confirm that we have disclosed to you the identity of the authority's related parties and all the related party relationships and transactions of which we are aware.

Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Section 3.9 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

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Taxation

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In particular:

- In connection with any tax accounting requirements, I am satisfied that our systems are capable of identifying all material tax liabilities and transactions subject to tax and have maintained all documents and records required to be kept by the relevant tax authorities in accordance with UK law or in accordance with any agreement reached with such authorities.
- I have submitted all returns and made all payments that were required to be made (within the relevant time limits) to the relevant tax authorities including any return requiring us to disclose any tax planning transactions that have been undertaken the authority's benefit or any other party's benefit.
- I am not aware of any taxation, penalties or interest that are yet to be assessed relating to either the authority or any associated company for whose taxation liabilities the authority may be responsible.

Bank accounts

I confirm that we have disclosed all bank accounts to you including those that are maintained in respect of the pension fund.

Other matters

I have taken appropriate legal advice to satisfy myself that the accounting treatment adopted for the Local Authority Mortgage Scheme does not contravene the requirements of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.

Provisions

Provisions for depreciation and diminution in value including obsolescence have been made against property, plant and equipment on the bases described in the financial statements and at rates calculated to reduce the net book amount of each asset to its estimated residual value by the end of its probable useful life in the authority's business. In this respect I am satisfied that the probable useful lives have been realistically estimated and that the residual values are expressed in current terms.

Full provision has been made for all liabilities at the balance sheet date including guarantees, commitments (in particular in relation to redundancy plans) and contingencies where the items are expected to result in significant loss. Other such items, where in my opinion provision is unnecessary, have been appropriately disclosed in the financial statements.

As minuted by the Audit Committee at its meeting on 24 September 2012

.....

Executive Director, Strategic Resources
For and on behalf of Peterborough City Council

Date

* Delete as appropriate

PETERBOROUGH



CITY COUNCIL

Statement of Accounts

2011/12



For further copies of this document or questions about it please contact:

The Head of Strategic Finance

Peterborough City Council

Town Hall

Bridge Street

Peterborough

PE1 1HG

email: FinanceManagementTeam@peterborough.gov.uk

Tel: 01733 384590

www.peterborough.gov.uk

Peterborough City Council

Statement of Accounts 2011/12

Contents	Page
Explanatory Foreword	1
Independent Auditors' Report to the Members of Peterborough City Council.....	6
Statement of Responsibilities.....	9
Comprehensive Income and Expenditure Statement.....	10
Movement in Reserves Statement	11
Balance Sheet.....	12
Cash Flow Statement.....	13
Notes to the Accounts	14
The Collection Fund and Notes.....	65
Statement of Accounting Policies.....	67
Glossary	84
Index of Notes to the Core Financial Statements.....	89
<u>Annex 1</u>	
Annual Governance Statement	

Explanatory Foreword

1 Background

The Statement of Accounts has been prepared in accordance with statutory requirements, detailed in the Local Government Act 2003, the Accounts and Audit Regulations 2011 and The Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 (the Code).

2 The Accounts

The Statement of Accounts brings together the major financial statements for the Council for the financial year 2011/12. The financial statements, along with the notes that accompany them, aim to give a full and clear picture of the financial position of Peterborough City Council. The key contents of the various sections are as follows:

- *Explanatory Foreword*
- *Statement of Responsibilities* – sets out the responsibilities of the Council and the Chief Finance Officer in respect of the Statement of Accounts
- *Comprehensive Income and Expenditure 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
- *Movement in Reserves Statement* – this statement shows the movement in the year on the different reserves held by the Council

- *Balance Sheet* – shows the value of the assets and liabilities recognised by the Council as at 31 March 2012
- *Cash Flow Statement* – summarises the inflows and outflows of cash, and cash equivalents, arising from transactions with third parties for both revenue and capital purposes in 2011/12
- *Notes to the Financial Accounts* - the various statements are supported by technical *Notes* and by the *Statement of Accounting Policies*
- *The Collection Fund and Notes* – shows the transactions of the Council in relation to Council Tax and National Non-Domestic Rates
- *Statement of Accounting Policies* – outlines the accounting policies adopted by the Council

3 Revenue Expenditure

The Comprehensive Income and Expenditure Statement on page 10 shows the gross revenue expenditure and income together with net expenditure for 2011/12 compared with 2010/11 equivalents. The Comprehensive Income and Expenditure Statement is analysed by services as laid down in the Service Reporting Code of Practice (SeRCOP) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Council's organisational structures, on which the estimates for the year and budget monitoring during the year are based,

do not correlate directly with SeRCOP. However, Note 16 page 26, demonstrates the presentational differences between these reporting requirements.

The Council monitors its spending against budget regularly throughout the financial year and reports projected variances to the Cabinet. These reports are based on the Council's organisational structure.

Budget managers receive detailed budgetary control information each month and most have access to online computerised systems. At departmental level, a monthly report on the budgetary control position for the relevant services is reviewed by each Departmental Management Team.

The following table compares the budget to the actual net expenditure based upon the Council's organisational structure. Figures in brackets indicate a favourable variance. Significant pressures in Adult Social Care were mostly offset by savings elsewhere as a result of positive management action, but overall the Council over spent by £678k, a variance of less than 0.5% of budget. This was covered by reserves.

Revenue Expenditure	Budget £000	Actual £000	Variance £000
Chief Executive Office	9,352	7,513	(1,839)
Children's Services	29,256	29,286	30
Operations	21,012	20,261	(751)
Strategic Resources	52,355	51,123	(1,232)
Adult Social Care	38,058	46,446	8,388
Corporate Items	-	(3,918)	(3,918)
Total Council Expenditure	150,033	150,711	678
Transfer from earmarked reserve			(678)
Contribution to General Fund Balance			-
General Fund Balance Brought Forward			6,000
General Fund Balance Carried Forward			6,000

The financing of the budget was as follows:

Financed by	£000
Government Grant (Revenue Support Grant)	18,578
Distribution from National Non Domestic Rates	60,102
Demand on the Collection Fund	61,726
Capitalisation Direction	470
Reserves	9,157
Total Financing	150,033

Balances

At 31 March 2012, the General Fund working balance of the Council stood at £6m which is in line with the Medium Term Financial Strategy (MTFS).

In addition the Schools balances totalled £6.8m at 31 March 2012, compared to £6.7m at 31 March 2011.

4 Capital Expenditure

The main elements of capital expenditure, compared with the revised February 2012 budget after slippage, are shown below.

Capital Expenditure	Budget per MTFS 2011 Approved Budget £000	2011/12 Budget inc. slippage from 2010/11 £000	Revised Budget at February 2012 £000	Outturn £000
Chief Executives	12,115	19,519	3,895	3,002
Children's Services	52,824	56,277	46,345	45,394
Operations	19,048	20,457	16,397	16,091
Strategic Resources	20,854	23,303	15,816	12,430
Adult Social Care	3,965	4,189	1,293	390
Total	108,806	123,745	83,746	77,307
Financed by:				
External Sources	45,407	53,733	47,880	41,354
Capital Receipts	19,034	19,034	9,878	7,050
Borrowing	44,365	50,978	25,988	28,903
Total	108,806	123,745	83,746	77,307

The Capital Expenditure was funded by a mixture of grants, contributions, capital receipts and borrowing.

5 External Borrowings and Investments

At 31 March 2012 the Council had net borrowings including cash and outstanding interest of £140.5m (£117.1m in 2010/11).

2010/11 £m		2011/12 £m
1.7	Short Term Borrowing*	10.0
134.6	Long Term Borrowing*	134.6
(19.2)	Investments	(4.1)
117.1	Net Borrowing	140.5

*No new long term borrowing, or rescheduling of debt, was undertaken in 2011/12 (no new borrowing in 2010/11). However, £10m was borrowed in the short term in the latter months of the financial year for cash flow purposes. This reflects the Treasury Management policy per the MTFS, as it continues to be more cost effective to run down the Council's cash balances.

6 Change in Accounting Policies

For 2011/12 the Code has introduced a change in accounting policy relating to the treatment of heritage assets held by the Council. The Council now discloses separately a new class of asset, heritage assets in Note 19. These assets are classified as those principally held for their contribution to knowledge or culture. As the Code has amended the valuation requirements of heritage assets, the Council has been able to recognise such assets using insurance valuations, see Note 19 for further information.

7 Changes to Service Delivery and Other Developments

In November 2011 the Council entered into a 10 year partnership arrangement with Serco Group plc that is aimed at improving efficiency and effectiveness of a range of council services. These services include revenues and benefits service, payroll, collection of Council Tax, business transformation, procurement, strategic property and customer services.

From 1 March 2012 the Council has also taken back the direct management and commissioning of Adult Social Care following the end of the Partnership Agreement with NHS Peterborough. This change includes a range of services such as community social work teams undertaking care assessments, services for older people, occupational health and learning disability services.

In the summer of 2011 the Council's Cabinet agreed for the Council to establish an Energy Services Company (ESCo). The aim of this ESCo is to pursue the provision of low and zero-carbon energy schemes with the energy produced available to the Peterborough area for both domestic and business users. Whilst still in its infancy for 2011/12, this company, Blue Sky Peterborough Limited, will support Peterborough's status as Environment Capital and help the Council achieve the target reduction in carbon emissions.

8 Pensions

The main statements include entries to show the financial position of the Council's share of the Cambridgeshire Pension Fund. This information has been compiled by the Fund's

actuary in accordance with International Accounting Standard 19: Employee Benefits (IAS19).

Based on the information supplied by the actuary in compliance with IAS19, the calculated deficit on the Fund has increased during 2011/12, from £145.3m in 2010/11 to £187.3m. The change of £41.9m is largely a result of:

- falling bond yields
- poor asset returns

The projected pension expense for the next year has also fallen for the same reasons.

The future year's employers' contributions are factored in to Medium Term Financial Strategy (MTFS) and refreshed annually.

The Council's employer's contribution to the Fund was maintained at 17.6% in 2011/12 based on the advice from the independent Actuary. This percentage was reviewed as part of the triennial actuarial valuation during 2010. Future contributions will depend on demographic factors, investment returns, and changes in the legislation which governs the scheme. Further details can be found in Note 7, page 17.

9 Conclusion

The Statement of Accounts includes a great deal of information on the financial activities of the Council and provides a good insight into its workings.

The Council approved the revenue and capital budget requirement for 2011/12 in February 2011. At that time it was anticipated that saving plans that were in place would deliver an under spend for the year which would help offset future years grant reductions announced by the Coalition Government.

During the year however, the Council experienced increased demand for services in both adult and children's social care services.

As a result of the forecast overspend, the Council introduced a number of management actions throughout the year to address these financial challenges, including spend only on business critical activities, and the re-profiling of capital investments. The Council was also able to benefit from better waste recycling rates which reduced landfill costs, and experience a more favourable position of some traded service areas.

The Council has closely monitored and assessed the impact of these pressures, along with decisions made in respect of any actions taken to improve the year-end position, in setting its

budget for 2012/13. The costs which have been identified as continuing pressures have been considered as part of setting the MTFS.

The Council's approach remains founded on the basis of the Council being efficient, effective and accessible. The MTFS is based on the philosophy of:

"Minimising overheads, reducing bureaucracy and improving value for money to ensure that resources are available to improve front line service outcomes to the community whilst ensuring the impact on council tax levels is as low as possible".

I am extremely grateful to all the finance staff across the Council for the support and enthusiasm which they have brought to the many and challenging tasks they have faced.

I hope readers will find the following pages helpful and interesting in providing an insight into the finances of the Council.

John Harrison
Executive Director - Strategic Resources

Independent Auditor's Report to the Members of Peterborough City Council

Independent auditors' report to the Members of Peterborough City Council

We have audited the statement of accounts of Peterborough City Council for the year ended 31 March 2012 which comprises the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet as at the end of the period, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in its preparation is the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 supported by the CIPFA Service Reporting Code of Practice 2011/12.

Respective responsibilities of the Executive Director – Strategic Resources and auditors

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 9, the Executive Director – Strategic Resources is responsible for the preparation of the statement of accounts and for being satisfied that it gives a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and the CIPFA Service Reporting Code of Practice 2011/12. Our responsibility is to audit and express an opinion on the statement of accounts in accordance with Part II of the Audit Commission Act 1998, the Code of Audit Practice 2010 – Local Government Bodies issued by the Audit Commission and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

This report, including the opinions, has been prepared for and only for the Authority's members as a body in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and of Audited Bodies – Local Government, published by the Audit Commission in March 2010. We do not, in giving these opinions, accept or assume responsibility for any

other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

Scope of the audit of the statement of accounts

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

Opinion on statement of accounts

In our opinion the statement of accounts:

- gives a true and fair view, in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom and the CIPFA Service Reporting Code of Practice 2011/12, of the state of the Authority's affairs as at 31 March 2012 and of the Authority's income and expenditure and cash flows for the year then ended; and
- has been properly prepared in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and the CIPFA Service Reporting Code of Practice 2011/12.

Opinion on other matter

In our opinion, the information given in the explanatory foreword for the financial year for which the statement of accounts is prepared is consistent with the statement of accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the Annual Governance Statement on which the Code of Audit Practice issued by the Audit Commission requires us to report to you if, in our opinion, the Statement does not comply with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007.

Date: _____

Julian Rickett
 For and on behalf of PricewaterhouseCoopers LLP
 Appointed Auditors
 The Atrium, St Georges Street, Norwich, NR3 1AG

Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in the use of resources**Authority's responsibilities**

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditors' responsibilities

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of the review of the arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2011, as to whether the Authority has proper arrangements for:

- securing financial resilience; and
- challenging how it secures economy, efficiency and effectiveness.

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority has put in place proper arrangements for

securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2012.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2011, we are satisfied that, in all significant respects, Peterborough City Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2012.

Certificate

We certify that we have completed the audit of the accounts of Peterborough City Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission

Date:

Julian Rickett
For and on behalf of PricewaterhouseCoopers LLP
Appointed Auditors
The Atrium, St Georges Street, Norwich, NR3 1AG

Notes

- (a) The maintenance and integrity of the Peterborough City Council website is the responsibility of the council; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the statement of accounts since it was initially presented on the website.
- (b) Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of Responsibilities

The Council's Responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers (the Chief Financial Officer) has the responsibility for the administration of those affairs. In this Council, that officer is the Executive Director - Strategic Resources;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

Chairman's Certificate

I certify that the Statement of Accounts for the year ended 31 March 2012 was approved at the meeting of the Audit Committee on 24 September 2012.

Signed on behalf of Peterborough City Council:

Chairman of meeting
approving the accounts:

Date:

The Chief Financial Officer's Responsibilities

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA / LASAAC Code of Practice on Local Council 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.

Chief Financial Officer's Certificate

I certify that the accounts set out on pages 10 to 83 present a true and fair view of the financial position of the Council at 31 March 2012 and its income and expenditure for the year ended 31 March 2012.

Executive Director -
Strategic Resources:

Date:

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.

Councils 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.

2010/11			Comprehensive Income and Expenditure Statement				2011/12		
Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Notes	Gross Expenditure £000	Gross Income £000	Net Expenditure £000		
3,875	(1,661)	2,214	Central Services to the Public		2,509	(662)	1,847		
300	-	300	Court Services		444	-	444		
11,329	(1,467)	9,862	Cultural and Related Services		11,692	(743)	10,949		
240,819	(193,060)	47,759	Education & Children's Services	1, 6	220,741	(175,598)	45,143		
16,094	(4,726)	11,368	Environmental and Regulatory Services		15,661	(6,095)	9,566		
21,829	(7,347)	14,482	Highways & Transport Services		24,713	(6,981)	17,732		
85,684	(78,557)	7,127	Other Housing Services		92,501	(84,433)	8,068		
20,240	(7,175)	13,065	Planning Services		11,805	(3,569)	8,236		
51,491	(9,697)	41,794	Adult Social Care	2, 6	57,862	(10,985)	46,877		
-	(53,405)	(53,405)	Exceptional Income – Pension Liability Reduction	7	-	-	-		
4,097	(1,471)	2,626	Corporate & Democratic Core	3, 4	3,292	(1,191)	2,101		
-	(4,438)	(4,438)	Non Distributed Costs		-	(3,117)	(3,117)		
455,758	(363,004)	92,754	Cost of Services	16	441,220	(293,374)	147,846		
23,699	(13,760)	9,939	Other Operating Expenditure	9,10	16,841	(11,927)	4,914		
21,613	(466)	21,147	Financing & Investment Income & Expenditure	11	20,119	(262)	19,857		
-	(174,788)	(174,788)	Taxation & Non-Specific Grant Income	12, 13	-	(176,239)	(176,239)		
501,070	(552,018)	(50,948)	(Surplus) / Deficit on Provision of Services	16	478,180	(481,802)	(3,622)		
		(50,333)	Surplus on Revaluation of Non-Current Assets	17			(26,748)		
		(31,527)	Actuarial (Gains) / Losses on Pension Assets / Liabilities	7			42,243		
		(81,860)	Other Comprehensive Income & Expenditure				15,495		
		(132,808)	Total Comprehensive Income & Expenditure				11,873		

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (ie. 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 cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement, page 10.

These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net Increase or Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the council, for further, more detailed movements, see Note 17.

Movement in Reserves during 2010/11 and 2011/12	Notes	General Fund Balance	Schools' Balances	Earmarked General Fund Reserves	Capital Receipts Reserve	Capital Grants Unapplied Account	Total Usable Reserves	Unusable Reserves	Total Council Reserves
	17	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 1 April 2010		3,758	5,114	17,078	-	5,297	31,247	710	31,957
Deficit / (Surplus) on Provision of Services		50,059	889	-	-	-	50,948	-	50,948
Other Comprehensive Income & Expenditure		-	-	-	-	-	-	81,860	81,860
Total Comprehensive Income & Expenditure		50,059	889	-	-	-	50,948	81,860	132,808
Adjustments between accounting basis & funding basis under regulations		(47,110)	-	-	3,957	452	(42,701)	42,701	-
Net Increase / Decrease before Transfers to Earmarked Reserves		2,949	889	-	3,957	452	8,247	124,561	132,808
Transfers to / (from) Reserves		(707)	746	(40)	(3,957)	(785)	(4,743)	4,743	-
Increase / (Decrease) in 2010/11		2,242	1,635	(40)	-	(333)	3,504	129,304	132,808
Balance at 31 March 2011 Carried Forward		6,000	6,749	17,038	-	4,964	34,751	130,014	164,765
Balance at 1 April 2011		6,000	6,749	17,038	-	4,964	34,751	130,014	164,765
Deficit / (Surplus) on Provision of Services		3,522	100	-	-	-	3,622	-	3,622
Other Comprehensive Income & Expenditure		-	-	-	-	-	-	(15,495)	(15,495)
Total Comprehensive Income & Expenditure		3,522	100	-	-	-	3,622	(15,495)	(11,873)
Adjustments between accounting basis & funding basis under regulations		(3,580)	-	-	5,893	(2,173)	140	(140)	-
Net Increase before Transfers to Earmarked Reserves		(58)	100	-	5,893	(2,173)	3,762	(15,635)	(11,873)
Transfers to / (from) Reserves		58	-	(58)	(5,893)	(1,062)	(6,955)	6,955	-
Increase / (Decrease) in 2011/12		-	100	(58)	-	(3,235)	(3,193)	(8,680)	(11,873)
Balance at 31 March 2012 Carried Forward		6,000	6,849	16,980	-	1,729	31,558	121,334	152,892

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 reserve are usable reserves, ie 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 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 the 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, page 11, line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2011 £000	Balance Sheet	Notes	31 March 2012 £000
435,232	Property, Plant & Equipment	19	499,029
40,012	Investment Property	20	33,826
2,538	Intangible Assets	21	2,148
24,382	Surplus Assets	22	23,517
457	Long Term Investments	29	158
2,334	Long term Debtors	29, 31	2,353
504,955	Long Term Assets		561,031
449	Short Term Investments	29	438
484	Inventories	32	385
48,636	Short Term Debtors	33	47,431
15,634	Cash & Cash Equivalents	40	3,270
6,146	Assets Held for Sale	22	2,300
71,349	Current Assets		53,824
(20,883)	Short Term Borrowing	29	(29,213)
(57,520)	Short Term Creditors	34	(65,494)
(1,492)	Provisions	36	(2,242)
(79,895)	Current Liabilities		(96,949)
(145,349)	Long Term Creditors	7	(187,284)
(1,611)	Provisions	36	(1,478)
(115,387)	Long Term Borrowing	29	(115,387)
(43,688)	Other Long Term Liabilities	27, 28, 29, 31	(43,445)
(25,609)	Capital Grants Receipts in Advance	35	(17,420)
(331,644)	Long Term Liabilities		(365,014)
164,765	Net Assets		152,892
(34,751)	Usable Reserves	17	(31,558)
(130,014)	Unusable Reserves	17	(121,334)
(164,765)	Total Reserves		(152,892)

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 Council. 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.

2010/11 £000	Cash Flow Statement	Notes	2011/12 £000
(50,948)	Net (Surplus) / Deficit on the Provision of Services		(3,622)
16,594	Adjust net (Surplus) / Deficit on the Provision of Services for Non Cash Movements		(32,625)
(24,028)	Adjust for Items Included in the Net (Surplus) / Deficit on the Provision of Services that are Investing & Financing Activities		(20,787)
(58,382)	Net Cash Flows from Operating Activities		(57,034)
41,049	Investing Activities	38	69,301
11,750	Financing Activities	39	97
(5,583)	Net (Increase) / Decrease in Cash & Cash Equivalents		12,364
10,051	Cash & Cash Equivalents at the Beginning of the Reporting Period		15,634
5,583	Increase / (Decrease) in Cash and Cash Equivalents		(12,364)
15,634	Cash & Cash Equivalents at the end of the Reporting Period	40	3,270

Notes to the Accounts

1 Dedicated Schools Grant

The Council's expenditure on schools is funded primarily by grant monies provided by the Department for Education, the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget, as defined in the School Finance (England) Regulations 2011. The Schools Budget includes elements for a range of educational services provided on a Council-wide basis and for the Individual Schools Budget (ISB), which is divided into a budget share for each maintained school.

Details of the deployment of DSG receivable for 2011/12 and for the previous financial year, 2010/11 follows:

Schools Budget Funded by Dedicated Schools Grant	Central Expenditure £000	ISB £000	Total £000
Final DSG for the financial year			(124,491)
Adjustment for Academy Transfers			(6,139)
Brought forward from 2010/11			(497)
Carry forward to 2012/13			276
Agreed budgeted distribution in year	(15,752)	(115,099)	(130,851)
Actual central expenditure	15,092	-	15,092
Actual ISB deployed to schools	-	115,099	115,099
Local Authority contribution for 2011/12	-	-	-
Carry Forward to 2011/12	(660)	-	(660)
Total amount carried forward			(936)

Schools Budget Funded by Dedicated Schools Grant	Central Expenditure £000	ISB £000	Total £000
Final DSG for the financial year			(114,783)
Adjustment for Academy Transfers			(3,822)
Brought forward from 2009/10			(775)
Carry forward to 2011/12			157
Agreed budgeted distribution in	(17,782)	(101,441)	(119,223)
Actual central expenditure	17,636	-	17,636
Actual ISB deployed to schools	-	101,247	101,247
Local Authority contribution for 2010/11	-	-	-
Carry Forward to 2010/11	(146)	(194)	(340)
Total amount carried forward			(497)

2 Adult Social Care Pooled Fund

In April 2004 the Council entered into a section 75 Pooled Budget arrangement with NHS Peterborough for the provision of Adult Social Care (ASC).

For the 2011/12 financial year, changes to the Section 75 partnership agreement came in to effect. This change in agreement resulted in a change to the Council's accounting treatment for ASC transactions due to the requirements of merger accounting. As a result of this, rather than only accounting for the Council's contribution to the Pooled Partnership Fund, the Council is required to account for ASC transactions incurred by the Pooled Partnership as if the Council had incurred those transactions directly.

The Council has assessed the impact of this amendment to the accounting treatment for ASC and has concluded that as the

values involved are immaterial the required adjustments would not add any additional value to the reader of the accounts. Therefore merger accounting has not been applied in the Council's accounts.

On 1 March 2012 this agreement came to an end and the Council manages the provision of ASC services directly rather than through the Pooled Partnership. Therefore from this date all transactions relating to ASC have been included in the accounts.

Further information can be found in Note 45.

3 External Audit Costs

The Council has incurred the following cost in relation to the audit of the Statement of Accounts, certification of grant claims and to non-audit services provided by the Council's external auditors, PricewaterhouseCoopers LLP.

2010/11 £000	External Audit Costs	2011/12 £000
252	Fees payable with regard to external audit services carried out by the appointed auditor	239
45	Fees payable for the certification of grant claims & returns carried out by the appointed auditor	45
-	Fees payable in respect of other services provided by the appointed auditor	3
297	Total	287

4 Members Allowances

The following amounts were paid to members of the Council during the year.

2010/11 £000	Members Allowances	2011/12 £000
714	Allowances	708
1	Expenses	1
715	Total	709

5 Termination Benefits and Exit Packages

The Council terminated the contracts of a number of employees as part of the voluntary redundancy programme in 2011/12, incurring liabilities of £2.3m (£5.4m 2010/11). These costs include voluntary and compulsory redundancy costs, pension strain and other departure costs.

The costs include those paid and those provided for in the year, see Note 36 for details of the redundancy provision. The costs were charged to the Comprehensive Income and Expenditure Statement as shown in the table below:

2010/11 £000	Termination Benefits	2011/12 £000
128	Central Services to the Public	165
30	Cultural and Related Services	88
2,735	Education & Children's Services	1,146
124	Environmental and Regulatory Services	62
220	Highways & Transport Services	130
461	Other Housing Services	2
266	Planning Services	93
-	Adult Social Care	156
60	Corporate & Democratic Core	87
706	Trading Operations	14
652	Support Services (<i>recharged to the services</i>)	342
5,382	Total	2,285

The numbers of packages agreed and the value of those packages are analysed below, in bands of £20k up to £100k and bands of £50k thereafter.

Termination and Exit Packages 2011/12							
Compulsory number	Voluntary number	Total number	Bands	Compulsory £000	Voluntary £000	Total £000	Pension Strain inc. in total * £000
9	73	82	£0 - £19,999	135	439	574	34
-	38	38	£20,000 - £39,999	-	1,092	1,092	140
-	5	5	£40,000 - £59,999	-	253	253	45
-	3	3	£60,000 - £79,999	-	185	185	70
-	2	2	£80,000 - £99,999	-	181	181	77
9	121	130	Total	135	2,150	2,285	366

Termination and Exit Packages 2010/11							
Compulsory number	Voluntary number	Total number	Bands	Compulsory £000	Voluntary £000	Total £000	Pension Strain inc. in total * £000
2	93	95	£0 - £19,999	15	886	901	33
-	58	58	£20,000 - £39,999	-	1,674	1,674	240
-	23	23	£40,000 - £59,999	-	1,097	1,097	332
-	11	11	£60,000 - £79,999	-	826	826	222
-	5	5	£80,000 - £99,999	-	465	465	321
-	2	2	£100,000 - £149,999	-	224	224	127
-	1	1	£150,000 - £200,000	-	195	195	97
2	193	195	Total	15	5,367	5,382	1,372

* Pension Strain inc. in total is the amount paid to the Local Government Pension Scheme, see Note 7 for further information.

6 Pension Schemes Accounted for as Defined Contribution Schemes

Teachers Pension Scheme

Teachers employed by the Council are members of the Teachers' Pension Scheme, administered by the Department for Education. The Scheme provides teachers with specified benefits upon retirement, and the Council contributes towards the cost by making contributions based on a percentage of members' pensionable salaries through the DSG allocation (Note 1).

The Scheme is technically a defined benefit scheme. However, the Scheme is unfunded and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. The Council is not able to identify its share of underlying financial position and performance of the Scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2011/12 the Council paid £6.4m to Teachers' Pension in respect of teachers' retirement benefits, representing 14.1% of pensionable pay. The figures for 2010/11 were £7.0m and 14.1%. The contributions reduced between years as two secondary and a primary school have transferred to Academy status during 2011/12. There were no contributions remaining payable at the year-end.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis and detailed in Note 7.

NHS Pension Scheme

This scheme applies to some of the former employees of the Pooled Partnership with NHS Peterborough for the delivery of Adult Social Care services. Present employees are covered by the provisions of the NHS Pension Scheme. Details of the benefits payable under these provisions can be found on the NHS Pensions website at www.nhsbsa.nhs/pensions.

The scheme is an unfunded, defined benefit scheme that covers NHS employers, GP practices and other bodies, allowed under the direction of the Secretary of State, in England and Wales. The scheme is not designed to be run in a way that would enable participating bodies to identify their share of the underlying scheme assets and liabilities. Therefore, the scheme is accounted for as if it were a defined contribution scheme: the cost to the Council of participating in the scheme is taken as equal to the contributions payable to the scheme for the accounting period.

7 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 costs of post employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme (LGPS), administered by Cambridgeshire 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.

Transactions relating to post employment benefits

The cost of retirement benefits is reported in the cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge which is required to be made against Council Tax is based on the cash payable in the year, so the real cost of post employment / retirement benefits is reversed out of the General Fund 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:

2010/11 £000	Comprehensive Income and Expenditure Statement	2011/12 £000
	Cost of Services:	
12,586	Current service cost	10,512
(53,405)	Past service cost	(2,413)
(4,657)	Curtailment and Settlement	(506)
	Financing & Investment Income & Expenditure	
24,212	Interest cost (Note 11)	22,359
(18,057)	Expected return on scheme assets (Note 11)	(17,874)
(39,321)	Total post employment benefit charged to the Deficit / (Surplus) on the Provision of Services	12,078
	Other employment benefit charged to the Comprehensive Income and Expenditure Statement	
(31,527)	Actuarial losses / (gains)	42,243
(70,848)	Total post employment benefit charged to the Comprehensive Income and Expenditure Statement	54,321
	Movement in Reserves Statement	
70,848	Reversal of net charges made to the (Surplus) / Deficit on the Provision of Services for post employment benefits in accordance with the code	(54,321)
	Actual amount charged against the General Fund Balance for pensions in the year:	
14,562	Employer's contributions payable to scheme	12,386
85,410	Total Movement in Reserves Statement	(41,935)

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to 31 March 2012 is a loss of £190.3m and at 31 March 2011 was a loss of £148.1m which has built up from 1st April 2004.

Assets and liabilities in relation to post employment benefits

31 March 2011	Reconciliation of Present Value of Scheme Liabilities (defined benefit obligation)	31 March 2012
£000		£000
480,626	Opening Liability at 1 April	407,309
12,586	Current Service Cost	10,512
24,212	Interest Cost	22,359
4,512	Contributions by Scheme Participants	3,629
(28,175)	Actuarial Losses / (Gains)	25,111
456	Losses on Curtailments (excluding settlement amounts)	964
(22,946)	Liabilities Extinguished on Settlements	(4,569)
(53,405)	Past Service Costs	(2,413)
	- Liabilities Assumed on a Business Combination	12,290
(10,557)	Benefits Paid	(10,174)
<u>407,309</u>	Closing Liability at 31 March	<u>465,018</u>

31 March 2011	Reconciliation of the Fair Value of the Scheme Assets	31 March 2012
£000		£000
249,867	Opening Value at 1 April	261,960
18,057	Expected Rate of Return on Assets	17,874
3,352	Actuarial (Losses) / Gains	(17,132)
(17,833)	Assets Distributed on Settlements	(3,099)
14,562	Employer Contributions	12,386
4,512	Contributions by Scheme Participants	3,629
	- Assets Acquired in a Business Combination	12,290
(10,557)	Benefits Paid	(10,174)
<u>261,960</u>	Closing Fair Value of Scheme Assets at 31 March	<u>277,734</u>

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on

fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on scheme assets in the year was £0.8m (2010/11 £16.3m).

Scheme history

Local Government Pension Scheme	2007/08	2008/09	2009/10	2010/11	2011/12
	£000	£000	£000	£000	£000
Present Value of Liabilities	272,854	270,081	480,626	407,309	465,018
Fair Value of Assets in the Scheme	(210,145)	(178,074)	(249,867)	(261,960)	(277,734)
Deficit in scheme	62,709	92,007	230,759	145,349	187,284

The liabilities show the underlying commitments that the Council has in the long run to pay post employment (retirement) benefits. The total liability of £187.3m has a substantial impact on the net worth of the Council as recorded in the Balance Sheet, see Note 17, page 37. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy.

The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in the year to 31 March 2013 is £8.8m.

Basis for estimating assets and liabilities

The principal assumptions used by the actuary have been:

31 March 2011		31 March 2012
Long-term expected rate of return on assets in the scheme		
7.5%	Equity Investments	6.3%
4.9%	Bonds	3.3%
5.5%	Property	4.4%
4.6%	Cash	3.5%
Mortality Assumptions		
Longevity at 65 for Current Pensioners:		
21.0	Men	21.0 years
23.8	Women	23.8 years
Longevity at 65 for Future Pensioners:		
22.9	Men	22.9 years
25.7	Women	25.7 years
Financial Assumptions		
2.8%	Rate of inflation	2.5%
2.8%	Rate of increase in pensions	2.5%
5.1%	Rate of increase in salaries	4.8%
6.8%	Expected return on assets	5.6%
5.5%	Rate for discounting scheme liabilities	4.8%
25.0%	Take-up of option to convert annual pension into retirement lump sum-pre April 2008 service	25.0%
63.0%	Take-up of option to convert annual pension into retirement lump sum-post April 2008 service	63.0%

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 Local Government Pension Scheme liabilities have been assessed by Hymans Robertson, the independent actuaries to the Cambridgeshire County Council Pension Fund based on the latest full valuation

of the scheme as at the 31 March 2010. The results of this valuation were projected forward using approximate methods.

The Local Government Pension Scheme's assets consist of the following categories, by proportion of the total assets held:

31 March 2011		31 March 2012
%		%
73	Equity investments	72
15	Bonds	14
8	Property	9
4	Cash	5
100	Total	100

History of Experienced Gains and Losses

The actuarial gains identified as movements on the Pensions Reserve in 2011/12 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31 March 2012:

	2007/08	2008/09	2009/10	2010/11	2011/12
	%	%	%	%	%
Differences between expected and actual return on assets	(26.75)	(32.33)	19.29	1.28	(6.17)
Experience Gains and Losses on Liabilities *	12.98	0.16	(0.36)	(5.86)	(1.25)

* represents where events have not coincided with the actuarial assumptions made for the last valuation – the closer to zero the more accurate the assumptions

8 Officers' Remuneration

The number of employees whose remuneration, including lump sum retirement payments but not any associated pension strain, was £50,000 or more in bands of £5,000 is shown in the table.

2010/11 Number of Employees	Remuneration Band	2011/12 Number of Employees
89	£50,000 - £54,999	73
47	£55,000 - £59,999	43
42	£60,000 - £64,999	28
23	£65,000 - £69,999	19
13	£70,000 - £74,999	16
8	£75,000 - £79,999	11
11	£80,000 - £84,999	10
4	£85,000 - £89,999	7
8	£90,000 - £94,999	2
1	£95,000 - £99,999	4
1	£100,000 - £104,999	2
1	£105,000 - £109,999	1
3	£110,000 - £114,999	1
-	£115,000 - £119,000	-
1	£120,000 - £124,999	1
-	£125,000 - £129,999	-
-	£130,000 - £134,999	-
1	£135,000 - £139,999	-
-	£140,000 - £144,999	-
-	£145,000 - £149,999	-
1	£155,000 - £159,999	-
-	£170,000 - £174,999	-
1	£175,000 - £179,999	1

The disclosure is based on gross pay rather than taxable pay i.e. before employee contributions to pension funds.

The bands include those employees who have received remuneration and lump sum payments during the year. This makes comparison between years difficult, but data showing the termination and exit packages is detailed in Note 5. The employees within the Adult Social Care service that transferred to the Council on 1 March 2012 have been included at their salary for the whole year, and thus affect the comparison between years.

Interim Directors

During the year the Council entered into contracts with two companies to supply two interim Executive Directors. The associated costs are detailed below. These reflect sums paid to those companies, including fees, and do not necessarily reflect amounts received by the individuals themselves.

- Interim Executive Director Children's Services was appointed on 28th November 2011, the cost of their service in 2011/12 was £86,765.
- Interim Executive Director Adult Social Services was appointed on 5th December 2011, the cost of their service in 2011/12 was £54,377.

Senior Employees Remuneration

The following table shows the remuneration paid to the Council's senior employees.

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

Post Holder	Year	Salary*	Bonuses	Expenses allowance	Compensation for loss of Office	Benefits in kind ⁺	Election duties	Total Remuneration (exc. Pension contributions)	Pension Contributions (employers) [#]	Total Remuneration (inc. Pension contributions)
Chief Executive G Beasley	2011/12	169,265	-	-	-	-	6,000	175,265	29,951	205,216
	2010/11	170,175	-	-	-	-	5,000	175,175	29,951	205,126
Executive Director - Strategic Resources	2011/12	120,282	-	-	-	16	3,025	123,323	21,330	144,653
	2010/11	121,192	-	-	-	109	2,308	123,609	21,330	144,939
Executive Director - Operations	2011/12	107,706	-	-	-	24	525	108,255	19,116	127,371
	2010/11	108,679	-	-	-	596	865	110,140	19,116	129,256
Executive Director - Children Services to 2 September 2011	2011/12	62,641	-	-	34,577	-	-	97,218	10,278	107,496
	2010/11	138,308	-	-	-	-	-	138,308	24,342	162,650
Director - Commercial Services to 4 March 2011 [^]	2011/12	-	-	-	-	-	-	-	-	-
	2010/11	83,851	-	1,136	-	1,405	383	86,775	14,756	101,531
Director of Adult - Social Services to 1 January 2012	2011/12	101,312	-	-	-	73	175	101,560	18,021	119,581
	2010/11	110,235	-	-	-	418	-	110,653	19,401	130,054
Solicitor to the Council	2011/12	90,323	-	-	-	-	2,750	93,073	15,897	108,970
	2010/11	90,323	-	-	-	171	2,250	92,744	15,897	108,641

* The small decrease in some officer salaries reflects car parking charges made from 1st April 2011 which are deducted directly from earnings via a salary sacrifice scheme

* Salary includes fees and allowances plus basic arrears

⁺ Travel related benefits

[#] The Pension Contributions column reflects the employer's contribution only. Each employee makes their own contributions directly to the Pension Fund

[^] The post Director Commercial Services no longer exists.

9 Trading Operations

The Council has established a number of trading units where the service manager is required to operate in a commercial environment and balance their budget by generating income from other parts of the Council or other organisations.

Trading Operations 2011/12	Expenditure	Income	Deficit /
	£000	£000	(Surplus)
Industrial Properties	1,528	(1,646)	(118)
Commercial Properties	647	(1,960)	(1,313)
Market Properties	405	(530)	(125)
Total for Properties	2,580	(4,136)	(1,556)
Other Traded Services	2,161	(1,893)	268
Sub Total	4,741	(6,029)	(1,288)
Capital Charges Adjustment	186	-	186
Total for Trading Units	4,927	(6,029)	(1,102)

Trading Operations are incorporated into the Comprehensive Income and Expenditure Statement. The majority relate to the Council's property portfolio, but Westcombe Engineering, a company set up to create employment opportunities for people with disabilities is included within the Other Traded Services.

Trading Operations 2010/11	Expenditure	Income	Deficit /
	£000	£000	(Surplus)
			£000
Industrial Properties	1,094	(1,577)	(483)
Commercial Properties	584	(2,213)	(1,629)
Market Properties	422	(584)	(162)
Total for Properties	2,100	(4,374)	(2,274)
Building Cleaning	880	(894)	(14)
Building Maintenance	2,603	(2,514)	89
Catering	1,315	(1,314)	1
Grounds Maintenance	3,157	(3,170)	(13)
Refuse Collection	3,825	(3,710)	115
Street Cleaning	2,454	(2,842)	(388)
Vehicle Maintenance	948	(944)	4
Other	7,057	(3,432)	3,625
Inter Departmental Adjustment	(18,119)	18,119	-
Total for City Services	4,120	(701)	3,419
Other Traded Services	1,944	(1,588)	356
Sub Total	8,164	(6,663)	1,501
Capital Charges Adjustment	7,398	-	7,398
Total for Trading Units	15,562	(6,663)	8,899

The City Services Trading operations were transferred to Enterprise Peterborough as part of the long-term strategic partnership on 4 March 2011.

10 Comprehensive Income and Expenditure Statement – Other Operating Expenditure

2010/11 £000		2011/12 £000
	Other Operating Expenditure	
364	Parish Council Precepts	397
553	Drainage & Flood Levies	564
8,899	(Gains) / Losses on Trading Operations - (Note 9)	(1,102)
10	Payments to the Government Housing Capital Receipts Pool (Note 17)	6
827	Losses on Disposal of Non Current Assets	5,526
-	Movement on Revaluation of Assets Held for Sale	858
(714)	Gains on Right To Buy Receipts (Note 17)	(1,335)
<u>9,939</u>	Total	<u>4,914</u>

11 Comprehensive Income and Expenditure Statement – Financing and Investment Income and Expenditure

2010/11 £000		2011/12 £000
	Financing & Investment Income & Expenditure	
10,287	Interest Payable & Similar Charges (Note 29)	10,271
6,155	Pension Interest Cost & Expected Return on Pension Assets (Note 7)	4,485
(466)	Interest Receivable & Similar Income (Note 29)	(262)
5,171	(Gains)/Losses in Fair Value of Investment Properties (Note 20)	5,363
<u>21,147</u>	Total	<u>19,857</u>

12 Comprehensive Income and Expenditure Statement – Taxation and Non Specific Grant Incomes

2010/11 £000		2011/12 £000
	Taxation & Non-Specific Grant Income	
(60,986)	Council Tax Income	(61,836)
(67,249)	Distribution of national non-domestic rates (NNDR)	(60,102)
(23,761)	Non-Specific Government Grants (Note 13)	(22,128)
(22,792)	Capital Grants & Contributions (Note 26)	(32,173)
<u>(174,788)</u>	Total Income	<u>(176,239)</u>

13 Grant Income

The Council receives a number of grants that contribute to the Taxation and Non-Specific Grant Income line in the Comprehensive Income and Expenditure Statement, Note 12.

2010/11 £000		2011/12 £000
	Taxation & Non Specific Grant Income	
(9,765)	Revenue Support Grant	(18,578)
(13,996)	Area Based Grant	-
	Council Tax Freeze Grant	(1,533)
	- New Homes Bonus	(1,300)
	- Local Services Support Grant	(717)
<u>(23,761)</u>	Total General Government Grants	<u>(22,128)</u>
(67,249)	Distribution of national non-domestic rates (NNDR)	(60,102)
<u>(91,010)</u>	Total non-specific Income from Government	<u>(82,230)</u>

14 Related Parties

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 the 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.

The UK 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 16 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2012 are shown in Note 33.

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2011/12 is shown in Note 4. Members have been consulted over potential related parties and there are no material transactions which require disclosure. The Register of Members' Interest is open to public inspection at the Town Hall during office hours and the details of Members Interests are disclosed in the Democracy area by Member on the Council's website.

Members and officers are appointed as representatives to various local and national bodies where related party transactions could arise, but these have not been identified

separately. The List of Outside Bodies is available for public inspection at the Town Hall during office hours and is also in the Democracy area of the Council's website.

As part of its normal business operations the Council has relationships with other local authorities, these include the provision of legal services and trading standards to Rutland County Council, a shared Internal Audit service with Cambridge City Council, the joint school broadband regional consortia E2BN with other East of England Authorities and other services with Cambridgeshire County Council including a joint area based broadband project. These initiatives are designed to produce cost savings for the Council, but are not individually of a material nature.

The Council is sole trustee for the charity Peterborough Museum and Art Gallery. The charity is responsible for the provision and maintenance of a Museum and Art Gallery for the City of Peterborough and neighbourhood: for the preservation and exhibition of specimens of natural history, geology, archaeology, social history and the fine arts and as a centre for promoting artistic and general knowledge, and providing access to collections for the purpose of knowledge, education, research and learning. From 1 May 2010 the delivery and operation of cultural services, including Peterborough Museum and Art Gallery, were transferred to Vivacity. However the Council remains sole Trustee for the Peterborough Museum and Art Gallery charity.

Where the Council has substantial interest in companies and relevant transactions and balances these are detailed in Note 15.

There are no further material related party transactions which are not reported elsewhere in the accounts.

15 Interest in Companies

Opportunity Peterborough

The registered name of the company is Opportunity Peterborough Limited (previously Peterborough Urban Regeneration Company Limited), known as Opportunity Peterborough, and the company is a wholly owned subsidiary of Peterborough City Council. Before 31 March 2011 it had three guarantors, Homes and Community Agency (HCA), The East of England Development Agency (EEDA) and Peterborough City Council. On 31 March 2011 HCA and EEDA ceased to be members of the company.

The Company exists to “assist, promote, encourage, develop and secure the regeneration in the social, physical, economic environment of the area of Peterborough”. The Council makes a funding contribution to the company and the cost of this, £377,792 in 2011/12 (£250,000 in 2010/11), along with the funding for seconded staff and specific projects, £34,238 in 2011/12 are included within the Council’s Cost of Services.

The net assets of the Company at 31 March 2012 are £197,440 (31 March 2011 £219,201), and the Company made a net deficit of £21,761 in 2011/12 (2010/11 deficit of £251,203). The accounts can be obtained from Opportunity Peterborough, Stuart House, Ground Floor, Zone 5, St John’s Street, Peterborough PE1 5DD.

Blue Sky Peterborough Limited

The registered name of the company is Blue Sky Peterborough Limited, and the company is a wholly owned subsidiary of Peterborough City Council. The company was incorporated on 21 September 2011, and exists to “deliver renewable energy solutions and energy efficiency for Peterborough City Council”.

The company is limited by shares, and the share capital of the company is £1.

16 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 Cabinet on the basis of budget reports analysed across Cabinet portfolios. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, impairment losses and amortisations are charged to services in the Comprehensive Income and Expenditure Statement)
- the cost of retirement benefits is based on cash flows (payments of employer’s pensions contributions) rather than current service cost of benefits accrued in the year
- expenditure on some support services is budgeted for centrally and not charged to portfolios

The income and expenditure of the Council’s principal portfolios recorded in the budget reports for the year is as follows:

Portfolio Income & Expenditure for 2011/12	Chief Executives £000	Children's Services £000	Operations £000	Strategic Resources £000	Adult Social Care £000	2011/12 Total £000
Fees, charges & other service income	(1,889)	(24,051)	(12,939)	(26,421)	(5,119)	(70,419)
Government Grants	(421)	(158,455)	(5,219)	(84,284)	(3,033)	(251,412)
Total Income	(2,310)	(182,506)	(18,158)	(110,705)	(8,152)	(321,831)
Employee expenses	5,597	121,790	11,459	9,878	11,605	160,329
Other service expenses	4,226	90,002	26,960	148,032	42,993	312,213
Total Expenditure	9,823	211,792	38,419	157,910	54,598	472,542
Net Expenditure	7,513	29,286	20,261	47,205	46,446	150,711
Reconciliation of Portfolio Income & Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement						
						Net Expenditure in the Portfolio Analysis 150,711
						Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis 15,046
						Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement (17,911)
						Cost of Services in Comprehensive Income and Expenditure Statement 147,846

<i>Portfolio Income & Expenditure for 2010/11</i>	<i>Chief Executives £000</i>	<i>Children's Services £000</i>	<i>City Services £000</i>	<i>Operations £000</i>	<i>Strategic Resources £000</i>	<i>Adult Social Care £000</i>	<i>2010/11 Total £000</i>
<i>Fees, charges & other service income</i>	<i>(2,100)</i>	<i>(6,034)</i>	<i>(25,669)</i>	<i>(10,420)</i>	<i>(18,107)</i>	<i>(4,651)</i>	<i>(66,981)</i>
<i>Government Grants</i>	<i>(989)</i>	<i>(150,995)</i>	<i>(47)</i>	<i>(8,644)</i>	<i>(75,973)</i>	<i>(2,284)</i>	<i>(238,932)</i>
<i>Total Income</i>	<i>(3,089)</i>	<i>(157,029)</i>	<i>(25,716)</i>	<i>(19,064)</i>	<i>(94,080)</i>	<i>(6,935)</i>	<i>(305,913)</i>
<i>Employee expenses</i>	<i>5,063</i>	<i>141,120</i>	<i>11,949</i>	<i>13,615</i>	<i>11,297</i>	<i>716</i>	<i>183,760</i>
<i>Other service expenses</i>	<i>6,810</i>	<i>54,782</i>	<i>27,367</i>	<i>32,754</i>	<i>115,116</i>	<i>46,801</i>	<i>283,630</i>
<i>Total Expenditure</i>	<i>11,873</i>	<i>195,902</i>	<i>39,316</i>	<i>46,369</i>	<i>126,413</i>	<i>47,517</i>	<i>467,390</i>
<i>Net Expenditure</i>	<i>8,784</i>	<i>38,873</i>	<i>13,600</i>	<i>27,305</i>	<i>32,333</i>	<i>40,582</i>	<i>161,477</i>
<i>Reconciliation of Portfolio Income & Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement</i>							
							<i>Net Expenditure in the Portfolio Analysis 161,477</i>
							<i>Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis (14,603)</i>
							<i>Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement (54,120)</i>
							<i>Cost of Services in Comprehensive Income and Expenditure Statement 92,754</i>

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of portfolio income and expenditure relate to a subjective analysis of the

'(Surplus) / Deficit on the Provision of Services' line included in the Comprehensive Income and Expenditure Statement.

Reconciliation to Subjective Analysis 2011/12	Portfolio Analysis	Amounts not Reported to Mgmt ¹	Amounts not included in CIES ²	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000
Fees, Charges & Other Service Income	(70,197)	5,933	7,009	11,743	(45,512)	(11,927)	(57,439)
Interest & Investment Income	(222)	-	222	-	-	(262)	(262)
Income from Council Tax	-	-	-	-	-	(61,836)	(61,836)
Government Grants & Contributions	(251,412)	-	3,550	-	(247,862)	(114,403)	(362,265)
Total Income	(321,831)	5,933	10,781	11,743	(293,374)	(188,428)	(481,802)
Employee Expenses	160,329	(5,014)	(942)	-	154,373	5,427	159,800
Other Service Expenses	306,118	(13,600)	(21,655)	-	270,863	3,982	274,845
Support Services Recharges	-	5	-	(11,743)	(11,738)	-	(11,738)
Depreciation, Amortisation & Impairment	-	27,722	-	-	27,722	5,363	33,085
Interest Payments	6,095	-	(6,095)	-	-	10,271	10,271
Precepts & Levies	-	-	-	-	-	961	961
Payments to Housing Capital Receipts Pool	-	-	-	-	-	6	6
Movement on Revaluation of Assets Held for Sale	-	-	-	-	-	858	858
Loss on Disposal of Non-Current Assets	-	-	-	-	-	10,092	10,092
Total Expenditure	472,542	9,113	(28,692)	(11,743)	441,220	36,960	478,180
Deficit / (Surplus) on the Provision of Services	150,711	15,046	(17,911)	-	147,846	(151,468)	(3,622)

¹ Amounts not reported to Management are accounting entries over which the Management have no control ie IAS19 pension adjustment and the accumulated compensated absences adjustment

² Amounts not included in the Comprehensive Income and Expenditure Statement (CIES) are the Trading Units which are shown in Other Operating Expenditure rather than in the Cost of Services in the Comprehensive Income and Expenditure Statement.

<i>Reconciliation to Subjective Analysis 2010/11 – Comparative Figures Table</i>	<i>Portfolio Analysis</i>	<i>Amounts not Reported to Mgmt</i>	<i>Amounts not included in CIES</i>	<i>Allocation of Recharges</i>	<i>Cost of Services</i>	<i>Corporate Amounts</i>	<i>Total</i>
	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>
<i>Fees, Charges & Other Service Income</i>	(66,981)	4,695	29,344	(91,177)	(124,119)	(13,713)	(137,832)
<i>Interest & Investment Income</i>	-	-	-	-	-	(466)	(466)
<i>Income from Council Tax</i>	-	-	-	-	-	(60,986)	(60,986)
<i>Government Grants & Contributions</i>	(238,932)	-	47	-	(238,885)	(113,849)	(352,734)
<i>Total Income</i>	(305,913)	4,695	29,391	(91,177)	(363,004)	(189,014)	(552,018)
<i>Employee Expenses</i>	183,760	(58,870)	(12,401)	-	112,489	18,556	131,045
<i>Other Service Expenses</i>	283,630	(13,379)	(71,110)	-	199,141	10,258	209,399
<i>Support Services Recharges</i>	-	-	-	91,177	91,177	-	91,177
<i>Depreciation, Amortisation & Impairment</i>	-	52,951	-	-	52,951	5,171	58,122
<i>Interest Payments</i>	-	-	-	-	-	10,287	10,287
<i>Precepts & Levies</i>	-	-	-	-	-	917	917
<i>Payments to Housing Capital Receipts Pool</i>	-	-	-	-	-	10	10
<i>Loss on Disposal of Non-Current Assets</i>	-	-	-	-	-	113	113
<i>Total Expenditure</i>	467,390	(19,298)	(83,511)	91,177	455,758	45,312	501,070
<i>Deficit / (Surplus) on the Provision of Services</i>	161,477	(14,603)	(54,120)	-	92,754	(143,702)	(50,948)

17 Movement in Reserves Statement – Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement 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.

Usable Reserves are those reserves that can be applied to fund expenditure or reduce local taxation and Unusable Reserves are those reserves that absorb the timing differences arising from different accounting arrangements.

- **Summary of Usable and Unusable Reserves**

Summary of Usable Reserves	31 March 2011 £000	Movement £000	31 March 2012 £000
Usable Reserves			
General Fund Balance	(6,000)	-	(6,000)
School Balances	(6,749)	(100)	(6,849)
Specific Earmarked Reserves (Note 18)	(17,038)	58	(16,980)
Capital Receipts Reserve	-	-	-
Capital Grants Unapplied Account	(4,964)	3,235	(1,729)
Total Usable Reserves	(34,751)	3,193	(31,558)

Summary of Unusable Reserves	31 March 2011 £000	Movement £000	31 March 2012 £000
Unusable Reserves			
Revaluation Reserve	(101,778)	(21,463)	(123,241)
Capital Adjustment Account	(176,000)	(12,468)	(188,468)
Deferred Capital Receipts	(2,971)	1,014	(1,957)
Financial Instruments Adjustment Account	504	(7)	497
Pension Fund Reserve	145,349	41,935	187,284
Collection Fund Adjustment Account	363	(110)	253
Accumulating Compensated Absences Adjustment Account	4,519	(221)	4,298
Total Unusable Reserves	(130,014)	8,680	(121,334)
Total Usable & Unusable Reserves	(164,765)	11,873	(152,892)

- **Capital Receipts Reserve**

Capital Receipts can only be used to finance new capital expenditure or to repay debt.

2010/11	Capital Receipts Reserve:	General Fund Balance	Capital Adjustment Account	Deferred Capital Receipts Account	Capital Receipts Reserve 2011/12
		£000	£000	£000	£000
£000	- Balance Brought Forward				-
(3,253)	Transfer of Sale Proceeds Credited as part of the (Gains) / Losses on Disposals to the Comprehensive Income & Expenditure Statement	4,494			(4,494)
(714)	Transfer of Right to Buy Proceeds Credited to Comprehensive Income & Expenditure Statement	1,335			(1,335)
(16)	Transfer of Other Receipts	70	143	5	(218)
3,973	Use of the Capital Receipts Reserve to Finance New Capital Expenditure		(7,050)		7,050
	- Transfer from Deferred Capital receipts Reserve upon Receipt of Cash			1,009	(1,009)
10	Contribution from the Capital Receipts Reserve to Finance the Payments to the Government Capital Receipts Pool	(6)			6
	- Balance Carried Forward				-
	Impact of movement in this Reserve on the General Fund Balance & other Accounts	5,893	(6,907)	1,014	

- **Capital Grants Unapplied Account**

The balance on the Capital Grants Unapplied Account represents grants and contributions that have been credited to the Comprehensive Income and Expenditure Statement,

but where the resources have yet to be used to finance Capital Expenditure. Amounts are transferred to the Capital Adjustment Account once the resources have been utilised.

2010/11 Capital Grants Unapplied Account (Note 26):		General Fund Balance	Capital Adjustment Account	Capital Grants Unapplied Account 2011/12
<i>£000</i>		£000	£000	£000
(5,297)	Balance Brought Forward			(4,964)
(452)	Transfer of Unapplied Capital Grant & Contributions via the Comprehensive Income and Expenditure Statement	340		(340)
-	Adjustments made to Classification of Grant Received 2010/11	(2,513)		2,513
785	Application of Grants to Capital Financing		(1,062)	1,062
(4,964)	Balance Carried Forward			(1,729)
	Impact of movement in this Account on the General Fund Balance & other Account	(2,173)	(1,062)	

75

- **Revaluation Reserve**

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment. 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 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.

After a review of its reserves the Council has incorporated the Donated Assets Reserve into the Revaluation Reserve. The 2010/11 balances also reflect this adjustment. This does not have an impact on the total balance of unusable reserves.

2010/11	Revaluation Reserve:	General Fund Balance £000	Capital Adjustment Account £000	Revaluation Reserve 2011/12 £000
	<i>£000</i>			
(59,436)	Balance Brought Forward			(101,778)
(60,854)	Upward revaluation of assets	43,592		(43,592)
12,071	Downward revaluation of assets and impairment losses not charged to the Surplus / Deficit on the Provision of Services	(16,844)		16,844
1,605	Difference between fair value depreciation and historical cost depreciation		(2,214)	2,214
4,836	Release of revaluation gains on disposals		(3,071)	3,071
(101,778)	Balance Carried Forward			(123,241)
	Impact of movement in this Reserve on the General Fund Balance & other Account	<u>26,748</u>	<u>(5,285)</u>	

- **Capital Adjustment Account**

The Capital Adjustment Account (CAA) absorbs the timing differences arising from the different arrangements for accounting for the consumption of non current assets and for financing those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and

amortisations are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties.

2010/11	Capital Adjustment Account	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Account	Revaluation Reserve	Capital Adjustment Account 2011/12
		£000	£000	£000	£000	£000
	£000					
(176,070)	Balance Brought Forward					(176,000)
25,458	Charges for Depreciation & Impairment of Non Current Assets	(22,203)				22,203
21,077	Revaluation Gains / (Losses) on Property, Plant & Equipment	4,976				(4,976)
(16,560)	Increases in the Market Value of Investments	(5,363)				5,363
1,094	Amortisation of Intangible Assets	(649)				649
(31,671)	Capital Grants & Contributions that have been applied to Capital Financing	40,292				(40,292)
14,651	Revenue Expenditure Funded from Capital under Statute	(16,607)				16,607
7,015	Amounts of Non Current Assets written off on disposal or sale as part of the (Gains) / Losses on Disposal in the Comprehensive Income and Expenditure Statement	(10,092)				10,092
502	Capitalisation Direction	(470)				470
(8,753)	Statutory Provision for the Repayment of Debt (MRP)	9,330				(9,330)
(785)	Application of Grants to Capital Financing from the Capital Grants Unapplied Account			1,062		(1,062)
(3,155)	Depreciation & Impairment write down to Revaluation Reserve				2,214	(2,214)
(4,836)	Transfer of revaluation reserve on disposal				3,071	(3,071)
(3,973)	Capital Receipts transferred from Useable Capital receipts		7,050			(7,050)
6	Repayment of loan		(143)			143
(176,000)	Balance Carried Forward					(188,468)
	Impact of movement in this Account on the General Fund Balance & other Accounts & Reserves	(786)	6,907	1,062	5,285	

- **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 settlements eventually takes place, amounts are transferred to the Capital Receipts Reserve.

		General Fund Balance	Capital Receipts Reserve	Deferred Capital Receipts Reserve 2011/12
		£000	£000	£000
2010/11	Deferred Capital Receipts Reserve:			
	£000			
(49)	Balance Brought Forward			(2,971)
(2,932)	Transfer of Deferred Sale Proceeds Credited as part of the (Gains) / Losses on Disposals to the Comprehensive Income and Expenditure Statement			-
10	Transfer to the Capital Receipts Reserve upon receipt of cash		(1,014)	1,014
<u>(2,971)</u>	Balance Carried Forward			(1,957)
	Impact of movement in this Reserve on the General Fund Balance & other Reserve	-	(1,014)	

- **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 benefitting from gains per statutory provisions.

<i>2010/11</i> Financial Instruments Adjustment Account:		General Fund Balance	Financial Instruments Adjustment Account 2011/12
<i>£000</i>		£000	£000
<i>1,380</i>	Balance Brought Forward		504
Amount by which Finance Costs charged to the Comprehensive Income and Expenditure Statement are different from the Finance Costs chargeable in the Year in Accordance with Statutory Requirements in relation to:			
<i>(7)</i>	Interest Paid on Short Term Loans	7	(7)
<i>(869)</i>	Icelandic Banks	-	-
<u><i>504</i></u>	Balance Carried Forward		497
	Impact of movement in this Account on the General Fund Balance	<u>7</u>	

- **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 costs. However, statutory arrangements require benefits

earned to be financed as the Council makes employers' contributions to pension funds or eventually pay any pension for which it is directly responsible. The debit balance on the Pension Reserve therefore shows a 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. For further information see Note 7.

2010/11 Pension Reserve:		General Fund Balance	Pension Reserve 2011/12
£000		£000	£000
230,759	Balance Brought Forward		145,349
(31,527)	Actuarial gains or losses on pensions assets and liabilities	(42,243)	42,243
(39,321)	Reversal of Items Relating to Post Employment Benefits Debited or Credited to the (Surplus) / Deficit on the Provision of Services line in the Comprehensive Income and Expenditure Statement (Note 7)	(12,078)	12,078
(14,562)	Employer's Pensions Contributions & Direct Payments to Pensioners Payable in Year	12,386	(12,386)
145,349	Balance Carried Forward		187,284
	Impact of movement in this Reserve on the General Fund Balance	(41,935)	

- **Collection Fund Adjustment Account**

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared

with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund. For further details on the Collection Fund, see page 65

2010/11 Collection Fund Adjustment Account:		General Fund Balance	Collection Fund Adjustment Account 2011/12
<i>£000</i>		£000	£000
(645)	Balance Brought Forward		363
1,008	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	110	(110)
363	Balance Carried Forward		253
	Impact of movement in this Account on the General Fund Balance	110	

- **Accumulating Compensated Absences Adjustment 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, eg 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.

2010/11 Accumulating Compensated Absences Adjustment Account (Note 36):		General Fund Balance	Accumulating Absences Account 2011/12
<i>£000</i>		£000	£000
3,351	Balance Brought Forward		4,519
1,168	Amount by which Officer remunerations charged to the Comprehensive Income and Expenditure Statement on an Accruals Basis is Different from the Remuneration chargeable in the Year in Accordance with Statutory Requirements	221	(221)
4,519	Balance Carried Forward		4,298
	Impact of movement in this Account on the General Fund Balance	221	

18 Movement in Reserves Statement – Transfers to / (from) Earmarked Reserves

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

General Fund Earmarked Reserves	31 March 2011	Transfers Out	Transfers In	Movement between Reserves	31 March 2012	Purpose of the Earmarked Reserve
	£000	£000	£000	£000	£000	
Departmental Reserves	3,300	(2,056)	2,919	(131)	4,032	These have been identified by the Cabinet or the Corporate Management Team and are incorporated within the Medium Term Financial Strategy for Departmental use.
Commercial Property Portfolio	3,341	(1,021)	-	(2,320)	-	To meet the future costs associated with the Council's property portfolio to mitigate the effects of the recession, and impact of void and vacant properties.
Insurance	3,007	-	518	(545)	2,980	To provide for future claims (self insurance). A number of risks, contingencies and financial losses are held covered by the Council's Insurance Reserve. In general terms the Council self-insures against the risks of theft, subsidence and accidental damage to property. Additionally, the excess on external insurance arrangements, which range from £2,500 to £25,000 per loss, are also met by the Reserve.
Schools Capital	584	(151)	1,399	-	1,832	School revenue reserves put aside for funding future school capital schemes.
Grant Certification	250	(12)	-	(238)	-	Possible repayment of grant allocations which are subject to audit certification.
Available for Capacity Building	6,144	(6,684)	5,084	3,229	7,773	The balance of the sums set aside which can be utilised to fund one-off type expenditure which will improve the longer term financial position of the council.
Salix Carbon Reduction	375	(75)	11	(125)	186	To fund specific carbon reduction projects
Other	37	(32)	42	130	177	These include the Local Authority Mortgage Scheme, Building Control, Hackney Carriage Accounts and Parish Burial Reserves.
Total Reserves	17,038	(10,031)	9,973	-	16,980	

19 Property, Plant and Equipment

Property, Plant & Equipment (PPE) – 2011/12	Other Land & Buildings	Vehicles, Plant & Equipment	Infra-structure Assets	Community Assets	Heritage Assets	Assets under Construction	Total PPE
Cost or Valuation	£000	£000	£000	£000	£000	£000	£000
At 31 March 2011 Gross Book Value	295,224	46,819	164,388	5,576	-	10,761	522,768
Asset Reclassified	(356)	-	-	356	-	-	0
At 1 April 2011 Gross Book Value	294,868	46,819	164,388	5,932	-	10,761	522,768
Additions	15,152	2,804	9,060	14	-	31,665	58,695
Revaluation increase / (decrease) recognised in the Revaluation Reserve	20,666	-	-	(250)	559	-	20,975
Revaluation increase / (decrease) recognised in the (Surplus) / Deficit on Provision of Services	5,495	-	-	(243)	-	-	5,252
Derecognition - Disposals	(2,785)	(4,381)	-	(153)	-	-	(7,319)
Assets reclassified (to) / from Held for Sale	(1,722)	-	-	403	-	-	(1,319)
Assets Under Construction Completed In Year	4,264	-	168	105	-	(4,857)	(320)
At 31 March 2012	335,938	45,242	173,616	5,808	559	37,569	598,732
Accumulated Depreciation							
At 31 March 2011	(12,192)	(27,273)	(48,041)	(30)	-	-	(87,536)
Asset Reclassified	-	-	-	-	-	-	-
At 1 April 2011	(12,192)	(27,273)	(48,041)	(30)	-	-	(87,536)
Depreciation Charge	(7,738)	(6,765)	(7,865)	(6)	-	-	(22,374)
Depreciation written out to the Revaluation Reserve	7,876	-	-	10	-	-	7,886
Depreciation written out to the (Surplus) / Deficit on Provision of Services	1,595	-	-	17	-	-	1,612
Impairment losses / (reversals) recognised in the Revaluation Reserve	(1,776)	-	-	-	-	-	(1,776)
Impairment losses / (reversals) recognised in the (Surplus) / Deficit on Provision of Services	(1,678)	(23)	(11)	(14)	-	-	(1,726)
Derecognition - Disposals	268	3,943	-	-	-	-	4,211
At 31 March 2012	(13,645)	(30,118)	(55,917)	(23)	-	-	(99,703)
Net Book Value - At 31 March 2012	322,293	15,124	117,699	5,785	559	37,569	499,029
<i>Net Book Value - At 31 March 2011</i>	283,032	19,546	116,347	5,546	-	10,761	435,232

Comparative Movements in 2010/11

<i>Property, Plant & Equipment (PPE) – 2010/11</i>	<i>Other Land & Buildings</i>	<i>Vehicles, Plant & Equipment</i>	<i>Infra-structure Assets</i>	<i>Community Assets</i>	<i>Assets under Construction</i>	<i>Total PPE</i>
<i>Cost or Valuation</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>
<i>At 31 March 2010</i>	279,760	42,536	145,645	9,354	17,775	495,070
<i>2009/10 Impairment</i>	(20,461)	(2,516)	-	(3,993)	-	(26,970)
<i>At 1 April 2010</i>	259,299	40,020	145,645	5,361	17,775	468,100
<i>Additions</i>	13,711	5,221	16,950	41	7,089	43,012
<i>Revaluation increase / (decrease) recognised in the Revaluation Reserve</i>	31,553	-	-	238	-	31,791
<i>Revaluation increase / (decrease) recognised in the (Surplus) / Deficit on Provision of Services</i>	9,983	-	-	53	-	10,036
<i>Derecognition - Disposals</i>	(273)	(1,633)	-	-	-	(1,906)
<i>Assets reclassified (to) / from Held for Sale</i>	(1,625)	-	-	(4)	-	(1,629)
<i>Assets Under Construction Completed In Year</i>	8,112	2,256	1,793	447	(14,103)	(1,495)
<i>At 31 March 2011</i>	320,760	45,864	164,388	6,136	10,761	547,909
<i>Accumulated Depreciation</i>						
<i>At 31st March 2010</i>	(35,052)	(24,198)	(41,166)	(4,004)	-	(104,420)
<i>2009/10 Impairment</i>	20,461	2,516	-	3,993	-	26,970
<i>At 1 April 2010</i>	(14,591)	(21,682)	(41,166)	(11)	-	(77,450)
<i>Depreciation Charge</i>	(7,226)	(5,642)	(6,875)	(3)	-	(19,746)
<i>Depreciation written out to the Revaluation Reserve</i>	6,551	-	-	8	-	6,559
<i>Depreciation written out to the (Surplus) / Deficit on Provision of Services</i>	3,074	896	-	-	-	3,970
<i>Impairment reversals recognised in the Revaluation Reserve</i>	(8,457)	(11)	-	(30)	-	(8,498)
<i>Impairment reversals recognised in the (Surplus) / Deficit on Provision of Services</i>	(17,022)	(1,114)	-	(554)	-	(18,690)
<i>Derecognition - Disposals</i>	1	1,235	-	-	-	1,236
<i>Elimination on reclassification to Assets Held for Sale</i>	(58)	-	-	-	-	(58)
<i>At 31 March 2011</i>	(37,728)	(26,318)	(48,041)	(590)	-	(112,677)
<i>Net Book Value - At 31 March 2011</i>	283,032	19,546	116,347	5,546	10,761	435,232
<i>Net Book Value - At 31 March 2010</i>	244,708	18,338	104,479	5,350	17,775	390,650

20 Investment Properties

The rental income and operating expenses from the Council's investment properties are disclosed within the Trading Operations Note 9 on page 23.

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.

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

2010/11 £000		2011/12 £000
45,945	Balance at start of year	40,012
	Additions:	
-	Transfer from Assets Under Construction	20
192	Subsequent Expenditure	228
(955)	Disposals	(1,071)
16,560	Revaluations (Note 11)	2,979
(21,730)	Impairments (Note 11)	(8,342)
<u>40,012</u>	Balance at end of the Year	<u>33,826</u>

21 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 item of Property, Plant and Equipment. The intangible assets include both purchased licenses and internally generated software.

All software is given a finite useful life. A three year useful life is assigned to all intangible assets with exception to the licence plate which the Council have deemed to have an infinite life and is therefore not amortised.

The carrying amount of intangible assets is amortised on a straight-line basis.

There are two items of capitalised software that are individually material to the financial statements:

31 March 2011 £000	Intangible Assets	Remaining Amortisation Period Years	31 March 2012 £000
550	EDRM Software	2.5	548
530	Integrated Case Management System	2.5	354
<u>1,080</u>	Total		<u>902</u>

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

<i>Internally Generated Asset £000</i>	<i>Software & Other Assets £000</i>	<i>2010/11 Total £000</i>	Intangible Assets	Internally Generated Asset £000	Software & Other Assets £000	2011/12 Total £000
147	5,244	5,391	Balance at 1 April:	142	6,644	6,786
(57)	(3,097)	(3,154)	Gross Carrying Amounts	(87)	(4,161)	(4,248)
90	2,147	2,237	Accumulated Amortisation	55	2,483	2,538
			Net Carrying Amount at Start of the Year			
-	-	-	Additions	-	-	-
-	1,393	1,393	Internal Development	-	457	457
-	20	20	Purchases	-	-	-
(5)	(13)	(18)	Assets Under Construction Completed in Year	-	-	-
(30)	(1,064)	(1,094)	Impairment Losses Recognised in the (Surplus) / Deficit on the Provision of Services	-	(198)	(198)
55	2,483	2,538	Amortisation for the period	(18)	(631)	(649)
			Net Carrying Amount at the End of Year	37	2,111	2,148
142	6,644	6,786	Gross Carrying Amounts	142	6,903	7,045
(87)	(4,161)	(4,248)	Accumulated Amortisation	(105)	(4,792)	(4,897)
55	2,483	2,538	Net Carrying Amount at the End of Year	37	2,111	2,148

22 Surplus Assets and Assets Held for Sale

The following note details assets which are surplus to the Council's service needs. Surplus assets that meet the strict 'Assets held for sale' criteria are shown as current assets in the

table below. Surplus assets that do not meet the 'Assets held for sale' criteria are shown as Non current assets.

2010/11		Surplus Assets and Assets Held for Sale	2011/12	
Surplus Assets Non-Current Assets £000	Assets Held for Sale Current Assets £000		Surplus Assets Non-Current Assets £000	Assets Held for Sale Current Assets £000
4,862	7,780	Balance at 1 April:	24,382	6,146
-	1,629	Property, Plant and Equipment Newly Classified as Current Asset	-	1,722
(68)	(747)	Revaluation Losses	(804)	(867)
19,930	2,224	Revaluation Gains	1,389	-
(475)	(622)	Impairment Losses	(63)	-
-	(7)	Property, Plant and Equipment Declassified as Held for Sale	-	(5)
-	-	Property, Plant and Equipment Surplus Movement	(403)	-
(228)	(5,003)	Assets Sold	(901)	(4,929)
(148)	148	Transfers from Non Current to Current	(148)	148
		Other movements:		
(21)	-	Depreciation Charged In Year	(5)	-
19	122	Additions	63	-
511	622	Capital Costs Incurred In Preparation For Disposal	7	85
24,382	6,146	Balance Outstanding	23,517	2,300

23 Capital Commitments

As at 31 March 2012 the Council had entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment during 2011/12 and future years budgeted to cost £103m as approved within the MTFs. The major commitments are:

Description of Contract / Capital Scheme	Value of contract	Value outstanding at 31/3/12
	£000	£000
ICT Transformation	5,908	812
John Mansfield College	957	477
Affordable Housing	4,403	2,202
Local Transport Plan – Junction 8 Roundabout	4,500	113
Stadium Enabling Works	341	326
Disabled Access - Regional Pool	152	152
Strategic Property - Focus Centre	175	115
Key Theatre Extension	1,269	772
Bayard Place	889	229
Demolition Buildings	484	363
Archive Store Central Library	280	280
Schools Works:		
Welland School	6,863	3,163
Bushfield Academy School	20,667	3,331
Hampton College Extension	7,692	6,378
Nene Park Academy School	14,443	12,752
Stanground College Extension	22,573	19,264
Other schools extensions	11,102	4,345
Total	102,698	55,074

24 Revaluations

The Council has a rolling programme that ensures that all Property, Plant and Equipment is measured at fair value and is revalued at least every four years. The valuations in 2011/12 were carried out by Peterborough Serco Strategic Partnership (PSSP) and Wilks Head & Eve (WHE). Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. In addition to the rolling four year programme each year WHE also assess the whole of the Council's property portfolio to consider if there would be any valuation changes as a result of the current economic climate at the time. Valuations of vehicles, plant and equipment are based on current prices where there is an active second-hand market or latest list prices adjusted for condition of the asset.

The significant assumptions applied in estimating the fair values are:

- Market Value – the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.
- Existing Use Value – as above but including an assumption that the buyer is granted vacant possession of all parts of the property required by the business and disregarding potential alternative uses and any other characteristics of the property that would cause its Market Value to differ from that needed to replace the remaining service potential at least cost.

- Depreciated Replacement Cost – has been used to arrive at Existing Use Value where specialised property is valued. It is the least cost of purchasing the remaining service potential of the asset at the date of valuation and includes £19m of finance costs in the 2011/12 revaluation.

	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Surplus Assets £000	Total £000
Valued at fair value as at:				
31 March 2012	25,209	(26)	(1,172)	24,011
31 March 2011	21,223	(73)	19,443	40,593
31 March 2010	12,871	116	919	13,906
31 March 2009	6,417	-	595	7,012
31 March 2008	37,420	-	299	37,719
Total Valuation	103,140	17	20,084	123,241

25 Impairment Losses

Impairment losses and impairment reversals charged to the Surplus / Deficit on the Provision of Services line and to Other Comprehensive Income and Expenditure are disclosed in Notes 19, 20 and 21 which reconcile the movement over the year for Property, Plant, and Equipment, Investment Properties and Intangible Asset balances respectively.

As part of the regeneration activity of South Bank area of the City, former investment properties were demolished, which include the former Matalan and B&Q sites. As a result the Council has recognised an impairment loss of £3.9m, and changed the asset classification from Investment Property to Open Space therefore requiring different valuation methodologies to be applied. The impairment loss is charged

to Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

26 Capital Expenditure and Capital Financing

2010/11 £000		2011/12 £000
216,046	Opening Capital Financing Requirement	230,611
4	Adjustment for Leases	-
216,050	Adjusted Opening Capital Financing Requirement	230,611
	Capital Investment	
35,924	Property, Plant and Equipment	27,030
7,089	Assets Under Construction	31,665
192	Investment Properties	228
141	Assets Held for Sale	63
1,393	Intangible Assets	457
14,502	Revenue Expenditure Funded from Capital under Statute	16,254
502	Capitalisation Direction	470
-	Loans to Third Parties	1,140
	Sources of Finance	
(3,973)	Capital Receipts	(7,050)
(32,456)	Capital Grants & Contributions	(41,354)
(8,753)	Sums set aside from revenue (inc.direct revenue financing and (MRP))	(9,330)
230,611	Closing Capital Financing Requirement	250,184
	Explanation of movements in year	
	Increase in underlying need to borrow:	
6,192	Supported borrowing	-
17,035	Unsupported / Prudential borrowing	28,789
87	Assets acquired under finance leases	114
	Decrease in underlying need to borrow:	
(8,753)	MRP	(9,330)
14,561	Increase in Capital Financing Requirement	19,573

The total amount of capital expenditure incurred in the year is shown in the table above (including the value of assets acquired under finance leases), together with the resources that have been used to finance the expenditure. Where capital expenditure is to be financed in future years by charges to revenue as assets are 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.

2010/11 £000	Body of Grant Funding Applied	2011/12 £000
233	Big Lottery Fund	41
5,048	Department for Communities & Local Government	1,478
72	Department for the Environment, Farming and Rural Affairs	-
6,273	Department for Transport	5,455
14,582	Department of Education	6,058
219	Department of Health	-
613	East of England Development Agency	3
145	English Partnerships (Padholme Drain Scheme)	10
175	Homes and Communities Agency	-
3,128	Partnership for Schools	25,092
17	The Home Office	39
500	Government Offices (East of England)	-
-	Various	803
31,005	Total Grants Applied	38,979
923	Section 106 Contributions	1,193
528	Third Party Contributions	1,182
1,451	Total Contributions applied	2,375
32,456	Total Grants & Contributions applied	41,354

2010/11 £000	Reconciliation of Grant Funding Applied to Capital Financing	2011/12 £000
22,792	Grants Received in year (Note 12)	32,173
9,331	Grants used to Fund Revenue Expenditure Funded from Capital under Statute	5,946
-	Adjustments made to Classification of Grant Received 2010/11	2,513
(452)	Grants Received in year not applied in year	(340)
785	Grants applied from Capital Grants Unapplied Account	1,062
32,456	Total Grants & Contributions applied	41,354

27 Private Finance Initiatives (PFI) and Similar Contracts

On the 31 July 2006 the Council signed a PFI agreement with IIC BY Education (Peterborough Schools) Limited for the delivery of new and improved facilities and services for three secondary schools in Peterborough. This agreement requires the contractor to construct the new Voyager secondary school, and to extend and refurbish two existing secondary schools (Jack Hunt and Ken Stimpson). The contractor will maintain these three schools and provide them with a range of other services such as caretaking, cleaning and catering for the next 30 years. The three schools and any plant and equipment installed in them at the end of the contract will be transferred to the Council for nil consideration.

One of the schools has Foundation status and another has transferred to Academy status therefore in line with the Audit Commission guidance the associated assets are not recognised on the Council's Balance Sheet. The value of the school recognised on the Council's Balance Sheet is £10.7m.

The Council makes an agreed payment each year which is increased each year by inflation and will be reduced if the contractor fails to meet availability and performance standards in any year but which is otherwise fixed. Payments remaining to be made under the PFI contract at 31 March 2012 (excluding any estimation of inflation and availability / performance deductions) are as follows:

Repayment of:	Finance Lease Liability	Interest	Service Charges	Total
Payable:	£000	£000	£000	£000
In 2012/13	1,468	3,091	3,245	7,804
Within two to five years	5,585	11,133	15,289	32,007
Within six to ten years	4,943	10,517	26,474	41,934
Within 11 to 15 years	5,920	8,351	30,064	44,335
Within 16 to 20 years	9,536	7,018	30,494	47,048
Within 21 to 25 years	11,781	2,616	35,724	50,121
Within 26 to 30 years	710	(278)	3,722	4,154
Total	39,943	42,448	145,012	227,403

Although the payments made to the contractor are described as unitary payments, they have been calculated to compensate the contractor for the fair value of the services they provide, the capital expenditure incurred and interest payable whilst the capital expenditure remains to be reimbursed. The liability to the contractor for capital expenditure incurred is as follows:

31 March 2011		31 March 2012
£000		£000
(42,784)	Balance brought forward	(41,385)
1,399	Lease liability redemption in the year	1,442
(41,385)	Value of Total Liability carried forward	(39,943)
(1,442)	Short Term Liability	(1,468)
(39,943)	Long Term Liability	(38,475)
(41,385)	Value of Total Liability carried forward	(39,943)

28 Council as Lessee - Finance Leases

The Council has acquired land, buildings, vehicles and equipment under finance leases, shown in the table below.

31 March 2011		31 March 2012
£000	Council as Lessee - Finance Leases	£000
2,946	Other Land & Buildings	2,833
2,208	Vehicles, Plant Furniture & Equipment	1,379
5,154	Total	4,212

Two land leases held on 999 year leases, two school leases for 125 years and a retail property held on a 99 year lease are at peppercorn rent, whilst the two industrial site units are carried on the Council's Balance Sheet as Investment Properties at the net book values shown above.

The vehicles and equipment acquired are carried as Property, Plant and Equipment in the Balance Sheet at the net amounts also shown in the previous table.

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Council and the finance costs that will be payable by the Council in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

31 March 2011		31 March 2012
£000	Finance Lease Liabilities (net present value of minimum lease payments)	£000
1,102	Current	799
3,596	Non-current	2,893
21,734	Finance costs payable in future years*	21,105
26,432	Minimum lease payments	24,797

* Non-Peppercorn leases range from five to ninety four years

The minimum lease payments will be payable over the following periods:

31 March 2011			31 March 2012	
Min. Lease Payment	Finance Lease Liabilities	Minimum lease payments	Min. Lease Payment	Finance Lease Liabilities
£000	£000		£000	£000
1,757	1,102	Not later than one year	1,274	799
2,457	1,074	Later than one year & not later than five years	1,591	371
22,218	2,522	Later than five years *	21,932	2,522
26,432	4,698	Total	24,797	3,692

There are no contingent rents payable as all rents are adjusted after any rent amendments are made and the tables above reflect the current lease rental positions.

Of the investment properties held under these finance leases, the Council has sub-let individual units. At 31 March 2012 the minimum payments expected to be received under these sub-leases was £305k (£277k in 2010/11). The majority of the vehicles held under finance leases were used within City Services. When this department was transferred to Enterprise Peterborough the leases were retained and the vehicles sub-leased to Enterprise Peterborough. In order to achieve Best Value from the charges made by Enterprise Peterborough to the Council these sub-leases are at zero cost, offset by a reduction in the overall contract sum paid.

Council as Lessee - Operating Leases

The majority of the Council's operating leases are for land and buildings, however there is a small number of vehicles and equipment held under operating leases.

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

31 March 2011		31 March 2012	
£000	Council as Lessee - Operating Leases		£000
645	Not later than one year		847
2,568	Later than one year & not later than five years		2,948
812	Later than five years		795
4,025	Total		4,590

The amount charged to Cost of Services in the Comprehensive Income and Expenditure Statement during the year in relation to these leases are shown in the table below:

31 March 2011		31 March 2012	
£000	Council as Lessee - Operating Leases		£000
851	Minimum lease payments		1,055
-	Contingent rents		-
(17)	Sublease payment receivable		(99)
834	Total		956

Council as Lessor - Finance Leases

The Council has leased land on long term leases, these include playing fields and Nene Park. The Council has also leased schools to various trusts as the schools transferred to Academy status. The leases are at peppercorn or minimal value rents only.

Council as Lessor – Operating Leases

The Council leases out property under operating leases for the following purposes:

- For the provision of community services, such as sports facilities and community centres

- For economic development purposes to provide suitable affordable accommodation for local businesses
- To generate an income from property owned as investment property

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

31 March 2011		31 March 2012	
£000	Council as Lessor - Operating Leases	£000	
2,655	Not later than one year	3,140	
8,575	Later than one year & not later than five years	10,294	
28,214	Later than five years*	39,527	
<u>39,444</u>	Total	<u>52,961</u>	

* Above operating leases range from five to 115 years

There are no contingent rents payable as all rents are adjusted after any rent amendments are made and the tables above reflect the current lease rental positions.

29 Financial Instruments

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

2010/11		2011/12	
£000	Financial Assets	£000	
141	Interest income	222	
325	Impairment adjustment	40	
<u>466</u>	Total for Financial Assets (Note 11)	<u>262</u>	
	Financial Liabilities		
(3,338)	Interest payable relating to PFI	(3,522)	
(6,949)	Interest payable on borrowings	(6,749)	
<u>(10,287)</u>	Total for Financial Liabilities (Note 11)	<u>(10,271)</u>	
<u>(9,821)</u>	Net loss for the year	<u>(10,009)</u>	

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories:

Financial Instruments Balances	31 March	Long Term £000	Current £000
Investments - Loans & Receivables	2012	158	438
	2011	457	449
Debtors - Loans & Receivables	2012	2,353	12,681
	2011	2,334	24,842
Borrowings - Financial Liabilities at Amortised Cost	2012	(115,387)	(29,213)
	2011	(115,387)	(20,883)
Other Long Term Liabilities - PFI & Finance Lease Liabilities	2012	(41,518)	-
	2011	(43,688)	-
Creditors - Financial Liabilities at Amortised Cost	2012	(1,927)	(12,526)
	2011	-	(8,385)

The Debtors figure includes a long term debtor for the Local Authority Mortgage Scheme (LAMS). In December 2011 the Council advanced £1m to Lloyds Banking Group as part of this scheme. LAMS is aimed at first time buyers and the advance reflects the Council's share of financial assistance through the provision of an indemnity. This indemnity will be in place for a fixed five year period, at which point the advance will be returned to the Council plus an amount of interest. As at 31st March 2012 the total commitment against the £1m indemnity is £336,049.

30 Fair Value of Assets and Liabilities Carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value has been assessed by calculating the

present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- PWLB interest rates for new loans at 31 March 2012 have been used for loans from the PWLB
- the prevailing rate of a similar instrument with a published market rate has been used as the discount factor for other loans receivable and payable
- no early repayment is recognised
- the Fair Value of trade debtors is taken to be the invoiced or billed amount

The Loans and Receivables value includes trade debtors. The Fair Values calculated are as follows:

Fair Value of Assets and Liabilities Carried at Amortised Cost	31 March	Carrying Amount £000	Fair Value £000
Financial Liabilities	2012	(157,126)	(161,185)
	2011	(144,655)	(133,197)
Long Term Creditors	2012	(43,445)	(43,445)
	2011	(43,688)	(43,688)
The Fair Value of the financial liabilities in 2011/12 is higher than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest payable is higher than the rates available for similar loans at the Balance Sheet date.			
Loans & Receivables	2012	13,277	13,277
	2011	25,748	25,746
Long Term Debtors	2012	2,353	2,353
	2011	2,334	2,334

31 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 money 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 the Capital and 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.

The risk is minimised through the Annual Investment Strategy, which requires that investments are not made with financial institutions unless they meet minimum credit criteria in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. This Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

The 2011/12 Annual Investment Strategy sets out the credit criteria below although the Council actually minimised the risk further by only investing with the Debt Management Office, its banking provider and other Local Authorities.

The credit criteria in respect of financial assets held by the Council are as follows:

- Deposits are made with banks and other financial institutions that have been rated by recognised independent credit rating agencies with a minimum score of “A”, with £100 million of the total amount deposited in the highest rated category.
- Deposits can be made with other institutions that have not found it necessary to maintain a credit rating e.g. certain building societies and local authorities, and these are subject to an assessment of risk that is carried out internally. Deposits to these bodies are limited to £50 million in total.
- No more than £15 million is held with any one institution, regardless of standing or duration, and a range of counterparties that operate in different sectors in the UK and European economies is used to reduce risk exposure.
- All the counterparties used are licensed to accept deposits in the United Kingdom and are regulated by the Financial Services Authority.
- Creditworthiness advice and market intelligence is received from its treasury advisors, Sector Treasury Services Limited.

The 2012/13 Annual Investment Strategy reflects the rapidly changing economic climate and the changes in the credit ratings of the financial institutions. The Strategy therefore includes a revision of the credit criteria stated above.

In 2008/09 the Council had two investments with Icelandic Banks, which went into administration in October 2008. The sum invested, £3m, has been impaired taking into account information available at the time in relation to likely recovery of principal.

The table summarises the Council’s maximum exposure to credit risk, based on the experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions.

Deposits with UK banks & building societies (excluding Icelandic Banks)		£000
Amount as at 31 March 2012		3,500
Historical Experience of Default %		-
Historical Experience Adjusted for Market Conditions as at 31 March 2012		-
Estimated Maximum Exposure to Default & Uncollectability Total		-
Estimated Maximum Exposure at 31 March 2012		-

Prior to 2008/09 and the experience in relation to the investments in banks with Icelandic parents, the Council had no experience of default. The following table shows the original invested amount, and current carrying value following impairment adjustments required from improved recovery rates.

The impairment has been revised in 2011/12 to reflect the improved recovery rates now expected, which is 86p to 90p in the £ for Heritable Bank (79p to 85p, 2010/11) and 81p to 86p in the £ for Kaupthing Singer & Friedlander, (65p to 78p, 2010/11).

Bank	Heritable Bank	Kaupthing Singer & Friedlander Limited	Total
	£000	£000	£000
Date Invested	02/04/07	03/04/07	
Interest Rate	6.07%	5.90%	
Principal Amount Invested	1,000	2,000	3,000
Interest Accrued 2008/09	61	117	178
Carrying Amount	1,061	2,117	3,178
Impairment 2008/09	(326)	(1,190)	(1,516)
Impairment 2009/10	61	310	371
Impairment 2010/11	-	325	325
Impairment 2011/12	25	15	40
Total Impairment to Date	(240)	(540)	(780)
Recoverable Amount	821	1,577	2,398
Principal Default *	1.92%	3.84%	

* *Principal Default – amount of defaulted loan as expressed as a % of the Council's average cash balance over the last five years*

Council tax and business rates are statutory charges and the Council monitors total and individual arrears from taxpayers taking effective action to minimise losses on collection. Other customers of the Council's goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council. The Council makes prudent financial provision for bad debts based on an assessment of the risks for each type of debt and the age of those debts.

No credit limits were exceeded during the reporting period and the Council does not expect any losses from non-performance by any of its counter parties in relation to deposits and bonds.

The Council has therefore reviewed all its Financial Instruments and adjusted its bad debt provision accordingly.

The Council does not allow credit for customers, and the £9m debtors balance can be analysed by age as follows:

2010/11		2011/12
£000	Age of Trade Debt	£000
5,732	Less than three months	5,154
443	Three to six months	718
550	Six months to one year	872
2,482	More than one year	2,667
9,207	Total	9,411

Liquidity risk

As the Council has ready access to borrowings from the Public Works Loans Board (PWLB) and the money market generally, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Council will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates.

The Council's strategy to reduce this risk, is to spread the profile of maturing loans to ensure that a significant number do not all mature in the same year. The Council's cashflow is forecast, in detail, for up to 12 months ahead and more broadly for the succeeding two years. The majority of the Council's in-hand balances are revenue in nature and consequently a significant proportion of its investment portfolio is held repayable on demand or on notice to accommodate cash

outflows. Cash surpluses are typically deposited to dates when cash shortages are expected to occur.

The maturity analysis of financial liabilities is as follows:

2010/11 £000	Maturity analysis of financial liabilities	2011/12 £000
(29,268)	Less than one year	(41,739)
(2,247)	Between one and two years	(2,608)
(5,888)	Between two and five years	(6,406)
(150,940)	More than five years	(149,820)
(188,343)	Total	(200,573)

All trade and other payables are due to be paid in less than one year.

Market risk

Interest rate risk

The Council is exposed to significant risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- borrowings at fixed rates – the fair value of the borrowings will fall
- investments at fixed rates – the fair value of the assets will fall
- borrowings at variable rates – the interest expense charged to the (Surplus) / Deficit on the Provision of Services will rise
- investments at variable rates – the interest income credited to the (Surplus) / Deficit on the Provision of Services will rise

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the (Surplus) / Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Comprehensive Income and Expenditure Statement and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure.

The Council has a number of strategies for managing interest rate risk as follows:

- the borrowing preference is to negotiate fixed rate terms at acceptable rates for budget certainty
- depending upon economic conditions the Council may maintain variable rate short or long term borrowings to offset the risk of diminishing receipts from its investment portfolio or at times when current fixed interest rate levels are deemed to be too high
- variable interest rate borrowings should not exceed 25% of total gross borrowing
- during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans may be repaid early to exploit market conditions and further reduce the interest payable burden
- the risk of increasing interest outlay is ameliorated by the fact that a proportion of government grant payable on financing costs will normally move with prevailing interest rates or the Council's cost of borrowing and provides compensation for a proportion of any higher costs

The Capital and Treasury Team assesses interest rate exposure which feeds into the setting of the annual budget and which is used to update the budget during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is at fixed or variable rate.

According to this assessment strategy, at 31 March 2012, if interest rates had been 1% higher with all other variables held constant, the financial effect would be a decrease in the Fair Value of Fixed Rate Borrowing Liabilities by £20.4m but this would have no impact on the (Surplus) / Deficit on the Provision of Services or Other Comprehensive Income and Expenditure.

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price Risk

The Council does not invest in equity shares and hence currently has no exposure to losses arising from movements in the prices of the shares.

The Council has a £1 share in its' subsidiary company, Blue Sky Peterborough Limited. The Council is not exposed to price risk through this holding.

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.

32 Inventories

31 March 2011	Inventories	31 March 2012
£000		£000
187	City Services Stores	-
185	Westcombe Industries Stock	203
112	Other Stock Balances	182
484	Total	385

Landfill Allowance Trading Scheme

The balance of stock was not deemed to have a value as at 31 March 2012 (also nil value in 2010/11).

33 Debtors

31 March 2011	Debtors (Each item is net of impairment)	31 March 2012
£000		£000
13,546	Central Government Departments	13,134
7,709	NNDR reimbursement from pool	1,331
502	Cambridgeshire County Council	440
178	National Heritage (Lottery)	356
2,004	Cross Keys Homes	2,237
-	Peterborough Primary Care Trust	4,005
4,738	Council Tax Arrears	5,440
2,466	Payments in Advance	4,348
17,451	General Debtors	16,105
48,594		47,396
	Outstanding Balances on Loans Granted	
42	Loans to Employees (Car Purchase)	35
48,636	Total Debtors	47,431

34 Creditors

<i>31 March 2011</i>	Creditors	31 March 2012
<i>£000</i>		£000
(415)	Central Government Departments	(2)
-	Peterborough Primary Care Trust	(12,189)
(460)	Council Tax Overpaid	(564)
(1,104)	NNDR Overpaid	(711)
(7,198)	Deposits / Receipts in Advance	(2,494)
(4,519)	Accrual for Accumulated Absences	(4,298)
(43,824)	General Creditors	(45,236)
<u>(57,520)</u>	Total Creditors	<u>(65,494)</u>

35 Capital Grants Receipts in Advance

The Council has received a number of grants and contributions that have yet to be recognised as income as they have 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:

<i>31 March 2011</i>	Capital Grants Receipts in Advance	31 March 2012
<i>£000</i>		£000
(14,589)	Department of Education	(4,962)
(31)	Other Grants Received in Advance	-
(219)	Homes and Communities Agency (HCA)	(470)
(126)	Other Third Party Contributions	(39)
(2,762)	Partnership for Schools	(3,315)
(7,882)	Section 106 Contributions	(8,134)
<u>(25,609)</u>	Total	<u>(16,920)</u>
-	HCA - South Bank Redevelopment	(500)
<u>(25,609)</u>	Total Capital Grants Receipts in Advance	<u>(17,420)</u>

36 Provisions

Provision Description	31 March 2011	Additional Provision	Amounts Used or Reversed	31 March 2012
	£000	£000	£000	£000
Short Term Provisions				
<u>Insurance Claims</u> – This represents the current balance set aside to meet the expected total cost of uninsured losses arising from public liability, employer’s liability and property damage. The amount and timing of these payments are uncertain. This provision is split into short and long term	(276)	(126)	-	(402)
<u>Payroll</u> - Redundancy related payments, regarding decisions made in 2011/12 but paid in 2012/13	-	(559)	-	(559)
<u>Charges from suppliers which are uncertain or in dispute</u> - These represent two charges from suppliers that are currently in dispute and three charges from suppliers that are of an uncertain amount	(332)	(17)	196	(153)
<u>Legal/Grant Penalty Payment</u> - Under the terms of a Grant that has been received in full, there is a possibility that the Council may have to repay a proportion under penalty clauses. The additional provision is for a potential fine against the council and for legal claims which are dependant on the result of a government or court decision	(854)	-	506	(348)
<u>Children’s Services</u> – Costs dependant on the results of an investigation	(30)	-	1	(29)
<u>Land Charges Litigation</u> – Following the Information Commission Ruling, personal search agencies are now able to reclaim the amounts paid for additional information on the land charges register	-	(475)	-	(475)
<u>Carbon Reduction Commitment Scheme (CRC)</u> – The obligation of the Council for the purchase of CRC allowances for 2011/12	-	(260)	-	(260)
<u>HMRC – SIPS and Panel Advisors</u> – HMRC ruled that School Improvement Partners and Panel Advisors were Office Holders of the Council, and so any tax and national insurance is due on any payments made	-	(16)	-	(16)
Total Short Term Provisions	(1,492)	(1,453)	703	(2,242)
Long Term Provisions				
<u>Social Care Repayment</u> - Following a House of Lords Judgement, services provided under Section 117 of the Mental Health Act were adjudged to be free. The provision represents the liability due to be repaid	(68)	-	-	(68)
<u>Insurance Claims</u> – see above comments	(1,507)	-	97	(1,410)
<u>Appointee Provision</u> – Client money held on account to be repaid	(36)	-	36	-
Total Long Term Provisions	(1,611)	-	133	(1,478)
Total Short and Long Term Provisions	(3,103)	(1,453)	836	(3,720)

37 Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

2010/11 £000		2011/12 £000
(341)	Interest Received	(299)
10,289	Interest Paid	10,315

38 Cash Flow Statement – Investing Activities

The cash flows for investing activities include the following items:

2010/11 £000		2011/12 £000
39,456	Purchase of Property, Plant & Equipment, Investment Property & Intangible Assets	58,144
-	Purchase of Short-Term & Long-term Investments	-
14,314	Other Payments for Investing Activities	17,600
(2,818)	Proceeds from the Sale of Property, Plant & Equipment, Investment Property & Intangible Assets	(6,094)
(573)	Proceeds from Short-Term & Long-Term Investments	(349)
(9,330)	Other Receipts from Investing Activities	-
<u>41,049</u>	Net cash flows from investing activities	<u>69,301</u>

39 Cash Flow Statement – Financing Activities

The cash flows for financing activities include the following items:

2010/11 £000		2011/12 £000
-	Cash Receipts of Short & Long Term Borrowing	(10,000)
-	Other receipts from Financing Activities	-
2,489	Cash Payments for the Reduction of the Outstanding Liabilities relating to Finance Leases and On-Balance Sheet PFI Contracts	2,544
-	Repayments of Short- & Long-Term Borrowing	1,619
9,261	Other Payments for Financing Activities	5,934
<u>11,750</u>	Net cash flows from financing activities	<u>97</u>

40 Cash Flow Statement – Cash and Cash Equivalents

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

2010/11 £000		2011/12 £000
18,272	Short Term Cash Investments	3,500
79	Petty Cash & Imprest	65
(2,717)	Bank Current Accounts	(295)
<u>15,634</u>	Total Cash & Cash Equivalents	<u>3,270</u>

41 Trust Funds

The Council administers 14 trust funds for the benefit of children in specific schools or in care. The total value invested as at 31 March 2012 was £92,508 (£94,638 at 31 March 2011). Interest is allocated to the funds at bank base rate.

The Council acts for 12 Adults under Court of Protection administration orders. The total value of funds is £14,878 (£13,284 at 31 March 2011) all invested internally.

The Council administers a Trust Fund to support services users and their families with HIV/AIDS. In the main the Trust Fund is used to fund items such as courses, therapies and support sessions that are not provided through the main HIV/AIDS budget. The value of the fund is £11,141 (£6,873 at 31 March 2011).

As a result of the return of Adult Social Care services to the direct control of the Council the role of Appointee for Clients' monies has also been transferred. Thus responsibility for managing the financial affairs of some 152 adults and older people is now carried out by the Council. Total Client funds at 31 March 2012 was approximately £967k.

The Council acts as the sole trustee of the City Museum, a registered charity, and fully funds the annual deficit, which is included within the Comprehensive Income and Expenditure Statement.

These Trust Funds are not included in the Council's balance sheet.

42 Contingent Liabilities

- There are a number of issues relating to decisions taken by the Council that might result in claims being made against the Council. Those relating to Planning may end up in Appeals or Judicial Review and those relating to dismissals of staff for disciplinary and redundancy reasons may end up at Employment Tribunals. At this stage, there is no certainty that costs will be awarded against the Council and, therefore, nothing has been included in the Accounts for any of these issues. Additionally, there are Adoption processes in progress at year end that, when completed, may result in future financial implications for the Council.
- There are potential unknown environmental issues relating to land and buildings that the Council owns, or has owned, such as contaminated land or asbestos in buildings, for which costs are difficult to estimate.
- The Council has a disposal programme which may include sale of assets that could be subject to a claw back agreement. This would mean that a proportion of the sale proceeds would require payment to the interested party.
- Municipal Mutual Insurance (MMI) - In 1992-93 the Council's insurers, MMI, ceased taking new business and are now being managed under a "scheme of arrangement". The amount paid to the Council under this arrangement is £316,000. It is possible that a proportion of this may need to be repaid by the Council if the scheme of arrangement is triggered by insolvency, but the amount cannot be quantified at this stage. The Company still predicts a solvent run off.
- As part of the single status agreement, made between the National Joint Council (NJC) and Councils, the Council has reviewed the pay and grading structure to ensure equal pay

for work of equal value. The new structure was implemented on the 1 March 2008, backdated to the 1 April 2007. Employees have the option to appeal against the initial outcomes of the re-grading process. The majority of these have now been settled but there are a small number of legal claims in process.

- As part of the delivery of services, expenditure is incurred by the Council which in turn may be funded directly from grants. Some grants are allocated to the Council for specific purposes, and as such may require an audit certification to be completed to ensure the grant had been correctly applied. Reimbursement of grants may be necessary if it is found that the Council has not met the term and conditions of use of the grant. Amount and timings are dependent upon the results of any claim certification.
- Under a 1987 Bond Issue North Housing Association Ltd (now Home Housing) raised finance to carry out development in a number of local authority areas. The Peterborough Development Corporation entered into an agreement with North Housing Association Ltd to carry out development in the Peterborough area. This agreement was subsequently novated to Peterborough City Council. The Local Authorities agreed to indemnify bond holders against a fixed percentage of indebtedness under the bonds issued, against which North Housing Association Ltd gave a counter indemnity to the Local Authorities of the same amount. Peterborough City Council's share of the indemnity is 11.72% of the Issue which equates to £9.9m.

43 Contingent Assets

The Council's disposal programme has given rise to a contingent asset, in relation to funds held in retention by the purchaser. The amount receivable by the Council is dependent upon the value of the work required to be carried out, and the timeframe involved for the completion of this work.

44 Accounting Standards that have been Issued but have Not Yet Been Adopted

The adoption of amendments to IFRS 7 Financial Instruments: Disclosures by the Code, effective from 1 April 2012, will result in a change of accounting policy. The amendments are intended to assist users of the financial statements to evaluate the risk exposures in relation to the transfer of financial assets and the effect of those risks on the Council's financial position. Relevant circumstances would arise where the Council retains ownership of a financial asset but contracts to reassign or otherwise pay over the cash flows generated by the instrument, at the same time as retaining substantially all the risks and rewards of ownership. The Council has concluded that this amendment has no impact on the Council as it has not taken part in such activity.

45 Critical Judgement in Applying Accounting Policies

In applying the accounting policies, set out from page 67, 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 degree of uncertainty about future levels for funding for local government. The current local government

settlement is for two years only. Whilst the Council has produced a ten year Medium Term Financial Strategy (MTFS), which anticipates future funding reductions and the actions which will be taken in order to achieve a balanced budget, there has been no settlement confirmation other than there remains financial uncertainty of local government funding arrangements from 2013/14 onwards. The Council has determined that given the uncertainty there is not sufficient indication of any additional impact on the accounts or accounting policies.

- During 2010/11 the coalition government invited all schools in England to become Academies and encourage parents to set up their own schools, called free schools. Some schools within the Peterborough area already have Academy status, with some achieving this status during 2011/12, and a few more expressing interest. Academies do not fall within the remit of the Local Education Authority. When a school attains Academy status, the Council is required to remove assets linked to the school from the Balance Sheet and no longer consolidates the income and expenditure of that school into the Comprehensive Income and Expenditure Statement.
- The Council has applied its judgement in the classification of investment properties. Investment properties are held to earn rentals or for capital appreciation or both. Some properties earn rentals but are held for regeneration purposes or wider socio-economic reasons. Where this is the case, these properties have been classed as Property, Plant and Equipment. Further information can be found in Note 20, page 42.
- The Council has three arrangements which it has considered against the Group Accounting criteria. The Council has not included these arrangements as Group Accounts in the Statement for the following reasons:
 - Opportunity Peterborough – the company exists to promote and secure regeneration activities within the Peterborough area. Due to the nature of its activities and its small size, the consolidation of the figures would be immaterial and would not add any additional value to the reader of the accounts that a note would not provide. Further information can be found in Note 15 Interest in Companies. On 31st March 2011 Homes and Communities Agency and the East of England Development Agency ceased to be members of the company, leaving Peterborough City Council the sole member and guarantor.
 - Peterborough Museum and Art Gallery – the Council is sole trustee of the trust set up to provide the City with access historic artefacts to promote artistic and general knowledge. Due to the nature of its activities and its small size, the consolidation of the figures would be immaterial and would not add any additional value to the reader of the accounts that a note would not provide. Further information can be found in Note 14 Related Party Transactions.
 - Blue Sky Peterborough (BSP) – during the financial year the Council has established an Energy Services Company, BSP. The aim of this ESCo is to pursue the provision of low and zero-carbon energy schemes with the energy produced available to the Peterborough area for both domestic and business users. As BSP is in its infancy for

2011/12, the nature of its activities and its small size, the consolidation of the figures would be immaterial and would not add any additional value to the reader of the accounts that a note would not provide. Further information can be found in Note 15 Interest in Companies.

- The Council has applied its judgement in making the decision not to merger account for the contractual change in the pooled budget partnership arrangement with NHS Peterborough.

For the financial year 2011/12 changes to the Section 75 partnership agreement came into effect. Due to the amendment in the risk share agreement with the PCT the Council needed to adjust its accounting treatment of ASC transactions under merger accounting standards.

Under the former accounting treatment the Council paid a monthly contribution to the Pooled Partnership and collected income from clients receiving care. These transactions were shown in the Council's Comprehensive Income and Expenditure Statement (CIES) under the service line Adult Social Care. The new accounting treatment requires a more detailed breakdown of expenditure into its constituent parts.

The Council have reviewed the adjustments required to the figures already in the accounts to reflect merger accounting and have concluded that the amendments would be immaterial and would not provide any additional value to the reader of the accounts. Therefore merger accounting has not been applied in the Council's accounts.

Further information can be found in Note 2, Adult Social Care Pooled Fund.

- The 2011/12 Code introduced a change in accounting policy in relation to the treatment of heritage assets held by the Council. These assets are now recognised and measured in accordance with the Council's accounting policies on Property, Plant and Equipment. With any change of accounting policy a restatement of the previous year opening and closing balance sheet is required to give a reader of the accounts a true comparator to the current year balance sheet. As the adjustment required was considered immaterial the Council did not restate the previous year opening and closing balance sheet. Details of the value of the heritage assets in the previous year are disclosed in Note 19, Property, Plant and Equipment.
- Where the Council has had property valued using the Depreciated Replacement Cost it has included the financing costs for half the period during which the asset is under construction.

46 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 2012 for which there is a 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	Depreciation and amortisation is provided for Property, Plant and Equipment and Intangible assets respectively. This enables the assets to be written down to their residual value over their estimated useful lives and show an appropriate cost of the use of the asset in the Comprehensive Income and Expenditure Statement. Management judgement is used to determine the useful economic lives of the Plant and Equipment and the Council's valuers for lives of Property.	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>It is estimated that the annual depreciation charge for buildings would increase by £387k for every year that useful life is reduced</p>
Property, Plant and Equipment	Property, Plant and Equipment are reviewed for impairment if events or changes in circumstances indicate that the carrying value of the asset may not be recoverable. Each year the Council's valuers complete an impairment assessment. The recoverable amount is then estimated having regard to the application of the concept of materiality.	<p>If an asset is impaired the carrying value of the asset is reduced.</p> <p>It is estimated that a 1% fall in market value would reduce the Council's Investment Properties and Assets Held for Sale balances by a total of £361k.</p> <p>6% of the Council's asset base is valued at Market Value, so the impact of a change in market value is limited.</p>
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. These judgements are completed by the Cambridgeshire County Council Pension Fund actuaries.	<p>The effects on net pensions liability of changes in individual assumptions can be measured. For instance,</p> <ul style="list-style-type: none"> • a 0.5% decrease in discount rate assumption would result in a increase in pension liability of 10% or £48m • a 1 year increase in member life expectancy would result in a increase in pension liability of 3% or £14m • a 0.5% increase in the salary increase rate would result in an increase in pension liability of 2% or £11m • a 0.5% increase in the pension increase rate would result in an increase in pension liability of 8% or £36m
Arrears	At 31 March 2012 the Council had a balance of £8.8m for	If collection rates were to deteriorate and sundry debt increased by 10%

Item	Uncertainties	Effect if Actual results Differ from Assumptions
	sundry debtors. A review of balances suggested that an impairment of doubtful debts, based on age profile, of 20% or £1.8m was appropriate.	with the same debt profile, an additional contribution of £178k would be set aside as an allowance. If 10% of the debt portfolio was one year older, a contribution of £91k would be set aside as additional allowance.
Icelandic Investments	The investment has been impaired to reflect the recovery rates expected as at 16 May 2012. The final repayments are not anticipated until January 2014 for Kaupthing Singer & Friedlander Limited, and April 2013 for Heritable Bank. The final cost therefore could be greater or lower depending on the final recoverable amounts and the timings of payments.	If the expected dividend was increased by 1% the amount the carrying value of the asset would increase by £112k. If the final dividend was received a year earlier than currently anticipated, the carrying value of the asset would increase by £5k.

47 Authorisation of the Accounts

The Executive Director - Strategic Resources authorises these accounts to be issued on 24 September 2012.

The Collection Fund and Notes

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

2010/11		Collection Fund			2011/12	
£000	£000		Notes	£000	£000	
		Income				
(61,948)		Council Tax (net)	1	(62,881)		
(12,321)		Transfer from General Fund - Council Tax benefits		(12,593)		
(80,410)		Business Ratepayers (NNDR)	2	(85,807)		
	<u>(154,679)</u>	Total Income			(161,281)	
		Expenditure				
9,393		Cambridgeshire Police Council Precept	3	9,490		
3,206		Cambridgeshire Fire Council Precept	3	3,239		
61,060		Demand by Peterborough City Council	3	61,726		
	73,659	Total Precepts			74,455	
79,519		Payment to NNDR National Pool		84,756		
273		NNDR cost of collection allowance		271		
	79,792	Total Business Rates			85,027	
1,317		Change in provision	4	1,665		
	1,317	Total Bad and Doubtful Debts			1,665	
		Contribution to previous year's estimated surplus:				
143		Cambridgeshire Police Authority		-		
49		Cambridgeshire and Peterborough Fire Authority		-		
934		Peterborough City Council		-		
	1,126	Total Surplus Distributed			-	
	<u>155,894</u>	Total Expenditure			161,147	
	<u>1,215</u>	Deficit / (Surplus) for the year			(134)	

1 Calculation of Council Tax Base

Council Tax Band	Ratio to Band D	No. of Dwellings	Band D Equivalent
A	6/9	33,545	22,363
B	7/9	18,800	14,622
C	8/9	12,631	11,228
D	9/9	6,878	6,878
E	11/9	4,042	4,940
F	13/9	1,744	2,519
G	15/9	834	1,390
H	18/9	63	126
Total		78,537	64,066

The Band D Equivalent shown above is calculated by applying the relevant factor but is before statutory discounts, exemptions, etc., and any allowance for non-payment which is at the discretion of each Council. The tax base used for Council Tax setting purposes after taking account of these factors was 55,971 (55,395 in 2010/11).

2 National Non-Domestic Rates

As at 31 March 2012 the total national non-domestic rateable value against the 2010 list was £230,176,210 (£229,205,560 at 31 March 2011) linked to 5,552 properties with the national multiplier set at 43.3p.

The amount due is calculated by reference to the actual charge during the year, which changes on a daily basis. The gross charge is further reduced because of reductions due to successful appeals, voids, interest on refunds and reliefs.

3 Precepting Authorities

The Precepting Authorities are those as shown in the statement.

2010/11	Preceptor	Precept / Demand	Share of Surplus at 31 March	2011/12 Total
£000		£000	£000	£000
60,986	Peterborough City Council	61,726	110	61,836
9,381	Cambridgeshire Police	9,490	18	9,508
3,203	Cambridgeshire Fire	3,239	6	3,245
73,570		74,455	134	74,589

4 Provision for Doubtful Debts

The provision for doubtful debts for Council Tax stood at £2.3m as at 31 March 2012 against arrears of £8.2m. At 31 March 2011, the provision stood at £2.4m against arrears of £6.7m.

Statement of Accounting Policies

General Principles

The Statement of Accounts summarises the Council's transactions for the 2011/12 financial year and its position at the year end 31 March 2012. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit 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 2011/12 and the Service Reporting Code of Practice 2011/12, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

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

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 on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- 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.

Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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.

Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, ie in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices of 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 prior period as if the new policy had always been applied.

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

Charges to Revenue for Non-Current Assets

Services, support services and trading accounts 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 a contribution in the General Fund Balance (MRP), by way of an adjusting transaction within the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

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, for current employees and are recognised as an expense for services in the year in which the employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, eg 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 remuneration rates applicable at 31st March of the reported period. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that

the holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

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 Pension Reserve to remove the 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 three separate pension schemes:

- The Local Government Pensions Scheme, administered by Cambridgeshire County Council.
- The Teachers Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE).

- The NHS Pension Scheme, administered by NHS Pensions.

These schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

However, the arrangements for the teachers' and NHS scheme mean that liabilities for these benefits cannot ordinarily be identified specifically to the Council. The scheme is therefore accounted for as if it were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Children's and Education Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year, and equally the Social Care Adults for the NHS.

The Local Government Pension Scheme

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

- The liabilities of the Cambridgeshire County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – ie 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 an appropriate discount rate (based on the indicative rate of return on high quality corporate bond as identified by the actuary)

- The assets of the Cambridgeshire 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 – market value
- The change in the net pension liability is analysed into seven components:
 - current service cost – the increase in liabilities as 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 arising from current year decisions 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
 - interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 - expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 - gains or losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - 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 – debited to the Pension Reserve
 - contributions paid to the Cambridgeshire 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 Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits 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 (including teachers) 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.

Events after the Balance Sheet Date

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.

Exceptional Items

When items of income and expense are material, their nature and amount is 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 an understanding of the Council's financial performance.

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. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

For the three stepped rate loans, the amount charged to revenue is based on the effective interest rate and the difference between that and the cash paid is reversed out in the Movement in Reserves Statement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase / settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the

new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

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 gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable 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.

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.

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 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 most of 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.

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 voluntary organisations, 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 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.

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.

Any gains and losses that arise on the 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 assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (eg dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company valuations

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available for Sale Financial Assets. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income and

Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

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 (fixed or determinable payments) or fair value falls below cost, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, 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. Otherwise, the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

Any gains or losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised in the Available for Sale Reserve.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

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.

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 (non ring-fenced 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.

Heritage Assets

Heritage assets are assets that are held by the Council principally for their contribution to knowledge or culture. These assets are recognised and measured in accordance with the Council's accounting policies on Property, Plant, and Equipment. However, the assets are recognised in the Balance Sheet using as its base the detailed insurance valuation (which are based on market values) held by the Council. And as heritage assets held have indeterminate lives and a high residual value; the Council does not consider it appropriate to charge depreciation for the assets.

Intangible Assets

Expenditure 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 websites is not capitalised if the website is solely or 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. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the service line(s) 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.

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

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 weighted average 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.

Investment Properties

Investment properties are those that are used solely to earn rentals and / or for capital appreciation. The definition is not met if the 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 are revalued annually according to market conditions at the year-end. Gains and losses on revaluation 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.

Rentals received in relation to investment properties are 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.

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. 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 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. Premiums paid on entry into a lease are applied to writing down the lease liability. 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 and 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 benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg there is a rent-free period at the commencement of the lease).

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 Asset 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 (ie 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, plant or equipment – 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)

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 the 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 non-current 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 in Reserves Statement.

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 (eg there is a premium paid at the commencement of the lease). 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.

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 principals of the CIPFA *Service Reporting Code of Practice 2011/12 (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 the Cost of Services.

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 administration purposes and that are expected to be used during

more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure 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 that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (ie repairs and maintenance) is charged as an expense when 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 initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located

The Council does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (ie 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 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:

- infrastructure and assets under construction – depreciated historical cost.
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (EUV)

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

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 the year-end, but as a minimum every four years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Surplus or Deficit on the Provision of Services where they arise from the reversal of a loss previously charged to a service.

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 insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement

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.

Foundation Schools, Voluntary Aided (VA) and Voluntary Controlled (VC) Schools are not shown on the Council's Balance Sheet. Some elements of the VA and VC schools land is still owned by the Council and is shown on the Balance Sheet.

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.

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of 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 classification and then carried at the lower of this amount and fair 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.

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 Asset 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 (ie 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 £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (ie freehold land and certain

Community Assets) and assets that are not yet available for use (ie assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- vehicles, plant and equipment – a percentage of the value of each class of assets in the Balance Sheet, as advised by a suitably qualified officer
- infrastructure – straight-line allocation over 25 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.

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.

Private Finance Initiative (PFI) and Similar Contracts

PFI and similar contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI contractor. As the Council is deemed to control the services that are provided under its PFI scheme and as ownership of property, plant and equipment will pass to the Council at the end of the contract for no additional charge, the Council carries the assets used under the contract on its Balance Sheet as part of Property, Plant and Equipment.

The original recognition of these assets at fair value (based on cost to purchase the property, plant and equipment) was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the capital investment.

Non current assets recognised on the balance sheet are revalued and depreciated in the same way as Property, Plant and Equipment owned by the Council.

The amounts payable to the PFI operator each year are analysed into four elements:

- fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement
- finance cost – an interest charge on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- contingent rent – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator (the profile of write-downs is calculated using the same principals as for a finance lease)

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 than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

Landfill Allowance Schemes

Landfill allowances, whether allocated by DEFRA or purchased from another Waste Disposal Authority (WDA) are recognised as

current assets and are initially measured at fair value. Landfill allowances allocated by DEFRA are accounted for as a government grant.

After initial recognition, allowances are measured at the lower of cost and net realisable value.

As landfill is used, a liability and an expense are recognised. The liability is discharged either by surrendering allowances or by payment of a cash penalty to DEFRA (or by a combination). The liability is measured at the best estimate of the expenditure required to meet the obligation, normally the market price of the number of allowances required to meet the liability at the reporting date. However, where some of the obligation will be met by paying a cash penalty to DEFRA, that part of its liability is measured at the cost of the penalty.

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.

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.

Reserves

The Council sets aside specific amounts as reserves for future 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 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 process 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.

Revenue Expenditure Funded from Capital Under Statute (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non-current asset 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.

Value Added Tax (VAT)

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

Glossary

Accruals - The concept that revenue and capital income and expenditure are recognised as they are earned or incurred, not as money is received or paid. Transactions are treated on an accruals basis with income and expenditure due as at 31 March brought into the accounts.

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.

Amortisation – the reduction in the useful economic life of a long term intangible asset, whether arising from time or obsolescence through technological or other changes.

Annual Governance Statement – identifies the systems that the Council has in place to ensure that its business is conducted in accordance with the law and proper standards and that public money is safeguarded.

Council – is a shortened name for ‘Local Council’ – see below.

Balance Sheet - Fundamental to the understanding of a local Council's financial position at the year-end. It shows the balances and reserves at the Council's disposal and its long term indebtedness, and the long term and net current assets employed in its operations.

Balances – The non-earmarked reserves of a local Council, which are made up of the accumulated surplus of income over expenditure. This is known as the General Fund Balance for all the other services provided by the Council. Adequate revenue

balances are needed to meet unexpected expenditure or a shortfall of income. A local Council may decide to use its revenue balances to reduce its budget and thus its call on the Collection Fund.

Budget (Medium Term Financial Strategy) - A statement of a Council's plans for net revenue and capital expenditure over a specified period of time.

Capital Adjustment Account – This account was created at midnight on 31 March 2007 and its opening balance was made up of the balance on the Fixed Asset Restatement Account (FARA) and the Capital Financing Account.

Capital Charge - A charge to service revenue accounts to reflect the cost of non-current assets used in the provision of their services.

Capital Expenditure - Expenditure on the acquisition or development of major assets which will be of use or benefit to a Council in providing its services beyond the year of account.

Capital Grant - A grant received towards the capital expenditure incurred on a particular service or project. Capital grants can be made by a Council, for example, to homeowners to meet the cost of improving their houses.

Capital Receipts - Proceeds from the sale of non-current assets, e.g. land and buildings. The proceeds can be used to finance new capital expenditure or repay debt. It cannot be used to finance revenue expenditure.

Collection Fund - A statutory fund in which a Council records transactions for Council Tax, Non-Domestic (Business) Rates and residual Community Charges

Community Assets - Assets that the local Council intends to hold in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples of community assets are parks and open spaces.

Comprehensive Income and Expenditure Statement - reports the income and expenditure for all the Council's services and demonstrates how that cost has been financed from general government grants and income from taxpayers.

Council – means 'Peterborough City Council' specifically. The Council is a local Council and this term is used in these definitions, and in the Statement of Accounts', to define any or all Councils.

Creditor - An amount owed by a local Council for work done, goods received or services rendered to the Council within the accounting period but for which payment has not been made.

Current Asset - An asset which can be expected to be consumed or realised during the next accounting period.

Current Liability - An amount which will become payable or could be called in within the next accounting period, e.g. creditor, cash overdrawn.

Debt Redemption - The repayment of loans raised to finance capital expenditure.

Debtor - An amount owed to a local Council within the accounting period, but not received at the Balance Sheet date.

Dedicated Schools Grant (DSG) – grant received from Department for Education to fund schools related expenditure.

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.

Depreciation - The measure of the wearing out, consumption or other reduction in the useful economic life of a long term asset, whether arising from use, time or obsolescence through technological or other changes.

Derecognition – The term used for the removal of an asset or liability from the balance sheet.

Direct Revenue Financing (DRF) - A contribution to the financing of capital expenditure by a charge to the Comprehensive Income and Expenditure Statement. This can be used to supplement a local Council's other capital resources.

Effective Rate of Interest – The rate of interest that will discount the estimated cash flows over the life of a financial instrument to the amount in the balance sheet at initial measurement.

Equity Instrument – A contract that evidences a residual interest in the assets of an entity after deducting all of its liabilities (e.g an equity share in a company).

Fair Value – the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arms length transaction.

Financing Charges - Annual charges to the Comprehensive Income and Expenditure Statement of a local Council to cover the interest on, and repayment of, loans raised for capital expenditure.

Finance Lease - A lease that transfers substantially all of the risks and rewards of ownership of an asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if at

the inception of the lease the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset

Financial Asset – A right to future economic benefits controlled by the Council. Examples include bank deposits, investments and loans receivable.

Financial Instrument – Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

Financial Instrument Adjustment Account – this is a specific accounting mechanism used to reconcile the different rates at which gains and losses (such as premiums on the early repayment of debt) are recognised under proper accounting practice and are required by statute to be met from the General Fund.

Financial Liability – An obligation to transfer economic benefits controlled by the Council. Examples include borrowings, financial guarantees and amounts owed to trade creditors.

Long Term Asset - An asset which has value beyond one financial year

General Fund - The main revenue account of a local Council which summarises the cost of all services provided by the Council which are paid for from Council Tax, government grant and other income.

Government Grants and Subsidies - Grants towards either the revenue or capital cost of local Council services. These may be either in respect of particular services or purposes, (specific and supplementary grants), or in aid of local services generally e.g. Revenue Support Grant.

Heritage Assets – is a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

IAS 19 - This is an International Accounting Standard (which replaces Financial Reporting Standard 17) now universally adopted across all sectors (public and private) for the inclusion and reporting of pension costs in Financial Accounts. It is based on the principle of recognising pension costs in the financial year that they become known rather than the cash transfers made in that year – usually, this means that a higher cost arises. These (higher) costs are calculated each year by Actuaries who forecast changes in future liabilities and the performance of the Pension Fund in determining any potential shortfall. In local government, a Pension Reserve has been introduced to absorb this impact so that no additional costs fall on Council Taxpayers until they are actually due.

Impairment – The term used where the estimated recoverable amount from an asset is less than the amortised cost at which the asset is being carried on the balance sheet.

Infrastructure Assets - Assets that are inalienable, ie may not be sold, transferred or assigned to another. These include facilities required to enable other developments to take place e.g. roads and street lighting.

Investment Properties – are those properties that are used solely to earn rentals and/or for capital appreciation.

Loans Outstanding - The total amounts borrowed from external lenders for capital and temporary revenue purposes and not repaid at the Balance Sheet date.

Local Council – is a corporate body, established by statute, to undertake specific local functions. It is governed by Members (also known as Councillors) who are either elected or appointed. Peterborough City Council is a 'local Council'. In these definitions, the term 'local Council' is used to describe one or all Councils generally. Sometimes, this is shortened to just 'Council'.

Minimum Lease Payments – are those lease payments that the Council is, or can be, required to make.

Minimum Revenue Provision (MRP) - This is the minimum amount which must be charged to a local Council's Comprehensive Income and Expenditure Statement and set aside to repay debt. It is calculated by charging 4% on all borrowing up to the 1st April 2007 and for any new supported borrowing. For the remaining unsupported borrowing, MRP is charged in line with the life of the asset for which the borrowing was undertaken.

Movement in Reserves Statement – this statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (ie those that can be applied to fund expenditure or reduce local taxation) and unusable reserves.

National Non-Domestic Rates (NNDR) - The rates payable by businesses on their properties are calculated by applying a nationally determined multiplier to the rateable value of the property. This is collected by local authorities and paid to the Government who then redistribute the money to authorities based on a standard amount per head.

Operating Leases - Leases under which the ownership of the asset remains with the lessor.

Pooling – The term used for the calculation and payment of a proportion of housing capital receipts into a national pool for redistribution.

Precept - The amount a local Council, who cannot levy a council tax directly on the public (eg Fire and Police authorities, Parish council), requires it to be collected on its behalf.

Provisions - are required for any liabilities of uncertain timing or amount that have been incurred. Provisions are set aside in the accounts and charged to individual services. When the relevant expenditure occurs, it is charged direct to the Provision.

Reserves - Amounts set aside for purposes falling outside the strict definition of provisions are considered as reserves. Reserves include earmarked reserves set aside for specific projects or service areas, or expected future commitments.

Revaluation Reserve – This account was created on 1 April 2007 and its balance represents the revaluation gains accumulated since 1 April 2007.

Revenue Expenditure - The day-to-day running costs a local Council incurs in providing services (as opposed to capital expenditure).

Revenue Support Grant (RSG) - A general grant paid by the government and recognised in the General Fund to help finance local Council revenue expenditure.

Supported Borrowing – the amount of borrowing assumed by Government in the calculation of their grant payment.

Usable Reserves – those reserves that can be applied to fund expenditure or reduce local taxation.

Unusable Reserves – those reserves that absorb the timing differences arising from different accounting arrangements.

Unsupported / Prudential borrowing – the amount of borrowing for which there is no grant to support its revenue impact.

VAT Shelter – The Council transferred its housing stock to Cross Key Homes in October 2004. Housing Associations are at a disadvantage compared to Local Authorities because they are not able to recover VAT on their expenditure. The VAT shelter agreement enables the VAT on capital works to be reclaimed and the benefit split equally between the Council and Cross Keys. This income is included within the Comprehensive Income and Expenditure Statement.

Index of Notes to the Core Financial Statements

Note	Description	Page	Note	Description	Page
1	Dedicated Schools Grant.....	14	23	Capital Commitments	45
2	Pooled Funds and Similar Arrangements.....	14	24	Revaluations	45
3	External Audit Costs	15	25	Impairment Losses	46
4	Members Allowances.....	15	26	Capital Expenditure and Capital Financing.....	46
5	Termination Benefits and Exit Packages.....	15	27	Private Finance Initiatives (PFI) and Similar Contracts	47
6	Pension Schemes Accounted for as Defined Contribution Schemes	17	28	Council as Lessee - Finance Leases.....	48
7	Defined Benefit Pension Schemes	17	29	Financial Instruments.....	50
8	Officers' Remuneration	21	30	Fair Value of Assets and Liabilities Carried at Amortised Cost	50
9	Trading Operations.....	23	31	Nature and Extent of Risks Arising from Financial Instruments	51
10	Comprehensive Income and Expenditure Statement – Other Operating Expenditure.....	24	32	Inventories	55
11	Comprehensive Income and Expenditure Statement – Financing and Investment Income and Expenditure	24	33	Debtors	55
12	Comprehensive Income and Expenditure Statement – Taxation and Non Specific Grant Incomes.....	24	34	Creditors	56
13	Grant Income.....	24	35	Capital Grants Receipts in Advance.....	56
14	Related Parties	25	36	Provisions	57
15	Interest in Companies.....	26	37	Cash Flow Statement – Operating Activities	58
16	Amounts Reported for Resource Allocation Decisions.....	26	38	Cash Flow Statement – Investing Activities.....	58
17	Movement in Reserves Statement – Adjustments between Accounting Basis and Funding Basis under Regulations	30	39	Cash Flow Statement – Financing Activities.....	58
18	Movement in Reserves Statement – Transfers to / (from) Earmarked Reserves	39	40	Cash Flow Statement – Cash and Cash Equivalents.....	58
19	Property, Plant and Equipment.....	40	41	Trust Funds	58
20	Investment Properties.....	42	42	Contingent Liabilities.....	59
21	Intangible Assets	42	43	Contingent Assets.....	60
22	Surplus Assets and Assets Held for Sale	44	44	Accounting Standards That Have Been Issues but Have Not Yet Been Adopted	60
			45	Critical Judgement in Applying Accounting Policies	60
			46	Assumptions made about the Future and Other Major Sources of Estimation Uncertainty.....	62
			47	Authorisation of the Accounts.....	64

PETERBOROUGH



CITY COUNCIL

Annual Governance

Statement - 2011/12



Annual Governance Statement

Scope of Responsibility

Peterborough City 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 and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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 which includes arrangements for the management of risk.

Peterborough City Council has approved and adopted a Local Code of Governance, which is consistent with the principles of the CIPFA / SOLACE Framework *Delivering Good Governance in Local Government*. This statement explains how Peterborough City Council has complied with the Code and also meets the requirements of the Accounts and Audit (England) Regulations 2011 in relation to the publication of an Annual Governance Statement.

The Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values by which the Council is directed and controlled and its 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.

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 therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Peterborough City Council's policies, aims and objectives, to evaluate the likelihood of these risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Governance Framework

The Council is a complex organisation with an appropriately comprehensive governance framework. The Council works in a dynamic environment and keeps its processes under constant review. Our governance framework derives from six core principles identified in the Independent Commission on Good Governance in Public Services 2004 publication entitled *The Good Governance Standard for Public Services*. These principles were adapted for application to local authorities and published in 2007. The six core principles state that good governance means:

- Focusing on the purpose of the Authority and on outcomes for the community including citizens and service users and creating and implementing a vision for the local area;

- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting the values of the Authority and demonstrating the values of good governance through behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members to be effective and ensuring that officers (including the statutory officers) also have the capability and capacity to deliver effectively; and
- Engaging with local people and other stakeholders to ensure robust local public accountability.

The following paragraphs summarise the City Council's Governance Framework which has been in place for the year ended 31st March 2012 and up to the date of approval of this Statement and the Statement of Accounts.

The key elements of each of these core principles are as follows:

Creating and Implementing a Vision

Good governance means focusing on the purpose of the City Council, on outcomes for the community and creating and implementing a vision for the local area. The following describe how the City Council achieves this:

- The Council, and its partners, have a clear statement of its purpose and vision as set out in the Peterborough Sustainable Community Strategy 2008 – 2021 (SCS). This sets out the overarching strategy for the Council including its priorities and the outcomes that it is seeking to achieve. This Single Delivery Plan, together with Departmental Business Plans provides a

clear basis for corporate and service planning which is carried out in accordance with the Corporate Planning Cycle.

- The SCS vision is to:
 - *Create a bigger and better Peterborough that grows the right way, and through truly sustainable development and growth;*
 - *Improve the quality of life of all its people and communities, and ensure that all communities benefit from growth and the opportunities it brings;*
 - *Create a truly sustainable Peterborough, the urban centre of a thriving sub-regional community of villages and market towns, a healthy, safe and exciting place to live, work and visit, famous as the environment capital of the UK.*
- There are four priorities for areas of work which are needed in order to achieve the vision. The four priorities are:
 - Creating Opportunities - Tackling Inequalities
 - Creating Strong and Supportive Communities
 - Creating the UK's Environment Capital
 - Delivering Substantial and Truly Sustainable Growth
- The SCS is a shared view across partners and the community about what needs to be done to improve the economic, social and environmental wellbeing of the local area. Partner organisations are expected to take account of the SCS when they prepare their own organisation's business plan. The Vision is reviewed through a variety of means including ongoing analysis of performance information; a review of national and local drivers for change; and consultation with stakeholders, including residents, businesses and partner organisations. Any

changes made are cascading through the organisation to inform and amend departmental delivery contracts, service plans and business plans.

- The SCS contains a statement of objectives within each corporate priority. This document also records information about the Council's services and finances, and lists targets for the next three years together with planned improvements. Performance is normally reported to Cabinet on a quarterly basis and is monitored through various Scrutiny Committees. Performance information is available across the Council through the Council's corporate project management system, Verto.
- The Council and neighbouring authorities, and their business, higher / further education and VCS partners have been successful in a bid to government to develop a Local Enterprise Partnership (LEP). The introduction of LEPs is, in part, to replace the Regional Development Agencies which have been abolished. The LEP will bring together local authorities, businesses, voluntary sector, universities and further education colleges to provide strategic leadership and joint working in areas such as housing, transport infrastructure, employment and enterprise.
- Regular revisions are made to the Constitution to ensure continuing improvement and simplification, whilst maintaining appropriate governance checks. The Council continues to develop and refine systems for identifying and evaluating all significant risks, via its Corporate Management Team (CMT). Council approved a Risk Management Strategy in October 2004 and this has been regularly refreshed via Audit Committee. Changes to the overall strategic risk profile are reported through to members of the Audit Committee on a

periodic basis, the most recent being in the February 2012 committee cycle.

- When the Council works in partnerships, it has a methodology which ensures that there is a common vision underpinning the work of the partnership that is understood and agreed by all partners. These partnerships range from strategic to operational. The overarching vision for partnership working is set out in the SCS supported by the Local Area Agreement which articulates it.
- A Medium Term Financial Plan (MTFP) and capital programme has been established to ensure that resources are aligned to priorities. The budget process incorporates consideration of the allocation of resources against corporate aims and plans for any financial risks. The MTFP allows annual strategic review in the context of performance against aims and sets targets of efficiency improvement to release resources for use elsewhere. Monitoring reports are submitted to CMT and Cabinet and issues are referred to other Scrutiny Commissions / Committees as appropriate.
- Value for money underpins the strategic priorities. Through reviews by External Audit, external agencies, Internal Audit, and internal review teams, the Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which functions are exercised.
- The Council has a comprehensive comments, compliments and complaints scheme. This is used to identify areas where service quality is not satisfactory and to take action to improve. As an organisation, the Council is committed to meeting the

service needs of a very diverse community and meet the "Equality Framework for Local Government".

Roles and Responsibilities of Members and Officers

Good governance means members and officers working together to achieve a common purpose with clearly defined functions and roles. The Council aims to ensure that the roles and responsibilities for governance are defined and allocated so that accountability for decisions made and actions are clear.

- The Council is governed by a Constitution which sets out the main control mechanisms and uses the Cabinet model for decisions. This is made up of the Leader, Deputy Leader and 8 other members, who are responsible for proposing budgets and policies and taking key decisions in relation to their various portfolios. During 2011 / 2012 there was also an addition Cabinet Advisor for Business Engagement, Tourism and International Links. Cabinet business is governed by written procedures and principles contained in the Executive Decisions within the Constitution. Individual Cabinet members receive regular feedback from senior officers within their portfolios on the progress of objectives. Issues of strategic and corporate importance are referred to Cabinet.
- As well as Cabinet, other Committees are in place to cover the functions of Scrutiny, Regulatory and Neighbourhood Committees.
 - Scrutiny Committees can hold the Cabinet to account by reviewing decisions, undertaking reviews of the Council's functions, and consider any relevant matters affecting the city or its residents. Although they have no decision making powers, the Commissions /

Committees are able to "Call In" and review certain decisions of Cabinet. Until the call-in process is completed the decision cannot be implemented.

- Regulatory Committees consider a variety of non-executive functions which Cabinet, by law, cannot undertake or has been agreed should not be considered by Cabinet. The committees are all cross-party and with the exception of Audit Committee, can include cabinet members.
- Neighbourhood Committees have been set upon across the city. These deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements and area developments.
- All Committees have clear terms of reference and work programmes to set out their roles and responsibilities.
- An Audit Committee provides assurance to the Council on the effectiveness of the governance arrangements, risk management framework and internal control environment.
- The Council's Constitution contains a Code of Conduct for Councillors, protocols advising on the Code of Conduct of Officers and a specific protocol on Member / Officer Relations.
- Information bulletins are circulated to Councillors on current local government issues and publications and regular briefings are provided on their role. Notices of all key decisions to be taken are published in the Council's Forward Plan in which the community is advised firstly that the decision is to be taken and secondly to whom representations can be made. In this way

the public's interest in major decisions to be taken by the Council can be encouraged, received and reflected. Agendas, reports and published decisions are available to councillors and the general public via the Council's web pages.

- The Council ensures that effective management arrangements are in place at the top of the organisation:
 - The Council's Chief Executive (and Head of Paid Service) leads the Council's officers and Chairs CMT;
 - The Executive Director (Strategic Resources) as the s.151 Officer appointed under the 1972 Local Government Act carries overall responsibility for the financial administration of the City Council. They are also responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting records and of its systems of internal control; and
 - The Solicitor to the Council, as Monitoring Officer, carries overall responsibility for legal compliance and the maintenance of high standards of conduct by providing advice and support to Members and Officers.
- Regular CMT meetings are held. In addition, Executive Directors meet their respective Cabinet Members on a regular basis. A Heads of Service Forum supports the work of CMT on a number of issues. In addition, there are a series of Officer working groups who meet to deal with a range of specific service as well as cross cutting issues.
- All staff, including senior management, have clear conditions of employment and job descriptions which set out their roles and responsibilities. Terms and conditions of employment are in line with the harmonisation agreement implemented in 2008,

and are regularly refreshed and amended following consultation with Unions. The terms and conditions of members are set out in the Members' Allowances Scheme within the Council's Constitution. The Scheme is approved by Council following preparation and review by an independent Panel at least annually.

- The council maintains an objective and professional relationship with external auditors and statutory inspectors, as evidenced by the Annual Audit Letter.

Standards of Conduct and Behaviour

Good governance means promoting appropriate values for the Council and demonstrating the values of good governance by upholding high standards of conduct and behaviour. The following describes how the Council achieves this:

- The Solicitor to the Council, after consultation with the Chief Executive and Executive Director (Strategic Resources) can report to Full Council if they consider that any proposal, decision or omission would give rise to unlawfulness or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- The Council has adopted a number of codes and protocols that govern both Member and officer activities defining the standards of behaviour – such as Members' Code of Conduct; Officers' Code of Conduct; Member / Officer Protocol; Planning Code of Conduct; Member declarations of interest; Gifts and Hospitality and Grievance procedures.
- The Council takes fraud, corruption and maladministration very seriously. Policies which aim to prevent or deal with such

occurrences include the Anti Fraud and Corruption Policy and Fraud Response Plan; Confidential Reporting Code (Whistleblowing Policy); and Human Resources policies regarding disciplinary of staff involved in such incidents.

- Member conduct is monitored by Standards Committee, independently chaired, which also investigates any allegations of misconduct. The Standards Committee has a defined work programme which it reviews at each meeting which includes planned reviews of relevant codes and protocols within the Constitution. Amendments are being made to incorporate the work of the Standards Committee with the Audit Committee in light of changes as a result of the Localism Act.
- Corporate Complaints procedures enable the Council to receive and investigate any complaint made against it, a Member or a member of staff.
- The Council's financial management is conducted in accordance with the financial rules set out in the Constitution, the Budget Framework, Financial Regulations, Contract Regulations and Procurement Strategy. These rules set out the framework within which the Council conducts its financial affairs and ensures proper financial arrangements are in place. Furthermore, the arrangements conform to governance requirements set out in the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010). Executive salaries and £500 spending transactions are disclosed in order to maintain transparency.
- Full Council approves a balanced budget before the start of each financial year. This includes the Medium Term Financial Plan, annually reviewed, under which it plans its finances, target efficiency savings required and potential council tax

implications over a three year rolling period. During the year, budget monitoring reports are taken to Management Teams and Members on a regular basis.

Decision Making, Scrutiny and Risk

Good governance means taking informed and transparent decisions that are effectively scrutinised and managing risk. The following describes how the Council achieves this:

- The Leader and Cabinet are responsible for all Executive Decisions. Operational matters requiring decision are delegated to Council Officers under the Scheme of Delegation.
- Forthcoming key decisions by Cabinet (including decisions by individual Cabinet Members), are published in the Cabinet's Forward Plan in so far as they can be anticipated. This is reviewed at each Cabinet Meeting.
- Cabinet has power to make decisions that are in accordance with the Council's policy framework and approved budget. Decisions that fall outside the policy framework or approved budget must be referred to the Full Council.
- Council has several committees which carry out regulatory or scrutiny functions which encourages constructive challenge and enhances the Council's performance overall. Scrutiny Committees have power to review the decisions of Cabinet and Cabinet Members, through the "call-in" process, to determine whether decisions have followed the agreed process and are in accordance with the Council's policy framework and approved budget.
- The Council's Internal Audit service complies with the Accounts and Audit Regulations 2011 and operates in accordance with the "CIPFA Code of Practice for Internal Audit in Local

Government in UK 2006". Responsibility for Internal Audit rests with the Chief Internal Auditor. Reporting lines are within the Strategic Resources Directorate, with reporting lines to the Head of Corporate Services, Executive Director (Strategic Resources) as well as access to the Chief Executive, Monitoring Officer and Members as required. The Internal Audit division plans and priorities its work around a risk based auditing approach and seeks to programme in work based on risk, strength of control and materiality. Internal Audit makes recommendations for improving the internal control environment and part of their work includes monitoring agreed action plans. This ensures compliance with established policies and procedures, particularly financial and contract procedures. Reports, including an assessment of the adequacy of control and action plans to address weaknesses, are submitted to Members (through the Audit Committee), the Chief Executive, Executive Directors and management as appropriate.

- The Council maintains both Strategic and Operational Risk Registers. The Council undertook a fundamental review of its risk management approach, culminating in a revised strategy in September 2009.

Developing Capacity and Capability of Members and Officers

Good governance means developing the capacity and capability of Members and Officers to be effective. The following describes how the Council achieves this:

- The Councils structure gives clear accountability for the performance management of services, both within departments and corporately.

- The Council aims to ensure that Members and managers of the Council have the skills, knowledge and capacity they need to discharge their responsibilities and recognises value of well trained and competent people in effective service delivery. The Council has been recognised for strong commitment to the professional development and training of staff and has been awarded the IIP Bronze award as well as the CIPFA Platinum Accredited Employer mark. In developing Members' skills, the Council has an overall development strategy in place.
- Members of the Audit Committee are provided with training specific to their responsibilities prior to each meeting. The focus is on key governance issues such as risk management and internal control, together with scrutiny arrangements for the accounts. Individual briefings are enhanced by an Audit Committee Handbook.
- The Council also provides induction programmes tailored to individual needs and opportunities for Members and Officers to update their knowledge on a regular basis. All new and transferring employees will receive an induction. In addition, key messages are given to all: such as freedom of information and data security, procurement and financial regulations.
- Senior Managers have been through the Vision 2010: Building Managers for the Future programme, the purpose being to provide the necessary tools to support managers in delivering improved services linked explicitly to business outcomes and to enable them to display the expected leadership behaviours.
- All Officers have comprehensive job descriptions and person specifications and the Council has a process in place to review performance for all staff. Where capability issues are identified, appropriate processes are in place to try to resolve these.

- As the needs of Councils become more and more stretched by finite resources, alternative service delivery methods have been explored. This has led to the development of shared service arrangements with other councils, with Peterborough being the lead authority. These include opportunities with Rutland County Council (for Legal and Trading Standards) and Cambridge City Council (for Internal Audit).

Engaging with Local People and Stakeholders

Good governance means engaging with local people and other stakeholders to ensure robust public accountability. The following describes how the Council achieves this:

- The Council's planning and decision making processes are designed to include consultation with stakeholders and the submission of their views.
- Every year we carry out many consultation exercises. Arrangements are in place to enable engagement with all sections of the community. These arrangements recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands. These have included Citizens Panel; Focus groups (face to face and on-line) - with, for example, refugees and asylum seekers, disabled people, young people, older people; Employee forums / Joint consultative forum; Voluntary and community sector network; One-off consultation events; and Public meetings. Varied channels of communication are used to reach all sections of the community and other stakeholders. Communication channels include: newspapers, surveys, press releases, internet, public question time at Committee meetings, public speaking on planning applications, open forums, Member surgeries etc.

- Our commitment to partnership working is demonstrated in our approach to community leadership. To give local citizens a greater say in local decision making, the Council established Neighbourhood Committees to cover the city and its surrounds. Neighbourhood Committees are open public meetings that are held at a local venue every two or three months. The meetings are an opportunity for residents to find out what is happening in their area and to discuss the big issues and priorities. Residents meet with local ward Members and representatives from the Police, Health and Council. In addition, ongoing work in the community is also facilitated through the Parish Council Liaison Committee.
- The Council has a number of significant partnerships and outsourced contracts. These are:
 - Greater Peterborough Partnership – our local strategic partner;
 - Peterborough Culture and Leisure Trust (Vivacity);
 - Opportunity Peterborough;
 - Enterprise - An outsourced partnership for the provision of street scene activities previously undertaken by City Services;
 - SERCO – Provision of Council back office facilities, including revenues and benefits and ICT services; and
 - Health and Well Being Board - Overseeing expectations and service deliverables following the transfer of various activities from NHS Peterborough back to the Council.

Review of Effectiveness

The Council reviews the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by managers within the Council who have responsibility for the development and maintenance of the governance environment, the work of the internal auditors, and also by comments made by the external auditors and other inspection agencies.

Both in year and year end review processes have taken place. In year review mechanisms include:

- Cabinet is responsible for considering overall financial and performance management and receives comprehensive reports on a quarterly basis. It is also responsible for key decisions and for initiating corrective action in relation to risk and internal control issues.
- There is a scrutiny function which holds the Cabinet to account, which include an overview of service and financial performance, efficiency and effectiveness.
- Standards Committee meet throughout the year to consider and review issues relating to the conduct of Members. This will change as the City Council implements the Localism Act.
- Audit Committee meet throughout the year to provide independent assurance to the Council in relation to the effectiveness of the risk management framework, internal control environment and the Annual Statement of Accounts. Annually, the Internal and External Audit Plans are approved through the Committee.
- Internal Audit is an independent and objective assurance service to the management of the Council who complete a programme of reviews throughout the year to provide an

opinion of the internal control, risk management and governance arrangements. The work of Internal Audit is planned using risk assessments, assurance from other inspectorates, and discussions with Directors and Heads of Service; and annual plans are formulated and approved by Audit Committee. The work includes not only reviews of financial control, but also of risk management, control over the achievement of organisational policies and objectives, and compliance with laws and regulations. The outcome of all audit reviews are reported to the appropriate Director, and matters of concern are raised with the Chief Executive, Executive Director (Resources), Leader of the Council and the Chair of Audit Committee. Management of the Internal Audit function conforms to the principles contained in CIPFA's Statement on the Role of the Head of Internal Audit in Local Government.

- The Governance section within Legal and Democratic Services undertakes fraud investigations and detection work.
- Risk management is handled through a range of mechanisms. Risk owners are in place for all corporate risks. The risks cascade down to the services, who manage the risks via the service planning process and regular review. Corporate risks are revisited through CMT. Risks are accounted for in all project planning, the creation of the Medium Term Financial Plan and other Council operations as an inherent part of normal procedure.
- Work undertaken as part of the Strategic Governance Board. Made up of Senior Officers from across the Council and Members, the Board has been established to consider, review and coordinate improvements in all aspects of the governance framework.

- The actions arising from the significant control issues detailed in last years' Annual Governance Statement have been monitored throughout the year and reported through to Audit Committee.
- Assurance from the Audit Commission, other Inspection Agencies and External Audit. On completion of their work, a Joint Audit and Inspection Letter is issued to the Council. The last Joint Audit Letter was issued for the financial year 2010 / 2011, and was discussed and endorsed at meetings of the Cabinet and Audit Committee with an unqualified audit opinion on the financial statements.

The year end review of the governance arrangements and the control environment included:

- The Chief Internal Auditors' annual opinion on the status of the Council in terms of the governance and overall controls. For this year he has provided an unqualified opinion.
- Assurance from Executive Directors and their management teams on the key elements of the control framework were in place in their departments. The statement itself has been circulated to all Directors for consideration and is supported by them as an accurate reflection on the governance arrangements in place for the year.

Significant Governance Issues

The review process has highlighted a number of new significant issues of the effectiveness of the governance and internal control environment. For each issue, detailed action plans have been determined, a responsible officer identified and a summary of the key elements are included in the table overleaf.

Conversely, items which were included in 2010 / 2011 which have been excluded as significant progress has been made in addressing the issues such that they are no longer considered a threat to the control environment. These items are:

Governance Issues identified in 2010/11		
Issue		Progress
Use of Consultants	<p>Following an independent review of the use of consultants, various actions were identified to put in place improved governance arrangements.</p> <p>(Lead Officer: Director of Strategic Resources)</p>	Ongoing monitoring arrangements have been implemented. Regular reports have been produced and submitted to Council, Scrutiny and Audit Committee.
Development of Neighbourhood Committees	<p>Following a corporate review of the operations of Neighbourhood Councils, a number of changes were agreed at Cabinet / Full Council in March / April 2011. Appropriate governance needs to be in place to ensure effective decision making and resource development.</p> <p>(Lead Officer: Head of Neighbourhood Services)</p>	The seven committees are split between three distinct areas of the city. All community areas / activities are covered. Minutes are maintained for all meetings. Community funds are allocated for each to spend following agreement within each meeting.
Development of Medium Term Financial Strategy	<p>Ongoing savings underpin the delivery of the MTFs. Regular monitoring needs to be in place to ensure successful delivery.</p> <p>(Lead Officer: Head of Corporate Services)</p>	Regular reports are produced for Cabinet and Scrutiny and has been updated throughout to reflect changes in circumstances and new proposals.

Governance Issues identified in 2010/11		
Issue	Area for Improvement	Lead Officer
Implementation requirements of new legislation with governance implications, for example, the Localism Act.	Robust arrangements are required to ensure that the Council introduces appropriate policies and procedures to deliver new legislation. Recent examples include: <ul style="list-style-type: none"> • The Bribery Act (from July 2011). Creating offences of offering or receiving bribes, bribery of foreign public officials and of failure to prevent a bribe being paid on an organisations behalf. • The Localism Act (from November 2011). Devolving greater powers to local communities over housing and planning decisions, including Right to Challenge and Right to Bid for assets. 	Solicitor to the Council
Establishment of a Local Scheme to administer welfare payments	Various changes are proposed through the Welfare Reform Bill which will impact on how the Council pays and delivers its services. The Council will have to establish a local scheme and evaluate the impact on claimants and council services.	Executive Director of Resources
Transfer of Adult Social Care	Adult Social Care Services reverted to the local authority environment from February 2012. While there has been an initial smooth transfer of activities / services there is a need to review the processes and procedures so that there is efficient integration.	Director of Adult Social Care
Safeguarding	Process and delivery improvements are required following poor service inspections within Children's Services. Delivery against an agreed OFSTED Action Plan requires effective monitoring and immediate action to address any shortfalls.	Executive Director of Children's Services
Equalities and Diversity	The Council needs to improve on its arrangements to undertake Equality Impact Assessments (EIA) and embed these within its Service Delivery Plans.	Executive Director of Operations
Information Governance	The Council needs to demonstrate that arrangements are in place for the security of information when it is taken out of the workplace, either on portable devices or where systems are accessed remotely via mobile or home based working or manual information.	Solicitor to the Council
Risk Management and Business Continuity	There has been a repositioning of risk management and business continuity within the Council. There is a need to reappraise the effectiveness of the risk management processes and to refresh business continuity and emergency planning arrangements, including undertaking a mock exercise.	Executive Director of Operations

Certification

As Leader and Chief Executive, we have been advised on the implications of the results of the review of effectiveness of the Council's governance framework, by the Audit Committee and Cabinet.

Our overall assessment is that the Annual Governance Statement is a balanced reflection of the governance environment and that an

adequate framework exists within Peterborough City Council to ensure effective internal control is maintained. We are also satisfied that there are appropriate plans in place to address any significant governance issues and will monitor their implementation and operations as part of our next annual review.

Signed:

Gillian Beasley, Chief Executive

Date:

Signed:

Councillor Marco Cereste, Leader of the Council

Date:

AUDIT COMMITTEE	AGENDA ITEM No. 6
24 September 2012	PUBLIC REPORT

Cabinet Member responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member responsible:	Councillor Lamb, Chair of Audit Committee	
Contact Officer(s):	Diane Baker, Head of Governance	☎ 452 559

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL REPORT FOR 2011-2012 AND FOR THE THREE MONTHS TO 30TH JUNE 2012

R E C O M M E N D A T I O N S	
FROM : Paul Phillipson, Executive Director - Operations	Deadline date : N/A
Audit Committee is asked to	
1. Receive, consider and endorse this report on the use of RIPA for the annual review of 2011 to 2012 and for the three months to June 2012.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Committee as a scheduled report on the Council's use of RIPA in accordance with the established Work Programme 2012 / 2013.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide an overview of the Council's use of RIPA powers over the year 2011-2012 and the period ending 30th June 2012. This report is to be considered in accordance with its Terms of Reference 2.2.15 - To monitor council policies on "raising concern at work" and the anti fraud and anti corruption strategy and the Council's complaints process.

3. BACKGROUND

- 3.1 The Regulation of Investigatory Powers Act 2000 (RIPA) provides a statutory mechanism for authorising covert surveillance and the use of a 'covert human intelligence source' (CHIS) e.g. undercover agents. It now also permits Public Authorities to compel telecommunications and postal companies to obtain and release communications data, in certain circumstances. It seeks to ensure that any interference with an individual's right under Article 8 is **necessary and proportionate**. In doing so, RIPA seeks to ensure both the public interest and the human rights of individuals are suitably balanced.
- 3.2 Council officers and external agencies working on behalf of Peterborough City Council must comply with RIPA and any work carried out must be properly authorised by one of the Council's Authorising Officers. The powers contained within the Act can only be used for the purpose of preventing or detecting crime or preventing disorder.

3.3 The Council has established strong governance around the use of RIPA and provides assurance to the citizens of Peterborough that the powers are only used where necessary and proportionate and in accordance with the law.

3.4 Peterborough City Council was recently inspected by Dr Colin Kolbert, Assistant Surveillance Commissioner with the Office of Surveillance Commissioner. Dr Kolbert scrutinised the Council's RIPA records and met with officers to discuss the Council's arrangements around the use of surveillance. Dr Kolbert commended the Council on a number of practices including the Chief Executive's 'hands on' interest in RIPA matters, a formal existence of a management structure specifically for RIPA issues, who he referred to as 'a 'tight-knit' group of officers whom are equipped with an admirable degree of expert knowledge, which is demonstrated in the restrained and sensible use made of RIPA by the Council. He also commented on the innovative nature of a toolkit, which has been designed to assist internal users of RIPA. In concluding his report, Dr Kolbert added that it is pleasing to see that the Chief Executive takes a direct interest in RIPA matters and has received the appropriate training.

3.5 The following table provides a breakdown of the use of RIPA between 1st April 2011 to 31st March 2012 and from 1st April 2012 to 30th June 2012.

Date of authorisation	Type of Covert Surveillance	Reason	Outcome
26 th July 2011	Covert	Test Purchasing	Two sales of alcohol to a person under the age of 18 were identified. Fixed Penalty Notices (FPN) issued
10 th August 2011	Covert	Test Purchasing	Three sales of alcohol and one sale of tobacco to a person under the age of 18 were identified. FPN issued
12 th September 2011	Covert	Test Purchasing	One case of unauthorised street trading was identified and as a result the individual concerned paid the appropriate fee for consent.
14 th October 2011	Covert	Fly tipping	Offences identified but footage of too low definition to be of value and to identify any individuals
20 th October 2011	Covert	Test Purchasing	Cancelled at last minute due to shortage of volunteers.
18 th December 2011	Covert	Test Purchasing	Two sales of alcohol to a person under 18 identified and FPN issued
26 th January 2012	Covert	Test Purchasing	One individual prosecuted in relation to a taxi licensing matter. The individual was fined £500.00.

2 nd February 2012	Covert	Test Purchasing	Two sales of alcohol to a person under 18 identified and FPN issued
1 st June 2012	Covert	Test Purchasing	Two sales of alcohol to a person under 18 identified sellers and FPN issued in both cases

3.6 The following table provides a breakdown of the Council's applications for access to communications data between 1st April 2011 to 31st March 2012 and from 1st April 2012 to 30th June 2012.

Date of application	Type of Communications Data	Reason	Outcome
10 th October 2011	Telephone number	Business Regulation investigation	The matter has been closed with no further action possible due to a lack of evidence
5 th January 2012	Telephone number	Business Regulation investigation	The matter has been closed with no further action possible due to a lack of evidence

4. CONSULTATION

Consultation has taken place between the following parties:

- Solicitor to the Council;
- Executive Director of Operations (as the Senior Officer with oversight for RIPA); and
- Chief Internal Auditor

5. ANTICIPATED OUTCOMES

That the Audit Committee continues to be informed of the necessary and proportionate use of RIPA across the Authority.

6. REASONS FOR RECOMMENDATIONS

There are no recommendations contained within this report.

7. ALTERNATIVE OPTIONS CONSIDERED

The option is not to present an annual or quarterly report, which details the use of RIPA. This could result in a lack of assurance and a potential lack of support from the Audit Committee. Failure to report usage for Member review contravenes the RIPA Codes of Practice.

8. IMPLICATIONS

The implications of this report are that the Council will become more aware of RIPA and its value to the Council's many enforcement teams. The Council has already created a positive profile and has been congratulated on its adherence to the legislation by the Office of Surveillance Commissioners.

9. BACKGROUND DOCUMENTS

(Used to prepare this report in accordance with the Local Government (Access to Information) Act 1985)

AUDIT COMMITTEE	AGENDA ITEM No. 6
24 SEPTEMBER 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Lamb, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

FEEDBACK REPORT

1. ORIGIN OF REPORT

This is a standard report to Audit Committee which forms part of its agreed work programme.

2. PURPOSE AND REASON FOR REPORT

This standard report provides feedback on items considered or questions asked at previous meetings of the Committee. It also provides an update on any specific matters which are of interest to the Committee or where Committee have asked to be kept informed of progress.

3. APPENDICES

- Appendix 1 – Feedback Report

AUDIT COMMITTEE: RECORD OF ACTION TAKEN

MUNICIPAL YEAR: MAY 2012 - APRIL 2013

DATE ISSUE RAISED	AGENDA ITEM / ACTION ARISING	OFFICER RESPONSIBLE	ACTION TAKEN	SIGN OFF DATE
25 June	<p>Agenda Item 5: Effectiveness of Internal Audit</p> <p>To provide within audit reports if an item had not been complied with and what measures were in place to rectify any non compliance issues.</p>	Steve Crabtree	<p>Internal Audit progress reports, as currently taken to Audit Committee, will highlight the recommendations made and agreed by management for each audit completed.</p> <p>If recommendations have subsequently have not been actioned, these areas of non-compliance will be reported to Members. The next progress report is due at Audit Committee on 5 November 2012.</p>	
25 June	<p>Agenda Item: 6. Annual Audit Opinion</p> <p>To provide Members with details on the outcome of follow up audits conducted on schools that used credit cards, where the control measures were deemed to be of a poor standard.</p>	Steve Crabtree	<p>In accordance with our follow up procedures, a questionnaire has been sent to all areas, including schools, where there have been poor control standards. With regard to schools, as at 31 August 2012, responses are outstanding although in mitigation it is the summer recess. The next progress report to Audit Committee will document the outcomes.</p>	

AUDIT COMMITTEE	AGENDA ITEM No. 7
24 SEPTEMBER 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Lamb, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

WORK PROGRAMME 2012 / 2013

1. ORIGIN OF REPORT

This is a standard report to Audit Committee which forms part of its agreed work programme. This standard report provides details of the proposed Work Programme for the Municipal Year 2012 / 2013 together any training needs identified.

2. UPDATE

Work Programme

The Work Programme (**Appendix 1**) is based on previous years meeting dates / agendas. The programme will be refreshed in consultation with senior officers and the Committee membership throughout the year.

Training

An overview of the works channelled through the Audit Committee will be provided alongside this agenda. In addition, prior to each committee meeting, further training will be provided subject to the needs of the committee.

3. APPENDICES

- Work Programme for 2012 / 2013

WORK PROGRAMME FOR 2012 / 2013

Date	Work Programme	Key Officer
7 June 2012	Agenda items: Information Governance: Data Incident Policy Audit Committee Handbook Training: Overview of the Final Accounts process	Louise Tyers Steve Crabtree Steven Pilsworth
25 June 2012	Agenda Items: Fraud: Annual Report 2011 / 2012 Internal Audit: Review of Effectiveness Internal Audit: Annual Report 2011 / 2012 Draft Annual Governance Statement Budget Monitoring Report Outturn 2011 / 2012 Statement of Accounts 2011 / 2012 Training: None identified	Ben Stevenson Steve Crabtree Steve Crabtree Steve Crabtree Steven Pilsworth Steven Pilsworth
3 Sept 2012	MEETING CANCELLED	
24 Sept 2012	Agenda Items: Audit of Statement of Accounts Member Code of Conduct Regulation of Investigatory Powers Act (RIPA): Annual Report and Progress to 30 June 2012 Feedback Report Training: None identified	Steven Pilsworth / PwC Kim Sawyer Ben Stevenson
5 Nov 2012	Agenda Items: Internal Audit: Mid-Year Progress against Audit Plan Use of Consultants: Progress Report Treasury Management Update RIPA: Progress Report to 30 September 2012 Strategic Risk Management (deferred from 3 Sept 2012) Feedback Report Training: To be determined	Steve Crabtree Steven Pilsworth Steven Pilsworth Ben Stevenson Kevin Dawson
4 Feb 2013	Agenda Items: Risk Management: Strategic Risks External Audit: Annual Audit Letter External Audit: Report to Management External Audit: Grant Claims Annual Certification Effectiveness of the Audit Committee Feedback Report Training: To be determined	Kevin Dawson PwC PwC PwC Steve Crabtree

Date	Work Programme	Key Officer
25 Mar 2013	Agenda Items: RIPA: Progress Report to 31 December 2012 Internal Audit: Strategy and Audit Plan 2013 / 2014 External Audit: Audit Plan Draft Annual Audit Committee Report Feedback Report Training: To be determined	Ben Stevenson Steve Crabtree PwC Steve Crabtree

Each meeting may be supplemented by additional reports deemed appropriate for the Committee, and in accordance with the Terms of Reference. This could relate to:

- Specific work requests for Internal Audit or External Audit;
- Changes made to Financial Regulations or Contract Regulations; or
- Other governance or legislation which impacts on the work of the Committee.

The Work Programme will be refreshed at each meeting.

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