

AUDIT COMMITTEE

MONDAY 30 JUNE 2014
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	
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 Head of Legal Services.	
3. Minutes of the Meeting Held on 24 March 2014	3 - 8
4. Use of Regulation of Investigatory Powers Act 2000 (RIPA)	
The Committee are asked to NOTE that there is no use to report.	
5. Compliance Team Annual Report 2013 / 2014	9 - 22
To receive, consider and endorse the annual report on the investigation of fraud and irregularities for the year ended 31 March 2014.	
6. Internal Audit: Head of Internal Audit Opinion 2013 / 2014	23 - 56
To receive, consider and endorse the annual report on Internal Audit activities for the year ended 31 March 2014.	

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|------------|--|------------------|
| 7. | Internal Audit: Review of Effectiveness | 57 - 66 |
| | To receive, consider and endorse the annual review of the effectiveness of Internal Audit for the year ended 31 March 2014 together with any associated action plan. | |
| 8. | Draft Annual Governance Statement | 67 - 90 |
| | To receive, consider and endorse the draft Annual Governance Statement for the year ended 31 March 2014. | |
| 9. | Budget Monitoring Report Final Outturn 2013 / 2014 | 91 - 112 |
| | To receive, consider and endorse the final outturn position for the year ended 31 March 2014. | |
| 10. | Draft Statement of Accounts 2013 / 2014 | 113 - 218 |
| | To receive, consider and comment on the draft Statement of Accounts for the year ended 31 March 2014. | |
| 11. | Feedback Report | 219 – 222 |
| 12. | Work Programme | 223 - 228 |



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: M Lee (Chairman), C Harper (Vice Chairman), N Arculus, N Thulbourn, A Sylvester, Frances Fox, R Herdman, N Sandford, S Lane

Substitutes: Councillors: D Lamb, S Martin, A Miners, John Fox

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

Public Document Pack



MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT THE TOWN HALL, PETERBOROUGH ON 24 MARCH 2014

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

Officers in

Attendance: Kim Sawyer, Director of Governance
Steve Crabtree, Chief Internal Auditor
Leigh Dunbar, Business Continuity & Risk Officer
Louise Cooke, Group Auditor
Julie Taylor, Group Auditor
Karen S Dunleavy, Governance Officer

Also in

attendance: Jacqui Dudley, PricewaterhouseCoopers LLP

1. **Apologies for Absence**

No apologies for absence were received.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes of the Meeting held on 3 February 2014**

The minutes of the meeting held on 3 February 2014, were approved as an accurate and true record.

4. **Risk Management: Strategic Risks**

The Business Continuity & Risk Officer introduced the report which provided Members with an update on Risk Management and Business Continuity. The Committee was advised of the recent review of the current Strategic Risk Register. The Committee was also advised of the Corporate Business Continuity Policy and the revision of the international standards, which was considered by CMT on 18 March 2014.

Comments and responses to questions were as follows:

- There would be a report submitted to Members on the CMT business continuity exercise in order to see how CMT and the executive dealt with issues.

The Committee:

Noted the report.

The Committee Also Agreed:

That the Business Continuity & Risk Officer would provide a report on the outcome of the Business Continuity exercise undertaken by the Corporate Management Team (CMT).

5. External Audit Plan

Jacqui Dudley, from PwC introduced a report on the External Audit Plan, which requested Members to consider and respond to the Audit Plan for 2013/14 from PricewaterhouseCoopers (PwC), the Council's external auditors.

Key points within the report included:

- Fraud risks which were required to be identified as significant, were management override of controls and revenue recognition;
- There were further elevated risks identified which were in relation to the council tax benefit reform, savings targets and property valuation and accounting for capital;
- There were changes in national non-domestic rates for 2013/14 however, these did not represent a significant or elevated risk given the balances were not material; and
- There was also an update on the Local Authority Mortgage (LAMS) scheme. No significant or elevated risks were anticipated however, an update would be provided in the ISA 260 report.

Jacqui Dudley, PwC responded to comments and questions raised by Members. In summary the responses included:

- Regarding overseas processing of information, there were now more areas performed offshore which had been in line with other professional services firms;
- There should be no cause for alarm in terms of security for processing of information overseas;
- The information processing centres had operated for several years;
- Balances over the triviality threshold would be investigated by the Council, but balances under, were not deemed significant for the purposes of the audit;
- The triviality figures were set in conjunction with external audit and internal PCC officers;
- The overall materiality level was 2% of the Council's expenditure and was a PwC benchmark, which had been similar across the industry. The triviality level benchmark was normally 5% of overall materiality (which would be c.£500,000), however as this was set at £250,000 in 2012/13 a smaller increase was proposed to £350,000; and
- Figures below the triviality threshold would nonetheless be discussed with management.

The Committee:

1. Considered the External Audit Plan for 2013/14 and considered points raised by PwC in the document:
 - Proposed scope, comfortable with the audit risks, and approach;
 - Considered and responded to matters relating to fraud;
 - Considered and responded to the PwC view on the value of trivial misstatements;
 - Approved proposed audit fees for the year;
2. Provided comment on any amendments necessary; and
3. Approved the Plan.

The Committee Also Agreed:

- That the Executive Director of Resources would provide Audit Committee Members with details of the amount of council tax retrieved for taking non-payment cases to court;

- That the Executive Director of Finance would provide Audit Committee Members with a report over why the £350,000 triviality limit was deemed an acceptable amount by the Resources Department; and
- That the external auditors PwC, would provide Audit Committee Members with a report outlining the cost implications to the Council if the triviality limit was set at a lower threshold.

6. Internal Audit: Draft Internal Audit Plan 2014/2015

The Chief Internal Auditor, introduced a report to Members on the Draft Internal Audit Plan for 2014/2015, which was part of the Committee's work programme.

The following key points within the report included:

- The Internal Audit Charter;
- The Code of Ethics;
- The Internal Audit Strategy and Audit Plan; and
- Performance Indicators.

The Chief Internal Auditor responded to comments and questions raised by Members. In summary responses included:

- The resources within the plan were based on staff in post at the start of the year;
- If further staff were taken on, additional works could be delivered and this would be reflected in the plan;
- The Chief Internal Auditor stated that the plan incorporated his time at PCC only and that the rest was fully recharged out to others. If there were additional calls on his time, for example, significant issues at other authorities, then appropriate adjustments would be made;
- Income generation activities related to Vivacity as well as looking to build on the existing shared arrangements;
- The plan presented had included a number of reviews planned in relation to PCC's partner organisations such as Serco;
- Auditors undertaking confidential work for Vivacity and auditors reviewing the code of ethics would be kept separate; and
- Members felt that it was disappointing that health was not a major item within the Strategic Priorities.

The Committee:

1. Identified areas for further consideration;
2. Approved the draft Audit Plan and Audit Strategy;
3. Noted the contents of the Internal Audit Charter;
4. Noted the contents of the Code of Ethics; and
5. Noted the performance indicators set for the service.

The Committee also:

Agreed that the Chief Internal Auditor would:

- Amend the Draft Internal Audit Plan 2014/2015 to define audit services income streams for the Council to reflect all areas of work besides Vivacity; and
- Highlight to Cabinet, Audit Committees comments regarding the Strategic Priorities, and consider the placement of health issues as a higher priority.

7. Draft Annual Audit Committee Report

The Chairman of Audit Committee introduced a report to Members which outlined the work of the Audit Committee for 13/14.

The key points in the report included:

- Membership and meetings of the Audit Committee;
- Key activities and training undertaken;
- Internal control and corporate governance;
- Annual accounts;
- Risk management;
- Counter-fraud and irregularities;
- Member code of conduct; and
- Training.

Members commented that there was currently a working group reviewing the Council's code of conduct.

The Committee:

Approved the Annual Audit Committee Report for submission to Council.

The Committee Also Agreed:

That the Governance Officer would include within the work of Audit Committee report, reference to updates on the progress of the working group, which was currently revising the Council's code of conduct.

8. Regulation of Investigatory Powers Act 2000 (RIPA): Quarterly Report 3

The Director of Governance introduced a report on the Regulation of Investigatory Power Act 2000, which provided an overview of the Council's use of RIPA powers in the three months from 1 October 2013 to 31 December 2013.

Key points highlighted included:

- There had been no use of RIPA during the time noted;
- There had been a recommendation therefore to scale back the frequency of the reports to six monthly;
- There were strict internal controls around the use of RIPA and this needed to be authorised;
- Resources were not an issue in refusal of RIPA powers;
- There needed to be a close monitoring of the powers used to ensure that they were being applied for their intended purpose; and
- There had been a good report received from the Interception of Communications Commissioners Office.

The Director of Governance advised that although Audit Committee (AC) was asked to consider a recommendation to receive six monthly reports on the use of RIPA, they may wish to consider approving an alternative reporting mechanism to be included on all AC agendas. The Committee was also advised that the information agenda item would state whether there had been any use of RIPA to report.

The Committee:

1. Received, considered and endorsed the report on the use of RIPA for the three months from 1st October 2013 to 31st December 2013; and
2. The Committee considered and agreed the alternative recommendation put forward by the Director of Governance on the alternative reporting mechanism for the Use of RIPA. The reporting mechanism would introduce a standing information item on each Audit Committee agenda, which would state whether there had been:
 - i. Use of Regulation of Investigatory Powers Act 2000 (RIPA), (in this case the Committee would receive a report); or
 - ii. Use of Regulation of Investigatory Powers Act 2000 (RIPA), 'The Committee is asked to note that there is nothing to report'

9. Feedback Report

The Director of Governance introduced the report, which provided feedback on items considered or questions raised at previous meetings of the Audit Committee. It also provided an update on specific matters, which were of interest to the Committee or where Committee had requested to be kept informed of progress.

The Committee:

Noted the report.

7.00pm – 8.15pm

Chairman

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AUDIT COMMITTEE	AGENDA ITEM No. 5
30 JUNE 2014	PUBLIC REPORT

Cabinet Member responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member responsible:	Councillor Lee, Chair of Audit Committee	
Contact Officer(s):	Kim Sawyer, Director of Governance Ben Stevenson, Compliance Manager (Governance)	☎ 452 361 ☎ 452 387

COMPLIANCE TEAM ANNUAL REPORT 2013/2014

RECOMMENDATIONS	
FROM : Kim Sawyer, Director of Governance	Deadline date : N/A
Audit Committee is recommended to:	
1. Receive, consider and endorse the attached annual report on the investigation of fraud and other issues for the year ended 31 March 2014.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Committee as a scheduled report on fraud and irregularity in accordance with the established Work Programme 2013/2014.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The main purpose of this report is to provide an overview of the Council's approach to combating fraud, and its delivery over the period April 2013 - March 2014. This report is to be considered in accordance with its Terms of Reference 2.2.1.15 - *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 United Kingdom public sector maintains high standards of probity and has a good reputation for protecting the public purse. Sound systems of public accountability are vital to effective management and in maintaining public confidence. Peterborough City Council shares these high standards and is committed to protecting the public funds entrusted to it. The minimisation of losses to fraud and corruption is essential for ensuring that resources are used for their intended purpose - that of providing services to the citizens of Peterborough.
- 3.2 The public is entitled to expect the Council to conduct its affairs with integrity, honesty and openness and demand the highest standards of conduct from those working for it. In addressing this expectation, the Council has shown its commitment by creating a dedicated Investigation Team, which is tasked in investigating all allegations of fraud / impropriety, breaches in codes of conduct and high level complaints. The Compliance Team includes corporate investigations, benefit fraud investigations and information governance.

3.3 The attached report (**Appendix A**) demonstrates the success of the Compliance Team and provides an insight into how this unique service will continue to operate as a key operation within the Council.

4. CONSULTATION

4.1 Consultation has taken place between the following parties:

- Executive Director of Strategic Resources (as the designated s.151 officer);
- Director of Governance; and
- Chief Internal Auditor.

5. ANTICIPATED OUTCOMES

5.1 That the Audit Committee is informed of the proactive measures taken across the organisation to tackle and prevent fraudulent activity. Furthermore, this will assist in the development of future policies and procedures and allow the Committee to support this important function.

6. REASONS FOR RECOMMENDATIONS

6.1 To enable the Audit Committee to continue to monitor the Council's approach to the areas dealt with by the Investigations team and set out within this report.

7. ALTERNATIVE OPTIONS CONSIDERED

7.1 The option is not to present a comprehensive report, which addresses the risk of fraud and identifies areas for improvement. This could result in a lack of awareness and a potential lack of support from the Audit Committee.

8. IMPLICATIONS

8.1 The implications of this report are that the Council will become more fraud aware and will continue to consider the risks and consequences of this type of abuse. The team have already created a positive profile and the quality of referrals has improved in accordingly. Fraud is unacceptable and requires a well thought through approach. The presumption must be about preventing fraud by designing systems to stop it happening in the first place but where it occurs, there should be an equal presumption that its perpetrators will face tough action. This can only serve to increase the standards of conduct in the Council.

9. BACKGROUND DOCUMENTS

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

None.

10. APPENDICES

Appendix A – Fraud Report

Peterborough City Council

Compliance Team Annual Report

2013/2014



Growing the right way for
a bigger, better
Peterborough



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Introduction

The first purpose of this report is to provide an overview of general and specific fraud issues that are of relevance to Peterborough City Council. Peterborough City Council, in common with all other public bodies, has an ongoing duty to protect the public purse. Given the size and complexity of the council we must view our performance against reasonable standards of materiality. Public sector standards of governance are high and the control systems are effective in minimising the exposure to fraud.

The council has clear anti-fraud procedures and whistle blowing policy in place to ensure that we have a robust response to any allegation raised. The council has a dedicated investigation team which considers all allegations of fraud and financial irregularity and will work with Internal Audit where appropriate. The investigation team's remit also includes the investigations of disciplinary matters, Stage 3 complaints against the council and member standards.

The secondary purpose of this report is to provide the committee with a report on the Freedom of Information and Data Protection functions provided by the Compliance Team.

Quantity of Fraud

According to the National Fraud Authority, fraud costs the UK public sector more than £20.3 billion and local government more than £2 billion. Each year the Audit Commission's report entitled 'Protecting the Public Purse' sets out its estimate of local authority losses to a variety of fraud.

Type of fraud	Estimated loss (million)
Procurement	£876
Housing/tenancy fraud	£845
Housing Benefit	£350
Payroll	£154
Council Tax discount	£133
Blue Badge	£46
Grants	£35
Pension	£7.1

The Compliance Team is working with Cross Keys Homes, as the city's largest social landlord, and other local authorities in Cambridgeshire to tackle this threat within the city. A fraudulently obtained or misused property affects those in genuine need and

may lead to other frauds being committed against the council. The Audit Commission estimates that the average cost is £18,000 per property. We have already been working with the council’s own Housing Options team to tackle fraudulent applications at the outset.

Investigations

The below Table 1 shows the types of investigations undertaken during 2013-2014 and Table 2 provides a comparison from 2012-2013.

Table 1 Types of Investigations 2013-2014

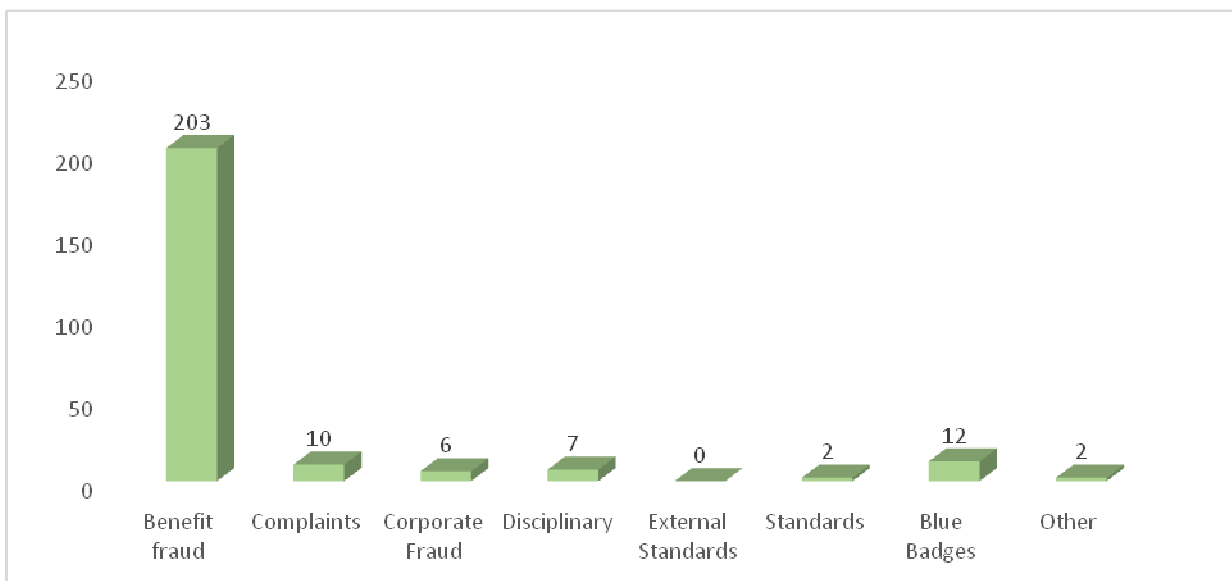
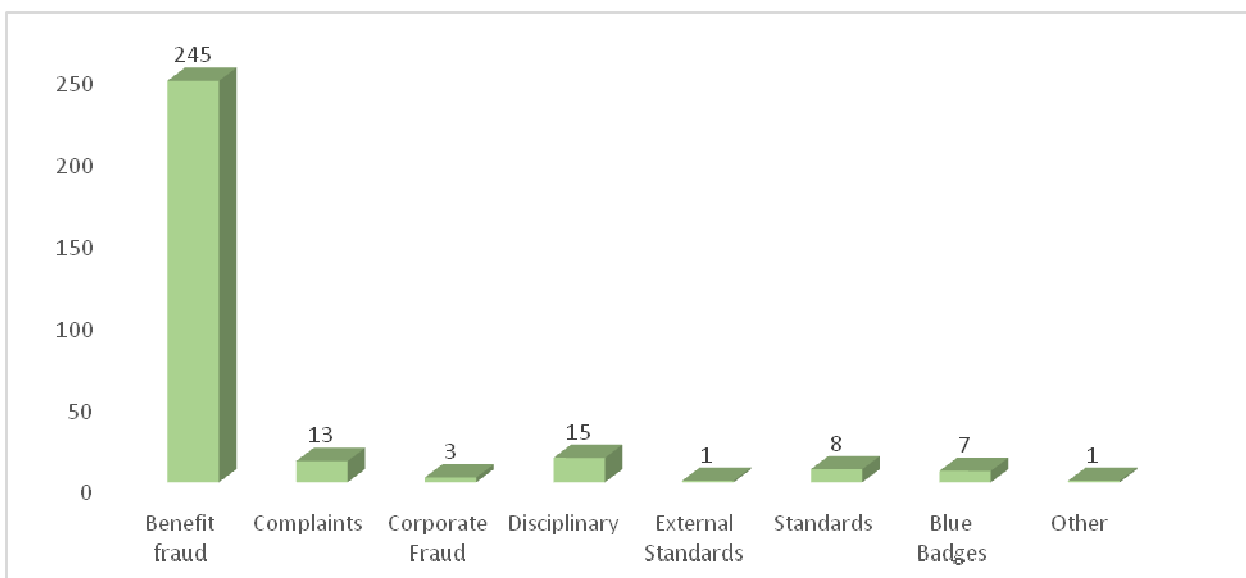


Table 2 Types of Investigations 2012-2013



Housing Benefit, Council Tax Benefit and Council Tax Support

As of 1 April 2013, Council Tax Benefit ceased to exist and was replaced by Council Tax Support schemes. As many of the investigations carried out by the team involved both, the two have not been separated.

Benefit fraud will always be a risk faced by local authorities owing to the high volumes of payments and complexities of legislation.

The chart below highlights the success of the Compliance Team in 2013-2014:

Table 3 Benefit Fraud Achievements 2013-2014

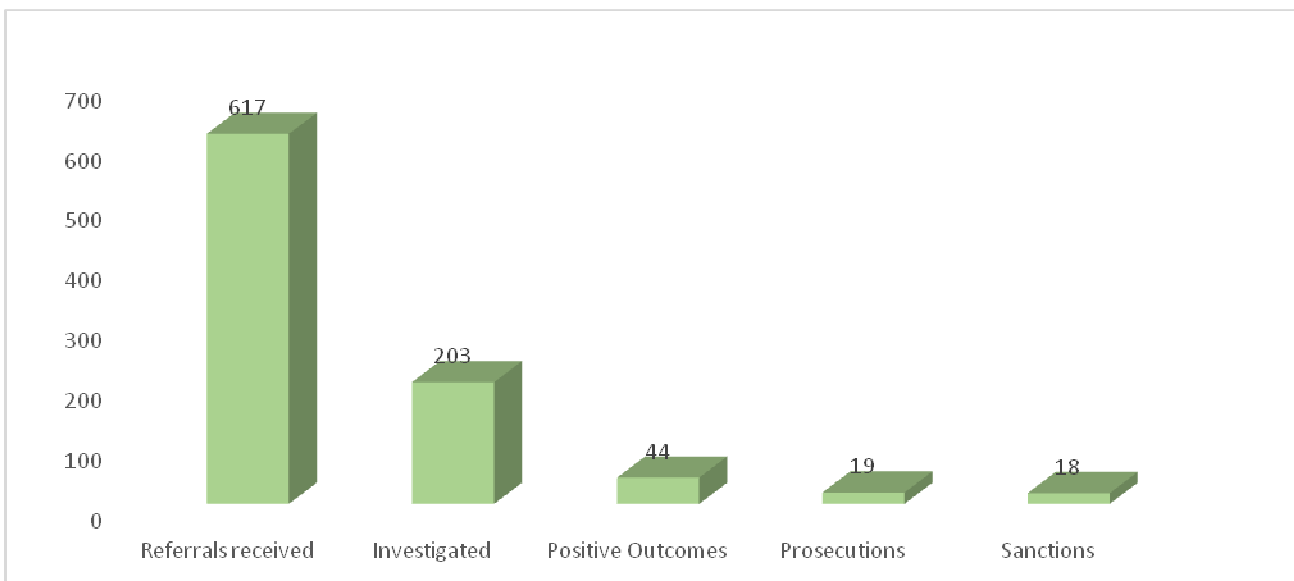
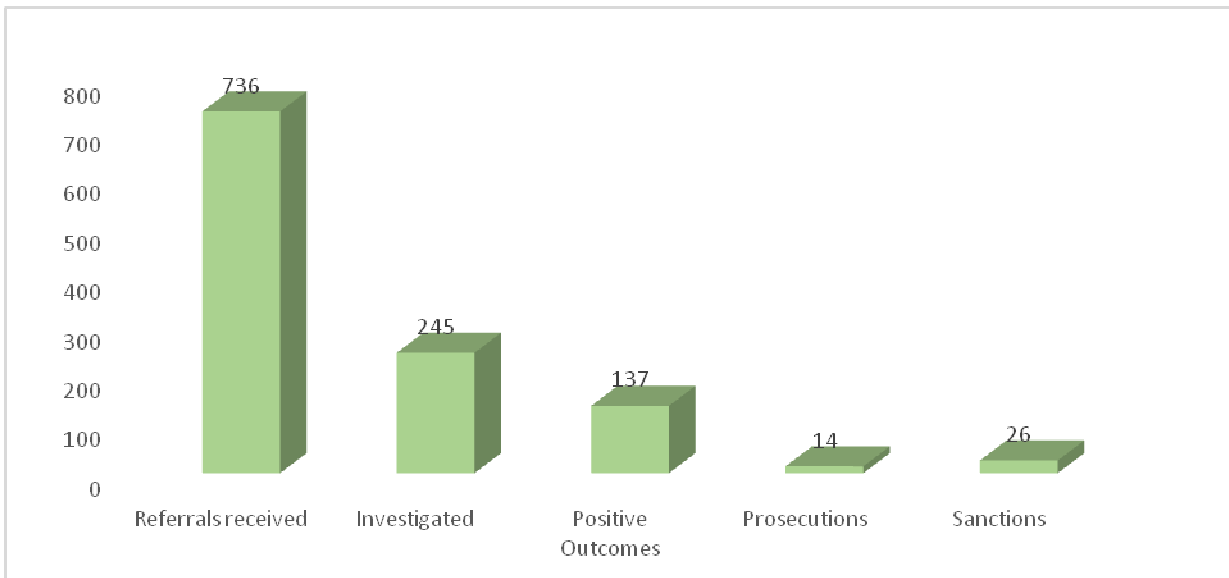


Table 4 Benefit Fraud Achievements 2012-2013



The number of referrals has decreased from the previous year however this is in part due to a decrease in the number of data matching referrals received from the Department for Work and Pensions (DWP). The Compliance Team continues to work closely with the Benefits Service to reduce the incidence of fraud and error within the benefits system. We also continue to work with the DWP to conduct joint investigations.

Although we focussed on a lower number of cases we were actually able to identify longer term or higher value benefit fraud matters.

A prosecution is the most visible of all the sanctions available to the team and each prosecution will be publicised. This approach sends out a strong message of assurance to the residents of Peterborough and encourages reports of alleged abuse to be made to the council's fraud hotline and dedicated fraud email address. We continue to apply the appropriate evidential and public interest tests to matter before deciding to prosecute.

It is important to note that any referrals that do not qualify for investigation after the risk assessment process are not ignored; these cases are either referred to our colleagues at the DWP or referred internally for a visit to be undertaken by officers within the Benefits Service.

Table 5 shows the value of incorrect benefit paid uncovered by the team in 2013-2014 with a comparison in Table 6 for the 2012-2013.

Table 5 Value of Overpayments 2013-2014

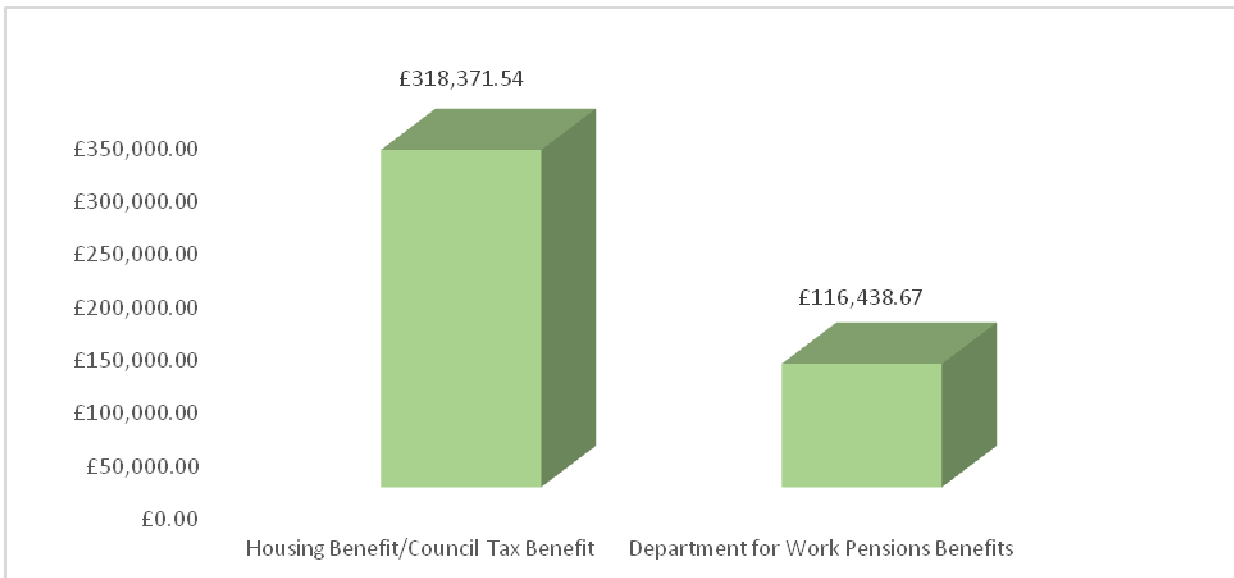
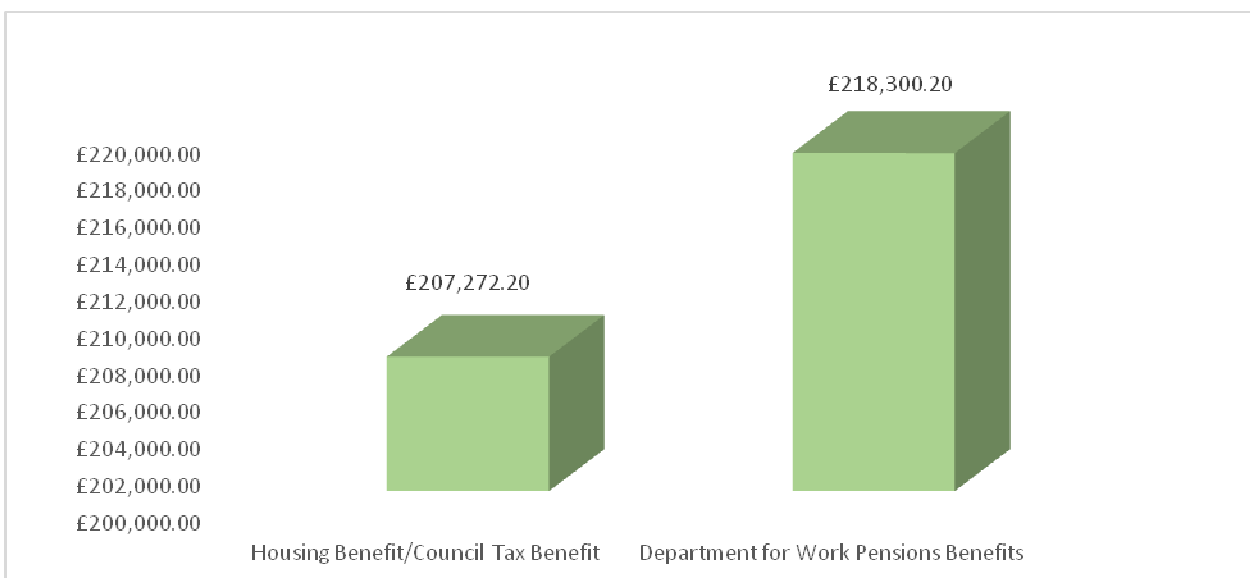


Table 6 Value of Overpayments 2012-2013



Single Fraud Investigation Service

In October 2010, the Government proposed the creation of a Single Fraud Investigation Service (SFIS) to tackle welfare benefit fraud. As part of this, it was proposed that local authority investigation teams would transfer into the DWP. This affects staff who are primarily involved in the investigation of welfare benefit which in the local authority context means Housing Benefit and Council Tax Benefit. The DWP has now informed Peterborough City Council that the date of transfer for our benefit fraud officers will be 1 December 2014. This will mean that Peterborough City Council will remain responsible for the payment of Housing Benefit but will not be required to investigate potential fraudulent Housing Benefit claims nor will we be required to prosecute for Housing Benefit offences as SFIS will carry out these functions. The council will continue to investigate and prosecute Council Tax Support claims which

may be alongside SFIS. A report is being produced to consider the options for the future of the investigation team.

An example of a successful investigation is outlined below:



A benefits customer claimed Housing Benefit, Council Tax Benefit and Income Support on the basis that she was a single parent. Intelligence was received from the UK Border Agency that it was suspected that a partner was also resident.

Through an investigation into his claim, the investigator obtained evidence from a variety of sources including the Police, Border Agency, credit reference and the NHS showing that her partner had been living with her at three different addresses over a two year period.

This resulted in the customer being overpaid benefits totalling more than £23,000. She pleaded guilty to three offences and was sentenced to eight weeks in prison as well as having to repay all of the monies.

National Fraud Initiative

In January 2013, the Audit Commission released its latest National Fraud Initiative matches in respect of council data, which had been matched against a number of public sector agencies and central and local government. The Compliance Team will continue to work through these matches to identify any irregular claims along with reviewing Council Tax discounts identified as potentially incorrect.

Blue Badges

The Compliance Team has continued to administer the Blue Badge scheme and 2012-2013 saw the introduction of independent medical assessments to ensure that badges are supplied to those in genuine need. The team has also continued to investigate allegations of Blue Badge misuse and we will prosecute where there is sufficient evidence to do so.

Electoral Integrity Initiative

The Chief Executive has continued to make it a priority to take strong and effective action to counter electoral fraud in Peterborough. The Compliance Manager (Governance) is a member of the Electoral Commission's Integrity Roundtable and was asked to speak to other local authorities and stakeholders on our corporate approach to electoral integrity which is seen as innovative and effective.

At this year's European and local elections, we continued to build on our strong partnership with Cambridgeshire Constabulary. Through regular meetings and contact, any allegation of an offence was quickly and effectively dealt with. The Compliance Team remains a key component in this approach through its work in proactive visits, data matching, postal voting operations and analysis.

Other Investigations

A number of other investigations have been undertaken by the team during 2012-2013:

Disciplinary Cases

Seven cases of alleged disciplinary breaches were investigated which included one investigation carried out on behalf of another local authority. The results of these include dismissals, final written warnings, verbal warnings and resignations.

Stage 3 Complaint Investigations

Ten cases were referred to the team for investigation. This is a decrease on previous years and reflects a reduction in complaints against the council reaching Stage 3. The team is also involved in the piloting of a two stage complaint which will still require an investigation.

Member Standards Investigations

A number of internal cases were closed in the year which were initially opened in the previous year. There have been a number of complaints made in the year however none have proceeded to investigation. The team continues to operate under the new standards regime as well as maintaining a service to other councils where required.

The team has again received compliments for its work both internally and externally.

Information Governance

The team continues to manage Freedom of Information (FOI), Environmental Information Regulations (EIR) and Data Protection responses, both subject access requests and requests for information under the exemptions contained within section 29 of the Data Protection Act.

The council (through the Compliance Team) received and responded to the following requests for information during 2013-2014:

Table 7 Requests received and responded to by Compliance Team 2013-2014

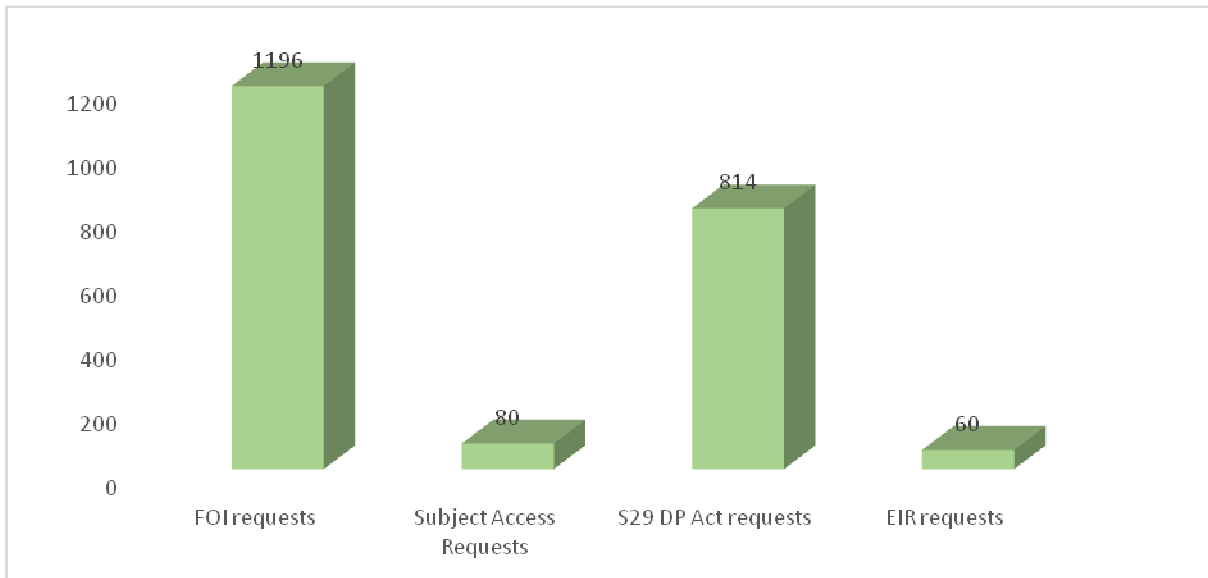
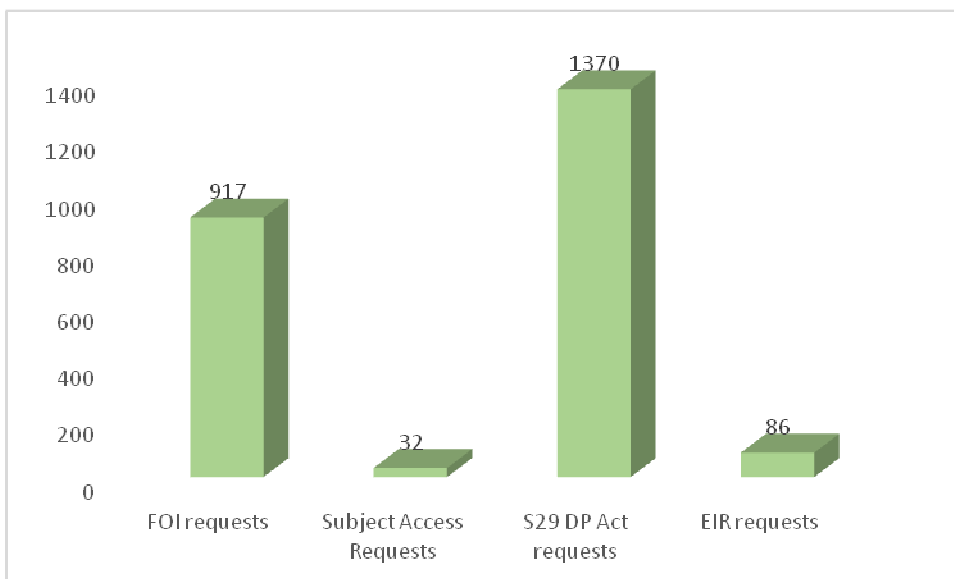


Table 8 Requests received and responded to by Compliance Team 2012-2013



FOI continues to be an ever growing area of work for the team in terms of volume, sensitivity and complexity. There has not only been a rise in the number of FOI requests, but also in subject access requests which have almost tripled within a year.

We are also seeking to deploy a new FOI request management system this coming year which aims to make accessing the FOI service easier and allow customers to see other requests which may answer their own questions.

The team is also leading on data protection and awareness of the council's responsibilities through the Information Governance Group. This group works on improving awareness and data security. Information governance remains a key area for the authority with changes such as the Local Government Transparency Code and the Compliance Team will play a leading role in this.

Conclusion

Counter fraud activity remains a priority for the council and there continues to a successful approach to dealing with this risk. A challenge this brings will be dealing with the potential transfer of experienced investigators to SFIS and how that will affect our capacity to respond to fraud. The team continues to build upon its robust delivery in a wide variety of areas and continues to build on its knowledge in other areas of fraud such as electoral integrity, social housing and housing applications.

The Information Management function has continued to see an increase in the number of FOI and EIR requests. This has been addressed through a review of the service and additional resources being deployed to tackle the increase in volumes. We will continue to lead on information governance issues to ensure the council is compliant with the necessary legislation.

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AUDIT COMMITTEE	AGENDA ITEM No.6
30 JUNE 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Cabinet Member for Resources	
Committee Member responsible:	Councillor Lee, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

INTERNAL AUDIT: ANNUAL AUDIT OPINION 2013 / 2014

R E C O M M E N D A T I O N S	
FROM : John Harrison, Executive Director (Strategic Resources)	Deadline date : N/A
Audit Committee is asked to	
1. Receive, consider, provide challenge to and endorse the attached Chief Internal Auditor's annual report for the year ended 31 March 2014.	

1. ORIGIN OF REPORT

- 1.1 This report provides details of the performance of Internal Audit during 2013 / 2014 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.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The Terms of Reference for the Audit Committee (agreed at Full Council) set out the key roles of the Committee including the following "2.2.1.1 *To consider the annual audit report and opinion of the Executive Director (Strategic Resources) and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements*".
- 2.2 The report provides an overall opinion on the soundness of the control environment in place to minimise risk to the Council. It is based on the findings of completed internal audits.

3. BACKGROUND

- 3.1 The Internal Audit Opinion is based on review work undertaken during the period April 2013 to March 2014 and is set out in the attached **Appendix A**.
- 3.2 In preparing the opinion, the Chief Internal Auditor has reviewed all audit activity carried out relating to 2013 / 2014. Each individual audit undertaken contains an assurance opinion on the adequacy and effectiveness of controls in place to mitigate the risks identified. Where systems have fallen below expected standards, details of these have been identified within the report as well as through out the year to Audit

Committee. Furthermore, ongoing internal performance indicators are monitored and their level of achievement, or otherwise, are included for information purposes.

4. OVERALL OPINION

4.1 **The overall conclusion based on our work is that Peterborough City Council has a sound governance framework from which those charged with Governance can gain reasonable assurance.** Internal Audit has made a number of recommendations to further improve the systems of control and the organisation is actively working to make improvements in these areas. Audit coverage during the year has provided sufficient evidence to conclude that the key financial control systems are sound although there are some areas where improvements are necessary. **However, no system of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.**

5. CONSULTATION

5.1 Summary committee reports are produced and discussed periodically through Audit Committee for information and challenge. All audit reports are issued to the appropriate Head(s) of Service for action, Executive Directors, Chief Executive, Leader of the Council and the Chair of Audit Committee in accordance with the agreed Audit Charter (last approved by Audit Committee 24 March 2013).

6. ANTICIPATED OUTCOMES

6.1 That the Audit Committee is informed of the Internal Audit Opinion and the work carried out by Internal Audit to support this.

7. REASONS FOR RECOMMENDATIONS

7.1 In accordance with the Accounts and Audit Regulations 2011; the CIPFA Code of Practice for Internal Audit in Local Government 2006 and the Public Sector Internal Audit Standards (2013), this report summarises the work of the Internal Audit section and its outcomes in their review of internal control for the last financial year. This should be incorporated with the results of other reviews to produce the required Annual Governance Statement.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 No other options appropriate.

9. IMPLICATIONS

None.

10. BACKGROUND DOCUMENTS

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

- Internal Audit Plan 2013 / 2014
- Internal Audit reports

11. APPENDICES

- Appendix A – Annual Audit Opinion 2013 / 2014

APPENDIX A

**ANNUAL AUDIT OPINION
2013 / 2014**



ANNUAL REPORT

1. Introduction
2. Arriving at an Opinion
3. Opinion 2013 / 2014
4. Basis of Annual Opinion
5. Resourcing and Performance
6. Assurance Levels and Recommendations
7. Audit Reports Issued: Opinion of Limited Assurance or No Assurance

1. **INTRODUCTION**

1.1 Management is responsible for the system of internal control and should set in place policies and procedures to help ensure that the system is functioning correctly. On behalf of the Audit Committee and the Director of Strategic Resources, Internal Audit acts as an assurance function providing an independent and objective opinion to the organisation on the entire control environment by evaluating the effectiveness in achieving the organisation's objectives. This report is the culmination of the work during the course of the year and seeks to provide an opinion on the adequacy of the control environment and report the incidence of any significant control failings or weaknesses. The report also gives an overview of audit performance during the year. The overall report will then feed into the Annual Governance Statement included in the Statement of Accounts.

2. **ARRIVING AT AN OPINION**

2.1 **Background**

The opinion is derived from work carried out by Internal Audit during the year, as part of the agreed Internal Audit Plan for 2013 / 2014. The Internal Audit Plan was developed to primarily provide management with independent assurance on the adequacy and effectiveness of the systems of internal control. We have conducted our audits both in accordance with the mandatory standards and good practice within the Code of Practice and additionally from our own internal quality assurance systems. Our opinion is limited to the work carried out by Internal Audit but, where possible, we have considered the work of other assurance providers, such as External Audit.

2.2 **Risk Based Planning**

Internal Audit continues to embrace the risk assessment approach to audit. A risk based approach is used to develop the Internal Audit Annual Plan, allowing us to direct resources at areas key to the organisation's success and to provide an opinion on the control environment as a whole. During the course of the year the risks of the Authority are continually reviewed and used to update the plan. Each audit job also uses risk assessment to ensure that suitable audit time and resources are devoted to the more significant areas. This risk based approach to audit planning results in a detailed range of audits that are undertaken during the course of the year to support the overall opinion on the control environment. Examples include:

- Governance reviews, including a review of key assurance frameworks and the Annual Governance Statement;
- Risk based reviews of fundamental financial systems that could have a material impact on the accounts, and other departmental systems;
- Fraud strategy work, responsive fraud and irregularity investigations;
- Contract, procurement, performance and project audits; and
- Audits of Council establishments.

2.3 The Audit Review

There are three elements to each internal audit review.

- Firstly, the control and risk environment is reviewed by identifying the objectives of the system and then assessing the controls in place mitigating the risk of those objectives not being achieved. Completion of this work enables internal audit to establish an opinion on the adequacy of the control framework in place.
- However, controls are not always complied with which in itself will increase risk, so the second part of an audit is to ascertain the extent to which the controls are being complied with in practice. This element of the review enables internal audit to form a view on the extent to which the control environment, designed to mitigate risk, is being complied with.
- Finally, where there are significant control weaknesses or where the controls are not being complied with and only limited assurance can be given, internal audit undertakes further substantive testing to ascertain the impact of these control weaknesses.

2.4 Reporting

Where appropriate, each report we issue during the year is given an overall opinion based on the criteria below. Certain pieces of work do not result in an audit report with an opinion – such as consultancy work, grant reviews, involvement in working groups, review of National Fraud Initiative (NFI) reports and follow-ups (unless further recommendations are made). However the certification of grant work should indicate that at the point of approval, information being submitted to external organisation meets required criteria. The assessment from each report, along with our consideration of other audit work, is used to formulate the overall Opinion.

AUDIT ASSURANCE	
Assurance	Definitions
Full	The system is designed to meet objectives / controls are consistently applied that protect the Authority from foreseeable risks.
Significant	The system is generally sound but there are some weaknesses of the design of control and / or the inconsistent application of controls. Opportunities exist to mitigate further against potential risks.
Limited	There are weaknesses in the design of controls and / or consistency of application, which can put the system objectives at risk. Therefore there is a need to introduce additional controls and improve compliance with existing ones to reduce the risk exposure for the Authority.
No	Controls are weak and / or there is consistent non-compliance, which can result in the failure of the system. Failure to improve controls will expose the Authority to significant risk, which could lead to major financial loss / embarrassment / failure to achieve key objectives.

This is based upon the number and type of recommendations we make in each report and is for any control weaknesses that jeopardises the complete operation of the service. The prioritisation is established as follows:

RECOMMENDATIONS MADE TO IMPROVE ASSURANCE LEVELS		
Status	Definitions	Implementation
Critical	Extreme control weakness that jeopardises the complete operation of the service.	Immediately
High	Fundamental control weakness which significantly increases the risk / scope for error, fraud, or loss of efficiency.	As a matter of priority
Medium	Significant control weakness which reduces the effectiveness of procedures designed to protect assets and revenue of the Authority.	At the first opportunity
Low	Control weakness, which, if corrected, will enhance control procedures that are already relatively robust.	As soon as reasonably practical

3. OPINION 2013 / 2014

The Code of Practice for Internal Audit in Local Government in the UK 2006 (Code of Practice) states that the HoIA must provide a written report to those charged with governance timed to support the Annual Governance Statement. This report must include an opinion on the overall adequacy and effectiveness of the organisation's control environment, presenting a summary of how that opinion is derived including reliance placed on work by other assurance bodies.

The internal control environment is fundamentally well established and continuing to operate well in practice even though 2013 / 2014 has been a challenging year for the organisation. There have been instances where the control environment was not strong enough or complied with sufficiently to prevent significant risks to the organisation.

The overall conclusion based on our work is that Peterborough City Council has a **sound governance framework** from which those charged with Governance can gain **reasonable assurance**. Internal Audit has made a number of recommendations to further improve the systems of control and the organisation is actively working to make improvements in these areas. Audit coverage during the year has provided sufficient evidence to conclude that the key financial control systems are sound although there are some areas where improvements are necessary.

However, no system of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

*Chief Internal Auditor
June 2014*

4. **BASIS OF ANNUAL OPINION**

- 4.1 The audit work that was completed for the year to 31 March 2014 is detailed at the end of the report and lists all the audits and their results in terms of the audit assurance levels provided and the number of recommendations made. A summary of assurance levels is detailed below. This shows that **43%** of the systems audited achieved an assurance level of significant or higher (2012/13: **50%**; 2011/12: **53%**). The reducing proportion of higher assurance levels is likely to be the result of the change in focus of audit work over the years, rather than an indication of a downward trend in overall assurance. This is particularly notable where three reviews historically undertaken on an annual basis in conjunction with Price Waterhouse Coopers and frequently assessed with significant assurance have not been undertaken this year.

AUDIT ASSURANCE						
Assurance Levels	Issued			%		
	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14
Full	0	0	0	0	0	0
Significant	9	7	6	53	50	43
Limited	8	5	7	47	36	50
No	0	2	1	0	14	7
	17	14	14	100	100	100

RECOMMENDATIONS MADE			
	Numbers		
	2011/12	2012/13	2013/14
Low	53	8	31
Medium	88	41	45
High	41	63	40
Critical	0	4	1
	182	116	117

- 4.2 In addition to the audits detailed in the above table, further audit work was carried out, including 4 follow-ups, 10 grant reviews, 7 pieces of consultancy work as well as 4 governance reports and the completion of NFI review work. At the year end 11 audits were in various stages of completion and audit opinions relating to these will be reported during 2014 / 2015 as part of the agreed performance reporting timetable to the Audit Committee.

4.3 **Annual Governance Statement**

Using the proper practice guidance issued by CIPFA as the basis, Internal Audit reviews the corporate governance evidence framework to confirm that there is evidence to indicate that policies, procedures and systems are in place for corporate governance to be effective within the Council. The Council has demonstrated a firm foundation for this and Internal Audit remains of the opinion that the policies, procedures and systems are generally in place for good corporate governance.

4.4 Risk Management and Business Continuity

Risk management arrangements were reviewed at the end of 2013 / 2014 and work is due to be finalised early in 2014/15. From the review work undertaken there is evidence to support that progress has been made during the year with regards to risk. A risk management working group has been formed and has evolved with regards to membership. Representation within the group is aimed to include individuals from each directorate with knowledge of strategic and departmental risk. Whilst progress is being made, the key aspects of: cascading the process throughout the authority and developing robust reporting mechanisms is still underway. In addition to this the organisation is discussing risk with PCC Partners with a view obtaining risk registers in relation to service provision. Internal Audit will continue to monitor developments in this area and also Business Continuity during 2014 / 15.

4.5 Key Financial Systems

A risk based review of the authority's key financial systems is undertaken to provide evidence supporting the internal audit opinion on the adequacy of the organisation's control environment. As in previous years, the key financial systems subject to audit were agreed in advance with the authority's external auditors, PricewaterhouseCoopers. During the year a change in work programme resulted in four reviews not being required to be undertaken by internal audit. This resulted in four other key financial systems being reviewed. Audit coverage during the year has provided sufficient evidence to conclude that those key financial control systems evaluated are sound.

4.6 External Activities

Internal Audit has undertaken 5 reviews on behalf of Vivacity Leisure Trust during the year and completed 4 from the previous year. The nature of the works undertaken are confidential between internal audit and the client and are not incorporated into or form part of the Head of Internal Audit Annual Opinion.

4.7 Allegations of Fraud / Irregularity and Breaches of Code of Conduct

Ongoing liaison and partnership working has continued during the year with the Governance Team. Time for irregularity work has reduced considerably from the previous year where two reviews were resource intensive. Two reviews remain ongoing, primarily due to additional work being undertaken by external companies. Summary analysis shows that:

2013 / 2014 INVESTIGATIONS				
Department	Joint Review		Internal Audit only	
	Number	Status	Number	Status
Adult Social Care	1	ongoing	1	Not proven
Communities	1	ongoing		
	2		1	

4.8 Limited and No Assurance reports

The audits listed below have resulted in a limited or no assurance opinion. Where the resultant reports have been issued as a final, executive summaries are provided within Section 7.

Reports for 30 June 2014

- School B
- School C
- Direct Payments Follow-up
- Travel and Subsistence Extra Follow-up
- Translation Services
- Payment Overpayment Recovery Process

4.9 Significant Control Weaknesses

Internal Audit is required to form an opinion on the quality of the internal control environment which includes consideration of any significant risk or governance issues and control failures which arise.

One critical recommendation was made in 2013 / 2014 (compared to four in the previous year) which required immediate attention. This related to the significant number of overdue invoices in relation to translation services. The action proposed was to address the administrative approach in relation to the raising of purchase orders and subsequent receipting and monitoring of services. The effectiveness of processes introduced will be reviewed as part of a follow-up audit to be undertaken in 2014/15 in accordance with internal audit protocols.

4.10 Summary Activities

Section 6 identifies the work undertaken and concluded in the year. Activities, not reported separately within the report, include:

- Governance and Assurance. Reviews of IA Effectiveness and the Annual Governance Statement were completed to schedule and issued to Audit Committee.
- National Fraud Initiative. Work concluded during the year in partnership with the Governance Team to assess, evaluate and investigate the data discrepancies provided by the Audit Commission. Further information is recorded on the annual fraud report.
- Grant Claims. There has continued to be an increase in the level of requirement for Internal Audit to review and certify claims which is due to continue into 2014/15. There has been a noted improvement with regards to the quality of documentation retained and provided from within the organisation for some claims during the year. However, ongoing changes to requirements from Lead Partners in relation to European funding continues to make certification for those grants resource intensive.

- Team members participate in working groups such as risk management and information governance within the organisation as well as liaising on a regular basis with the Governance and ICT Client Services Team. In addition to this quarterly attendance at Cambridgeshire Audit Group is undertaken to discuss emerging audit issues in sharing best practice to improve efficiency.

5. **RESOURCING AND PERFORMANCE**

5.1 **Resourcing**

5.1.1 During 2013 / 2014, resources were made up as follows:

- Chief Internal Auditor. 1 officer. Full time post is split 40:40:20 with Cambridge City Council and South Cambridgeshire District Council (SCDC). NB: The available time provided for Peterborough reduced from 50:50 during July 2013 when SCDC joined the shared service.
- Group Auditor. 2 posts. 1.46 FTE
- Principal Auditor. 1 post. 0.60 FTE. Post holder has been on maternity leave for the duration of 2013/14.
- Senior Auditor. 2 posts. 2.00 FTE. One post remained vacant until January 2014 (1.25 FTE available during the year).
- Auditor. 1 post. 1.00 FTE.

5.1.2 The team held two vacant posts during the year. A recruitment exercise was undertaken mid-year and following a re-advertisement an appointment was made of a Senior Auditor. The post was filled during January 2014, later than planned but will place the team in a stronger resource position moving into 2014/15. In addition to this, one team member was on maternity leave for the duration of the year and is due to return during April 2014.

5.1.3 There continues to be increased demand on audit time for the following reasons:

- With structural changes along with the integration of services such as Adult Social Care and Public Health into the organisation where historic audit history is unknown, a number of planned audits have been undertaken as well as audit input into a variety unplanned requests for advice and review.
- Requests for advice and guidance on controls in new and changing areas, particularly with the increasing use of mobile technology and system changes / upgrades in improving efficiencies and value for money.
- As the Council is becomes more successful in bidding for grants, there is an increased requirement for audit assurance to be provided. The amount of grant certification has increased further this year as a result. Audit input has involved providing significant levels of advice on the completion of grant claims to ensure that assurance can be given, therefore ensuring that grants monies are forthcoming and timely.

5.1.4 The staffing levels within the team which has been markedly reduced this year, along with the not insubstantial demand for advice, consultancy / investigation work, has presented a significant challenge for the Internal Audit team. This is particularly in providing adequate coverage of, and thus the ability to offer assurance on, the Council's control environment as a whole.

5.2 Performance

5.2.1 Despite the limited level of resources, we have achieved 87% of the original plan. Where reviews were not delivered this was mainly due to revised external audit work programmes where work was not required (4 reviews) and changes in priority resulting in reviews being replaced with other audits from the reserve list (5 reviews). Where reviews are still considered to be pertinent they have been rescheduled to be undertaken during 2014/15. Similarly, along with unplanned activities additional time has been taken than budgeted for grant work. This is primarily due to increased demand where two unscheduled additional reviews were undertaken.

5.2.2 All reports, plans and progress reports have been produced in accordance with agreed timescales and presented to Members via the Audit Committee. The Annual Governance Statement was reviewed by External Audit without any adverse comments.

5.2.3 Customer feedback remains very positive with continued high levels of satisfaction demonstrated from our customer questionnaires in excess of our target. Additionally, Internal Audit services have been provided to external customers and positive comments received regarding the reviews undertaken. This work has generated additional funds for the Council through the Service Level Agreement.

5.2.4 100% of high and critical audit recommendations made in 2014 / 2015 have been accepted.

5.2.5 The shared service arrangement with Cambridge City Council, which has delivered efficiency savings and improved performance, has continued. Since July 2013 South Cambridgeshire District Council have joined the arrangement. This has resulted in further efficiency savings with reduced presence of the Chief Internal Auditor at the PCC site.

5.2.6 In addition to the shared service arrangement the Chief Internal Auditor has taken over the management responsibility of the Insurance Team during the year. The team is presently based at Manor Drive with plans in place to relocate to the Town Hall during 2014/15.

5.2.7 The level of sickness within the team has continued to improve with 1.85 days per person (0.7%) reported during the year compared to 4.2 days per person at the same time last year. This is also below the corporate target of 3% for employees (8 days).

5.2.8 As part of Internal Audits long term strategy to further increase working efficiencies the team has continued with the further development of its automated software during the year. The system upgrade to VISION took place during the year and went live in January 2014 for all new reviews. This was behind our initial schedule due to various technical issues outside of the team's control. Benefits have already been recognised with greater functionality for offsite working. The next phase for 2014/15 will be to roll the system out to both Cambridge City

Council and South Cambridgeshire District Council. The Chief Internal Auditor will determine the schedule for this subject to the appropriate approval and infrastructure being in place within the respective councils.

6. ASSURANCE LEVELS AND RECOMMENDATIONS 2013 / 2014

Where audits are "shaded", these represent all jobs not started at 31 March 2014.

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
CORE SYSTEM ASSURANCE WORK	Core systems are those that are fundamental to providing control assurance for internal financial control and allow the s.151 officer to make his statement included in the authority's Annual Statement of Accounts. The External Auditor also places reliance on the work undertaken by Internal Audit on core systems.							
Housing Benefit	Serco/ Resources	NFA	NFA	NFA	NFA	NFA	NFA	External Audit reliance work. Changes to review programme has resulted in no work required from Internal Audit – no further action
Council Tax	Serco/ Resources	NFA	NFA	NFA	NFA	NFA	NFA	External Audit reliance work. Changes to review programme has resulted in no work required from Internal Audit – no further action
NNDR (Business Rates)	Serco/ Resources	NFA	NFA	NFA	NFA	NFA	NFA	External Audit reliance work. Changes to review programme has resulted in no work required from Internal Audit – no further action
Accounts Payable	Serco/ Resources	Significant	0	5	7	5	17	In draft
Payroll	Serco/ Resources	Significant	0	2	2	2	6	In draft

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
CORE SYSTEM ASSURANCE WORK (Continued)	Core systems are those that are fundamental to providing control assurance for internal financial control and allow the s.151 officer to make his statement included in the authority's Annual Statement of Accounts. The External Auditor also places reliance on the work undertaken by Internal Audit on core systems.							
Teachers Pensions	Childrens Services/ Resources	NFA	NFA	NFA	NFA	NFA	NFA	External Audit reliance work. Changes to review programme has resulted in no work required from Internal Audit – no further action
Purchasing Cards	All							Fieldwork complete. Report being prepared.

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
ANNUAL GOVERNANCE AND ASSURANCE FRAMEWORK	To review the design and operation of key systems to assess whether they are fit for purpose and allow the s151 officer to make his statement included in the Annual Accounts, on the reliability of the supporting financial systems. The fundamental systems - those which are critical to the operation of the council - are reviewed over a three year cycle; others will be reviewed periodically dependent on risk.							
Annual Framework and Annual Governance Statement Review	All	N/A	N/A	N/A	N/A	N/A	N/A	Complete. Presented and agreed by Audit Committee on 24 th June 2013
Annual Audit Opinion	All	N/A	N/A	N/A	N/A	N/A	N/A	Complete. Presented to Audit Committee on 24 June 2013
Annual Audit Plan	All	N/A	N/A	N/A	N/A	N/A	N/A	Complete. Presented to Audit Committee on
Internal Audit Effectiveness / Audit Committee Effectiveness	All	N/A	N/A	N/A	N/A	N/A	N/A	Complete. Presented to Audit Committee on 24 June 2013
Anti-Fraud Culture	All	N/A	N/A	N/A	N/A	N/A	N/A	Liaison – ongoing NFI Initiative – Completed within Audit Commission deadlines. 3 reviews detailed in table below
Information Governance	All							Liaison and strategic overview as part of the Strategic Governance Board and Information Governance Group On-going

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
STRATEGIC AND OPERATIONAL RISKS	Internal Audit provides support to Council and Directorate objectives by testing the effectiveness of controls designed to mitigate identified risks							
Information Governance	All							On going
Adult Social Care – Compliance with new eligibility criteria	Adult Social Care							Audit re-scheduled within 2014/15 plan.
Adult Social Care Database	Adult Social Care	Limited	0	6	3	2	11	In draft.
Schools:								
School B	Childrens Services	Limited	0	8	10	4	22	Complete Report to Audit Committee 06 2014
School C	Childrens Services	Limited	0	2	4	5	11	Complete Report to Audit Committee 06 2014
Partnership Management	Resources							Audit re-scheduled within 2014/15 plan.
Web-based systems Access Controls	Resources	Limited						At review stage
EXTERNAL WORKS	Work which generates income for the council							
Vivacity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4 reviews completed from 2012/13. 5 reviews completed from 2013/14.

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
GRANT CLAIM CERTIFICATION	Certification of claims in relation to UK and European funding requirements							
Zero Carbon (ZECOS) - European Funding	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	4th grant claim certification complete First Level Controller Assurance
Cleantech Incubator Europe (CTIE) – European Funding	Opportunity Peterborough/ Resources	Grant Certified	N/A	N/A	N/A	N/A	N/A	3 rd grant claim certification complete First Level Controller Assurance
Disabled Facilities Grant	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	Annual certification complete Assurance Letter
DFT – Local Plan Integrated Transport	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	Annual certification complete Assurance Letter
DFT – Local Transport Plan Highways	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	Annual certification complete Assurance Letter
GAF	Communities	Grant Certified	N/A	N/A	N/A	N/A	N/A	Annual certification complete Assurance Letter
Zero Carbon (ZECOS) - European Funding	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	5th grant claim certification complete First Level Controller Assurance
Cleantech Incubator Europe (CTIE) -European Funding	Opp. P'borough / Resources	Grant Certified	N/A	N/A	N/A	N/A	N/A	4 th grant claim certification complete First Level Controller Assurance
Local Sustainable Transport Fund Grant 2012/13	Growth and Regeneration	Grant Certified	N/A	N/A	N/A	N/A	N/A	Annual certification complete Assurance Letter
FOLLOW UP ACTIVITIES								
Westcombe: VAT Self Billing Arrangements	Resources	Significant	N/A	N/A	N/A	N/A	N/A	Memo issued. Previous recommendations implemented.
ICES Follow Up +	Adult Social Care	N/A	N/A	N/A	N/A	N/A	N/A	Memo issued
Gladstone Primary School Follow up	Childrens Services	Significant	0	0	2	0	2	Memo Issued.

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
OTHER RESOURCE PROVISION	Throughout the year audit activities will include reviews that have not been specified within the plan and may include management requests as a result of changing risks. In addition there will be a number of follow ups of previous audit activities. Finally, a number of jobs will overlap between financial years and require some time to complete.							
Direct Payments Follow Up	Adult Social Care	Limited Assurance	0	7	4	7	18	Complete To audit committee 06 2014
Travel and Subsistence Extra Follow Up	Resources	Limited Assurance	0	4	3	3	10	Complete To audit committee 06 2014

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
STRATEGIC AND OPERATIONAL RISKS	Internal Audit provides support to Council and Directorate objectives by testing the effectiveness of controls designed to mitigate identified risks.							
CARRY FORWARD ACTIVITIES - 2012/13 cont:								
Translation Services	Serco / Communities	No Assurance	1	5	3	2	11	Complete To Audit Committee 06 2014
Payroll Overpayment Recovery Process	Resources	Limited Assurance	0	1	7	1	9	Complete To Audit Committee 06 2014
Conflict of Interest – Alleged irregularity	Adult Social Care	N/A	N/A	N/A	N/A	N/A	N/A	Complete
Contract Management – Alleged irregularity	Adult Social Care							On going. Following work completed internally an external investigation has commenced by the contract supplier. Investigation into alleged under-delivery of contracted services.
School A: Primary	Children's Services	NFA						The school has subsequently transferred to an Academy and the trustees are addressing the findings and recommendations independently to resolve the control environment issues identified.

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
UNPLANNED ACTIVITIES	Internal Audit provides control and risk advice to officers/management/members as a result of changing risks. This audit activity covers review work that is additional and was not specified as part of the original audit plan							
Troubled Families Certification	Communities	Grant Certified	N/A	N/A	N/A	N/A	N/A	Completed. Verification to be undertaken annually in the future.
Troubled Families Process review	Communities	N/A	N/A	N/A	N/A	N/A	N/A	Completed. 2 memos issued following scope change, covering: 1) A review of processes and procedures to align with future grant claims. 2) re-validation of the October Claim
HIV / AIDS Charity Governance Arrangements.	Adult Social Care	NFA	NFA	NFA	NFA	NFA	NFA	Management request. Work commenced and subsequently suspended due the NHS retaining ownership of the account. ASC advised and no further action required.
Westcombe Industry Scrap Waste Stock	Resources	Significant Assurance	N/A	N/A	N/A	N/A	N/A	Audit Committee Request Complete. Memo issued
Whistleblowing Investigation: Alleged Irregularity	Communities / Governance							Initial review of documentation received. Liaison ongoing with an appointed external investigator.
Consultancy Rates	Resources	N/A	N/A	N/A	N/A	N/A	N/A	Joint exercise with Client Services. Internal Audit to undertake Data analysis. Complete.
Atlas Benefit Changes	Serco/ Resources	N/A	N/A	N/A	N/A	N/A	N/A	Review of process changes and control advice. Memo

William Law Out of School Club	Academy	N/A						Consultancy work was undertaken prior to the school undertaking management of the out of school provision.
Petty Cash Insurance Arrangements	Serco/ Childrens Services	N/A	N/A	N/A	N/A	N/A	N/A	Memo issued.

RESERVE LIST: SUBJECT TO RECRUITMENT TO VACANT POSTS

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
CORE SYSTEM ASSURANCE WORK	Core systems are those that are fundamental to providing control assurance for internal financial control and allow the s.151 officer to make his statement included in the authority's Annual Statement of Accounts. The External Auditor also places reliance on the work undertaken by Internal Audit on core systems.							
Main Accounting System	Resources							Review of key controls to incl. feeder system input and reconciliations.
Fixed Asset Accounting	Resources							To identify controls in operation for the identification of assets, disposal and arrangements for inclusion on the fixed asset register, to include appropriate accounting processes.
Sundry Billing and Debt Recovery	Serco/ Resources							Fieldwork complete. At review stage
Budgetary Control	Various							Review of arrangements in place for two areas within the organisation.
STRATEGIC AND OPERATIONAL RISKS	Internal Audit provides support to Council and Directorate objectives by testing the effectiveness of controls designed to mitigate identified risks.							
Partnerships	All							Review of client management arrangements/performance delivery
Project Governance	Children's Services							Provide assurance that projects are managed in accordance with best practice. This will include, where appropriate, post-implementation reviews in order to evaluate whether benefits have been realised

RESERVE LIST: SUBJECT TO RECRUITMENT TO VACANT POSTS (continued)

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
STRATEGIC AND OPERATIONAL RISKS	Internal Audit provides support to Council and Directorate objectives by testing the effectiveness of controls designed to mitigate identified risks.							
Risk Management and Business Continuity	All							At review stage. Review the effectiveness of processes in place as a result of organisation / responsibility changes.
Fuel Cards	Resources							At review stage. Systems based approach considering key risk exposures. Testing to provide assurance that all payments are valid and accurate.
Carbon Management	Growth and Regeneration	NFA	NFA	NFA	NFA	NFA	NFA	Data quality review prior to submission of information regarding carbon reduction commitment and carbon trading return Data review not required therefore no further action.
Contracting (see below)	Various							To review specific aspects of the contracting process across a variety of contracts.
Enterprise Bus Contract	Enterprise/ Resources	Significant	N/A	N/A	N/A	N/A	N/A	Member request. Memo issued.
Schools	Childrens Services							Review of school processes. 2 additional schools

RESERVE LIST: SUBJECT TO RECRUITMENT TO VACANT POSTS (continued)

AUDIT ACTIVITY	Department	ASSURANCE LEVEL	RECOMMENDATIONS MADE					COMMENTARY
			Critical	High	Medium	Low	Total	
STRATEGIC AND OPERATIONAL RISKS Cont:	Internal Audit provides support to Council and Directorate objectives by testing the effectiveness of controls designed to mitigate identified risks.							
ICT Projects	Serco / All departments							Review of controls and processes in developing automated systems
Electronic Call System	Adult Social Care							At review stage. Review of risk management processes in place to align with organisation changes
Re-ablement	Adult Social Care							ASC management request to review processes and controls for reablement outcomes
Public Health	Communities							Review integration of new service area
RAISE	Childrens Services							Review the access arrangements to ensure appropriate data security and conflict of interests managed

7. AUDIT REPORTS ISSUED: OPINION OF LIMITED ASSURANCE OR NO ASSURANCE

	AUDIT ACTIVITY	ASSURANCE RATING	DATE TO AUDIT COMMITTEE
1.	School B	Limited	30 June 2014
2.	School C	Limited	30 June 2014
3.	Direct Payments Follow-up	Limited	30 June 2014
4.	Travel and Subsistence Extra Follow-up	Limited	30 June 2014
5.	Translation Services	No Assurance	30 June 2014
6.	Payroll Overpayment Recovery Process	Limited	30 June 2014

Audit Title 1	Primary School B
Scope	The purpose of the audit was to conduct a risk based internal audit review informed by the school's completed Financial Value Standard. The scope covered primarily governance, payroll, purchasing, the budget and cash collection.
Findings and Conclusions	<p>The key issues arising from the audit review are as follows:</p> <ul style="list-style-type: none"> • Purchase orders are not always raised where appropriate. The payments are processed via the 'non-order route'. • The administration of the payroll showed a lack of evidence to demonstrate that authorisation processes had been undertaken. • Financial reporting can be improved by the inclusion of the annual budget figures on the reports to compare to actual figures to date. • A late declaration of pecuniary interest leading to inappropriate authorisation of payments • A lack of control over cash collection <p>New financial procedures have recently been approved by the governors. When the procedures are operational and have become embedded in school, many of the observations in this report will be addressed.</p>

Actions in relation to this audit have been agreed and progress is being made to resolve issues arising. A follow up review was requested by the school to be undertaken three months after the finalisation of the previous report. This has been undertaken and the implementation of recommendations were found to be in accordance with the management action plan.

Audit Title 2	Primary School C
Scope	The purpose of the audit was to conduct a risk based internal audit review informed by the school's completed Financial Value Standard. The scope covered primarily payroll, purchasing and the budget.
Findings	<p>The main findings arising from the audit review were:</p> <ul style="list-style-type: none"> • The award of the printing contract was not recorded in governors' minutes. There is therefore no evidence or assurance to support that the contract was awarded in accordance with the school's scheme of delegation. • The Headteacher's authorisation to start new employees on the payroll and staff contractual changes is not evidenced. Also, no checks are conducted on the payroll before it is authorised to be processed. On one occasion it was found that the Headteacher had added a new starter and also processed the pay run. There is a risk therefore that errors in pay may be made and not detected. Also, the risk of fraudulent activity is not mitigated. • Testing found that delivery notes are not retained in accordance with school policy, therefore goods received cannot be verified if queried. Similarly it was found that orders are not generally raised for capital items.
Conclusions	Generally, the audit review showed that controls are in place and working effectively in some of the areas covered. However, issues raised particularly in relation to payroll and procurement processes has resulted in the limited audit opinion. Implementation of the recommendations in the report will enhance the controls already in place.

Audit Title 3	Direct Payments Follow-up
Scope	The purpose of the audit was to ensure there has been satisfactory progress in implementing the actions agreed by management during the previous audit.
Findings	<p>It was established that significant progress has been made in the following areas:</p> <ul style="list-style-type: none"> • The backlog of overdue care assessment reviews has reduced substantially. However it was not possible to verify the figures provided as at the time of follow up, the new case management system, Frameworki (FWI), had no report equivalent to the one produced from Raise at the time of the previous audit • A DP Monitoring Officer was appointed in October 2012, initially on a one year fixed term contract, but has now been made permanent • DP case files have been reviewed, and the DP monitoring spreadsheet (Master Client Sheet) greatly enhanced so that, at a glance, it is possible to identify where cases are missing signed DP agreements, or have other concern indicators. • It is understood that a programme to recover excessive bank account balances arising from unspent DPs had already recouped in excess of £230k by the time of the follow up. • Identification of clients with third party payee arrangements <p>Analysis of the monitoring spreadsheet at the time of the review found a number of areas for improvement. From the current and ongoing DP cases it was noted that:</p> <ul style="list-style-type: none"> • 83% of service users had at least one concern or issue to be resolved. This percentage has remained pretty constant since October 2012. • 30% of service users were still without a signed DP Agreement on their case file, thus their agreement to receive DPs is not evidenced. Testing has indicated that new DP arrangements are supported by signed agreements, and that it was existing cases at the time of the last audit that remained largely unresolved • 17.1% of service users had been on the scheme more than 3 months and had never submitted any sets of financial records. • 54.5% of service users had submitted financial records for monitoring which were still to be reviewed. • 63.7% of service users had bank statement closing balances that exceeded four times their weekly DP rate, and thus are considered to have excessive account balances in line with the DP procedures document. • One service user that had been found during the previous audit to have an overdrawn bank balance, was now found to be significantly further overdrawn, despite concerns having been raised by ASC Finance to the care team months earlier.

Conclusions	<p>While good progress has been made in most areas (e.g. the improved monitoring spreadsheet, finalisation of the DP procedures document, and recovery of some excess balances), the improved spreadsheet now reveals the extent of the issues relating to DP agreements. As stated above 83% have at least one issue to be resolved; and it is difficult to gain assurance that public funds are being appropriately spent whilst these issues remain.</p> <p>Some of the issues identified by the spreadsheet, such as overdrawn or excessive balances, or inappropriate expenditure, may indicate that care needs are not being met. Such issues are identified during the monitoring process, and reported to care teams, although it was often unclear during testing what action care teams were taking to resolve the issues. At the time of follow up, the high level statistics in the Finance team's monitoring spreadsheet had not been shared with the care teams or their senior management, although it is understood that this information is now being reported.</p> <p>The key priorities will be for the Finance team to clear the backlog of unaudited financial records, and to ensure they continue to report concerns as they are identified; and for care teams to ensure that they document their actions or responses to those concerns, and communicate them to the Finance team.</p> <p>The audit opinion is Limited Assurance based on findings at October 2013. Management comments received in response to recommendations suggest significant further progress has been made since this report was issued in draft, with a number of recommendations already implemented, which indicates that a higher assurance rating would be found in the event of a future audit.</p>
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Audit Title 4	Travel and Subsistence Extra Follow-up
Scope	The purpose of the audit was to gain assurance that agreed actions in the previous report have been implemented satisfactorily. A further sample of claims was selected. The claims were subjected to testing in order to gain assurance that the PCC Travel and Subsistence policy is adhered to. In addition we reviewed reports compiled by Serco detailing those expense claims not complying with policy in March to July 2013.
Findings	A review of the previous Travel and Subsistence follow-up report found that all of the agreed actions had been implemented satisfactorily. However, non-compliance with the Travel and Subsistence policy by officers and managers remains. Errors detected by the Shared Transactional Services team within Serco (who process expenses claim forms for payment) result in 7-10% of claims being returned. Certain errors, notably those relating to the accurate calculation of mileage, do not form part of Serco's routine checks. Our testing showed a 40% error rate in mileage claims, all of which had incorrect mileage calculations. Although our sample was limited, our results indicate that the error rate <i>could</i> be significantly higher than 7-10%.
Conclusions	There is clearly still room for improvement in compliance with the PCC Travel and Subsistence policy and this report concentrates on the actions required to deal with the main errors. This includes the need to issue a targeted statement on Insite, as well as continued monitoring of error rates which are reported to directors.

Actions in relation to this audit have been agreed and progress is being made to resolve satisfactorily.

Audit Title 5	Translation Services
Scope	During May 2013, PCC was threatened with legal action due to a number of unpaid translation services invoices which were stated as £78,441. Internal Audit were asked to examine how and why this situation had occurred and to recommend suitable solutions to address the backlog to ensure that the same solution does not arise again.
Findings	<p>The main findings from the review are:</p> <ul style="list-style-type: none"> • Corporate guidance on the translation and interpretation service provided no advice on receipting against the POs or the specific difficulties associated with this contract (e.g. lack of direct evidence of each telephone translation call made). Guidance can be enhanced to assist those using the service, and thereby improve the payment process. • It is understood that Children's Services social care teams are the main users of the service. Their admin tasks, such as raising POs, are performed by Business Support Officers. Discussion with social workers found that although they knew POs need to be raised, there was a lack of awareness of the need to receipt against those POs, and the impact of not doing so. • Invoices for face-to-face translation services typically include multiple clients, multiple dates, and references to multiple POs. An invoice only needs one related PO not to be properly receipted, or to be disputed, to ensure that the whole invoice will go on-hold unpaid. CPU stated that ALS/Capita were asked not to bill in that fashion, but they have continued to do so. • The telephone translation service is subcontracted to Language Line (LL), and ALS/Capita invoices for this service are based on the information provided by LL. The invoices do not quote POs, nor until very recently identify who made the calls (other than by directorate). • Limited comparison of corporate phone records for calls to the ALS/Capita phone number to telephone translation invoices found some items billed which did not appear in VOIP or mobile phone records, thus calling into question the legitimacy of some of the charge. • Another temporary contract for translation services was agreed with The Big Word to run from January 2013 for six months, running simultaneously with the ALS/Capita contract. This was due to concerns over the quality of service provided by ALS/Capita, and it was intended that The Big Word would be used by Children's Services in preference to ALS/Capita. Examination of invoice records for the Big Word had found in excess of £12,000 worth of invoices on hold, with similar issues. A blanket PO for £15,000 was raised retrospectively in April 2013 on behalf of Children's Services, but by 14th May 2013 only £1356.45 had been receipted against it. There appears to be no guidance on Insite regarding this specific contract, and there is a risk of similar situation occurring with this supplier.

<p>Conclusions</p>	<p>When the ALS contract was set up, there seems to have been a lack of recognition of how the service would actually be used by departments. Typical users of the service are not involved in day-to-day purchasing, have no access to the iProc system to either raise the PO or record receipt of service, and seem to have been unaware of the impact of not recording receipt. It is imperative that, whatever solutions are put in place for this and other future contracts, expected processes are discussed with service user representatives to identify likely issues, and are then properly documented and briefed to all service users. It is vital that invoice payment arrangements within departments, including the use of POs, are properly considered when any future corporate contracts are let.</p> <p>It was explained to Internal Audit that while ALS/Capita's face-to-face translation invoices are compliant with the terms of the contract, their telephone translation invoices, by not quoting relevant PO numbers, are not. It was further explained that this was due to insufficient information being provided by Language Line to ALS/Capita. It was stated that unsuccessful attempts were made to get ALS/Capita to comply with the invoicing arrangements detailed in the contract, but ALS/Capita were unable to do so. This seems to have been accepted on the grounds that alternative service providers would be significantly more expensive, and there would be no willingness for increased costs given the financial pressures faced by PCC. More recent telephone translation invoices have shown improvement in the amount of information provided, with each invoice detailing calls relating to only one PIN, and quoting the names any service team associated with that PIN. Further negotiation should take place with ALS/Capita to cease the current arrangement of consolidated invoices for face-to-face translations. This will assist in getting invoices paid in a timely and efficient manner.</p> <p>Although most of the unpaid invoices owed to Capita at the time of their ultimatum have been resolved, it was noted in July that most Capita invoices dated May 2013 remained unpaid for reasons similar to those given above. This gives cause for concern that, in the absence of a proper process for dealing with these transactions, supported by appropriate and timely guidance and training, a significant further backlog will build up again. At 4th September 2013, the total value of overdue unpaid invoices on the Oracle system owed to Capita and The Big Word stood at approximately £15,400 and £49,100 respectively. The Big Word's invoices dated as far back as January 2013, i.e. from the beginning of the contract. It is important that accounts with Capita and The Big Word are resolved quickly to prevent further threats of legal action.</p> <p>The Director for Communities has taken on responsibility for creating and driving forward corporate processes for dealing with translation and interpretation service invoices. It is important that key stakeholders are engaged to ensure that processes are workable. Consideration should be given to whether use of POs is practical for translation and interpretation services, or whether an exempt invoice process is more appropriate. If POs are considered appropriate, a further decision is required on whether to leave responsibility for the POs with service teams and risk similar problems recurring, or whether centralisation (e.g. within each directorate's finance team) is a better option to ensure that receipt of service is substantiated and receipt recorded within the iProc system.</p>
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Audit Title 6	Payroll Overpayment Recovery Process
Scope	<p>The purpose of the audit was to:</p> <ul style="list-style-type: none"> • review the most recent PCC policy for the recovery of overpayments • To review the process for dealing with payroll overpayments, particularly large ones, and make recommendations for improvements. Payroll Overpayments may occur as the result of a processing error or from timing issues due to the late receipt of information from employees. <p>The audit did not look at the mechanisms for identifying overpayments, as this is covered in other audit reviews.</p>
Findings	<p>Main Findings</p> <ul style="list-style-type: none"> • The guidelines do not cover all aspects and scenarios with regard to overpayment recovery, and as a result the guidelines are not always followed. • There have been delays in collecting overpayments as a result of delays in communicating with staff who have been overpaid. • An analysis of the current overpayments log showed that the majority of cases occur due to late notification by line managers to payroll and very few overpayments are due to error. • The Payroll and HR Support Manager reviews the overpayments log each month but there is no evidence to support this.
Conclusions	<p>Whilst guidance has been put in place, there are some areas that could be enhanced to ensure that the recovery of overpayments is carried out in a consistent and timely manner resulting in the limited audit opinion.</p>

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AUDIT COMMITTEE	AGENDA ITEM No. 7
30 JUNE 2014	PUBLIC REPORT

Cabinet Member responsible:	Councillor Seaton, Cabinet Member for Resources	
Committee Member responsible:	Councillor Lee, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT – 2013 / 2014

R E C O M M E N D A T I O N S	
FROM : John Harrison, Executive Director (Strategic Resources)	Deadline date : N/a
Committee is asked to:	
1. Consider and endorse the annual review of the effectiveness of Internal Audit 2013 / 2014.	

1. ORIGIN OF REPORT

1.1 This report is submitted as part of the Audit Committee work programme for 2014 / 2015.

2. PURPOSE AND REASON FOR REPORT

2.1 The Terms of Reference for the Audit Committee (agreed at Full Council) set out the key roles of the Committee including the following “2.2.1.3 *To consider reports dealing with the management and performance of the providers of internal audit services*”.

2.2 In accordance with the requirements of the Accounts and Audit Regulations 2011 the Council conducts an annual review of the system of internal audit to be considered as part of its governance assurance processes, including the production of the Annual Governance Statement.

3. INTERNAL AUDIT EFFECTIVENESS

3.1 The Accounts and Audit Regulations require all Councils to review their systems of internal control and to provide an adequate and effective Internal Audit function. From 2011, they required that an annual review should be referred to the appropriate committee.

3.2 To address the Accounts and Audit Regulations 2011 requirement, an assessment of Internal Audit has been carried out which is presented for consideration by Audit Committee. It contains an opinion on the effectiveness of the service including a self-assessment against the Public Sector Internal Audit Standards (referred to Audit Committee in March 2013).

3.3 The review was undertaken by the Chief Internal Auditor and the report (**Appendix A**) is presented for Members' consideration and comment.

3.4 As part of the standards, there is a requirement for an independent evaluation as to how the standards are met once every five years. For consistency across the partnership with Cambridge City and South Cambridgeshire, this is being explored for 2015.

4. CONCLUSION

4.1 Consideration of a range of views on the effectiveness of Internal Audit operating within the Council during 2013 / 2014 indicates that this has been both appropriate and effective. **The report demonstrates that the Council has an effective system of internal audit including a policy framework, internal audit function, audit committee and effective management engagement.**

5. CONSULTATION

5.1 This report has been issued to the Head of Strategic Finance for consideration.

6. ANTICIPATED OUTCOMES

6.1 It is reasonable from all the assurances now available to the Council to conclude that a sound system of internal audit operated throughout 2013 / 2014.

7. REASONS FOR RECOMMENDATIONS

7.1 To seek endorsement from members that internal audit within the authority is being delivered and provide effective challenge to the organisation.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 None required at this stage.

9. IMPLICATIONS

9.1 This report contains no specific financial implications.

10. BACKGROUND DOCUMENTS

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

- Internal Audit Plans;
- Internal Audit Charter;
- Accounts and Audit Regulations 2011;
- Statement of the Role of the Head of Internal Audit, CIPFA, 2010; and
- Public Sector Internal Audit Standards 2013

11. APPENDICES

- Appendix A: Annual Review of the Effectiveness of Internal Audit

ANNUAL REVIEW: EFFECTIVENESS OF INTERNAL AUDIT

2013 / 2014

1. **BACKGROUND**
2. **CURRENT ARRANGEMENTS FOR INTERNAL AUDIT**
3. **BASIS FOR OPINION**
 - Staff Resources
 - Training and Experience
 - External Audit Opinion
 - Public Sector Internal Audit Standards (PSIAS)
 - Statement of Role of Head of Audit
 - Risk Management and Governance Arrangements
 - Audit Committee
4. **CONCLUSION**
5. **COMPLIANCE AND QUALITY IMPROVEMENT PLAN (PSIAS 1320)**

1 BACKGROUND

- 1.1 The Accounts and Audit Regulations 2011 require all Councils to annually review the effectiveness of its internal audit and to present the results of that review to the appropriate committee.
- 1.2 An assessment of Internal Audit has been carried out which is presented for consideration by Audit Committee. It contains an opinion on the effectiveness of the Internal Audit Service including a self-assessment against "*The Public Sector Internal Audit Standards 2013*". An action plan has been put in place to ensure future compliance.

2 CURRENT ARRANGEMENTS FOR INTERNAL AUDIT

- 2.1 Internal Audit at Peterborough is provided through an in-house team (see 3.1) which is part of Strategic Resources, headed up by the Chief Internal Auditor (CIA). It works closely with others in the Council tasked with assurance, governance and risk management but retains a separate identity in relation to the performance of Internal Audit.
- 2.2 The CIA reports to the Head of Strategic Finance and the Executive Director of Strategic Resources but also has direct access, if required to the Chief Executive, Council Leader, Executive Members and the Chair of Audit Committee.
- 2.3 Due to its size, the section is not structured around client / service based teams or Council directorates. This has allowed the opportunity for auditors to develop a depth of knowledge / relationships with customers in relation to the work of a number of services rather than specific areas. However, a number of officers have specific technical attributes that provide the organisation with a "first point of contact". This provides some continuity to the customer who can regularly deal with the same auditor over a period of time.
- 2.4 The overarching strategy for the service is set out in the Annual Audit Plan (approved in March each year by Audit Committee) and this is reiterated in its Audit Charter. Internal Audit work follows recognised best practice standards and is independently reviewed by External Audit.
- 2.5 To examine the system of internal audit, this review considered several key elements and assessed their contribution to enabling the section to fulfil its responsibilities. These were:
- The structure and resourcing level, including qualifications and experience of the audit team;
 - The extent of compliance with the Public Sector Internal Audit Standards;
 - Comparison with the Statement on the Role of the Head of Internal Audit;
 - Ensuring that the Section successfully audits the most appropriate areas on a prioritised (risk) basis; and
 - The performance of the audit team (details of which are reported in the Annual Internal Audit Opinion report).

3 BASIS FOR OPINION

3.1 Staff Resources

3.1.1 During 2013 / 2014, resources were made up as follows:

- Chief Internal Auditor. 1 officer. Full time post which is shared between Peterborough (40%), Cambridge City (40%) and South Cambridgeshire (20%).
- Group Auditor. 2 officers. 1.46 FTE
- Principal Auditor. 1 officer. 0.60 FTE. (Maternity leave during the year).
- Senior Auditor. 2 posts. 2.00 FTE. One post was vacant until January 2014,
- Auditor. 1 post. 1.00 FTE.

3.1.2 As well as undertaking the 2013 / 2014 plan, there were some audits carried forward from 2012 / 2013 to be completed in Quarter 1.

3.2 Training and Experience

3.2.1 Training plans encourage ongoing improvement via both career progression and continuing professional development. There is a varied mix of qualifications / experience within the team such as:

Audit experience:

- Peterborough City Council service ranges from a minimum of 6 years to over 25 years (21 of which within the Internal Audit environment); and
- Previous work experience with banks, accountancy firms, other local authorities and public sector organisations.

Qualifications:

- Qualified Accountants – CIPFA (x1);
- Institute of Internal Auditors – Member (CFIIA x2); Practitioner Level (PIIA x1); Certificate Level (CIIA x1)
- Association of Accounting Technicians – Member (MAAT x1)

3.2.2 The level of experience of audit staff remained constant during the year. There was some staff rotation to enable a breadth of experience and for continuing professional development and this will continue based on operational need and the priority and timing of work. This approach provides increased flexibility to meet audit needs, particularly in time specific and statutory audits.

3.3 External Audit Opinion

- 3.3.1 External Audit comment in the Annual Audit Letter on the adequacy, or otherwise, of Internal Audit as well as other governance arrangements. The latest report taken to Audit Committee concluded that they could place reliance on the work of Internal Audit.
- 3.3.2 Liaison with the external auditor continues to be productive and offers the opportunity to co-ordinate audit plans and to share information and to inform risk assessments. The Section agreed the scope and approach to auditing the core financial systems enabling Internal Audit to deliver work of increased value to the Council whilst ensuring that the needs of the external auditor are addressed.
- 3.4 **Public Sector Internal Audit Standards (PSIAS)**
- 3.4.1 PSIAS came into effect from 1 April 2013, although demonstrating compliance against them is not required until 31 March 2014. A copy of the standards was on the Audit Committee agenda in March 2013 together with an initial overview to provide a checklist for establishing the degree of compliance. Following analysis, a summary improvement plan (as per Standard 1320) is set out in Section 5 below.
- 3.4.2 Following the review, in accordance with standard 1322, significant deviations to the standards must be reported. It is pleasing to note that only minor issues have been identified – such as continuing to regularly review our procedures (which are undertaken anyway) and the new requirement for an external appraisal of the service. It can be concluded therefore that there are **no significant areas** to be addressed.
- 3.5 **Statement on Role of Head of Internal Audit**
- 3.5.1 CIPFA published its Statement on the role of the Head of Internal Audit (HIA) in public service organisations in December 2010 following widespread consultation. The statement sets out best practice for HIAs to aspire to and for Audit Committees and others to measure internal audit against. As well as articulating the core responsibilities of the HIA, it also identifies the personal and professional skills needed.
- 3.5.2 Based on five principles, it defines the core activities and behaviours that belong to the role of the HIA and the organisational arrangements needed to support them. For each principle it sets out the governance arrangements required to ensure that HIAs are able to operate effectively and perform their core duties. It also sets out the core responsibilities of the HIA.
- 3.5.3 There are a series of attributes and personal qualities which sit below these principles, some subjective. A full review against the standards was undertaken and reported to Audit Committee in June 2012. This indicated that the role of the Head of Internal Audit at Peterborough met the underlying aims of the five principles. Minor improvements were identified and these are also highlighted within the new PSIAS.
- 3.6 **Risk Management and Governance Arrangements**
- 3.6.1 Prioritisation of the work of the Audit Section is achieved by the development and delivery of an annual risk based Audit Plan. This describes the assurance plans for the Section and includes some capacity for flexibility to adjust to changing circumstances and for demand led and urgent work if appropriate. The plan is based on a mix of different types of audit and risk based work to ensure that assurance over the Council's systems of governance, risk management and internal control is obtained from a number of different directions and sources.

- 3.6.2 The Section's methodology for establishing audit priorities is aligned with the Council's governance and risk management systems. Audit plans are developed through an assessment of risk and assurance needs to support the Council's overall objectives. The Section reviews corporate risk registers, business plans and discusses Council objectives and priorities with Directors and Heads of Service to assess assurance needs. The Audit Plan is discussed and approved by Audit Committee in March each year.
- 3.6.3 It is considered that the 2013 / 2014 Audit Plan represented a reasonable view of critical areas for audit review and assurance needs when it was constructed and agreed with senior management and Committee. During the year some audit work was deferred or cancelled due to the timing of the audits and additional coverage elsewhere – either due to increased risk or special requests.
- 3.6.4 For 2013 / 2014, the agreed Audit Plan again show links to the corporate aims / objectives in order to clearly demonstrate how audit work relates to the achievement of Council objectives.
- 3.7 **Audit Committee**
- 3.7.1 The system of Internal Audit includes the role of the "Audit Committee" and in particular its role in the receipt and evaluation of audit reports, both in terms of assurance opinions and in ensuring that appropriate arrangements are in place for the delivery of an effective service. The arrangements for the Committee increased in 2012 / 2013 with there amalgamation with the previous Standards Committee although there was continuity of membership. Regular briefings took place with the Chair of Audit Committee and separate training sessions provided when requested. In addition there is an Audit Committee handbook.
- 3.7.2 All final audit reports are issued to appropriate Officers / Members in accordance with the service protocols. Key issues are referred to Audit Committee as part of ongoing progress reports.

4 CONCLUSION

- 4.1 Consideration of a range of views on the effectiveness of Internal Audit operating within the Council during 2013 / 2014 indicates that this has been both appropriate and effective. **The report demonstrates that the Council has an effective system of internal audit including a policy framework, internal audit function, audit committee and effective management engagement.**

5 COMPLIANCE AND QUALITY IMPROVEMENT PLAN (PSIAS 1320)

For the purposes of the review, the following definitions are used:

- Chief Audit Executive (CAE) = Chief Internal Auditor
- Board = Audit Committee
- Senior Management = Corporate Management Team

Ref.	STANDARD	COMMENTARY	ACTION
1000	Purpose, Authority and Responsibility		
	The purpose, authority and responsibility of Internal Audit activity must be defined in an Internal Audit charter, consistent with the <i>Definition of Internal Auditing</i> , the <i>Code of Ethics</i> and the <i>Standards</i> . This should be approved by Senior Management and the Board.	<p>The Audit Charter is regularly reviewed.</p> <p>The last update was referred to Audit Committee in March 2013.</p> <p>There is a separate Audit Manual which details the processes/practices followed within the Section. While not a document which is not required to be approved, it needs to be consistent with the approved Charter.</p>	<p>The Audit Charter and Audit Manual will be compared with the new Standards to ensure compliance.</p> <p>The Charter will be submitted to senior management and the Board for approval with the Audit Plan the next Audit Plan.</p> <p><u>PROGRESS:</u> Audit Committee approved the updated Charter, Code of Ethics, Performance Indicators and the Audit Plan in March 2014.</p>
1110	Organisational Independence		
	<p>The CAE must establish effective communication links with the Chair of the Board and Chief Executive</p> <p>The CAE must not report to or be managed at a lower level within the organisation than the Corporate Management Team</p>	<p>There are formal meetings (briefings) with the Audit Committee chair prior to each Committee. While there are no formal meetings with the Chief Executive scheduled, access is available to the Chief Executive on request to discuss control issues / concerns as and when they arise.</p> <p>Functionally, the CIA reports to the Audit Committee and to s.151 Officer (Executive Director of Strategic Resources) who is a member of CMT. For line management purposes, CIA is managed by the Head of Strategic Finance (who is NOT a member of CMT).</p>	<p>Agree with Chair of Audit Committee if there is a need for additional arrangements for liaison / communication meetings</p> <p><u>PROGRESS:</u> Formal briefings have continued, there has not been a need to change this but is verified quarterly.</p>
1220	Due Professional Care		
	Internal auditors must apply the care and skill expected of a reasonably prudent and competent internal auditor. Due professional care does not imply infallibility.	The Audit Manual sets out the standards individual auditors must meet in their allocated assignments. The Manual is based on the previous Code of Practice and therefore needs to be reviewed to take account of any changes required to meet the PSIAS and to reflect improvement made locally since it was last reviewed.	<p>Review and update the Audit Manual</p> <p><u>PROGRESS:</u> Ongoing</p>

Ref	STANDARD	COMMENTARY	ACTION
1300	Quality Assurance and Improvement Programme		
	The CAE must develop and maintain a quality assurance and improvement programme that covers all aspects of the internal audit activity.	The objective is to provide for an assessment of compliance with the PSIAS, together with efficiency and effectiveness of internal audit activity. Previous annual reviews against Code of Practice have been referred to Audit Committee. The programme should also identify opportunities for improvement	This section is to be referred to as the Improvement Programme <u>PROGRESS:</u> Updated
1312	External Assessments		
	External assessments must be conducted at least once every 5 years by a qualified independent assessor from outside the organisation. The CAE must discuss with the Board: <ul style="list-style-type: none"> - The form of external assessments. - The qualifications and independence of the external assessor – including conflicts of interest. 	NEW REQUIREMENT. External assessment can be either “full” assessment or self-assessment with independent external evaluation. Ongoing discussions with other local authorities within the county to look to undertake a peer review in order to minimise costs.	Proposals will be submitted to Audit Committee detailing future arrangements and timescales agreed. <u>PROGRESS:</u> It is proposed for external assessment to be undertaken during 2015 for consistency across the partnership
2030	Resources Management		
	The CAE must ensure that internal audit resources are appropriate, sufficient and effectively deployed to achieve the approved plan.	The Audit Plan 2013 / 2014 identified the resource gaps between what ideally should be the audit coverage level based on risk assessment and what can be delivered with current staffing levels. Existing vacancies were factored in to be recruited into by the mid point of the year and agreed by Audit Committee. In future years, subject to filled vacancies, the practical reality is that current staffing levels drive the total amount of audit activity given that there is no prospect of any increase in resources in the current economic climate. Resources are deployed subject to the mix of skills, competencies and experience required by each assignment – together with recognition of individual auditors’ development needs. The timing of audits is planned with relevant senior management to minimise abortive work and time – except where unannounced visits are necessary.	Resources will be regularly reviewed to ensure appropriate coverage can be maintained. This will enable the CIA Opinion to be annual provided. Any significant changes will be reported to Audit Committee. <u>PROGRESS:</u> Vacant posts have been appointed to and an appropriate plan set in order to deliver an overarching opinion.

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AUDIT COMMITTEE	AGENDA ITEM No. 8
30 JUNE 2014	PUBLIC REPORT

Cabinet Member responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member responsible:	Councillor Lee, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557

DRAFT ANNUAL GOVERNANCE STATEMENT 2013 / 2014

R E C O M M E N D A T I O N S	
FROM : John Harrison, Executive Director (Resources)	Deadline date : N/a
Committee is asked to:	
<ol style="list-style-type: none"> 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 2014. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted as part of the annual closure of accounts process and is included in the Audit Committee work programme for 2014 / 2015.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The production of the Annual Governance Statement (AGS) forms part of the annual closure of accounts process. It is not a financial exercise, but represents a corporate overview of the processes and procedures adopted by Peterborough to manage its affairs.
- 2.2 The Terms of Reference for the Audit Committee (agreed at Full Council) set out the key roles of the Committee including the following "2.2.1.15: *To oversee the production of the authority's Statement on Internal Control and to recommend its adoption*".

3. BACKGROUND

- 3.1 The preparation of an AGS is necessary to meet the statutory requirements as set out in Regulation 4(3) of the Accounts and Audit (England) Regulations 2011. The AGS covers the Council's governance arrangements for the 2013 / 2014 reporting year.
- 3.2 Historically, the AGS has been published as *part of* the annual Statement of Accounts. Regulation 4 (4) in the Accounts and Audit Regulations 2011 now state that the AGS should *accompany* the published accounts. This is to '*make clear that the Annual*

Governance Statement is not part of the statement on which the auditor's opinion is given. It is up to the organisation concerned to decide whether the AGS should be included as part of the Statement of Accounts or be issued as a separate document. As in previous years, the Council has agreed to continue to publish the AGS as part of the Statement of Accounts.

- 3.3 This report includes the draft AGS for Audit Committee to review, challenge and advise the Leader and Chief Executive upon accordingly. The report also identifies progress with the 2012 / 2013 AGS and presents the necessary recommendations for Member approval that will allow the Council as a whole to ensure that the AGS is produced in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) guidance and therefore meet External Audit requirements.

4. SCOPE OF THE ANNUAL GOVERNANCE STATEMENT

- 4.1 Internal control and risk management are recognised as important elements of good corporate governance. The scope of governance, as covered in the AGS, spans the whole range of the Council's activities and includes those designed to ensure that:

- The Council's policies are implemented in practice;
- High quality services are delivered efficiently and effectively;
- The Council's values and ethical standards are met;
- Laws and regulations are complied with;
- Required processes are adhered to;
- Its financial statements and published information are accurate and reliable; and
- Human, financial and other resources are managed efficiently and effectively.

5. ARRANGEMENTS FOR COMPILING THE ANNUAL GOVERNANCE STATEMENT

- 5.1 CIPFA, in conjunction with the Society of Local Authority Chief Executives (SOLACE), have produced a framework for delivering good governance in local government and the Council's AGS for 2013 / 2014 has been drafted in accordance with this framework to ensure the requirements of the regulations referred to above are met. Since 2003 / 2004, responsibility for carrying out these processes has rested with the Chief Internal Auditor. In December 2010, CIPFA issued a statement on "*The Role of the Head of Internal Audit in Local Government*", which states that the Head of Internal Audit should "*set out the framework of assurance that supports the Annual Governance Statement and identify Internal Audit's role within it*", **but** "*should not be responsible for preparing the report*". Due to on-going capacity issues this has remained with the Chief Internal Auditor.

- 5.2 The assurance gathering process to support the AGS is set out in **Appendix A**.

6. SUPPORTING EVIDENCE

- 6.1 Evidence has been compiled to confirm the governance arrangements in operation across the Council for the period concerned. This sets out how the City Council demonstrates compliance with the principles of good governance and highlights where action is needed to address any weaknesses in the Council's governance arrangements.

6.2 Internal Audit

There are two separate reports on the Audit Committee agenda which are the Annual Internal Audit Opinion 2013 / 2014 together with the Review of Internal Audit. The key issues are:

- Internal Audit progress reports are included as part of the Committees' Work Programme and any significant control and governance issues or material to the overall control environment of the Council are highlighted;
- The Annual Audit Opinion highlighted some gaps which needed to be addressed;

- Despite some weaknesses, there remains a sound internal control environment. Reasonable assurance is provided and an unqualified opinion put in place;
- There is overall compliance with the CIPFA publication on the Role of the Head of Internal Audit together with the new Public Sector Internal Audit Standards; and
- Overall, positive assurance can be provided on the service.

In conclusion, the Annual Audit Opinion was presented to the Audit Committee on 30 June 2014. The report gave a reasonable assurance on the overall standard of effective of the internal control framework. In addition, there is an effective Internal Audit in place when measured against the defined criteria as listed above.

6.3 External Audit – PricewaterhouseCoopers (PwC)

Throughout the year, PwC have been commissioned to undertake various reviews which have been circulated and discussed / approved at Audit Committee. PwC provides an Annual Audit Letter giving an overall evaluation of the Council. The content of the letter was reported to Cabinet and Audit Committee (3 February 2014) and overall is positive and states that the Council is performing well. The key messages are:

EXTRACT FROM ANNUAL AUDIT LETTER: 3 FEBRUARY 2014		
Area of Review	Commentary	Opinion
Accounts	We audited the Authority's Statement of Accounts in line with approved Auditing Standards	Issued an unqualified audit report on 25 September 2013.
Economy, efficiency and effectiveness	Our Use of Resources Code responsibility required us to carry out sufficient and relevant work in order to conclude on whether the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in the use of resources.	Issued an unqualified value for money conclusion.
Whole of Government Accounts	We undertook our work on the Whole of Government Accounts consolidation pack as prescribed by the Audit Commission.	The audited pack was submitted on 25 September 2013. We found no areas of concern to report as part of this work.
Annual Governance Statement	Local authorities are required to produce an Annual Governance Statement (AGS) that is consistent with guidance issued by CIPFA / SOLACE. The AGS accompanies the Statement of Accounts.	We found no areas of concern to report in this context.

In conclusion, from a Peterborough City Council perspective, the Annual Audit Letter gives assurance in respect of 2012 / 2013 Financial Accounts and confirms an effective system of internal control.

6.4 Executive Directors: Internal Control and Governance Self Assessment

Strategic Finance issued each Directorate with the Internal Control and Governance Self-Assessment as part of the accounts closure process. This assessment provides a considered overview of the controls in place in order to come to an opinion on the governance arrangements and internal control environment within their service. The areas covered within the assessment were:

- Management Arrangements;
- Health and Safety;
- Business Continuity and Emergency Resilience;
- Equality and Diversity;

- Financial Management;
- Procurement Arrangements;
- Risk Management (including Project Management);
- Performance Management and Data Quality;
- Information Governance;
- Management of People;
- Governance Arrangements, Laws, Regulations, Policies and Procedures;
- Anti-Fraud and Corruption;
- Partnership Governance;
- Communications and Customer Services; and
- Public Health.

Sample testing was undertaken to ensure the robustness of the data supplied. While no adverse comments were received in relation to the controls in place, a number of areas have been identified as requiring attention and these have been reflected in the Action Plan within the AGS.

6.5 Performance Management and Data Quality

As well as the testing identified in 6.4 above, regular reporting of performance is in evidence across the Council. Monthly reports range from financial to non-financial data; covering budgets, performance levels, service delivery, programmes and projects. Regular discussions are held at Corporate Management Team; scrutiny panels and boards and areas of concern identified are addressed to reduce or prevent any deterioration in service.

6.6 Risk Management

Risk management encompasses a number of areas such as projects, performance and partnerships. In addition, there is a corporate risk register which incorporates significant issues which could have a major impact on the strategic delivery of the Council's objectives. There has been progress on developing risk registers which have been referred to Audit Committee (the latest being in March 2014), and efforts are currently focussed on business continuity.

6.7 Corporate Governance

Regular updates on governance arrangements are reported through Corporate Management Team, Cabinet, Scrutiny Commissions, Audit Committee and ultimately to Full Council. This covers all aspects of governance – from constitutional changes, operational procedures such as Financial or Contract regulations, standards issues and audit and fraud related matters. Significant governance issues established in the AGS are reported to Audit Committee.

With the ongoing changes across the organisation, there is a pressing need to ensure that corporate governance responsibilities are communicated to all.

7. CONSULTATION

7.1 One of the key messages coming out of the CIPFA / SOLACE guidance is that good governance relates to the whole organisation and there should be corporate ownership of the AGS and governance arrangements. Following drafting, the AGS (**Appendix B**) has been issued to:

- Director of Governance and Head of Strategic Finance (4 June 2014); and
- Corporate Management Team (16 June 2014).

8. ANTICIPATED OUTCOMES

8.1 The draft AGS is being presented to the Members of this Committee for review and advise the Leader and Chief Executive upon, prior to it being signed off by the Leader and the Chief Executive for inclusion in the Statement of Accounts.

9. REASONS FOR RECOMMENDATIONS

9.1 The draft AGS sets out the framework for the Council and identifies some issues where action is planned to improve the level of governance.

10. IMPLICATIONS

10.1 This report contains no specific financial implications. The agreement of the AGS does not have any direct financial implications, however, in order to maintain financial control and address risks as identified within the Statement, Directorates may need to allocate resources from within their existing budgets.

11. BACKGROUND DOCUMENTS:

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

- Delivering Good Governance in Local Government – The Framework and Guidance Note for English Authorities – CIPFA / SOLACE.
- The CIPFA Finance Advisory Network – A Rough Guide for Practitioners 2007 / 2008.
- Accounts and Audit (England) Regulations 2011

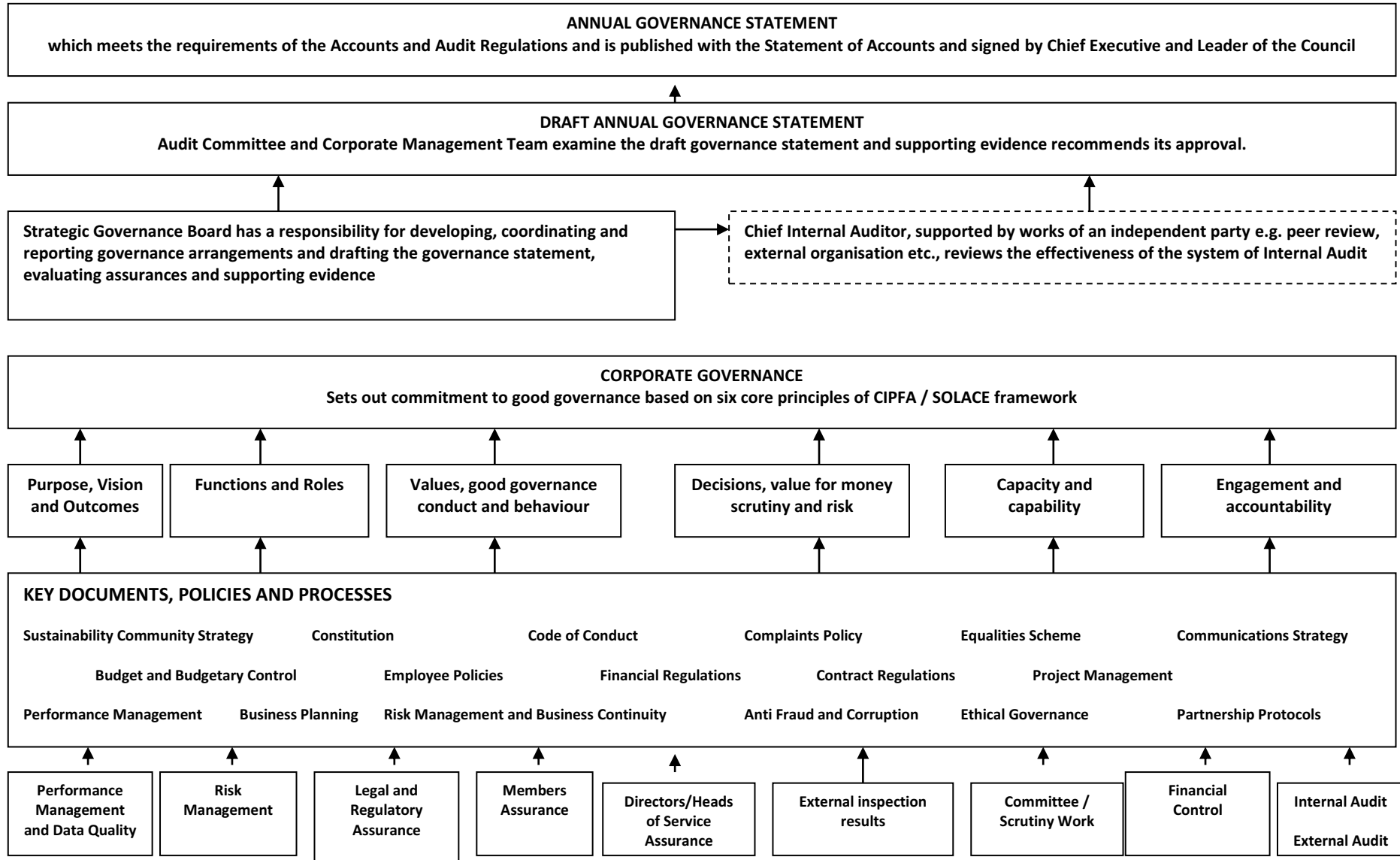
12. APPENDICES

Appendix A: Framework for the Annual Governance Statement

Appendix B: Draft Annual Governance Statement

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PETERBOROUGH CITY COUNCIL FRAMEWORK FOR THE ANNUAL GOVERNANCE STATEMENT



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PETERBOROUGH



CITY COUNCIL

(Draft) Annual Governance

Statement – 2013/14



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 City 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 City 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 Regulation 4(3) 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 City Council is directed and controlled and its activities through which it accounts to, engages with, and leads its communities. 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 services and value for money.

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 and potential impact of those risks being realised and to manage them efficiently, effectively and economically.

We have had the governance framework in place from 1 April 2013, and up to the date we approved the Statement of Accounts.

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 citizens and service users;

- Performing effectively in clearly defined functions and roles;
- Promoting values for the whole organisation and demonstrating good governance through behaviour;
- Taking informed, transparent decisions and managing risk;
- Developing the capacity and capability of the governing body to be effective; and
- Engaging stakeholders and making accountability real.

The following paragraphs summarise the City Council's Governance Framework which has been in place for the year ended 31st March 2014 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:

- Members, working with officers, and its partners, have developed a clear vision of their purpose and intended outcomes for citizens and service users. The Peterborough Sustainable Community Strategy (SCS) 2008 – 2021 sets out the overarching vision for the Council (and refreshed in 2010) to ensure it continues to reflect the communities needs and changing circumstances. These are:
 - *A bigger and better Peterborough that grows the right way, and through truly sustainable development and growth...*

- *Improves the quality of life of all its people and communities, and ensure that all communities benefit from growth and the opportunities it brings;*
- *Creates 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.*

- In order to achieve the vision, four priorities have been established and these are then set out in a Single Delivery Plan detailing accountability and resources allocations across the partnership. Providing value for money underpins the four priorities. The four priorities are, an:
 - Creating the UK's Environment Capital
 - Creating Strong and Supportive Communities
 - Delivering Substantial and Truly Sustainable Growth
 - Creating Opportunities – Tackling Equalities
- By striving to deliver these priorities, the outcomes expected are:
 - Growth, regeneration and economic development of the city to bring new investment and jobs. Supporting people into work and off benefits is vital to the city's economy and to the wellbeing of the people concerned;
 - Improving educational attainment and skills for all of our children and young people allowing them to seize the opportunities offered by new jobs and our university provision thereby keeping their talent and skills in the city;

- Safeguarding children and vulnerable adults;
- The Environment Capital agenda including pursuing new income streams from solar energy and wind farm developments;
- Supporting Peterborough's Culture Trust, Vivacity, to continue to deliver arts and culture in the city; and
- Keeping our communities safe and cohesive.
- 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 cascaded through the organisation to inform and amend departmental delivery and business arrangements.
- The Council and neighbouring authorities, and their business, higher / further education and VCS partners have developed a Local Enterprise Partnership (LEP) 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).
- 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.

- A Medium Term Financial Plan (MTFP) and capital programme have been established to ensure that resources are aligned to priorities and approved annually, the latest being in February 2014. 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 other 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 12 Members: - Leader, 7 Cabinet Members and 4 Cabinet Advisors who are responsible for proposing budgets and policies and taking key decisions in relation to their various portfolios. 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 and Regulatory Committees. Neighbourhood Committees where decommissioned in May 2013.
 - Scrutiny – these 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 various 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 – these consider a variety of non-executive functions which Cabinet, by law, cannot undertake or has been agreed should not be considered by Cabinet, for example, Licensing. They are all cross-party and with the

exception of Audit Committee, can include cabinet members.

- An Audit Committee provides assurance to the Council on the effectiveness of the governance arrangements, risk management framework and internal control environment. It also now incorporates Member conduct, replacing the previous Standards Committee.
- 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. It also details each Committees clear terms of reference and work programmes to set out their roles and responsibilities.
- 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. This allows stakeholders to be aware of decisions to be taken and secondly to whom representations can be made. Agendas, reports and published decisions are available to councillors and the general public via the Council's web pages.
- Changes to services provided and new local government legislation during the year was integrated into the ongoing management of the Council.
- The Council ensures that effective management arrangements are in place at the top of the organisation. A review of the Councils structure was commissioned in 2013 and a revised structure introduced to reflect the new commissioning role to deliver services going forward.
- Key officers within the Council are:

- The Council's Chief Executive (and Head of Paid Service) leads the Council's officers and Chairs CMT;
- The Executive Director (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 Director of Governance, 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. 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 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 Director of Governance, after consultation with the Chief Executive and Executive Director (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 – none was produced in 2013/2014.
- 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 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.
- We have an Audit Committee which follows best practice set out within CIPFA guidance. Its purpose is to provide independent assurance of the adequacy of the internal control environment and to oversee the financial reporting process. Its membership of 8 Councillors also has the responsibility for the standards agenda so that it has the full remit of responsibilities in respect

of governance. For standards related issues, the Council has also appointed an 'Independent Person' to oversee these.

- Corporate Complaints procedures enables 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)*". The Council is complying with minimum requirements of the Code of Recommended Practice for Local Authorities on data transparency, such as disclosing Executive salaries and £500 spending transactions.
- Full Council approves a balanced budget before the start of each financial year. This includes the MTFP, annual 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 Delegations.
- 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 Authority'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 operates in line with appropriate regulations. Responsibility for Internal Audit rests with the Chief Internal Auditor who supports the Audit Committee and reviews its effectiveness annually in line with best practice. The Internal Audit plan is based on the high risks reported within the risk registers. The Constitution makes it clear that management have the responsibility for operation a sound system of internal control. Internal Audit collaboratively works with services to make recommendations around improvements to the control environment. Reporting lines are within the Resources Directorate, with reporting lines to the Head of

Strategic Finance, Executive Director (Resources) as well as access to the Chief Executive, Monitoring Officer and members as required. 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 being adopted in November 2012 which also incorporates business continuity. Regular updates are provided to Audit Committee on its delivery.

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 maintained its Investors in People award. In developing Members' skills, the Council has an overall development strategy in place.
- Audit Committee 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. E-learning tool-kits have been set up to enhance on the job training.
- 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 a number of services being provided in partnership with the private sector. In addition, there has been a development of shared service arrangements with other councils, with Peterborough being the lead authority. These include arrangements with Rutland (for Legal Services and Trading Standards) and Cambridge City and South Cambridgeshire (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 Focus groups (face to face and on-line); 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.
- The Council has a number of significant partnerships, outsourced contracts and service vehicles. These are:
 - Greater Peterborough Partnership – our local strategic partner;
 - Peterborough Culture and Leisure Trust (Vivacity);
 - Opportunity Peterborough;
 - Amey - An outsourced partnership for the provision of street scene activities previously undertaken by City Services;
 - Skanska – Provision of Highways Maintenance service;
 - 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 the PCT 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:

- Member engagement is ensured by:
 - 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.
 - 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. It now has the combined remit to oversee Member conduct.
- 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 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 the 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 (2010)*" and the "*Public Sector Internal Audit Standards (2013)*".

- The Governance Team undertakes investigations and detection work in relation to benefit fraud and corporate fraud.
- 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 MTFP 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.
- A number of areas were identified in the proceeding Annual Governance Statement and an update has been included on our progress to improve governance regarding these issues.
- Assurance from the Audit Commission, other Inspection Agencies and External Audit. On completion of their work, an Annual Audit Letter is issued to the Council. The last Annual Audit Letter was issued for the financial year 2012 / 2013, 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.

2012/2013 Governance Issues: Progress to Date	
Issue	Progress
<p>Establishment of a Local Scheme to administer welfare payments</p> <p>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.</p> <p>Lead Officer: Executive Director of Resources</p>	<p>Since its inception from the 2010 Spending Review, Peterborough has actively worked with voluntary organisations to ensure that the Local Scheme would minimise the impact on claimants. The scheme was first implemented in April 2013 and subsequently reviewed annually.</p>
<p>Transfer of Adult Social Care</p> <p>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.</p> <p>Lead Officer: Executive Director of Adult Social Care and Health and Well Being</p>	<p>Current services are in the process of being reviewed and re-commissioned to align with the vision and the recent structural changes.</p>
<p>Information Governance</p> <p>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</p> <p>Lead Officer: Director of Governance</p>	<p>Information Governance has a high profile across the Council. The Council has established an Information Governance Working Group to oversee its development and compliance. There are strong processes established for the use of and security of data. It has signed up to a county wide Data Sharing Protocol and put in place procedures for reporting any breaches. The Council works in partnership with its ICT provider, Serco, to monitor data usage.</p> <p>(To roll forward).</p>
<p>Risk Management and Business Continuity</p> <p>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 process and to refresh business continuity and emergency planning arrangements, including undertaking a mock exercise.</p> <p>Lead Officer: Director of Governance</p>	<p>There is ongoing work to embed risk management across the Council and regular reports are submitted and discussed with Directors. Similarly, update reports on risk are referred to Audit Committee.</p> <p>Mock exercises have been undertaken to evaluate our effectiveness.</p>

2012/2013 Governance Issues: Progress to Date	
Issue	Progress
<p>Children in Care</p> <p>Arrangements and associated budget pressures are key issues facing the service. There is a need to recruit and retain social workers to maintain stable safeguarding arrangements.</p> <p>It is generally understood that improvements made in safeguarding services can lead to an increase in the children in care population. This is a result of risks being better identified and intervention being more robust where previously there may have been adrift. What can be expected over a period of around three years is that rise in numbers evens out and then starts to reduce as difficulties are identified at an earlier stage and interventions more effectively targeted to prevent deterioration and ensure remedial action is timely. Any increase in numbers of looked after children represents potential budgetary pressures however there are mitigating actions being put in place. These form the basis of the strategy and include:</p> <ul style="list-style-type: none"> • Providing robust early intervention and family support to prevent the need for children coming into care • Reduce the period of time children spend in care by timely progression of rehabilitation plans, adoption and Special Guardianship applications • Ensure placements made represent value for money by increasing the use of high quality in house carers including maximising the use of family and friends carers, reduce the reliance on independent sector foster placements, and reduce the use of residential care. • Ensure caseloads are reduced to acceptable and therefore manageable sizes. <p>Replacement of agency staff with permanent social workers Lead Officer: Executive Director Children's Services</p>	<p>Regular reports are submitted to Corporate Management Team and Members on progress and there has been improvements across the service to improve our monitoring and proactive delivery of the services to children.</p>

2012/2013 Governance Issues: Progress to Date	
Issue	Progress
<p>Commissioning and Partnerships</p> <p>Commissioning and partnerships with other local authorities and sectors are used as vehicles for delivering public services. These create special challenges for clear accountability and good governance. Shared services between organisations can bring substantial benefits, including cost savings for the parties involved, although at the same time there are distinct issues surrounding what happens if something goes wrong. There is a need to ensure that clear governance is established.</p> <p>Lead Officer: Chief Executive</p>	<p>During 2013 a new senior management structure was implemented to tackle the ever developing commissioning role. As this continues to embed and the structures are populated, there will be a requirement to ensure that it is effective.</p> <p>(To roll forward)</p>
<p>Integration of new services as a result of the Health and Social Care Act 2012</p> <p>PCC inherited new public health functions from April 2013. Services, staff and contracts transferred from local and national NHS bodies. PCC must integrate these new functions at both strategic and delivery level.</p> <p>With the appointment of a Director of Public Health and establishment of a Health and Wellbeing Board, the challenge is to ensure that following transfer the functions are carried out in accordance with PCC's governance and decision-making frameworks.</p> <p>Lead Officer: Executive Director of Adult Social Care and Health and Well Being</p>	<p>The approach is reflected in the commissioning works above and its effectiveness will be monitored in relation to that.</p>
<p>Robust Financial Strategy to allow for implementing changes following the Local Government Resources Review</p> <p>Ongoing financial pressures need to be carefully managed. Future spending reviews could result in difficult decisions being made which will</p>	<p>VAT was accounted for correctly going forward and the necessary payment made o HMRC. All "unusual" activities were reviewed. No anomalies were identified.</p>

2012/2013 Governance Issues: Progress to Date	
Issue	Progress
<p>need appropriate analysis for effective decision making with robust financial management arrangements in place. In light of the identification of undeclared VAT on expenditure at Westcombe, there is a need to ensure that there is review of all “unusual” council business activities</p> <p>.</p> <p>Lead Officer: Executive Director of Resources</p>	
<p>Embedding Corporate Governance</p> <p>Communication of corporate governance (or key aspects of it) to staff and others to ensure it is understood and embedded. As the organisation changes and new arrangements start to be embedded there is a fundamental need to ensure that corporate governance is at the forefront of these changes so as to ensure that both stakeholders, service providers and staff are protected.</p> <p>Lead Officer: Director of Governance</p>	<p>The governance agenda has been strengthened with the establishment of a specific department for Governance, bringing together aspects from across the business. This will further develop as part of the senior management review.</p>

2013 / 2014 Governance Issues:

Two governance issues which have rolled forward are Information Governance; and Commissioning and partnerships. These have been incorporated into the following areas which will need to be resolved during the year:

New Governance Issue	
Issue	Lead Officer
<p>ORGANISATIONAL CHANGE Embedding the new management structure and ensuring that appropriate controls and segregations are maintained. (This will also encompass the Commissioning and Partnerships from the previous year).</p>	Chief Executive
<p>FINANCIAL AFFAIRS The ongoing delivery of the approved financial strategy and mechanisms to ensure that the necessary financial savings are achieved and more efficient processes are introduced at reduced cost.</p>	Executive Director of Resources
<p>PURCHASING Procurement reform arising from new EU Procurement Directives</p>	Executive Director of Resources
<p>IT INFRASTRUCTURE Continued compliance with the Public Services Network code of connection requirements</p>	Executive Director of Resources
<p>LEGISLATIVE CHANGE Responding to the impact of further Welfare Reform changes</p>	Executive Director of Resources
<p>INFORMATION SECURITY AND DATA GOVERNANCE The Council handles a significant volume of data and information relating to residents, customers and service users. There are governance / security arrangements in place to help safeguard data but these can be vulnerable. To strengthen existing governance arrangements a programme of mandatory information security training for all existing and future core staff, more stringent controls over fax machines, methods of postage and email groupings. (This incorporates elements of the issues previously identified and rolling forward).</p>	Director of Governance

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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. 9
30 JUNE 2014	PUBLIC REPORT

BUDGET MONITORING REPORT FINAL OUTTURN 2013/14

R E C O M M E N D A T I O N S	
FROM : Executive Director of Resources	Deadline date : 20 June 2014
<p>That Audit Committee approve:</p> <ol style="list-style-type: none"> 1. The reserves position for the council, and note: 2. The final outturn position of £622k under spend on the Council's revenue budget 2013/14 of which £291k was a government grant received on the 28 March 2014 to return 'held back' local government funding. 3. The final outturn position of £90.9m on the Council's capital budget 2013/14. 4. The performance against the prudential indicators; and 5. The performance on treasury management activities, payment of creditors, collection performance for debtors, local taxation and benefit overpayments. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to Audit Committee with the final financial position for both the revenue budget and capital programme for 2013/14 and requires the Committee to approve the reserves position as part of the council's Statement of Accounts.

2. PURPOSE AND REASON FOR REPORT

2.1 The report provides Audit Committee with the final financial position for both the revenue budget and capital programme for 2013/14 and requires the Committee to approve the reserves position as part of the Statement of Accounts.

2.2 The report also contains performance information on treasury management activities, payment of creditors and collection performance for debtors, local taxation and benefit overpayments.

2.3 The report is for Audit Committee to consider under its Terms and Reference No 2.2.1.16 to consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	No	If Yes, date for relevant Cabinet Meeting	
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4. FINAL OUTTURN 2013/14

4.1 Corporate Overview

4.1.1 During March 2013, Council approved a balanced budget for 2013/14 supporting the council's key priorities that should meet the changing characteristics of the city, its residents, businesses and those that visit the city. The approved budget included £17m savings to meet the gap that had arisen from further grant reductions, increased costs and new pressures. The Medium Term Financial Strategy also outlined that there were a number of risks that the council would need to monitor during the year.

4.1.2 As the financial year progressed, further pressures and risks emerged requiring robust action and mitigations to reduce the impact in 2013/14 and for future financial years. The Corporate Management Team (CMT) have received regular information on the position and agreed to identify and implement specific actions to bring a balanced budget position by the end of the financial year.

4.1.3 The Cabinet discussed regular financial position updates with formal positions reported to Cabinet meetings held between September 2013 and March 2014, to ensure that pressures and risks were considered in budget proposals to set the 2014/15 budget and future financial years. Further detail on the financial position can be seen in the next section of this report.

4.1.4 The actions undertaken by the CMT and Cabinet included:

- Departmental management teams have reviewed the budget position monthly and taken appropriate action including having action plans to address budget issues and this has been acknowledged in corporate budget reports;
- The regular CMT reporting has included a summary of progress with savings proposals, additional pressures and risks using a red, amber and green approach with the focus on red and amber issues;
- The capital programme has been reviewed during the year, deferring projects into future financial years or removing projects that are no longer required. Any reduction in the amount that the council requires to borrow to fund the capital programme has reduced the costs of financing the borrowing which has been reflected in the revenue outturn position;
- Where possible all opportunities have been taken to capitalise expenditure relieving the pressure on the revenue account; and
- Review of reserves and provisions, particularly the commitments within the capacity fund.

4.1.5 The overall financial position 2013/14 for the council is detailed within this report. In summary, the final revenue position is £622k underspent including a grant of £291k received from government on 28 March for held back local government funding. The underspend has subsequently been set aside in the capacity building reserve. The capital programme spend is £90.9m.

4.1.6 In conclusion, the council has successfully managed the financial challenges during 2013/14 taking positive actions whilst balancing the need to meet challenges of the national economic climate, demands of local circumstances delivering a balanced budget position with a positive impact on reserves. However, even with the improved position on the revenue budget and increased reserves, the council has an enormous challenge ahead to close a forecast gap of £17.6m in 2015/16 requiring more savings to be identified.

4.1.7 The council remains committed to its strategy in delivering service efficiencies and improvements using a proactive approach to managing council finances and through the continued delivery of a longer term financial plan covering a rolling ten year cycle.

4.2 Financial Report – Revenue

4.2.1 The council's overall revenue position is an under spend of £622k including £291k government grant against the overall budget of £160,347k and represents a net

improvement of £893k since the probable outturn was reported to Council in March as part of the 2014/15 budget setting process. The probable outturn was based on November figures and since it was reported CMT have been advised of improvements based upon January and February figures. The surplus of £622k has been transferred to the capacity reserve as part of the closure of accounts process, leaving the general fund balance at its current level of £6m.

4.2.2 An overview of the council's final revenue position for each department for 2013/14 is shown in the following table compared to the probable outturn and a departmental breakdown shown in appendix A. The outturn position can be seen in the council's previous organisational structure at appendix B for comparative purposes.

Probable Outturn March Council £k	Department	Final Outturn £k
254	Adult Social Care, Health and Wellbeing	775
-173	Chief Executive Department	-307
167	Children Services	194
-1,479	Communities	-1,940
-229	Governance	325
362	Growth and Regeneration	1,117
827	Resources	458
-271	OUTTURN – surplus (+) / deficit (-)	622
	Transfer of surplus to Capacity Reserve	-622
	Final General Fund Revenue Outturn	0

4.2.3 The council experienced a range of cost pressures on existing budgets throughout 2013/14 which were offset by savings and additional grant income received during the year. The savings included corporate items and departmental savings arising from specific actions such as demand management, vacancy management, reducing spend by delaying projects as a one off measure and increased income. The council received £0.3m government grant in relation to monies held back by government during 2013/14 that was not received by the council until the last day of the financial year. Communication of this grant was circulated to all local authorities at this time and therefore the council was not anticipating this income in previous budget monitoring forecasts. The key variances for each department are set out below.

- **Adult Social Care, Health and Wellbeing** - extra demand to support vulnerable people in the Independent Sector Placement budget (£0.4m) was offset by one off savings (£1.2m) arising from expenditure associated with delay in project delivery (including Dementia Resource Centre and Transformation), vacancy management and grant income;
- **Chief Executive** – Commercial operations overspend (£0.4m) including lower income from the travel centre and car parking offset by Chief Executives departmental and support cost savings (£0.1m);
- **Childrens Services** – children related budgets saw pressures arising from SEN transport costs (£0.5m) which were offset by departmental actions;
- **Communities** – continuing pressures with more vulnerable children needing our support resulted in a variance of £1.2m. Pressures within neighbourhoods included supporting people budgets (£0.4m) and transport and care and repair (£0.3m);
- **Governance** - savings within the human resources and legal services budgets of £0.3m;
- **Growth and Regeneration** – pressure within the street lighting service from increased energy costs and an increased network size (£0.3m) were offset by an underspend in concessionary fares (£0.2m) and Local Development Framework savings (£0.2m), reduced employee costs (£0.4m), savings on supplies & services and training (£0.4m) and increased planning income (£0.2m);
- **Resources** – A pressure arising from implementing the nationally agreed pay award from April 2013. The council did not have sufficient budget to meet the pay

increase following a decision to treat pay award as a known budget risk (£0.5m) in setting the 2013/14 budget. Whilst other corporate pressures arose, these were offset by a government grant to pay for the loss of the council's share of business rate income, return of held back local government funding, reduced borrowing costs associated with the capital programme and release of the ICT provision.

- 4.2.4 The Dedicated Schools Grant shows an under spend of £1.8m against a budget of £133.4m. Schools Forum is responsible for decisions related to the Dedicated Schools Grant. This has been included for information purposes only. In accordance with accounting guidance, the under spend has been carried forward to next financial year.

4.3 Financial Report – Reserves

- 4.3.1 The Council's departmental reserves and capacity building reserve are monitored throughout the year as part of budget monitoring and feed into the budget setting process accordingly. The table below summarises the estimated position for all reserves at the end of 2013/14 and estimated balance at the end of 2014/15 and is before new commitments that maybe required to deliver savings to close the 2015/16 budget gap.

	2013/14 £k	2014/15 £k
Earmarked Reserves		
Departmental Reserve	4,099	522
Schools Capital Expenditure Reserve	1,027	777
Future Cities Reserve	2,684	0
Insurance and Other minor reserves	5,082	4,456
Subtotal - Earmarked Reserves	12,892	5,755
General Fund Balance	6,000	6,000
Capacity Building Reserve	8,561	3,526

- Department Reserves – The amounts set aside by departments during the preparation of the accounts is in accordance with financial guidance to minimise risk exposure to the council in the following financial year.
 - Schools Capital Expenditure reserves and Insurance and Other Minor reserves are held on behalf of others and sums that we are independently advised to hold, e.g. insurance reserve.
 - General Fund – The general fund will be maintained at £6m and this is consistent with the current budget strategy.
 - Capacity Building Reserve – This reserve is held to meet one off costs including the delivery of existing savings within the current MTFs. The improvement to the reserve since Council set next year's budget is predominantly due to the improved revenue outturn position (£0.6m), the release of revenue budget for expenditure that can be funded within the capital programme (£0.9m), lower than forecast redundancy costs (£0.8m) and transformation in adult social care (£1.1m) and contingency set aside for children social care including potential costs arising from child sexual exploitation cases (£1.8m).
- 4.3.2 Although the reserves position has improved overall, the majority of this balance will be required during 2014/15 and is therefore not additional monies, only a timing issue between financial years of when the commitments are likely to occur.
- 4.3.3 The capacity fund forecast reduces to £3.5m during 2014/15. It currently includes an initial estimate of the cost of change costs that will be required to close the 2015/16 gap, but more may be needed to drive the level of savings needed.

4.4 Financial Report – Capital

- 4.4.1 At the beginning of the financial year, the capital programme was £261m, the result of the agreed capital programme for 2013/14 of £252m and slippage from the previous financial year of £9m. Throughout 2013/14 the capital programme was regularly reviewed and was

finally reduced to £93.5m through slippage. Much of the slippage has been built into future budgets as part of setting the 2014/15 budget.

- 4.4.2 Capital expenditure during 2013/14 totalled £90.9m as shown in the summary table below (and in the council's previous organisational structure for comparative purposes at appendix C).

Overall position of the Capital Programme 2013/14 as at 31 March 2014

Capital Programme by New Directorate	Budget 01/04/2013	Revised Budget	Actual Expenditure
	£k	£k	£k
Adult Social Care, Health and Wellbeing	950	297	103
Chief Executives	946	1,304	1,300
Communities	3,795	2,611	2,237
Governance	87	18	18
Growth & Regeneration	34,589	14,243	14,240
Resources	220,310	75,034	73,027
Total	260,677	93,507	90,925
Financed by:			
Grants & Contributions	32,583	27,262	27,262
Capital Receipts	13,228	3,677	3,677
Borrowing	214,866	62,568	59,986
Total	260,677	93,507	90,925

- 4.4.3 Significant projects with an impact greater than £2m that contributed to the decrease in the overall capital expenditure from £261m to £91m include:

- **Growth and Regeneration**
 - Fletton Parkway - delays to project (£7.4m)
 - Affordable Housing – no further bids in 2013/14 therefore budget slipped into 2014/15 (£2.4m)
 - Road and Bridges projects – slippage to schemes (£2.7m)
 - Spend occurring later than initially planned (5.4m)

- **Resources**
 - Invest to Save projects - slippage due to few projects being submitted in this period (£94.2m).
 - Energy Park Scheme - slippage due to changes in the start date of the scheme (£15.8m). Budget for the whole scheme is currently profiled as £25.7m 2014/15, £64.3m 2015/16 and £100.9m 2016/17
 - Waste Management Strategy - project re-profiled in line with the confirmed milestone payments (£7.5m)
 - Stadium Skills Centre - the scheme began in 2013/14 and will be completed in 2014/15 (£7.2m)
 - Household Recycling Centre - construction to begin April 2014 (£4.3m)
 - Local Authority Mortgage Scheme - £1m put into scheme in 2013/14, remaining budget slipped (£3.0m)
 - Broadband Infrastructure - budget re-profiled following the contract sign off (£2.9m)
 - Property Portfolio - slippage as per MTFS (£2.0m)

- 4.4.4 The Invest to Save outturn of £1.7m in 2013/14 includes £1.3m for the Energy Performance contract, £0.2m for Energy Conservation Measures and £0.2m on other renewable projects.

- 4.4.5 These invest to save schemes are delivering energy efficiency measures across the councils buildings portfolio including schools. The schemes are self-funding in two ways.

Firstly, by introducing energy efficiency measures through the replacement of plant inside the buildings driving down energy costs and secondly, putting solar pv panels on roofs to provide a cheaper source of energy for the buildings and an income stream by selling surplus energy to the grid.

- 4.4.6 The capital programme is financed through borrowing, capital receipts, grants and contributions. Although the amount of borrowing required has reduced due to slippage in the capital programme since the MTFS was approved, the Council has borrowed £60m during 2013/14 to fund capital expenditure.

4.5 Financial Report – Treasury Management Activity for 2013/14

- 4.5.1 The Council is required to operate a balanced budget, which means that cash raised through the year will meet cash expenditure. The role of treasury management is to ensure cash flow is adequately planned so that cash is available when it is needed. Surplus monies are invested in low risk counterparties commensurate with the Council's low risk appetite ensuring that security and liquidity are achieved before considering investment return.
- 4.5.2 Another role of treasury management is to fund the Council's capital programme. The programme provides a guide to the borrowing needs of the Council and the planning of a longer term cash flow to ensure capital obligations are met. The management of long term cash may involve arranging short or long term loans or using longer term cash flow surpluses.
- 4.5.3 The treasury activity for the council during 2013/14 is compliant with the approved Treasury Management Strategy approved in March 2013. Investment and borrowing activities include:

- a. Investment - The Council aims to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term, and only invest with Barclay's (the Council's current banking provider), the Debt Management Office and Local Authorities. As at 31st March 2014 the Council's external investments totalled £8.8m and have yielded interest at an average rate of 0.33% in the financial year 2013/14.

Investments were placed for short periods to cover daily cash flow fluctuations. Surplus cash was invested in line with the Treasury Strategy to ensure security and liquidity therefore yield is lower due to low risk options used. Surplus cash is placed in the Barclays call account which currently yields 0.35% and in the Bank of Scotland Call Account (part of the Lloyds Banking Group) which yields 0.40%. Both call accounts have a restricted limit of £5m. The Debt Management Office (DMO) is also used for short term fixed investments with a yield of 0.25%. The DMO is one of the most secure institutions as it is a Government agency part of Her Majesty's Treasury.

- b. Borrowing - In 2013/14 the Council has taken out new borrowing of £96m of which £60m was used to fund the capital programme and the remainder was used to repay short term debt and to support short term cash flow fluctuations. The borrowing has been taken out over a range of periods to best fit the Council's maturity profile of debt. Also the best possible interest rate has been sought in line with the budget for borrowing, including the continuation of the council benefiting from reduced interest rates on long term PWLB loans by 20 basis points (0.2%) due to it submitting borrowing plans to government.

Consideration has been made to rescheduling debt however there have been no suitable opportunities to do this. The difference between the repayment rate and the rate of a new loan has not resulted in a net discount to the Council and no savings were to be made

4.5.4 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow money in the long term for capital purposes. In accordance with the 2009 SoRP this now includes the liability for the Private Finance Initiative (PFI) agreement and the 2010 Code of Practice has revised the way the Council accounts for some leases which also impacts on the CFR.

4.5.5 In 2013/14 the CFR was:

	£000
Opening Capital Financing Requirement 1 April 2013	316,098
New Capital Expenditure Financed by Borrowing	59,986
Minimum Revenue Provision for Debt Repayment	(8,355)
Minimum Revenue Provision for PFI	(1,457)
Minimum Revenue Provision for Leases	(524)
Closing Capital Financing Requirement 31 March 2014	365,748

4.5.6 As part of the setting of the treasury strategy, the council sets annual prudential indicators to measure effectiveness of treasury management and reports against these indicators during the financial year. The indicators have not been breached during 2013/14.

4.5.7 Further information on the Council's capital financing arrangements can be found in the Prudential Indicators performance found in appendix D along with an update on treasury management activity in appendix E.

4.6 Financial Report – Performance Monitoring

4.6.1 An outline of performance against key indicators can be seen in appendix E.

5. CONSULTATION

5.1 Detailed reports have been discussed in Departmental Management Teams.

6. ANTICIPATED OUTCOMES

6.1 To approve the reserves position for the Council.

6.2 To note the final outturn position for revenue and capital 2013/14 for the Council.

6.3 To note the prudential indicators and performance figures for the Council.

7. REASONS FOR RECOMMENDATIONS

7.1 This monitoring report for the 2013/14 financial year forms part of the closure of accounts and decision making framework culminating in the production of the Statement of Accounts.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 None required at this stage.

9. IMPLICATIONS

9.1 This report does not have any implications effecting legal, or human resource issues.

9.2 Members must have regard to the advice of the Section 151 Officer.

10. BACKGROUND DOCUMENTS

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

Detailed monthly budgetary control reports prepared in Departments.

APPENDIX A - REVENUE MONITORING REPORT AT END OF MARCH 2014

Probable Outturn (Nov 13) £k	New Department (showing previous department and service area)	Budget 2013/14 £k	Spend 2013/14 £k	Variance 2013/14 £k
	ADULT SOCIAL CARE, HEALTH AND WELLBEING			
-2	ASC - Directors Office	445	445	0
164	ASC - Care Services	6,896	6,722	174
-630	ASC - ISP	35,742	36,134	-392
153	ASC - Quality Information and Performance	1,147	852	295
577	ASC - Finance and Organisational change	-949	-1,578	629
-8	ASC - Strategic Commissioning	3,714	3,645	69
254	TOTAL ADULT SOCIAL CARE, HEALTH AND WELLBEING	46,995	46,220	775
	CHIEF EXECUTIVE'S DEPARTMENT			
0	Cex- Chief Execs Office	338	281	57
10	Cex - Chief Execs Departmental Support	121	94	27
-183	Ops - Commercial Operations	-1,332	-941	-391
-173	TOTAL CHIEF EXECUTIVE'S DEPARTMENT	-873	-566	-307
	CHILDREN SERVICES			
225	CHS - Education and Resources	1,853	1,282	571
-417	CHS - Safeguarding Families and Communities	7,748	8,125	-377
359	Savings plan to be agreed		0	0
167	TOTAL CHILDREN SERVICES	9,601	9,407	194
	COMMUNITIES			
-1,136	CHS - Strategy, Commissioning and Prevention	21,397	22,683	-1,286
-343	Ops - Neighbourhoods	3,669	4,318	-649
0	Ops - Public Health	-331	-326	-5
-1,479	TOTAL COMMUNITIES	24,735	26,675	-1,940
	GOVERNANCE			
39	ASC- Quality, Information and Performance	300	250	50
2	Cex - Legal	3,746	3,517	229
-183	Cex - Communications	583	628	-45
23	Cex - Human Resources	1,015	890	125
-110	Ops - Neighbourhoods	603	637	-34
-229	TOTAL GOVERNANCE	6,247	5,922	325
	GROWTH AND REGENERATION			
0	Cex - Growth and Regeneration	1,662	1,670	-8
362	OPS - Planning Transport and Engineering	14,612	13,487	1,125
362	TOTAL GROWTH AND REGENERATION	16,274	15,157	1,117
	RESOURCES			
0	SR - Director's Office	199	248	-49
269	SR - Corporate Services	17,202	17,476	-274
-45	SR - Environment Capital	440	440	0

Probable Outturn (Nov 13) £k	New Department (showing previous department and service area)	Budget 2013/14 £k	Spend 2013/14 £k	Variance 2013/14 £k
44	SR - Internal Audit	295	234	61
0	SR - Insurance	41	-87	128
562	SR - Strategic Client Services	6,218	5,857	361
0	SR - Peterborough Serco Strategic Partnership	9,504	9,456	48
0	SR - ICT	3,795	3,468	327
200	SR - Waste and Operational Services Management	13,180	13,042	138
-123	SR - Cultural Services	4,501	4,643	-142
108	SR - Registration and Bereavement	-744	-923	179
-21	SR - Westcombe Engineering	12	28	-16
-180	CHS - Resources	2,384	2,675	-291
0	Cex - Growth and Regeneration	147	182	-35
13	OPS - Planning Transport and Engineering	194	171	23
827	TOTAL RESOURCES	57,368	56,910	458
-271	TOTAL GENERAL FUND	160,347	159,725	622

APPENDIX B - REVENUE MONITORING REPORT AT END OF MARCH 2014 – PREVIOUS COUNCIL STRUCTURE (FOR INFORMATION PURPOSES ONLY)

Probable Outturn (Nov 13) £k		Budget 2013/14 £k	Spend 2013/14 £k	Variance 2013/14 £k
	ADULT SOCIAL CARE			
-2	Director of Adult Social Care	445	445	0
-8	Strategic Commissioning	3,714	3,645	69
164	Care Services Delivery	6,896	6,722	174
-630	Independent Sector Placements	35,742	36,134	-392
192	Quality, Information and Performance	1,447	1,102	345
577	Finance and Organisational Change	-949	-1,578	629
293	TOTAL ADULT SOCIAL CARE	47,295	46,470	825
	CHILDREN SERVICES			
-710	Education and Resources	4,250	4,040	210
-1,613	Strategy, Commissioning and Prevention	21,384	22,600	-1,216
-542	Safeguarding Family and Communities	7,748	8,125	-377
1,357	Savings Achieved to be allocated to services	0	0	0
359	Departmental Action Plan to be achieved	0	0	0
-1,149	TOTAL CHILDREN SERVICES	33,382	34,765	-1,383
	OPERATIONS			
0	Business Support	40	68	-28
-183	Commercial Operations	-1,332	-941	-391
208	Directors Office	754	507	247
-453	Neighbourhoods	4,273	4,950	-677
167	Planning, Environment, Transport and Engineering	14,011	13,088	923
0	Public Health	-331	-326	-5
0	Departmental Action Plan		0	0
-261	TOTAL OPERATIONS	17,415	17,346	69
	CHIEF EXECUTIVE'S DEPARTMENT			
0	Chief Executive's Office	338	281	57
2	Legal and Governance Services	3,746	3,517	229
10	Chief Executive Departmental Support	121	94	27
0	Growth and Regeneration	1,809	1,852	-43
-183	Communications	583	628	-45
23	Human Resources	1,015	890	125
-148	TOTAL CHIEF EXECUTIVE'S DEPARTMENT	7,612	7,262	350
	STRATEGIC RESOURCES			
0	Director's Office	199	248	-49
269	Corporate Services	17,202	17,476	-274
-45	Environment Capital	440	440	0
44	Internal Audit	295	234	61
0	Insurance	41	-87	128
562	Strategic Client Services	6,218	5,857	361

Probable Outturn (Nov 13) £k		Budget 2013/14 £k	Spend 2013/14 £k	Variance 2013/14 £k
0	Peterborough Serco Strategic Partnership	9,504	9,456	48
0	ICT	3,795	3,468	327
200	Waste and Operational Services Management	13,180	13,042	138
-123	Cultural Services	4,501	4,643	-142
108	Registration and Bereavement	-744	-923	179
-21	Westcombe Engineering	12	28	-16
994	TOTAL STRATEGIC RESOURCES	54,643	53,882	761
-271	TOTAL GENERAL FUND	160,347	159,725	622

APPENDIX C – Capital Programme 2013/14 (Previous Council Structures)

Capital Programme by Directorate	Budget 01/04/2013	Revised Budget	Actual Expenditure
	£0	£0	£0
Adult Social Care	1,850	133	105
Chief Executive Department	18,967	3,757	3,757
Childrens Services	41,895	41,042	40,775
Operations	31,226	15,515	15,481
Strategic Resources	166,739	33,060	30,807
Total	260,677	93,507	90,925
<i>Financed by:</i>			
Grants & Contributions	32,583	27,262	27,262
Capital Receipts	13,228	3,677	3,677
Borrowing	214,866	62,568	59,986
Total	260,677	93,507	90,925

Appendix D – Treasury Management Strategy – Prudential Indicators – 2013/14

The Prudential Code for Capital Finance in Local Authorities provides a framework for local authority capital finance to ensure that:

- (a) capital expenditure plans are affordable,
- (b) all external borrowing and other long term liabilities are within prudent and sustainable levels;
- (c) treasury management decisions are taken in accordance with professional good practice.

In taking decisions in relation to the above points, the local authority is accountable by providing a clear and transparent framework.

The Code requires the Council to set a range of Prudential Indicators for the next five financial years. During the financial year to date the Council has operated within the treasury limits and Prudential Indicators set out in the Council's Annual Treasury Management Strategy.

The 2013/14 Prudential Indicators below show the Council's performance for the financial year.

1. Indicator One: Estimates and actual Capital Expenditure 2013/14

This indicator is the actual capital expenditure for the financial year.

	Indicator	Actual
Capital Expenditure	£252.0m	£90.9m

2. Indicator Two: Estimates of actual capital financing requirements and net borrowing

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow money in the long term for capital purposes. It is calculated from various capital balances in the Council's Balance Sheet.

	Indicator	Actual
CFR	£520.7m	£365.7m

3. Indicator Three: Affordability (1) Estimate of actual ratio of financing costs to net revenue stream

The Council must estimate the proportion of the revenue budget, which is taken up in financing capital expenditure i.e. the net interest cost and to make provision to repay debt. This ratio has been revised to reflect the impact of finance lease adjustments.

	Indicator	Actual
Financing costs to revenue stream	7.2%	5.9%

4. Indicator Four: Affordability (2) Estimate of the incremental impact of capital investment decisions on Council Tax

This indicator is intended to show the impact of the Council's decisions about capital investment on the level of Council Tax required to support those decisions over the medium term.

The calculation of this indicator has been done on the basis of the amount of the capital programme that was financed from borrowing. The calculation is based on the interest assumption for borrowing that was included in the capital financing budget. The revenue costs are divided by the estimated Council Taxbase for the year:

	Indicator	Actual
Incremental impact on Council Tax	(£31.09)	(£42.37)

5. Indicator Five: Net Debt and the CFR

This indicator ensures that over the medium term debt will only be for capital purposes and the Council should ensure that gross debt does not, except in the short term, exceed the total of CFR in the preceding year or for the current and next two financial years.

	Indicator	Actual
Gross Debt	£443.90m	£294.0m
% of Gross Debt to the CFR	85.1%	80.4%

6. Indicators Six: External Debt Prudential Indicators

The Authorised Limit represents the maximum amount the Council may borrow at any point in time in the year. It is set at a level the Council considers is “prudent”.

The indicator takes account of the capital financing requirement estimated at the start of each year, plus the expected net borrowing requirement for the year. This makes allowance for the possibility that the optimum time to do all borrowing may be early in the year.

The limits also incorporated margins to allow for exceptional short-term movements in the Council’s cash flow, bids from service departments to finance efficiencies, changes to the timing of capital payments and fluctuations in the realisation of capital receipts.

	Indicator	Actual
Authorised limit for external debt	£708.4m	£294.0m
Operational limit for external debt	£692.7m	£294.0m

It is ultra vires to exceed the Authorised Limit so this should be set to avoid circumstances in which the Council would need to borrow more money than this limit. However, the Council can revise the limit during the course of the year.

“Other long term liabilities” include items that would appear on the balance sheet of the Council under that heading. For example, the capital cost of finance leases and the PFI agreement.

The Operational Boundary is a measure of the day to day likely borrowing for the Council, whereas the Authorised Limit is a maximum limit. The code recognises that circumstances might arise when the boundary might be exceeded temporarily, but if this continues for a lengthy period then it ought to be investigated.

The following indicators take into consideration the capital programme over the life of the MTFS and the ability to phase the borrowing over this period. The indicators provide flexibility for the Council to take advantage favourable interest rates in advance of the timing of the actual capital expenditure.

7. Indicator Seven: Variable interest rate exposure

This indicator places an upper limit on the total amount of net borrowing (borrowing less investment) which is at variable rates subject to interest rate movements. The intention is to keep the variable rate borrowing below 25% of the total gross borrowing.

The limit is expressed as the value of total borrowing less investments

	Indicator	Actual
Upper limit for variable rate exposure	£174.6m	£0.0m

8. Indicator Eight: Fixed Interest rate exposures

This indicator places an upper limit on the total amount of net borrowing (excluding PFI and leases) which is at fixed rates secured against future interest rate movements. The upper limit allows flexibility in applying a proportion of the investment portfolio to finance new capital expenditure. It also reflects a position where the great majority of borrowing is at fixed rate which provides budget certainty with 100% of borrowing being at fixed rate. The upper limit for fixed interest rate exposure was set to allow for flexibility in applying a proportion of the

investment portfolio to finance new capital expenditure. It also reflected a position where the great majority of borrowing was at fixed rates to provide budget certainty.

	Indicator	Actual
Upper limit for fixed rate exposure	£698.4m	£253.9m

9. Indicator Nine: Prudential limits for the maturity structure of borrowing

The prudential limits have been set with regard to the maturity structure of the Council's borrowing, and reflected the relatively beneficial long term rates that were expected to be available over the next few years. The limits were as follows:

Period	Upper Limit Estimate	Actual Borrowing
Under 12 months	40%	7%
1 - 2 years	40%	17%
2 - 5 years	80%	15%
5 - 10 years	80%	5%
over 10 years	100%	56%

10. Indicator Ten: Total Investments for periods longer than 364 days

Authorities are able to invest for longer than 364 days; this can be advantageous if higher rates are available. However it would be unwise to lend a disproportionate amount of cash for too long a period particularly as the Council must maintain sufficient working capital for its operational needs.

The Executive Director Resources has therefore sought the advice of Capita Asset Services, the Council's treasury advisors, who recommended that, given the structure of the Council's balance sheet and its day to day cash needs, it would be reasonable to maintain the limit for investments with life spans in excess of 1 year to £25 million. Consequently it is proposed to keep the limit for investments that may be deposited for more than 1 year at £25 million for 2013/14 and later years.

In accordance with the approved Treasury Management Strategy the Council currently has no investments of more than 364 days.

Appendix E – Performance Monitoring

Treasury Management Update – March 2014

1. Economic Update

- 1.2 After strong UK GDP growth of 0.7%, 0.8% and 0.7% in quarters 2, 3 and 4 respectively in 2013, it appears that strong growth will continue into 2014 as forward surveys are very encouraging. There are also positive indications that recovery is starting to broaden away from reliance on consumer spending and the housing market into construction, manufacturing, business investment and exporting.
- 1.3 This strong growth has resulted in unemployment falling much faster towards the threshold of 7%, set by the Monetary Policy Committee last August, before it said it would consider any increases in Bank Rate.

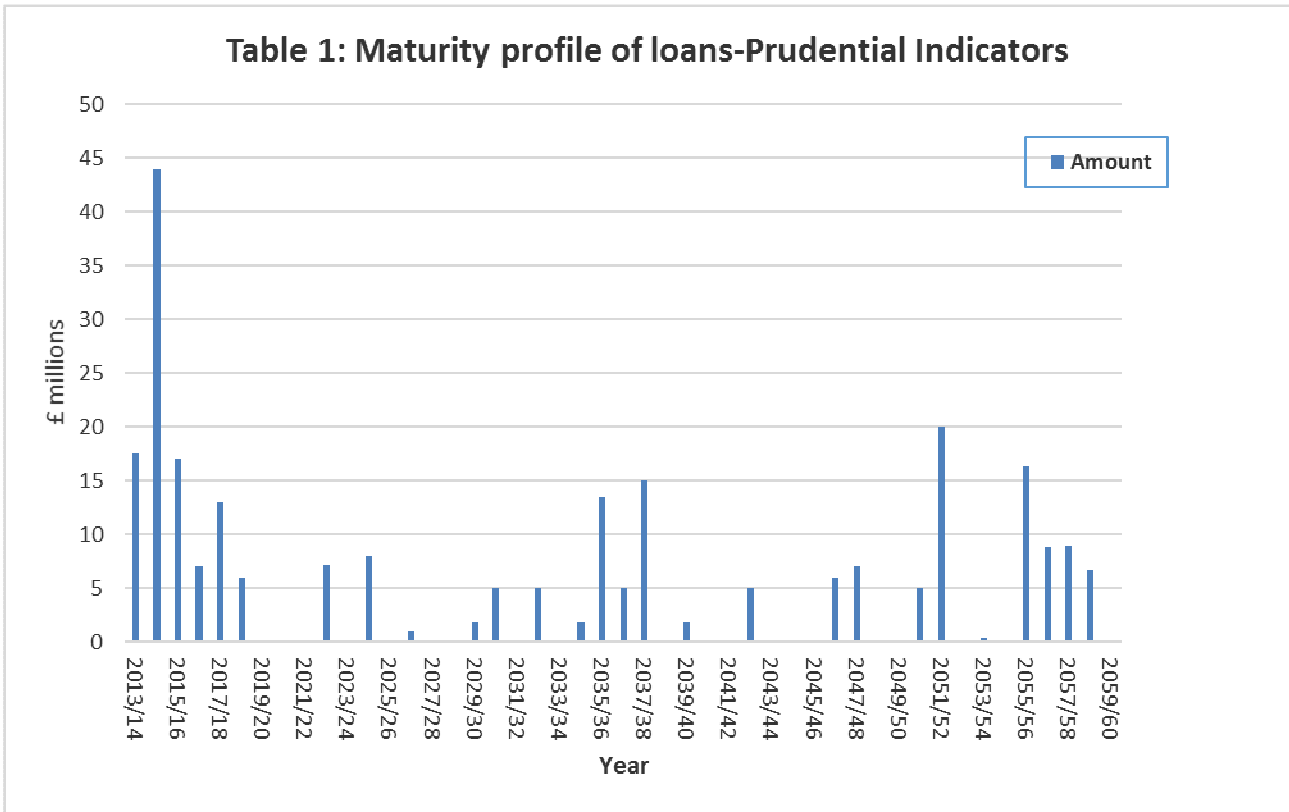
2. Borrowing

- 2.1 It is a statutory duty for the Council to determine and keep under review the “Affordable Borrowing Limits”. The Council’s approved Prudential Indicators (affordability limits) are outlined in the approved Treasury Management Strategy.
- 2.2 The Council’s borrowing as at 31st March was £253.9m. The actual total external debt is measured against the Council’s Authorised Limit for borrowing of £708.4m, which must not be exceeded and the Operational Boundary (maximum working capital borrowing indicator) of £692.7m. The table below shows a breakdown of the borrowing:

Borrowing	Amount (£m)	Average Interest Rate
Long Term:		
PWLB	149.4	4.38%
Market Loans	17.5	4.53%
Short Term:		
Local Authorities	87.0	0.90%
Total ‘Market’ Borrowing	253.9	
PFI & Leases	40.1	
Total Borrowing	294.0	

- 2.3 In 2013/14 the Council has taken out new borrowing of £96m of which £60m was used to fund the capital programme and the remainder was used to repay short term debt and to support short term cash flow fluctuations. The graph below shows the maturity profile of the Council’s debt as at 31 March 2014:

Table 1: Maturity profile of loans-Prudential Indicators



* please note 2013/14 includes £17.5m of market loans which are repayable in the long term but are classed as current year loans due to a callable option in the loan agreement.

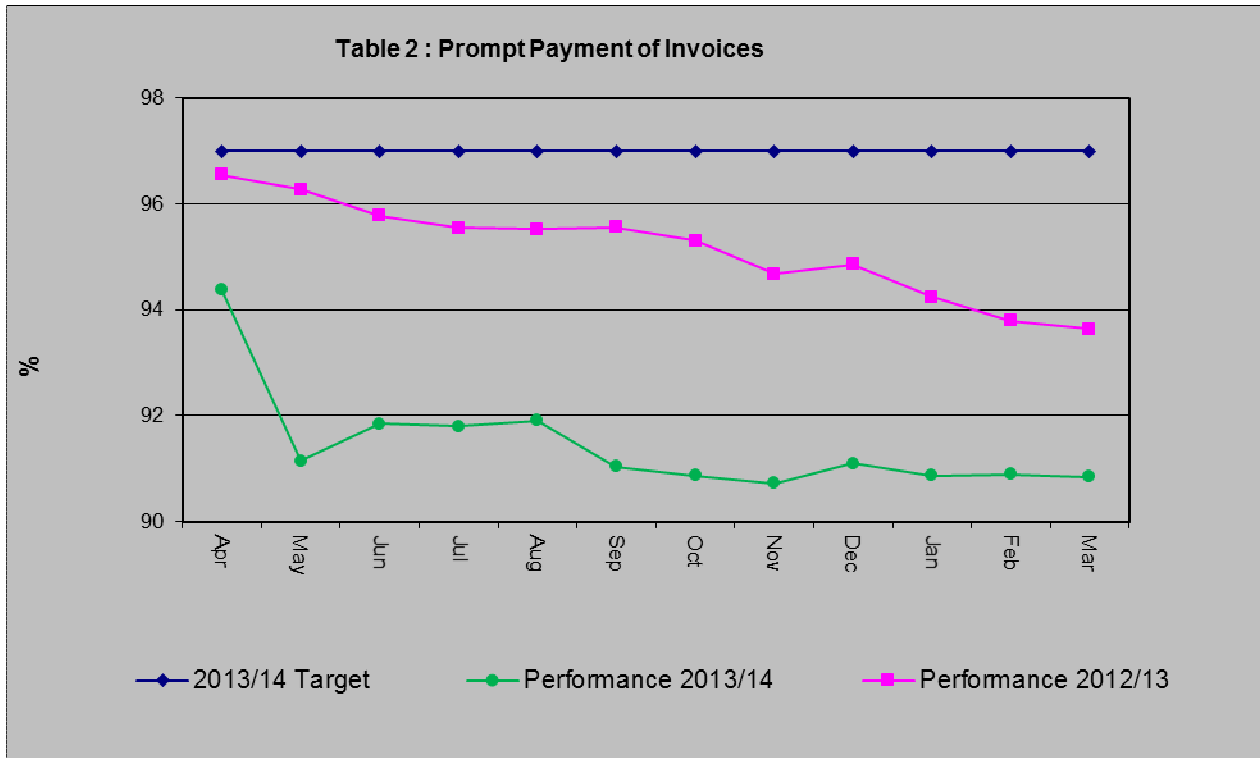
3. Investments

- 3.1 The Council aims to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term, and only invest with Barclay's (the Council's current banking provider), the Debt Management Office and Local Authorities.
- 3.2 As at 31st March 2014 the Council's external investments totalled £8.8m and have yielded interest at an average rate of 0.33% in the financial year 2013/14. Investments were split 53% Bank of Scotland v 47% with Barclays.

Prompt Payment (Invoices paid within 30 Days)

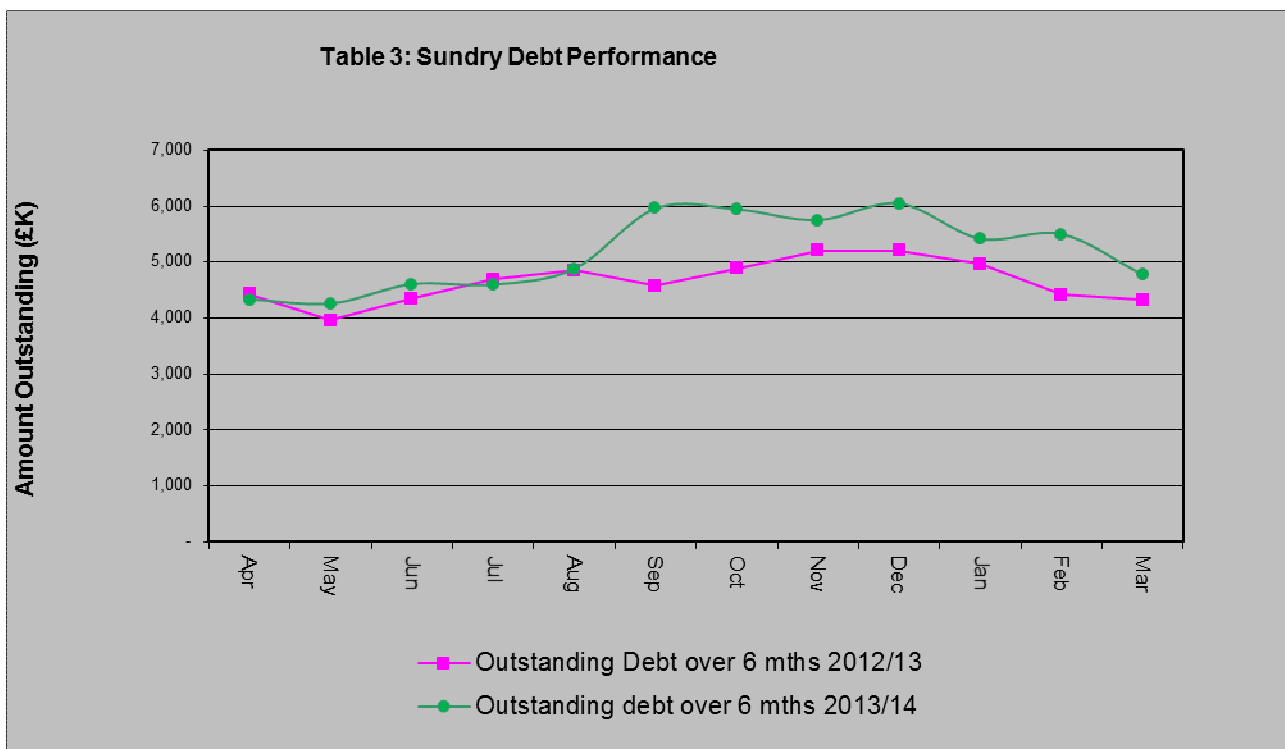
The cumulative position on prompt payment of invoices as at 31 March 2014 was 90.84% which is below the target of 97%. The current year performance is shown alongside the equivalent figures for 2012/13 in table 2.

A targeted exercise is underway to improve performance and reduce the number of invoices held up during the payment process.



Sundry Debt Performance

The total outstanding sundry debt at 31 March 2014 is £21.5m of which 78% is less than six months old. Of the overall debt, £4.77m is in excess of six months old compared to £4.32m at the end of 2012/13. Table 3 shows both years and reflects the additional £0.45m at the year end. The amount of debt written off for 2013/14 to 31 March 2014 is £0.6m.

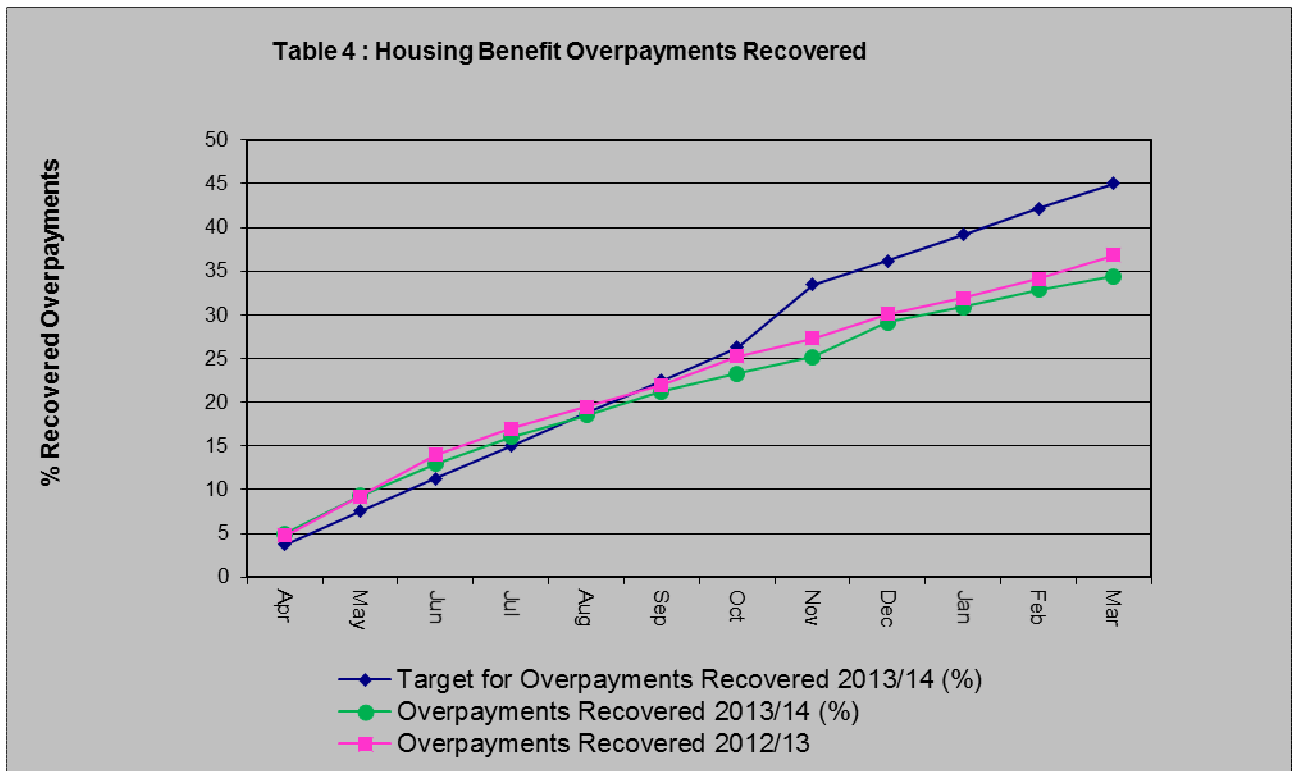


Housing Benefit Overpayments

Table 4 shows the total amount of housing benefit overpayments recovered against the cumulative target rate set for 2013/14 and the 2012/13 figures.

Housing benefit overpayment collection as at the 31 March 2014 was 34.38% which is below the target of 45.0% and lower (2.41%) than the figure for March 2013 (36.79%).

Significant historical debt is still to be reviewed which as it forms part of the calculation impacts on the measure of performance. Moving forward, the team are maximising direct attachment of earnings (DEA's), there is also now £4.9k on monthly attachment of benefit (AOB), up from £1.3k at the start of 2013/14. The team are also reviewing 'next action' reports, being proactive in tracing customers via the DWP's system and Experian and reviewing existing arrangements and recovery rates to maximise income. Finally, a recent internal system health check has been undertaken to ensure that the system is being utilised and automation is in place where possible.



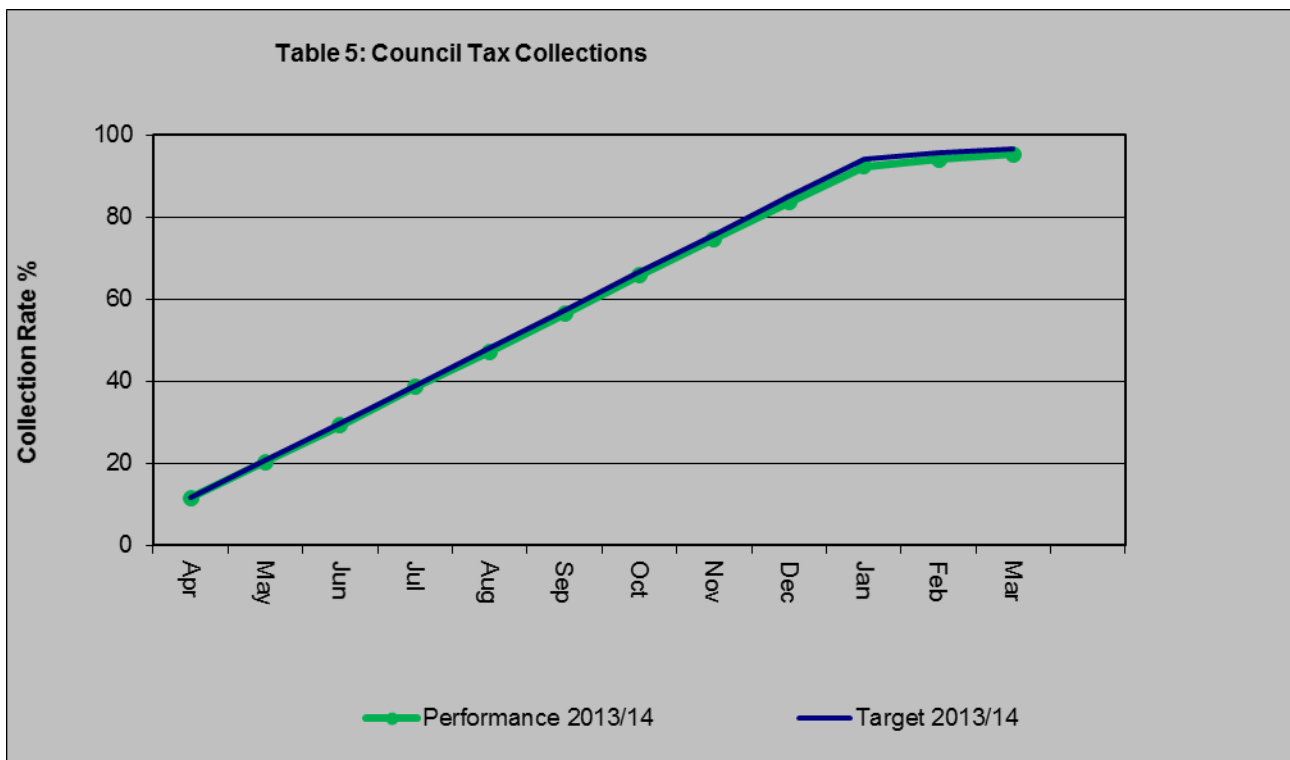
Council Tax and Business Rates Collection

Tables 5 and 6 show the performance for the collection of Council Tax and Business Rates for the period to date.

Council Tax

In year council tax collection at 31 March 2014 is 1.49% below target of 96.75%.

It should be noted that the target was not adjusted for the introduction of Council Tax Support where 8,750 customers are paying for the first time and 2,350 customers are paying more. If these numbers are excluded from the figures to provide a like for like comparison to last year then the collection achieved is 96.11%. This compares to 2012/13 in-year collection rate of 96.15%.



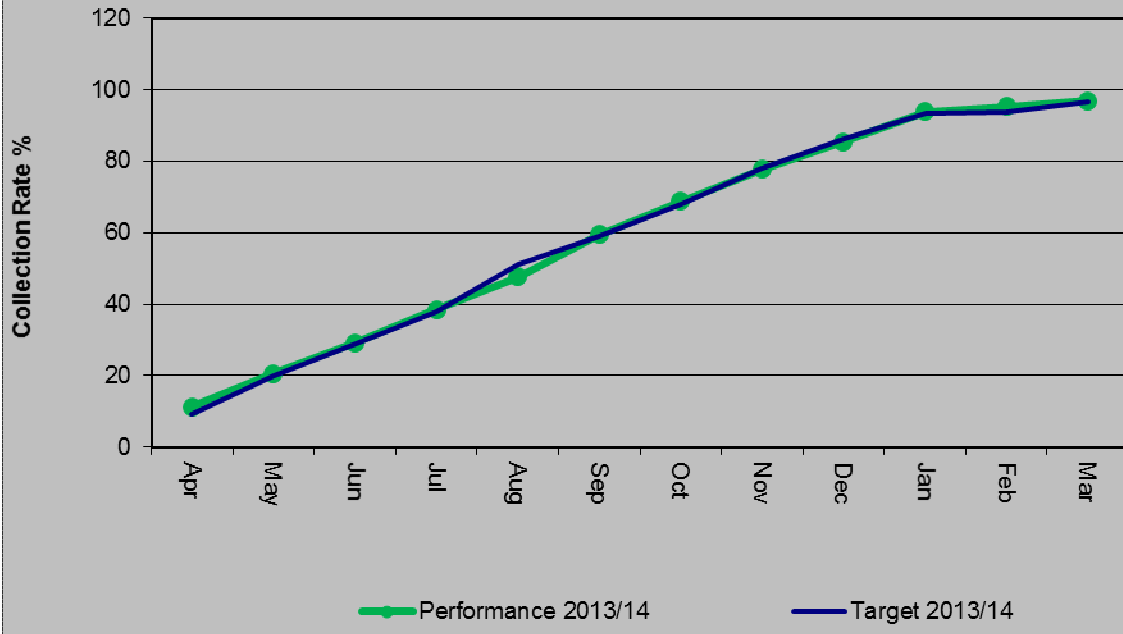
Business Rates

The in-year collection of business rates (non-Domestic Rates) as of 31 March 2014 was 0.17% above the target set of 96.75%.

The business rate retention scheme is now in operation which means that the council will benefit from any growth in business rates going forward but will also need to ensure robust collection of business rates.

Performance will be monitored on a monthly basis to ensure there is no negative impact to the council.

Table 6: Business Rate Collections



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AUDIT COMMITTEE	AGENDA NO. 10
30 JUNE 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	Resources portfolio holder, Cllr Seaton	
Contact Officer(s):	John Harrison, Executive Director - Resources Steven Pilsworth, Head of Strategic Finance	Tel. 452398 Tel. 384564

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

R E C O M M E N D A T I O N S	
FROM : Executive Director - Resources	Deadline date : 30 June 2014; <i>statutory deadline for approving Accounts</i>
1. For members to review and comment on the Statement of Accounts prior to the Chief Finance Officer's certification by the 30 June 2014.	

1. ORIGIN OF REPORT

This report forms part of the regular pattern of reporting on the Council's financial position.

2. PURPOSE AND REASON FOR REPORT

- 2.1. The Council must consider and approve its Accounts at a meeting of either the full Council or a Committee of the Council. This is a requirement of the Accounts & Audit Regulations 2011. The Council's Constitution delegates this matter to the Audit Committee.
- 2.2. This is in accordance with the Committees Terms of Reference – 2.2.1.18 to review the annual statement of accounts.
- 2.3. The Accounts must be signed and certified by 30 June 2014 by the Council's Section 151 officer (Executive Director Strategic Resources), in accordance with the Accounts and Audit Regulations 2011.
- 2.4. The Council's Section 151 officer has responsibility for certifying that the Accounts present fairly the financial position of the Council at 31 March 2014.
- 2.5. The Audit Committee is required to approve the Accounts no later than 30 September 2014 following, and in the knowledge of, the audit findings.
- 2.6. Whilst under the new regulations the Council's Audit Committee is no longer required to approve the accounts prior to audit, the Council considers it is good practice for members to review and comment on the accounts prior to the Chief Financial Officer's (CFO) certification. The Finance team will continue to review the accounts after Committee agenda despatch, working towards the CFO certification and the start of the audit. If any substantial changes are needed to the Accounts, then an update will be provided to Committee at the meeting.

3. TIMESCALE

Is this a Major Policy Item / Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	Not applicable
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4. KEY POINTS

- 4.1. The 2013/14 Statement of Accounts is the fourth set of accounts the Council has produced under International Financial Reporting Standards (IFRS), and there has been relatively few developments in accounting treatment for 2013/14.

Format of the Accounts

- 4.2. The Accounts for 2013/14 conform with CIPFA's (Chartered Institute of Public Finance & Accountancy) Service Reporting Code of Practice for Local Authority Accounts and the Code of Practice on Local Authority Accounting (the Code). The individual financial statements, along with the notes that accompany them, aim to give a full and clear picture of the financial position of the Council.

- 4.3. The key contents of the various sections are as follows:

- *Explanatory Foreword* - provides an understandable guide to the most significant matters reported in the accounts.
- *Statement of Responsibilities* – sets out the responsibilities of the Council and the chief financial 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 2014
- *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 2013/14
- *Notes to the Financial Statements* - the various statements are supported by technical *Notes* and by the *Statement of Accounting Policies*
- *The Collection Fund & 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
- *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. This statement is an item on this meetings agenda and therefore subject to change, consequently it will be included in the audited accounts, published by 30 September, following its approval.

Comprehensive Income and Expenditure Statement

- 4.4. This statement shows the Council's activities and summaries the resources generated, consumed or set aside. It is presented in accordance with the Service Reporting Code of Practice (SeRCOP) to enable comparability between other local authorities and not the Council's organisational structure.

Balance Sheet at 31 March 2014

- 4.5. The Statement of Accounts includes a Balance Sheet that sets out the net worth of the Council at 31st March 2014 with the comparative figures for 31st March 2013. The Balance Sheet shows the assets and liabilities of the Council which are matched by the reserves held by the Council. The following paragraphs give a high level indication of the reason for movements between years.
- 4.6. Long Term Assets have moved by £15m, the majority of this movement is the increase in Assets under Construction and a small increase in Other Land and Buildings.
- 4.7. Long Term Creditors is the movement in the Pensions Liability which has increased by £7.9m. This is mainly because of the more unfavourable financial assumptions on 31 March 2014 compared to those at 31 March 2013 used by the actuaries in estimating the liabilities.
- 4.8. Long Term Borrowing has increased by £39m which is the increase in borrowing undertaken to support the Council's capital programme.
- 4.9. The Total Reserves, which balance the Total Net Assets have moved by £36.7m. The largest movement is in Unusable Reserves which contains the Capital Adjustment Account. The Capital Adjustment Account, which has decreased by £31.6m, reflects the difference between the cost of fixed assets consumed and the capital financing set aside to pay for them. Charges such as depreciation and impairment were greater than the capital receipts and grants income for the year. Capital expenditure on schools and Academies have not increased the value of the balance sheet by the equivalent amount invested in the developments at these sites

Reserves and Balances (Note 16 & 17)

- 4.10. As reported to Council in March 2014, the Executive Director Resources is charged with considering the level of Reserves and Balances required by the Council and making recommendations as to the adequacy of the amounts held. The closing balance for the General Fund for 2013/14 remains at £6.0m which is consistent with MTFS.
- 4.11. The Earmarked Reserves are detailed in Note 17 and show the movements during the year and the balances at 31st March 2014. The Outturn report gives an overview of expected movements in 2014/15 and projected final year end balances at 31st March 2015.

Schools

- 4.12. Details on Schools Balances are shown in Note 16 to the Core Financial Statements in the Accounts. This shows that there was a net increase in School Balances during 2013/14 of £0.3m from £6.3m to £6.6m.

Audit Fee

- 4.13. The Audit Commission published audit fees for the Council of £143.6k for 2012/13 and 2013/14. The fees of £164k shown in this note includes extra work undertaken by PwC as part of their audit service. In 2012/13 this included the work discussed with the Audit Committee on the Invest to Save Scheme, additional work on the new Adult Social Care system and the new Fixed Assets Register. During the 2013/14 audit there will be additional work on the changes in the Council Tax Support scheme and localisation of Business Rates along with elector's questions.

Collection Fund

There were two changes to the Collection Fund in 2013/14:

- 4.14. The Government localised the support for Council Tax. From 1st April 2013 the Council introduced the Council Tax Support Scheme which is a locally devised scheme. During 2013/14, Council Tax collection rates had an in year final collection rate of 95.26%.
- 4.15. Business Rates were previously collected and paid to Central Government, from which the Council received a share of the national pool. The localisation of business rates was introduced on the 1st April and the Council now retains 49% of locally collected rates. The Collection Fund statement shows the amounts received for Business Rates and the distributions between the participants of our local scheme.

Next Steps - approval, signing, inspection and audit

- 4.16. The revised Accounts and Audit Regulations 2011, include the following for the approval and publication of the annual accounts:
 - the responsible financial officer must certify the presentation of the annual accounts no later than the 30 June
 - the annual accounts must be published with the audit opinion and certificate, and before that must have been approved by members no later than 30 September
 - the responsible financial officer must re-certify the presentation of the annual accounts before member approval is given
- 4.17. The Council considers it is good practice for members to review and comment on the accounts prior to the Chief Finance Officer's certification. The Finance team will continue to review the accounts after Committee agenda despatch, working towards the CFO certification and the start of the audit. If any substantial changes are needed to the Accounts, then an update will be provided to Committee at this meeting.
- 4.18. The Auditor will decide the date from which they will receive questions on and objections to the Accounts. The Accounts will be placed on deposit for public inspection for not less than 20 working days before the date set by the Auditor (Regulation 14).
- 4.19. At the conclusion of the Audit, the Auditor will issue a report on the Financial Statements and will issue the Audit Certificate for 2013/14. This will be considered at the Audit Committee meeting on 22 September 2014.

5. CONSULTATION

No external consultation has been undertaken.

6. ANTICIPATED OUTCOMES

As set out in the report.

7. REASONS FOR RECOMMENDATIONS

The Accounts and Audit Regulations 2011 require that the Statements of Accounts be prepared to include the statements set out in Regulation 7 and that the signing and approval of the Accounts be undertaken as set out at Regulation 13 of those regulations. Approval of the Accounts is a non-executive function.

8. ALTERNATIVE OPTIONS CONSIDERED

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting (the Code) and hence alternative options are limited.

9. IMPLICATIONS

There are no Human Resource issues arising directly from the recommendations in this report.

10. BACKGROUND DOCUMENTS

- Budgetary control reports through 2013/14
- Council March 2014: Medium Term Financial Strategy
- The Accounts and Audit Regulations (England) 2011, Statutory Instrument

11. Appendices

Appendix 1: Statement of Accounts 2013/14

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Statement of Accounts

2013/14



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 384562

www.peterborough.gov.uk

Peterborough City Council

Statement of Accounts 2013/14

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Annual Governance Statement	

Explanatory Foreword

1 The Council's Vision and Strategic Priorities

A bigger and better Peterborough that grows the right way
- through truly sustainable development and growth

The Council's core priorities within the Medium Term Financial Plan (MTFS) to deliver this vision are:

- Growth, regeneration and economic development of the city to bring new investment and jobs. Supporting people into work and off benefits is vital to the city's economy and to the wellbeing of the people concerned
- Improving educational attainment and skills for all children and young people, allowing them to seize the opportunities offered by new jobs and our university provision, thereby keeping their talent and skills in the city
- Safeguarding vulnerable children and adults
- The Environment Capital agenda including pursuing new income streams from solar energy and wind farm developments
- Supporting Peterborough's Culture Trust, Vivacity, to continue to deliver arts and culture in the city
- Keeping our communities safe and cohesive

Further information is available at The Greater Peterborough Partnership (www.gpp-peterborough.org.uk).

2 The Accounts

This 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 2013/14 (the Code).

The Statement of Accounts brings together the major financial statements for the Council for the financial year 2013/14. 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 2014

- *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 2013/14
- *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 (CIES) on page 10 shows the gross revenue expenditure and income together with net expenditure for 2013/14 compared with 2012/13 equivalents. The CIES 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, Note 15 page 29, demonstrates the presentational differences between these reporting requirements.

The Council monitors its spending against budget regularly throughout the financial year and reports forecasts 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.

As part of the first phase to implement a commissioning council structure the corporate management structure was changed on 1 November 2013, the new departments of the Council are shown in the following Revenue Expenditure table which compares the budget to the actual net expenditure. Figures in brackets indicate a favourable variance.

Revenue Expenditure	Budget £000	Actual £000	Variance £000
Adult Social Care	46,995	46,220	(775)
Chief Executives	(873)	(566)	307
Children's Services	9,601	9,407	(194)
Communities	24,735	26,675	1,940
Governance	6,247	5,922	(325)
Growth and Regeneration	16,274	15,157	(1,117)
Resources	57,368	56,910	(458)
Total Council Expenditure	160,347	159,725	(622)
Transfer to Capacity Reserve			622
Contribution to General Fund Balance			-
General Fund Balance Brought Forward			6,000
General Fund Balance Carried Forward			6,000

Significant pressures in Communities were mostly offset by savings elsewhere as a result of positive management action, and overall the Council underspent against budget by £622k. This underspend is incorporated within the transfer to and from reserves within Earmarked General Fund Reserves in the

Movement in Reserves Statement on page 11 The outturn report which is presented to both Cabinet and Audit Committee on 30 June 2014 gives further information on this position.

Balances

At 31 March 2014, 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 £6.6m at 31 March 2014, compared to £6.3m at 31 March 2013.

4 Capital Expenditure

The main elements of capital expenditure, compared with the revised March 2014 budget after slippage, are shown below.

Capital Expenditure	Budget 01/04/2013 £000	Revised Budget £000	Actual Expenditure £000
Adult Social Care	950	297	103
Governance	87	18	18
Chief Executives	946	1,304	1,300
Communities	3,795	2,611	2,237
Growth & Regeneration Resources	34,589	14,243	14,240
	220,310	75,034	73,027
Total	260,677	93,507	90,925
Financed by:			
External Sources	32,583	27,262	27,262
Capital Receipts	13,228	3,677	3,677
Borrowing	214,866	62,568	59,986
Total	260,677	93,507	90,925

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

5 External Borrowings and Investments

At 31 March 2014 the Council had net borrowings including cash and outstanding interest of £247.2m (£199.9m in 2012/13).

2012/13 £m		2013/14 £m
57.3	Short Term Borrowing	63.6
153.4	Long Term Borrowing	192.5
(10.8)	Investments	(8.9)
199.9	Net Borrowing	247.2

6 Changes to Service Delivery and Future Developments

The corporate management structure of the Council was changed on 1 November 2014. This was implemented as part of the first phase to implement a commissioning council structure. Note 15 Amounts Reported for Resource Allocation Decisions shows how the amounts reported to management are reflected in the Comprehensive Income and Expenditure Statement (CIES).

On 1 April 2013 the responsibility for Public Health transferred from the NHS to the Council. The income and expenditure for this service is shown in the CIES under the new service heading for Public Health. No assets or material liabilities were transferred to the Council from the NHS. The types of services which are now provided by the Council include sexual health, drug and alcohol treatment, school nursing, and giving up smoking services. The Council has received a grant from the Department of Health of £8.4m to provide these services.

The new funding arrangement for councils has resulted in the Council retaining 49% of locally collected business rates, rather than paying 100% to central government and receiving a share

back of the national pool, as was the case before. This new arrangement has now exposed the Council to the risk of volatility in business rate income. The Collection Fund statements on page 68 shows the transactions in relation to the collection from Council Tax and Business Rates and its distribution to local government bodies and central government.

The other change that has affected the Collection Fund is the introduction of the Council Tax Support Scheme (CTSS). Central government announced that it would localise support for Council Tax Benefit from April 2013 and at the same time reduce expenditure by 10%. The Council's scheme was devised in such a way that any reduction in grant will be fully met through changes in the benefit scheme rather than cuts being made to services.

In February 2013 the Council entered into a contract with Virridor to build an 'energy from waste' facility. The facility is being built close to the power station in Fengate, and has been designed to meet the city's needs for the next 30 years. The facility will use heat to turn any waste that cannot be recycled, into ash and will save over 10,000 tonnes of CO₂ every year compared to sending the city's waste to landfill. It is expected that this facility will be fully operational in 2015/16.

The Environment Capital Action Plan (ECAP) was approved by Council in April 2014. This plan provides a vision for how "Creating the UK's Environment Capital" strategic priority will be delivered. The Plan is broken down into ten different areas, each of which include a vision of a sustainable Peterborough.

As part of Peterborough's Growth Agenda Cabinet and Council approved the establishment of a joint venture company with an Investment Fund in February 2014. The purpose of the joint

venture company will be to establish a pipeline of regeneration projects and create special purpose vehicles to prepare viable and consented development schemes for a series of sites. It is intended that the first of these will be a scheme to develop the Fletton Quays area of the city.

There will be a £26 million investment in schools during 2014/15 which will create an additional 1830 new places. The Council believes that by providing state of the art facilities and focusing on supporting and challenging schools to drive up educational standards and attainment it is giving the young people of the city the best possible opportunity to reach their full potential.

The Council has managed the combination of increased demand for services, and the grant reductions it has faced every year since 2010. In June 2013, the Government's Spending Round outlined further grant reductions for 2015/16 amounting to around 10% of council grants. The Medium Term Financial Strategy approved by Council in March 2014 now includes these grant forecasts, and as such the Council currently has a deficit of £17.6m forecast for that year. Work will be undertaken throughout 2014/15 to develop proposals to deliver a balanced budget.

7 Pensions

There has been a change of Accounting Policy regarding Pensions. The adoption of amendments to the International Accounting Standard 19 Employee Benefits (IAS19) has amended the definition of defined benefit costs. It also requires a more detailed breakdown of the pension fund assets and has changed the disclosures required within the defined benefit pensions note which is intended to make the presentation of the information easier for the user of the accounts to understand.

The main statements include entries to show the financial position of the Council's share of the Cambridgeshire Local Government Pension Fund. This information has been compiled by the Fund's actuary in accordance with IAS19.

Based on the information supplied by the actuary in compliance with IAS19, the calculated deficit on the Fund has increased during 2013/14, from £216.3m in 2012/13 to £224.2m, an increase £7.9m. This deficit has risen in despite of the measures introduced by Central Government to reduce pressures by increasing the retirement age and employee contributions, these measures have been offset by changes to financial and demographic assumptions and changes to the discount rate.

The Council's contribution to the fund is independently determined by the fund actuary. The actuary undertook the triennial valuation of the fund during 2013, and their recommendations have been implemented from April 2014. The actuary has recommended a combination of a lower employer contribution percentage (from 17.6% to 16.3%) along with a cash lump sum into the fund. This helps maintain contributions as payrolls decline. These contributions were provided for in the Council's MTFS. 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.

8 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 be controlled or influenced by the Council. These disclosures can be found in Notes 13 and 14, and also on the Council's website in the Register of Interests for each Councillor.

9 External Auditors

The Council's current auditors are PricewaterhouseCoopers LLP. Whilst in July 2011 Ministers agreed to the abolition of the Audit Commission, the body undertook a retendering exercise of contracts first awarded in 2006 and 2007 and the initial contract notice was issued in October 2013. The Council will be consulted on the appointment of its new auditor from 2015/16 in the summer of 2014. The Commission is expecting to be able to make a further cut of up to 25% in the annual audit fees starting from 2015/16. See Note 3 for further information on external audit fees

10 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 2013/14 in March 2013 Medium Term Financial Strategy (MTFS). The budget supported the Council's key priorities and included £17m savings to meet the gap that had

arisen from further grant reductions and new pressures. As the financial year progressed, further pressures and risks emerged requiring robust action and mitigations to reduce the impact in the year and for future financial years.

During the year the Council has closely monitored and assessed the impact of these forecasted pressures, and implemented various management actions in order to control the emerging in year pressures, whilst delivering savings as outlined in the MTFS. Such actions include demand management, vacancy management and the re-profiling of capital investments.

The Council's earmarked reserves have improved in the year but the majority of these balances will be required during 2014/15 and have resulted from timing issues between financial years reflecting when commitments are likely to occur.

The Council has successfully managed the financial challenges during 2013/14 with positive actions balancing the need to meet

challenges of the national economic climate and the demands of local circumstances without detriment to service delivery.

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 Resources

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

Opinion on the financial statements

This page will be updated with the audit report following completion of the external audit – September 2014

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Signed: _____

Date: _____

Julian Rickett
For and on behalf of PricewaterhouseCoopers LLP
Appointed Auditors
Norwich,

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

This page will be updated with the audit report following completion of the external audit - September 2014.

Signed: _____

Date: _____

Julian Rickett
For and on behalf of PricewaterhouseCoopers LLP
Appointed Auditors
Norwich,

Notes:

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 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 2014 was approved at the meeting of the Audit Committee on 22 September 2014.

Signed on behalf of Peterborough City Council:

Chairman of meeting
approving the accounts:

*Note – not to be signed until
September 2014*

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 Authority Accounting in the United Kingdom (the Code).

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

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

The Chief Financial Officer has also:

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

Chief Financial Officer's Certificate

I certify that the accounts set out on pages 10 to 87 present a true and fair view of the financial position of the Council at 31 March 2014 and its income and expenditure for the year ended 31 March 2014.

Executive Director
Resources:

Date:

30 June 2014

Comprehensive Income and Expenditure Statement (CIES)

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.

<i>Restated 2012/13</i>						2013/14	
<i>Gross Expenditure</i>	<i>Gross Income</i>	<i>Net Expenditure</i>	Comprehensive Income & Expenditure Statement (CIES)	Notes (From Page 14)	Gross Expenditure	Gross Income	Net Expenditure
<i>£000</i>	<i>£000</i>	<i>£000</i>			£000	£000	£000
1,194	(533)	661	Central Services to the Public		1,257	(569)	688
422	-	422	Court Services		418	-	418
11,379	(595)	10,784	Cultural & Related Services		11,972	(1,201)	10,771
278,404	(174,341)	104,063	Education & Children's Services	1, 6	253,033	(183,048)	69,985
20,085	(5,903)	14,182	Environmental & Regulatory Services		17,962	(5,879)	12,083
26,274	(6,809)	19,465	Highways & Transport Services		25,645	(6,940)	18,705
97,524	(90,445)	7,079	Other Housing Services		84,434	(77,390)	7,044
11,502	(6,391)	5,111	Planning Services		11,140	(4,550)	6,590
74,433	(22,094)	52,339	Adult Social Care	2, 6	63,178	(13,087)	50,091
-	-	-	Public Health		8,553	(8,511)	42
3,117	(1,201)	1,916	Corporate & Democratic Core	3, 4	3,249	(1,211)	2,038
-	(4,589)	(4,589)	Non Distributed Costs		-	(121)	(121)
524,334	(312,901)	211,433	Cost of Services	15	480,841	(302,507)	178,334
5,803	(4,081)	1,722	Other Operating Expenditure	9	16,797	(2,731)	14,066
26,867	(7,027)	19,840	Financing & Investment Income & Expenditure	10,11	25,436	(4,342)	21,094
-	(160,816)	(160,816)	Taxation & Non-Specific Grant Income	12	6,430	(175,870)	(169,440)
557,004	(484,825)	72,179	(Surplus) / Deficit on Provision of Services	15	529,504	(485,450)	44,054
		(9,153)	Surplus on Revaluation of Non-Current Assets	16,18			(4,208)
		26,203	Actuarial (Gains) / Losses on Pension Assets / Liabilities	7			(2,245)
		17,050	Other Comprehensive Income & Expenditure				(6,453)
		89,229	Total Comprehensive Income & Expenditure				37,601

* The restatement has occurred due to a change in accounting policy please see Note 46

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 more detailed movements, see Note 16.

Restated Movement in Reserves during 2012/13 and 2013/14 <i>The restatement has occurred due to a change in accounting policy please see Note 46</i>	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
	16	£000	£000	£000	£000	£000	£000	£000	£000
<i>Balance at 1 April 2012</i>		6,000	6,849	16,980	-	1,729	31,558	97,581	129,139
<i>Deficit / (Surplus) on Provision of Services</i>		(71,625)	(554)	-	-	-	(72,179)	-	(72,179)
<i>Other Comprehensive Income & Expenditure</i>		-	-	-	-	-	-	(17,050)	(17,050)
Total Comprehensive Income & Expenditure		(71,625)	(554)	-	-	-	(72,179)	(17,050)	(89,229)
<i>Adjustments between accounting basis & funding basis under regulations</i>		69,949	-	-	-	(287)	69,662	(69,662)	-
Net Increase / Decrease before Transfers to Earmarked Reserves		(1,676)	(554)	-	-	(287)	(2,517)	(86,712)	(89,229)
<i>Transfers to / (from) Earmarked Reserves</i>		1,676	-	(1,676)	-	-	-	-	-
Increase / (Decrease) in 2012/13		-	(554)	(1,676)	-	(287)	(2,517)	(86,712)	(89,229)
Restated Balance at 31 March 2013 Carried Forward		6,000	6,295	15,304	-	1,442	29,041	10,869	39,910
Balance at 1 April 2013		6,000	6,295	15,304	-	1,442	29,041	10,869	39,910
<i>Deficit / (Surplus) on Provision of Services</i>		(44,406)	352	-	-	-	(44,054)	-	(44,054)
<i>Other Comprehensive Income & Expenditure</i>		-	-	-	-	-	-	6,453	6,453
Total Comprehensive Income & Expenditure		(44,406)	352	-	-	-	(44,054)	6,453	(37,601)
<i>Adjustments between accounting basis & funding basis under regulations</i>		50,554	-	-	-	(123)	50,431	(50,431)	-
Net Increase before Transfers to Earmarked Reserves		6,148	352	-	-	(123)	6,377	(43,978)	(37,601)
<i>Transfers to / (from) Reserves</i>		(6,148)	-	6,148	-	-	-	-	-
Increase / (Decrease) in 2013/14		-	352	6,148	-	(123)	6,377	(43,978)	(37,601)
Balance at 31 March 2014 Carried Forward		6,000	6,647	21,452	-	1,319	35,418	(33,109)	2,309

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 2013 £000	Balance Sheet	Notes	31 March 2014 £000
507,118	Property, Plant & Equipment	18	523,773
35,208	Investment Property	19	35,047
3,208	Intangible Assets	20	1,942
143	Long Term Investments	28	30
2,332	Long term Debtors	28, 29	2,596
548,009	Long Term Assets		563,388
141	Short Term Investments	28	47
341	Inventories	31	288
46,055	Short Term Debtors	32	56,454
754	Cash & Cash Equivalents	40	2,317
5	Current Intangible Asset	33	-
435	Assets Held for Sale	21	-
47,731	Current Assets		59,106
(57,327)	Short Term Borrowing	28	(63,600)
(67,134)	Short Term Creditors	34	(72,442)
(2,810)	Provisions	36	(6,461)
(127,271)	Current Liabilities		(142,503)
(216,288)	Long Term Creditors	7	(224,162)
(654)	Provisions	36	(465)
(153,387)	Long Term Borrowing	28	(192,478)
(42,610)	Other Long Term Liabilities	26, 27, 28, 29	(40,368)
(15,620)	Capital Grants Receipts in Advance	35	(20,209)
(428,559)	Long Term Liabilities		(477,682)
39,910	Net Assets		2,309
(29,041)	Usable Reserves	16	(35,418)
(10,869)	Unusable Reserves	16	33,109
(39,910)	Total Reserves		(2,309)

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. 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.

<i>Restated 2012/13 £000</i>	Cash Flow Statement	Notes	2013/14 £000
72,179	Net (Surplus) / Deficit on the Provision of Services		44,054
(62,340)	Adjust net (Surplus) / Deficit on the Provision of Services for Non Cash Movements		(46,302)
(48,591)	Adjust for Items Included in the Net (Surplus) / Deficit on the Provision of Services that are Investing & Financing Activities		(39,364)
(38,752)	Net Cash Flows from Operating Activities		(41,612)
97,890	Investing Activities	38	87,525
(56,622)	Financing Activities	39	(47,476)
2,516	Net (Increase) / Decrease in Cash & Cash Equivalents		(1,563)
3,270	Cash & Cash Equivalents at the Beginning of the Reporting Period		754
(2,516)	Increase / (Decrease) in Cash and Cash Equivalents		1,563
754	Cash & Cash Equivalents at the end of the Reporting Period	40	2,317

* The restatement has occurred due to a change in accounting policy please see Note 46

Notes to the Accounts

1 Dedicated Schools Grant (DSG)

Details of the deployment of DSG receivable for 2013/14 and for the previous financial year, 2012/13 follows:

Schools Budget Funded by Dedicated Schools Grant	Central Expenditure £000	ISB £000	Total £000
Final DSG for 2013/14 before Academy recoupment			(158,229)
Academy figure recouped for 2013/14			35,605
Total DSG after Academy recoupment for 2013/14			(122,624)
Brought forward from 2012/13			(898)
Carry forward to 2014/15 agreed in advance			1,613
Agreed initial budgeted distribution in 2013/14	(32,190)	(89,719)	(121,909)
In year adjustments	-	-	-
Final budgeted distribution for 2013/14	(32,190)	(89,719)	(121,909)
Less actual central expenditure	31,977	-	31,977
Less actual ISB deployed to schools	-	89,719	89,719
Plus Council contribution for 2013/14	-	-	-
Carry Forward to 2014/15	(213)	-	(213)
Total amount carried forward			(1,826)

The Council's expenditure on schools is funded primarily by grant monies provided by the Department for Education, the DSG. An element of DSG is recouped by the Department to fund academy schools in the Council's area. 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 2012. 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.

Schools Budget Funded by Dedicated Schools Grant	Central Expenditure £000	ISB £000	Total £000
Final DSG for 2012/13 before Academy recoupment			(149,212)
Academy figure recouped for 2012/13			29,829
Total DSG after Academy recoupment for 2012/13			(119,383)
Brought forward from 2011/12			(936)
Carry forward to 2013/14 agreed in advance			1,342
Agreed initial budgeted distribution in 2012/13	(17,359)	(101,618)	(118,977)
In year adjustments	-	-	-
Final budgeted distribution for 2012/13	(17,359)	(101,618)	(118,977)
Less Actual central expenditure	17,803	-	17,803
Less Actual ISB deployed to schools	-	101,618	101,618
Plus Council contribution for 2012/13	-	-	-
Carry Forward to 2013/14	444	-	444
Total amount carried forward			(898)

2 Pooled Funds

The Council has three Section 75 (S75) agreements with health partners. Two of the agreements, for Learning Disability services and Integrated Community Equipment Services, are with Cambridgeshire and Peterborough CCG (CPCCG). The third agreement, for Mental Health Services, is with Cambridgeshire and Peterborough Foundation Trust (CPFT).

Learning Disability Services

The annual agreement for 2013/14 set out the Council's contribution to the Pool, the level of performance that the Council aimed to deliver across a range of performance indicators and key service developments that the Council would take forward. Activity for this partnership is shown in the Adult Social Care line in the Comprehensive Income and Expenditure Statement (CIES) of £0.9m (2012/13 £0.9m).

Mental Health Services

The Council has a S75 agreement with CPFT which provides for the cost of staff and associated overheads providing mental health services. The Council's contribution to this Pooled Partnership of £1.2m (2012/13 £1.3m) is shown in the Adult Social Care line in the CIES.

Integrated Community Equipment Services (ICES)

The Council established a Section 75 agreement with CPCCG on 7th April 2014 and applied this retrospectively to effectively have a commencement date of 1st April 2013 for the provision of a joint ICES store and associated expenditure in relation to Social Care. The Council's contribution of £0.9m to this Pooled Partnership is shown in the Adult Social Care line in the CIES.

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.

2012/13 £000		2013/14 £000
	External Audit Costs	
164	Fees payable with regard to external audit services carried out by the appointed auditor	164
22	Fees payable for the certification of grant claims & returns carried out by the appointed auditor *	29
-	Fees payable in respect of other services provided by the appointed auditor	-
<u>186</u>	Total	<u>193</u>

* The figures stated for Fees payable in relation to the certification of grant claims and returns within the table above are estimated as the grant audits are not completed by 31 March. The actual amount for 2012/13 was £30,278.

4 Members Allowances

The following amounts were paid to members of the Council.

2012/13 £000		2013/14 £000
	Members Allowances	
689	Allowances	676
-	Expenses	2
<u>689</u>	Total	<u>678</u>

5 Termination Benefits and Exit Packages

The Council terminated the contracts of a number of employees as part of the voluntary redundancy programme in 2013/14, incurring liabilities of £1.6m (£4.3m 2012/13). 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:

2012/13 £000		2013/14 £000
	Termination Benefits	
30	Central Services to the Public	7
9	Cultural & Related Services	-
1,119	Education & Children's Services	751
24	Environmental & Regulatory Services	-
26	Highways & Transport Services	74
18	Other Housing Services	15
111	Planning Services	144
2,929	Adult Social Care	-
-	Public Health	339
-	Corporate & Democratic Core	96
5	Trading Operations	46
76	Support Services (recharged to the services)	174
4,347	Total	1,646

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 2013/14							
Compulsory No.	Voluntary No.	Total No.	Bands	Compulsory	Voluntary	Total	Pension Strain inc. in total *
				£000	£000	£000	
4	39	43	£0 - £19,999	29	358	387	7
-	14	14	£20,000 - £39,999	-	411	411	24
-	7	7	£40,000 - £59,999	-	321	321	1
-	2	2	£60,000 - £79,999	-	143	143	20
-	1	1	£80,000 - £99,999	-	92	92	-
-	1	1	£100,000 - £149,999	-	106	106	22
-	1	1	£150,000 - £199,999	-	186	186	-
4	65	69	Total	29	1,617	1,646	74

Termination and Exit Packages 2012/13							
Compulsory No.	Voluntary No.	Total No.	Bands	Compulsory	Voluntary	Total	Pension Strain inc. in total *
				£000	£000	£000	
7	131	138	£0 - £19,999	64	1,246	1,310	14
-	47	47	£20,000 - £39,999	-	1,360	1,360	156
-	21	21	£40,000 - £59,999	-	1,013	1,013	89
-	1	1	£60,000 - £79,999	-	63	63	25
-	2	2	£80,000 - £99,999	-	168	168	15
-	2	2	£100,000 - £149,999	-	225	225	69
-	1	1	£200,000 - £249,999	-	208	208	158
7	205	212	Total	64	4,283	4,347	526

* Pension Strain included 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 Capita Teachers' Pensions on behalf of the Department for Education (DfE). The Scheme provides teachers with specified benefits upon their 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 a multi-employer defined benefit scheme. 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. Valuations of the notional fund are undertaken every four years.

The Scheme has in excess of 3,700 participating employers and consequently 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 2013/14 the Council paid £5.9m to the Teachers' Pension Scheme in respect of teachers' retirement benefits, representing 14.1% of pensionable pay. The figures for 2012/13 were £5.9m and 14.1%. 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.

The Council is not liable to the scheme for any other entities obligations under the plan.

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 and the employees of the Public Health Service which transferred to the Council from the NHS on 1 April 2013. 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 (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme (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.

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities..

Transactions Relating to Post-Employment Benefits

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

<i>Restated 2012/13</i>	Comprehensive Income and Expenditure Statement	2013/14
<i>£000</i>		£000
	Cost of Services:	
10,051	Current service cost	11,430
319	Past service cost	121
(3,497)	Effect of settlements	-
	Financing & Investment Income & Expenditure	
(13,491)	Interest Income on Scheme Assets(Note 10)	(14,636)
22,211	Interest Cost on Defined Benefit Obligation	24,379
<u>15,593</u>	Total post employment benefit charged to the Deficit / (Surplus) on the Provision of Services	21,294
	Other employment benefit charged to the CIES	
(28,503)	Return on plan assets (excluding the amount included in the net interest expense)	25,954
-	Actuarial gains and losses arising on changes in demographic assumptions	(9,952)
54,056	Actuarial gains and losses arising on changes in financial assumptions	21,817
1,011	Other	(40,432)
(361)	Adjustment to Actuarial estimated contributions	368
<u>26,203</u>	Total Remeasurements Recognised in CIES	(2,245)
<u>41,796</u>	Total post employment benefit charged to the CIES	19,049
	Movement in Reserves Statement	
(41,796)	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	(19,049)
	Actual amount charged against the General Fund Balance for pensions in the year:	
12,792	Employer's contributions payable to scheme	11,175
<u>(29,004)</u>	Total Movement in Reserves Statement	(7,874)

31 March 2013 £000	Pensions Assets and Liabilities Recognised in the Balance Sheet	31 March 2014 £000
325,427	Fair Value of Employer Assets	314,193
(516,423)	Present Value of Funded Liabilities	(513,735)
(25,292)	Present Value of Unfunded Liabilities	(24,620)
(216,288)	Total	(224,162)

31 March 2013 £000	Reconciliation of the Fair Value of the Scheme Assets	31 March 2014 £000
276,600	Opening fair value of Scheme Assets	325,427
1,509	Contribution Adjustment	0
13,491	Interest Income	14,636
	Remeasurement gain/(loss)	
	Return on plan assets, excluding the amount included in the net interest expense	(25,954)
28,503	Effect of Settlements	-
(663)		
12,792	Contributions from Employer	11,175
	Adjustment for Actuarial estimated Employer	
361	Contributions	(368)
3,232	Contributions from Employees	3,101
(10,398)	Benefits Paid	(13,824)
325,427	Closing Fair Value of Scheme Assets	314,193

The liabilities show the underlying commitments that the Council has in the long run to pay post-employment (retirement) benefits. The total liability of £224.2m has a substantial impact on the net worth of the Council as recorded in the Balance Sheet, see Note 16, page 38. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy.

31 March 2013 £000	Reconciliation of Present Value of Scheme Liabilities (defined benefit obligation)	31 March 2014 £000
465,018	Opening Liability at 1 April	541,715
1,509	Contribution Adjustment	-
10,051	Current Service Cost	11,430
22,211	Interest Cost	24,379
3,232	Contributions from Scheme Participants	3,101
	Remeasurement (gains) and losses	
	Actuarial gains/losses arising from changes in demographic assumptions	(9,952)
	Actuarial gains/losses arising from changes in financial assumptions	21,817
54,056	Other experience	(40,432)
(123)		
(4,160)	Liabilities Extinguished on Settlements	-
319	Past Service Costs including curtailments	121
(10,398)	Benefits Paid	(13,824)
541,715	Closing Liability at 31 March	538,355

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

The following table is a new table required by the revised IAS19 disclosure requirements and details the composition of the Scheme Assets into classes that distinguish the nature and risks of those assets. All of the assets have quoted prices in active markets apart from the asset category Private Equity.

31 March 2013		31 March 2014
	Local Government Pension Scheme Assets comprised	
	Equity Securities	
30,529	Consumer	27,434
26,224	Manufacturing	25,929
11,266	Energy and Utilities	11,134
26,869	Financial Institutions	31,697
9,229	Health and Care	9,263
16,470	Information Technology	18,788
1,216	Other	872
121,803	Sub-total equity	125,117
	Private Equity:	
22,374	Investment Funds and Unit Trusts	18,690
111,957	Equities	101,026
38,537	Bonds	47,893
22,950	Other	17,278
173,444	Sub-total Investment Funds and Unit Trusts	166,197
7,806	Cash and Cash Equivalents	4,189
325,427	Total Assets	314,193

Basis for estimating assets and liabilities

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

The 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 2013.

The significant assumptions used by the actuary have been:

31 March 2013		31 March 2014
	Long-term expected rate of return on assets in the scheme	
4.5%	Equity Investments	4.3%
4.5%	Bonds	4.3%
4.5%	Property	4.3%
4.5%	Cash	4.3%
	Mortality Assumptions	
	Longevity at 65 for Current Pensioners:	
21.0	Men (years)	22.5
23.8	Women (years)	24.5
	Longevity at 65 for Future Pensioners:	
22.9	Men (years)	24.4
25.7	Women (years)	26.9
	Financial Assumptions	
2.8%	Rate of inflation	2.8%
2.8%	Rate of increase in pensions	4.6%
5.1%	Rate of increase in salaries	2.8%
4.5%	Rate for discounting scheme liabilities	4.3%
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%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases

for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

The impact of those assumptions are shown in Note 45 Assumptions made about the Future and Other Major Sources of Estimation Uncertainty.

Impact on the Council's Cash Flows

The Council's contribution to the fund is independently determined by the fund actuary. The actuary undertook the triennial valuation of the fund during 2013, and their recommendations have been implemented from April 2014. The actuary has recommended a combination of a lower employer contribution percentage (from 17.6% to 16.3%) along with a cash lump sum into the fund. This helps maintain contributions as payrolls decline. These contributions were provided for in the Councils MTFS. Future contributions will depend on demographic factors, investment returns, and changes in the legislation which governs the scheme.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Council anticipated to pay £9.4m expected contributions to the scheme in 2014/15.

The weighted average duration of the defined benefit obligation for active members is 26.2 years, deferred members 23.7 years and pensioner members 12.4 years.

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 below

2012/13 Number of Employees	Remuneration Band	2013/14 Number of Employees
89	£50,000 - £54,999	76
47	£55,000 - £59,999	35
31	£60,000 - £64,999	31
21	£65,000 - £69,999	26
18	£70,000 - £74,999	7
12	£75,000 - £79,999	13
8	£80,000 - £84,999	10
3	£85,000 - £89,999	7
2	£90,000 - £94,999	1
2	£95,000 - £99,999	2
3	£100,000 - £104,999	2
4	£105,000 - £109,999	4
2	£110,000 - £114,999	1
3	£115,000 - £119,999	2
1	£120,000 - £124,999	2
-	£125,000 - £129,999	-
1	£130,000 - £134,999	-
-	£135,000 - £154,999	-
-	£155,000 - £159,999	1
-	£160,000 - £164,999	1
-	£165,000 - £169,999	-
-	£170,000 - £174,999	1
1	£175,000 - £179,999	-
-	£180,000 - £244,999	-
-	£245,000 - £249,999	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.

Interim Directors

In 2013/14 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 Director of Public Health was appointed on 24th January 2014, the cost of their service in 2013/14 was £23,850.
- Interim Executive Director Adult Social Services was appointed on 5 December 2011, the cost of their service in 2013/14 was £9,000. (2012/13 £203,746). The contract ended on 16 April 2013.

Senior Employees Remuneration

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

During 2013/14 a senior management restructure was undertaken to strengthen the Council's ability to meet the challenges it faces in the future. As the disclosure covers the full year, the table below includes information relating to the old structure, as well as the outcomes of the new structure that was implemented on the 1st November 2013.

Post Holder	Year	Salary ¹	Arrears	Compensation for loss of Office	Election duties	Total Remuneration (exc. Pension contributions)	Pension Contributions (employers) ²	Total Remuneration (inc. Pension contributions)
Chief Executive G Beasley	2013/14	£169,265	-	-	£1,599	£170,864	£29,951	£200,815
	2012/13	£169,265	-	-	£8,400	£177,665	£29,951	£207,616
Executive Director Resources Change in title from Executive Director Strategic Resources from 1 st November 2013	2013/14	£140,217	£19,935	-	£1,000	£161,152	£28,347	£189,499
	2012/13	£120,282	-	-	£2,825	£123,107	£21,330	£144,437
Executive Director Children's Services ³ 2012/13 From 22 nd December 2012	2013/14	£124,269	-	-	-	£124,269	£22,000	£146,269
	2012/13	£34,501	-	-	-	£34,501	£6,091	£40,592
Executive Director of Adult Social Care, Health and Well Being ³ From 15 th April – 31 st October 2013 the post holder was Acting Director of Adult Social Care Interim Until 14 th April 2013.	2013/14	£115,269	-	-	-	£115,269	£20,406	£135,675
	2012/13	-	-	-	-	-	-	-
Executive Director Operations 2013/14 Until 30 th November 2013	2013/14	£71,245	-	£49,443	£1,000	£121,688	£12,744	£134,432
	2012/13	£107,706	-	-	£1,825	£109,531	£19,116	£128,647
Director of Communities 2013/14 From 1 st November 2013	2013/14	£48,060	-	-	-	£48,060	£8,459	£56,519
	2012/13	-	-	-	-	-	-	-
Director of Growth and Regeneration 2013/14 From 1 st November 2013	2013/14	£50,144	-	-	-	£50,144	£8,825	£58,969
	2012/13	-	-	-	-	-	-	-

Post Holder	Year	Salary ¹	Arrears	Compensation for loss of Office	Election duties	Total Remuneration (exc. Pension contributions)	Pension Contributions (employers) ²	Total Remuneration (inc. Pension contributions)
Director of Governance/Acting Solicitor to the Council	2013/14	£73,979	-	-	-	£73,979	£13,020	£86,999
From 1 st November 2013 Director of Governance. From 1 st June 2013 to 31 st October 2013 Acting Solicitor to the Council.	2012/13	-	-	-	-	-	-	-
Director of Public Health ⁴	2013/14	£59,590	-	£186,438	-	£246,028	£8,438	£254,466
2013/14 Until 30 th November 2013. Interim arrangements were then in place for Assistant Director of Public Health, with 2013/14 costs £23,850	2012/13	-	-	-	-	-	-	-
Solicitor to the Council	2013/14	£17,531	-	£91,757	£1,000	£110,288	£3,085	£113,373
2013/14 Until 31/05/2013	2012/13	£105,186	-	-	£2,850	£108,036	£18,513	£126,549

1 Salary reflects actual amounts paid in the relevant period, and includes fees and allowance plus basic arrears relating to 2013/14. It also reflects any deductions from pay e.g. car parking charges which are deducted directly from earnings

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

3 The Executive Director Children's Services and Director of Adult Social Care posts were covered by interim resource during parts of 2012/13. Full details are included in 2012/13 accounts

4 Public Health responsibility transferred to Councils from April 2013. As such there is no prior year comparative information. Section 57 of Schedule 5 to the Health and Social Care Act 2012

defines the director of public health as a statutory chief officer by amendment to section 2(6) of the Local Government and Housing Act 1989. The director is thereby brought within the scope of the senior officers' remuneration note required by the Accounts and Audit (England) Regulations 2011.

NB – There were no Bonuses, Expenses Allowances or Benefits in kind payable during 2013/14 or 2012/13.

9 Comprehensive Income and Expenditure Statement – Other Operating Expenditure

2012/13		2013/14
£000	Other Operating Expenditure	£000
418	Parish Council Precepts	391
567	Drainage & Flood Levies	581
6	Payments to the Government Housing Capital Receipts Pool (Note 16)	4
967	Net Losses on Disposal of Non-Current Assets	14,252
(236)	Gains on Right To Buy Receipts	(1,162)
1,722	Total	14,066

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

Restated 2012/13	Financing & Investment Income & Expenditure	2013/14
£000		£000
10,277	Interest Payable & Similar Charges (Note 28)	11,204
8,720	Pension Interest Cost & Expected Return on Pension Assets (Note 7)	9,743
(288)	Interest Receivable & Similar Income (Note 28)	(210)
2,975	(Gains) / Losses on Trading Operations - (Note 11)	(1,394)
(1,844)	(Gains) / Losses in Fair Value of Investment Properties (Note 19)	1,751
19,840	Total	21,094

11 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 2013/14	Expenditure £000	Income £000	Deficit / (Surplus) £000
Industrial Properties	440	(1,723)	(1,283)
Commercial Properties	491	(1,127)	(636)
Market Properties	323	(379)	(56)
Total for Properties	1,254	(3,229)	(1,975)
Other Traded Services	967	(904)	63
Sub Total	2,221	(4,133)	(1,912)
Capital Charges Adjustment	518	-	518
Total for Trading Units	2,739	(4,133)	(1,394)

Trading Operations 2012/13	Expenditure £000	Income £000	Deficit / (Surplus) £000
Industrial Properties	1,243	(1,903)	(660)
Commercial Properties	509	(1,790)	(1,281)
Market Properties	364	(385)	(21)
Total for Properties	2,116	(4,078)	(1,962)
Other Traded Services	1,592	(817)	775
Sub Total	3,708	(4,895)	(1,187)
Capital Charges Adjustment	4,162	-	4,162
Total for Trading Units	7,870	(4,895)	2,975

Trading Operations are incorporated into the Comprehensive Income and Expenditure Statement. The majority relate to the Council's property portfolio.

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

2012/13 £000	Taxation & Non-Specific Grant Income	2013/14 £000
(64,244)	Council Tax Income	(57,124)
(72,674)	Distribution of national non-domestic rates (NNDR)	-
	- NNDR Tariff Payment	6,430
	- NNDR Income	(40,966)
(136,918)	Total Taxation Income	(91,660)
	Non-Specific Government Grants	
(1,409)	Revenue Support Grant	(55,166)
	- Council Tax Freeze Grant	(649)
(2,117)	New Homes Bonus	(3,750)
	- Section 31 Grant	(929)
(672)	Local Services Support Grant	(155)
(4,198)	Total Non-Specific Grants	(60,649)
(19,700)	Capital Grants & Contributions (Note 25)	(17,131)
(160,816)	Total Income	(169,440)

From the 1st April 2013 the government introduced a number of changes under the Localism Bill. These changes included the Business Rates Retention Scheme and also changes imposed by welfare reform. These changes have resulted in changes to the way the Council receives income and the impact of these can be seen in the note above. These changes have resulted in the 2012/13 figures not being directly comparable to 2013/14 as certain specific grants in 2012/13 have been consolidated into Revenue Support Grant e.g. Council Tax Support Scheme. Overall the Councils grant income decreased in 2013/14.

13 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 15 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2014 are shown in Note 32.

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2013/14 is shown in Note 4. Members have been consulted over potential related parties and four Councillors are directors of companies that have transacted with the Council in the last financial year. These companies include a day nursery, a construction company, a property company and Peterborough Environmental City Trust. The transactions with the day nursery and construction company are included in the following table but the other transactions are not of a material nature for either the Council or the company and are therefore not disclosed separately. The current Register of Members' Interest is open to public inspection at the Town Hall during office

hours (2013/14 Register of Members Interests is also available) and the details of Members Interests are disclosed in the Democracy area by Member on the Council's website.

Organisation	Member/ Representative	Cost to the Council £000	Balance Outstanding £000
St Josephs Day Nursery	Cllr M Cereste	224	-
Nadeem Construction Ltd	Cllr M Nadeem	35	-

Members and officers are appointed as representatives to various local and national bodies where related party transactions could arise. The complete 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 (<http://democracy.peterborough.gov.uk/mqListOutsideBodiesByCategory.aspx?bcr=1>). The following table details the major transactions between the Council and those organisations.

2013/14

Organisation	Member/ Representative	Cost to the Council £000	Balance Outstanding £000
Local Government Association (LGA)	Cllr M Cereste Cllr M Lee Cllr G Elsey Cllr M Jamil	44	-
LGA – Rural Commission	Cllr D Over Cllr I Walsh		
LGA – Urban Commission	Cllr G Elsey Cllr J Peach		
Eastern Shires Purchasing Organisation	Cllr Holdich Cllr D Seaton	275	2
Cross Keys Homes	Cllr W Fitzgerald Cllr J Holdich	1,994	2
Opportunity Peterborough	Cllr M Cereste Cllr G Elsey Cllr J Goodwin	829	10
P'boro and Stamford NHS Foundation Trust	Cllr D Lamb	815	6
Vivacity	Cllr G Casey Cllr G Elsey	4,056	-
Cresset - Council of Mgt.	Cllr W Fitzgerald	32	-
North Level Drainage Board	Cllr N Arculus Cllr D Harrington Cllr P Hiller Mr P Hurn Cllr J Holdich	280	-
Peterborough Association for the Blind	Cllr P Kreling	7	1
Welland and Deeping Internal Drainage Board	Cllr J Holdich	150	-
Italian Community Assn.	Cllr B Rush M D'Andrea	29	2

2012/13 Comparators

Organisation	Member/ Representative	Cost to the Council £000	Balance Outstanding £000
Local Government Association (LGA)	Cllr M Cereste Cllr M Lee Cllr J Peach Cllr M Jamil	41	2
LGA – Rural Commission	Cllr D Over Cllr I Walsh		
LGA – Urban Commission	Cllr G Eley Cllr J Peach		
Eastern Shires Purchasing Organisation	Cllr Holdich Cllr D Seaton	378	-
Cross Keys Homes	Cllr W Fitzgerald Cllr J Holdich	475	15
Opportunity Peterborough	Cllr M Cereste Cllr M Lee Cllr J Goodwin	559	100
P'boro and Stamford NHS Foundation Trust	Cllr D Lamb	85	13
Vivacity	Cllr J Goodwin Cllr M Lee	4,158	109
Cresset – Council of Management	Cllr W Fitzgerald	106	-
North Level Drainage Board	Cllr N Arculus Cllr D Harrington Mr P Hurn Mr S Sly Cllr J Holdich	261	-
Peterborough Association for the Blind	Cllr P Kreling	6	-
Peterborough Cathedral Trust	Cllr G Simons	5	-

Organisation	Member/ Representative	Cost to the Council £000	Balance Outstanding £000
Peterborough Racial Equality Council	Cllr D Fower Cllr N Khan Cllr G Nawaz Cllr N Shabbir	62	-
Peterborough Workspace	Cllr M Fletcher Cllr J Holdich Cllr J Knowles	70	-
Welland and Deeping Internal Drainage Board	Cllr J Holdich	150	-
Italian Community Assn.	Cllr B Rush M D'Andrea	24	2
St Joseph's' Day Nursery	Cllr M Cereste	249	-

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 and South Cambridgeshire District 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 14.

14 Interest in Companies

Opportunity Peterborough Limited

The registered name of the company is Opportunity Peterborough Limited and is a wholly owned subsidiary of Peterborough City Council.

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 £437,000 in 2013/14 (£357,168 2012/13) along with funding for seconded staff £20,965 in 2013/14 (20,992 2012/13) are included within the Council’s Net Cost of Services. During the year The Council provided office space with a rental value of £36,266 on a rent free basis.

The net assets of the Company at 31 March 2014 are £158,420 (31 March 2013, £196,085), and the Company made a net deficit of £37,665 in 2013/14 (2012/13, deficit of £1,355). 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. As at 31 March 2014 there have been no transactions through the company.

15 Amounts Reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement (CIES) is that specified by the Service Reporting Code of Practice. However, The Council monitors its spending against budget regularly throughout the financial year and reports forecasts to the Cabinet. These reports are based on the Council’s organisational structure. 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 CIES)
- 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 2013/14	ASC H&W*	Chief Executives	Children's Services	Communities	Governance	Growth & Regeneration	Resources	2013/14 Total
	£000	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other service income	(16,493)	(4,715)	(1,817)	(16,043)	(2,374)	(4,044)	(43,656)	(89,142)
Government Grants	(426)	-	(890)	(11,640)	(228)	(1,791)	(225,541)	(240,516)
Total Income	(16,919)	(4,715)	(2,707)	(27,683)	(2,602)	(5,835)	(269,197)	(329,658)
Employee expenses	9,449	1,362	10,237	13,221	5,855	5,335	103,307	148,766
Other service expenses	53,690	2,787	1,877	41,137	2,669	15,657	222,800	340,617
Total Expenditure	63,139	4,149	12,114	54,358	8,524	20,992	326,107	489,383
Net Expenditure	46,220	(566)	9,407	26,675	5,922	15,157	56,910	159,725
Reconciliation of Portfolio Income & Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement								
Net Expenditure in the Portfolio Analysis								159,725
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis								44,876
Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement								(26,267)
Cost of Services in Comprehensive Income and Expenditure Statement								178,334

*ASC H&W is an abbreviation for Adult Social Care, Health & Wellbeing

Portfolio Income & Expenditure for 2012/13 Restated	ASC H&W*	Chief Executives	Children's Services	Communities	Governance	Growth & Regeneration	Resources	2013/14 Total
	£000	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other service income	(14,875)	(4,442)	(2,257)	(8,128)	(1,952)	(4,440)	(35,760)	(71,854)
Government Grants	(4,516)	-	(1,204)	(5,417)	(129)	(4,351)	(237,144)	(252,761)
Total Income	(19,391)	(4,442)	(3,461)	(13,545)	(2,081)	(8,791)	(272,904)	(324,615)
Employee expenses	14,711	1,244	11,102	12,061	5,979	5,608	99,418	150,123
Other service expenses	51,511	2,888	4,228	30,774	2,163	18,528	214,691	324,783
Total Expenditure	66,222	4,132	15,330	42,835	8,142	24,136	314,109	474,906
Net Expenditure	46,831	(310)	11,869	29,290	6,061	15,345	41,205	150,291
Reconciliation of Portfolio Income & Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement								
Net Expenditure in the Portfolio Analysis								150,291
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis								81,249
Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement								(20,107)
Cost of Services in Comprehensive Income and Expenditure Statement								211,433

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 2013/14	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	(88,932)	6,295	4,137	21,034	(57,466)	(6,862)	(64,328)
Interest & Investment Income	(210)	-	210	-	-	(210)	(210)
Income from Council Tax	-	-	-	-	-	(57,125)	(57,125)
NNDR Income	-	-	-	-	-	(40,966)	(40,966)
Government Grants & Contributions	(240,516)	(10,008)	5,483	-	(245,041)	(77,780)	(322,821)
Total Income	(329,658)	(3,713)	9,830	21,034	(302,507)	(182,943)	(485,450)
Employee Expenses	148,767	(79)	(374)	-	148,314	10,117	158,431
Other Service Expenses	333,229	(12,557)	(28,336)	-	292,336	8,249	300,585
Support Services Recharges	-	-	-	(21,034)	(21,034)	-	(21,034)
Depreciation, Amortisation & Impairment	-	61,225	-	-	61,225	2,297	63,522
Interest Payments	7,387	-	(7,387)	-	-	11,204	11,204
Precepts & Levies	-	-	-	-	-	972	972
Payments to Housing Capital Receipts Pool	-	-	-	-	-	4	4
Movement on Revaluation of Assets Held for Sale	-	-	-	-	-	-	-
Loss on Disposal of Non-Current Assets	-	-	-	-	-	15,820	15,820
Total Expenditure	489,383	48,589	(36,097)	(21,034)	480,841	48,663	529,504
Deficit / (Surplus) on the Provision of Services	159,725	44,876	(26,267)	-	178,334	(134,280)	44,054

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>Restated Reconciliation to Subjective Analysis 2012/13 – 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>	(71,566)	6,848	4,979	8,236	(51,503)	(10,820)	(62,323)
<i>Interest & Investment Income</i>	(288)	-	288	-	-	(288)	(288)
<i>Income from Council Tax</i>	-	-	-	-	-	(64,244)	(64,244)
<i>Government Grants & Contributions</i>	(252,761)	(11,426)	2,789	-	(261,398)	(96,572)	(357,970)
<i>Total Income</i>	(324,615)	(4,578)	8,056	8,236	(312,901)	(171,924)	(484,825)
<i>Employee Expenses</i>	150,123	(6,273)	(527)	-	143,323	9,247	152,570
<i>Other Service Expenses</i>	318,525	(12,742)	(21,378)	-	284,405	3,152	287,557
<i>Support Services Recharges</i>	-	-	-	(8,236)	(8,236)	-	(8,236)
<i>Depreciation, Amortisation & Impairment</i>	-	104,842	-	-	104,842	4,191	109,033
<i>Interest Payments</i>	6,258	-	(6,258)	-	-	10,277	10,277
<i>Precepts & Levies</i>	-	-	-	-	-	985	985
<i>Payments to Housing Capital Receipts Pool</i>	-	-	-	-	-	6	6
<i>Movement on Revaluation of Assets Held for Sale</i>	-	-	-	-	-	-	-
<i>Loss on Disposal of Non-Current Assets</i>	-	-	-	-	-	4,812	4,812
<i>Total Expenditure</i>	474,906	85,827	(28,163)	(8,236)	524,334	32,670	557,004
<i>Deficit / (Surplus) on the Provision of Services</i>	150,291	81,249	(20,107)	-	211,433	(139,254)	72,179

16 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.

- General Fund Balance - is the statutory fund into which all the receipts of an authority are required to be paid in and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.
- Capital Receipts Reserve – holds the proceeds from the disposal of land or other assets, which are restricted by

statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure.

- Capital Grants Unapplied Account – holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is not restricted by grant terms as to the capital expenditure against which it can be applied and / or the financial year in which this can take place.

Usable Reserves are those reserves that can be applied to fund expenditure or reduce local taxation, however the Council is restricted in the use of these as the schools balances are held by schools and can only be spent by schools. The Capital Grants Unapplied Account can only be used to finance the Capital Programme and the General Fund is used by the Council to maintain a prudent level of reserves.

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

- **Summary of Usable and Unusable Reserves**

The table below shows the movement on each reserve to give total balances as at 31st March for usable and unusable reserves.

<i>1 April 2012</i>	<i>Movement</i>	<i>31 March 2013</i>	Summary of Usable and Unusable Reserves	1 April 2013	Movement	31 March 2014
<i>£000</i>	<i>£000</i>	<i>£000</i>		£000	£000	£000
			Usable Reserves			
(6,000)	-	(6,000)	General Fund Balance	(6,000)	-	(6,000)
(6,849)	554	(6,295)	School Balances	(6,295)	(352)	(6,647)
(16,980)	1,676	(15,304)	Specific Earmarked Reserves (Note 17)	(15,304)	(6,148)	(21,452)
-	-	-	Capital Receipts Reserve	-	-	-
(1,729)	287	(1,442)	Capital Grants Unapplied Account	(1,442)	123	(1,319)
(31,558)	2,517	(29,041)	Total Usable Reserves	(29,041)	(6,377)	(35,418)
			Unusable Reserves			
(108,678)	(5,173)	(113,851)	Revaluation Reserve	(113,851)	2,293	(111,558)
(179,278)	62,183	(117,095)	Capital Adjustment Account	(117,095)	31,567	(85,528)
(1,957)	982	(975)	Deferred Capital Receipts	(975)	952	(23)
497	(8)	489	Financial Instruments Adjustment Account	489	(8)	481
187,284	29,004	216,288	Pension Fund Reserve	216,288	7,874	224,162
253	78	331	Collection Fund Adjustment Account	331	1,755	2,086
4,298	(354)	3,944	Accumulating Compensated Absences Adjustment Account	3,944	(455)	3,489
(97,581)	86,712	(10,869)	Total Unusable Reserves	(10,869)	43,978	33,109
(129,139)	89,229	(39,910)	Total Usable and Unusable Reserves	(39,910)	37,601	(2,309)

Adjustments between Accounting Basis and Funding Basis under Regulations 2013/14	Usable Reserves			Movement in Unusable Reserves
	General Fund Bal	Capital Receipts Reserve	Capital Grants Unapplied	
	£000	£000	£000	£000
Adjustments involving the Capital Adjustment Account:				
<u>Reversal of items debited or credited to the CIES:</u>				
Depreciation & impairment of non current assets	(24,808)	-	-	24,808
Revaluation losses on Property Plant and Equipment	(8,486)	-	-	8,486
Movements in the fair value of Investment Properties	(1,751)	-	-	1,751
Amortisation of intangible assets	(2,209)	-	-	2,209
Capital grants and contributions	27,139	-	-	(27,139)
Revenue expenditure funded from capital under statute	(26,269)	-	-	26,269
Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the CIES	(15,820)	-	-	15,820
<u>Insertion of items not debited or credited to the CIES:</u>				
Statutory provision for the financing of capital investment	10,336	-	-	(10,336)
Capital expenditure charged against the General Fund	-	-	-	-
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants & contributions unapplied from the CIES	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	123	(123)
Adjustments involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain / loss on disposal to the CIES	2,729	(2,729)	-	-
Use of the reserve to finance new capital expenditure	-	3,677	-	(3,677)
Contribution from the reserve to finance the payments to the Government capital receipts pool.	(4)	4	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	(952)	-	952
Adjustments involving the Financial Instruments Adjustment Account:				
Amounts by which finance costs charged to the CIES are different from finance costs chargeable in the year in accordance with statutory requirements.	8	-	-	(8)
Adjustments involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the CIES	(21,294)	-	-	21,294
Employer's pensions contributions & direct payments to pensioners payable in the year	11,175	-	-	(11,175)
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the CIES is different from council tax income calculated for the year in accordance with statutory requirements	(1,755)	-	-	1,755
Adjustment involving the Accumulating Compensated Absences Adjustment Account				
Adjustments for short-term compensated absences	455	-	-	(455)
Total Adjustments	(50,554)	-	123	50,431

Restated Adjustments between Accounting Basis and Funding Basis under Regulations 2012/13	Usable Reserves			Movement in Unusable Reserves
	General Fund Bal	Capital Receipts Reserve	Capital Grants Unapplied	
	£000	£000	£000	£000
<i>Adjustments involving the Capital Adjustment Account:</i>				
<u>Reversal of items debited or credited to the CIES:</u>				
Depreciation & impairment of non current assets	(31,261)	-	-	31,261
Revaluation losses on Property Plant and Equipment	(29,087)	-	-	29,087
Movements in the fair value of Investment Properties	1,844	-	-	(1,844)
Amortisation of intangible assets	(814)	-	-	814
Capital grants and contributions	30,988	-	-	(30,988)
Revenue expenditure funded from capital under statute	(47,872)	-	-	47,872
Amounts of non-current assets written off on disposal or sale as part of the gain / loss on disposal to the CIES	(4,794)	-	-	4,794
<u>Insertion of items not debited or credited to the CIES:</u>				
Statutory provision for the financing of capital investment	9,349	-	-	(9,349)
Capital expenditure charged against the General Fund	-	-	-	-
<i>Adjustments primarily involving the Capital Grants Unapplied Account:</i>				
Capital grants & contributions unapplied from the CIES	140	-	(140)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	427	(427)
<i>Adjustments involving the Capital Receipts Reserve:</i>				
Transfer of cash sale proceeds credited as part of the gain / loss on disposal to the CIES	4,081	(4,081)	-	-
Use of the reserve to finance new capital expenditure	-	5,057	-	(5,057)
Contribution from the reserve to finance the payments to the Government capital receipts pool.	(6)	6	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	(982)	-	982
<i>Adjustments involving the Financial Instruments Adjustment Account:</i>				
Amounts by which finance costs charged to the CIES are different from finance costs chargeable in the year in accordance with statutory requirements.	8	-	-	(8)
<i>Adjustments involving the Pensions Reserve:</i>				
Reversal of items relating to retirement benefits debited or credited to the CIES	(15,593)	-	-	15,593
Employer's pensions contributions & direct payments to pensioners payable in the year	12,792	-	-	(12,792)
<i>Adjustments involving the Collection Fund Adjustment Account:</i>				
Amount by which council tax income credited to the CIES is different from council tax income calculated for the year in accordance with statutory requirements	(78)	-	-	78
<i>Adjustment involving the Accumulating Compensated Absences Adjustment Account:</i>				
Adjustments for short-term compensated absences	354	-	-	(354)
Total Adjustments	(69,949)	-	287	69,662

- **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.

2012/13		2013/14
	Revaluation Reserve:	
£000		£000
(108,678)	Balance at 31 st March	(113,851)
343	B/Fwd Adjustment for DRC	-
(108,335)	Adjusted B/Fwd Balance 1 st April	(113,851)
(19,818)	Upward revaluation of assets	(13,270)
	Downward revaluation of assets & impairment losses not charge to the Surplus / Deficit on the Provision of services	9,062
10,665		
	Difference between fair value depreciation & historical cost depreciation	1,789
1,522		
	Release of revaluation gains on disposal	4,712
2,115		
(113,851)	Balance at end of the Year	(111,558)

- **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.

2012/13		2013/14
	Capital Adjustment Account:	
£000		£000
(179,278)	Balance at 31 st March	(117,095)
(343)	B/Fwd Adjustment for DRC	-
(179,621)	Adjusted B/Fwd Balance 1 st April	(117,095)
31,261	Charges for depreciation & Impairment	24,808
29,087	Revaluation gains / losses on Property, Plant & Equipment	8,486
(1,844)	Movement in market value of Investment Properties	1,751
	Amortisation of Intangible Assets	2,209
814		
(30,988)	Capital Grants & Contributions that have been applied to Capital Financing	(27,139)
	Revenue Expenditure Funded from Capital under Statute	26,269
47,872		
	Amounts of non-current assets written off on disposal or sales as part of the Gains / Losses on Disposal in the CIES	15,820
4,794		
(9,349)	Provision for the Repayment of Debt (MRP)	(10,336)
(427)	Application of Grants to Capital Financing from the Capital Grants Unapplied Account	(123)
(1,522)	Depreciation & Impairment written down to Revaluation Reserve	(1,789)
(2,115)	Transfer of Revaluation Reserve on disposal	(4,712)
(5,059)	Transfer from Useable Capital Receipts	(3,677)
	Repayment of Loan	-
2		
(117,095)	Balance at end of the Year	(85,528)

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.

- **Deferred Capital Receipts Reserve**

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

2012/13 £000	Deferred Capital Receipts Reserve:	2013/14 £000
(1,957)	Balance at start of year	(975)
982	Transfer to the Capital Receipts Reserve upon receipt of cash	952
<u>(975)</u>	Balance at end of the Year	<u>(23)</u>

- **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.

2012/13 £000	Financial Instruments Adjustment Account:	2013/14 £000
497	Balance at start of year	489
(8)	Interest Paid on Short Term Loans	(8)
<u>489</u>	Balance at end of the Year	<u>481</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.

<i>Restated 2012/13</i>		2013/14
<i>£000</i>	Pensions Reserve:	£000
187,284	Balance at start of year	216,288
26,203	Actuarial gains / losses on pension assets & liabilities (Note 7)	(2,245)
15,593	Reversal of items relating to Post Employment Benefits Debited / Credited to the Surplus / Deficit on the provision of Services line in the CIES (Note 7)	21,294
(12,792)	Employer's Pension Contributions & Direct Payments to Pensioners Payable in Year (Note 7)	(11,175)
<u>216,288</u>	Balance at end of the Year	<u>224,162</u>

- **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 68.

<i>2012/13</i>		2013/14
<i>£000</i>	Collection Fund Adjustment Account:	£000
253	Balance at start of year	331
78	Amount by which Council Tax Income credited to the CIES is different from Council Tax Income calculated for the year in accordance with statutory requirements	(409)
-	Amount by which NNDR income credited to the CIES is different from NNDR income calculated for the year in accordance with statutory requirements	2,164
<u>331</u>	Balance at end of the Year	<u>2,086</u>

- **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.

<i>2012/13</i>		2013/14
<i>£000</i>	Accumulating Compensated Absences Adjustment Account:	£000
4,298	Balance at start of year	3,944
(354)	Amount by which officer remunerations charged to the CIES on an accruals basis is different from the remuneration chargeable in year	(455)
<u>3,944</u>	Balance at end of the Year	<u>3,489</u>

17 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 2013	Transfers Out	Transfers In	Movement between Reserves	31 March 2014	Purpose of the Earmarked Reserve
	£000	£000	£000	£000	£000	
Departmental Reserves	2,846	(1,925)	3,227	(48)	4,100	These have been identified by Cabinet or Corporate Management Team and are incorporated within the Medium Term Financial Strategy for Departmental use.
Insurance	3,811	-	876	-	4,687	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	954	(126)	439	(240)	1,027	School revenue reserves put aside for funding future school capital schemes.
Future Cities	3,000	(315)	-	-	2,685	Grant funding from The Technology Strategy Board to support the 'Connected Peterborough' Future Cities Demonstrator project.
Available for Capacity Building	4,425	(2,969)	6,790	314	8,560	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	-	-	26	(26)	-	To fund specific carbon reduction projects
Other	268	(3)	128	-	393	These include the Local Authority Mortgage Scheme, Building Control, Hackney Carriage Accounts and Parish Burial Reserves.
Total Reserves	15,304	(5,338)	11,486	-	21,452	

18 Property, Plant and Equipment

Property, Plant & Equipment (PPE) – 2013/14	Other Land & Buildings	Vehicles, Plant & Equipment	Infra-structure Assets	Community Assets	Heritage Assets	Surplus Assets	Assets under Construction	Total PPE
	£000	£000	£000	£000	£000	£000	£000	£000
At 1 April 2013 Gross Book Value	333,231	51,923	184,378	4,083	570	25,567	32,907	632,659
Additions	11,372	2,353	11,912	57	-	33	35,648	61,375
Revaluation increase / (decrease) recognised in the Revaluation Reserve	3,417	-	-	20	-	-	-	3,437
Revaluation increase / (decrease) recognised in the (Surplus) / Deficit on Provision of Services	(9,188)	-	-	-	-	(1)	-	(9,189)
Derecognition - Disposals	(12,365)	(24,568)	-	-	-	(2,642)	-	(39,575)
Reclassified Assets	3	(37)	-	-	-	-	-	(34)
Assets Under Construction Completed In Year	19,155	-	1,306	-	-	175	(20,658)	(22)
At 31 March 2014	345,625	29,671	197,596	4,160	570	23,132	47,897	648,651
Accumulated Depreciation and Impairment								
At 1 April 2013	(20,999)	(34,556)	(64,412)	(3,207)	-	(2,049)	(318)	(125,541)
Depreciation Charge	(6,803)	(6,620)	(8,804)	-	-	-	-	(22,227)
Depreciation written out to the Revaluation Reserve	1,560	-	-	-	-	-	-	1,560
Depreciation written out to the (Surplus) / Deficit on Provision of Services	712	-	-	-	-	-	-	712
Impairment (losses) /reversals recognised in the Revaluation Reserve	(786)	-	-	-	-	-	-	(786)
Impairment (losses) /reversals recognised in the (Surplus) / Deficit on Provision of Services	(2,711)	-	-	(57)	-	(206)	(34)	(3,008)
Derecognition – Movement on Transfers	(3)	9	-	-	-	-	-	6
Derecognition - Disposals	483	23,923	-	-	-	-	-	24,406
At 31 March 2014	(28,547)	(17,244)	(73,216)	(3,264)	-	(2,255)	(352)	(124,878)
Net Book Value - At 31 March 2014	317,078	12,427	124,380	896	570	20,877	47,545	523,773
<i>Net Book Value - At 31 March 2013</i>	<i>312,232</i>	<i>17,367</i>	<i>119,966</i>	<i>876</i>	<i>570</i>	<i>23,518</i>	<i>32,589</i>	<i>507,118</i>

Comparative Movements in 2012/13

Property, Plant & Equipment (PPE) – 2012/13	Other Land & Buildings	Vehicles, Plant & Equipment	Infra-structure Assets	Community Assets	Heritage Assets	Surplus Assets	Assets under Construction	Total PPE
<i>Cost or Valuation</i>	£000	£000	£000	£000	£000	£000	£000	£000
At 1 April 2012 Gross Book Value	308,989	44,025	173,616	5,808	559	23,835	37,569	594,401
Additions	21,206	7,713	10,694	25	-	10	21,894	61,542
Revaluation increase / (decrease) recognised in the Revaluation Reserve	11,202	-	-	-	11	-	-	11,213
Revaluation increase / (decrease) recognised in the (Surplus) / Deficit on Provision of Services	(30,426)	-	-	-	-	-	-	(30,426)
Derecognition - Disposals	(3,358)	(499)	-	-	-	-	-	(3,857)
Reclassified Assets	2,435	-	-	(1,789)	-	-	-	646
Assets Under Construction Completed In Year	23,183	684	68	39	-	1,722	(26,556)	(860)
At 31 March 2013	333,231	51,923	184,378	4,083	570	25,567	32,907	632,659
<u>Accumulated Depreciation and Impairment</u>								
At 1 April 2012	(10,448)	(28,901)	(55,918)	(24)	-	(317)	-	(95,608)
Depreciation Charge	(6,268)	(6,114)	(8,494)	-	-	-	-	(20,876)
Depreciation written out to the Revaluation Reserve	4,052	-	-	-	-	-	-	4,052
Depreciation written out to the (Surplus) / Deficit on Provision of Services	1,339	-	-	-	-	-	-	1,339
Impairment (losses)/reversals recognised in the Revaluation Reserve	(2,992)	-	-	(3,119)	-	-	-	(6,111)
Impairment (losses)/ reversals recognised in the (Surplus) / Deficit on Provision of Services	(6,828)	(10)	-	(64)	-	(1,732)	(318)	(8,952)
Derecognition - Disposals	146	469	-	-	-	-	-	615
At 31 March 2013	(20,999)	(34,556)	(64,412)	(3,207)	-	(2,049)	(318)	(125,541)
Net Book Value - At 31 March 2013	312,232	17,367	119,966	876	570	23,518	32,589	507,118
Net Book Value - At 31 March 2012	298,541	15,124	117,698	5,784	559	23,518	37,569	498,793

19 Investment Properties

The rental income and operating expenses from the Council's investment properties are disclosed within the Trading Operations Note 11 on page 25.

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.

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

2012/13 £000	Investment Properties	2013/14 £000
33,826	Balance at start of year	35,208
	Additions:	
582	Subsequent Expenditure	372
-	Acquisition	780
(288)	Disposals	-
1,844	Revaluations (Note 10)	(1,751)
(1,179)	Impairments	423
423	To/from Property, Plant and Equipment	15
<u>35,208</u>	Balance at end of the Year	<u>35,047</u>

20 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 the exception of the vehicle 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 is one item of capitalised software that is individually material to the financial statements:

31 March 2013	Intangible Assets	Remaining Amortisation Period Years	31 March 2014
£000			£000
511	EDRM Software	0	-
<u>511</u>	Total		<u>-</u>

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

<i>Internally Generated Asset</i>	<i>Software & Other Assets</i>	<i>2012/13 Total</i>	Intangible Assets	<i>Internally Generated Asset</i>	<i>Software & Other Assets</i>	<i>2013/14 Total</i>
<i>£000</i>	<i>£000</i>	<i>£000</i>		<i>£000</i>	<i>£000</i>	<i>£000</i>
142	6,903	7,045	Balance at 1 April:	142	8,777	8,919
(105)	(4,792)	(4,897)	Gross Carrying Amounts	(118)	(5,593)	(5,711)
			Accumulated Amortisation			
37	2,111	2,148	Net Carrying Amount at Start of the Year	24	3,184	3,208
			Additions			
-	1,700	1,700	Purchases	-	1,126	1,126
-	174	174	Assets Under Construction Completed in Year	-	-	-
-	-	-	Impairment Losses Recognised in the (Surplus) / Deficit on the Provision of Services	-	-	-
(13)	(801)	(814)	Amortisation for the period	(24)	(2,185)	(2,209)
			Disposals			
-	-	-	De-recognition - Disposals		(817)	(817)
-	-	-	De-recognition - Disposals (Accumulated Amortisation)		606	606
-	-	-	Other Changes – Gross Carrying Amount		37	37
-	-	-	Other Changes - Amortisation		(9)	(9)
24	3,184	3,208	Net Carrying Amount at the End of Year	-	1,942	1,942
142	8,777	8,919	Gross Carrying Amounts	142	9,125	9,267
(118)	(5,593)	(5,711)	Accumulated Amortisation	(142)	(7,183)	(7,325)
24	3,184	3,208	Net Carrying Amount at the End of Year	-	1,942	1,942

21 Assets Held for Sale

The following note details assets which are surplus to the Council's service needs and classified as 'Assets Held for Sale'. Qualifying assets are generally defined as 'held for sale' if their carrying amount is going to be recovered principally through a sales transaction rather than continued use and meet the strict 'Assets Held for Sale' criteria outlined in the Code of Practice on Local Authority Accounting.

2012/13 £000	Assets Held for Sale - Current Assets	2013/14 £000
2,300	Balance at 1 April:	435
263	Property, Plant and Equipment Newly Classified as Assets Held Sale - Current Asset	7
-	Revaluation Losses	(9)
(254)	Impairment Losses	4
(646)	Property, Plant and Equipment Declassified as Held for Sale (Note 18)	-
(1,264)	Assets Sold	(440)
	Other movements:	
36	Additions	3
-	Capital Costs Incurred In Preparation For Disposal	-
435	Balance Outstanding	-

22 Capital Commitments

As at 31 March 2014 the Council had entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment. These contracts at a budgeted cost of £182.4m are part of the approved capital programme within the MTFs. The major commitments are:

Description of Contract / Capital Scheme	Value of contract £000	Value outstanding at 31/3/14 £000
Affordable Housing Grants:		
Eastfield Road	450	450
Windsor Avenue	230	115
Carbon Challenge Site	1,199	350
Junction 17-2 widening scheme:		
Design and supervision	584	552
Construction	11,944	11,491
Column Replacement Scheme	316	316
Stadium Skills Centre	7,209	6,283
Waste Management Strategy	75,578	54,959
City Fibre Project	4,980	3,983
Energy Performance Contract	1,967	965
Schools Works:		
All Saints School	5,000	681
City of Peterborough Academy	12,822	218
Fulbridge School	2,008	2,008
Gladstone Primary	6,999	2,315
Hampton Vale Primary	2,579	113
Nene Park Academy	14,443	528
Orton Wistow Primary	1,056	855
Ravensthorpe Primary School	3,100	3,100
Stanground College	22,573	594
Thomas Deacon Academy	7,066	1,137
Woodston Primary School	2,244	1,666
Total	184,347	92,679

23 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 2013/14 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.

	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Surplus Assets £000	Total £000
Valued at fair value as at:				
31 March 2014	(1,970)	(6)	(317)	(2,293)
31 March 2013	5,471	(6)	(292)	5,173
31 March 2012	26,914	(26)	(1,172)	25,716
31 March 2011	4,956	(73)	19,443	24,326
31 March 2010	12,871	116	919	13,906
Prior 31 March 2009	43,836	-	894	44,730
Total Valuation	92,078	5	19,475	111,558

24 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 18 and 20 which reconcile the movement over the year for Property, Plant, and Equipment (PPE) and Intangible Asset balances respectively.

During 2013/14 £4.6m of impairment losses have been charged to the Support Services line in the Comprehensive Income and Expenditure Statement.

Whilst capital expenditure of £4.6m has been spent on improving the Council's assets it has not significantly increased the value of each individual building under the current valuation methodology.

£2.8m of this capital expenditure has been spent on improving various secondary and primary schools in the city and £0.6m has been incurred on various Leisure Trust properties.

25 Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the following table (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.

2012/13 £000		2013/14 £000
250,184	Opening Capital Financing Requirement	316,098
4	Adjustment for previous years roundings'	-
<u>250,188</u>	Revised Opening Capital Financing Requirement	316,098
39,649	Property, Plant and Equipment (Note 18)	25,727
21,894	Assets Under Construction (Note 18)	35,648
582	Investment Properties (Note 19)	1,152
36	Assets Held for Sale (Note 21)	3
1,700	Intangible Assets (Note 20)	1,126
47,872	Revenue Expenditure Funded from Capital under Statute (REFCUS)	26,269
-	Loans to Third Parties	1,000
	Sources of Finance	
(5,059)	Capital Receipts	(3,677)
(31,415)	Capital Grants & Contributions	(27,262)
(9,349)	Sums set aside from revenue (inc.direct revenue financing and (MRP))	(10,336)
<u>316,098</u>	Closing Capital Financing Requirement	<u>365,748</u>
	Explanation of movements in year	
	Increase in underlying need to borrow:	
-	Supported borrowing	-
72,688	Unsupported / Prudential borrowing	59,589
2,571	Assets acquired under finance leases	397
	Decrease in underlying need to borrow:	
(9,349)	MRP	(10,336)
<u>65,910</u>	Increase in Capital Financing Requirement	<u>49,650</u>

Revenue Expenditure Funded from Capital under Statute (REFCUS) is expenditure incurred during the year that may be classified as capital for funding purposes. As this expenditure does not form an asset to be carried on the Council's balance sheet it is charged to the relevant service line in the Comprehensive Income and Expenditure Statement. For 2013/14 this expenditure is £26.3m compared with £47.9m in 2012/13. This increase is shown in the following table.

A significant amount of the expenditure for 2013/14 relates to school development works. This is due to the combined pressures of increased demand for school places required in the city and the transfer of schools to academy status. Academies are the responsibility of Government and as such do not form part of the Council's asset base, and therefore expenditure is treated as 'REFCUS'.

Revenue Expenditure Funded from Capital Under Statute	Value of Expenditure £000
Disabled Facility and Assistance Grants	1,878
Affordable Housing	1,802
Nene Park Academy	2,594
Stanground College	5,234
Fulbridge School Extension	1,132
All Saints Primary School	3,590
City of Peterborough Academy	2,692
Thomas Deacon KS2	4,886
Other Schools Expenditure	2,085
Other Expenditure	376
Total	26,269

2012/13 £000	Reconciliation of Grant Funding Applied to Capital Financing	2013/14 £000
19,700	Grants Received in year (Note 12)	17,131
(140)	Grants Received in year not applied in year	-
427	Grants Applied from Capital Grants Unapplied Account	111
	Grants used to Fund Revenue Expenditure Funded from Capital under Statute:	
11,428	In Year	10,008
-	Applied from Capital Grants Unapplied Account	12
31,415	Total Grants & Contributions applied	27,262

2012/13 £000	Body of Grant Funding Applied	2013/14 £000
-	Big Lottery Fund	98
887	Department for Communities & Local Government	757
5,213	Department for Transport	5,295
18,423	Department of Education	16,506
468	Department of Health	2
25	English Partnerships	27
-	Natural England	22
25,016	Total Grants Applied	22,707
5,325	Section 106 Contributions	4,338
1,074	Third Party Contributions	217
30,341	Total Contributions applied	4,555
213,461	Total Grants & Contributions applied	27,262

26 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 required 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 three schools has Foundation status and one has transferred to Academy status therefore in line with CIPFA/ Audit Commission guidance the associated assets are not recognised on the Council's Balance Sheet. The value of the third school which is recognised on the Council's Balance Sheet is £9.9m (£9.9m 2012/13).

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 2014 (excluding any estimation of inflation and availability / performance deductions) are as follows:

Repayment of:	Finance Lease Liability	Interest	Service Charges	Total
	£000	£000	£000	£000
Payable:				
In 2014/15	1,488	2,877	3,596	7,961
Within two to five years	4,744	9,866	18,059	32,669
Within six to ten years	4,810	9,377	28,672	42,859
Within 11 to 15 years	7,509	8,180	29,691	45,380
Within 16 to 20 years	10,544	5,624	32,061	48,229
Within 21 to 25 years	7,923	451	26,243	34,617
Total	37,018	36,375	138,322	211,715

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 2013		31 March 2014	
£000		£000	
(39,943)	Balance brought forward	(38,475)	
1,468	Lease liability redemption in the year	1,457	
(38,475)	Value of Total Liability carried forward	(37,018)	
(1,457)	Short Term Liability	(1,488)	
(37,018)	Long Term Liability	(35,530)	
(38,475)	Value of Total Liability carried forward	(37,018)	

27 Council Leasing Arrangements

Council as Lessee - Finance Leases

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

31 March 2013		31 March 2014	
£000	Council as Lessee - Finance Leases	£000	
2,833	Other Land & Buildings	2,564	
2,983	Vehicles, Plant Furniture & Equipment	2,744	
5,816	Total	5,308	

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 table above.

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 2013		31 March 2014	
£000	Finance Lease Liabilities (net present value of minimum lease payments)	£000	
608	Current	574	
4,702	Non-current	4,430	
20,924	Finance costs payable in future years*	20,529	
26,234	Minimum lease payments	25,533	

* Non-Peppercorn leases range from 1 to 105 years

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

31 March 2013			31 March 2014	
Min. Lease Payment	Finance Lease Liabilities	Minimum lease payments	Min. Lease Payment	Finance Lease Liabilities
£000	£000		£000	£000
1,026	608	Not later than one year	953	574
2,883	1,532	Later than one year & not later than five years	2,896	1,594
22,325	3,170	Later than five years *	21,684	2,836
26,234	5,310	Total	25,533	5,004

* Non-Peppercorn leases range from 1 to 105 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.

Of the investment properties held under these finance leases, the Council has sub-let individual units. At 31 March 2014 the minimum payments expected to be received under these sub-leases was £288k (£293k in 2012/13).

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 2013		31 March 2014	
£000	Council as Lessee - Operating Leases	£000	
811	Not later than one year	1,149	
2,792	Later than one year & not later than five years	4,495	
775	Later than five years	8,875	
<u>4,378</u>	Total	<u>14,519</u>	

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

31 March 2013		31 March 2014	
£000	Council as Lessee - Operating Leases	£000	
1,045	Minimum lease payments	1,079	
-	Contingent rents	-	
(174)	Sublease payment receivable	(398)	
<u>871</u>	Total	<u>681</u>	

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, these schools include Nene Park Academy, Thomas Deacon Academy, Welland Primary School, Highlees Primary School and Fulbridge Primary School. 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 2013		31 March 2014	
£000	Council as Lessor - Operating Leases	£000	
2,904	Not later than one year	3,473	
10,159	Later than one year & not later than five years	8,815	
36,277	Later than five years*	36,804	
<u>49,340</u>	Total	<u>49,092</u>	

* Above operating leases range from five to 113 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.

28 Financial Instruments

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

2012/13		2013/14	
£000	Financial Assets	£000	
257	Interest income	144	
31	Impairment adjustment (Note 30)	66	
<u>288</u>	Total for Financial Assets (Note 10)	210	
	Financial Liabilities		
(3,470)	Interest payable relating to PFI	(3,401)	
(6,807)	Interest payable on borrowings	(7,803)	
<u>(10,277)</u>	Total for Financial Liabilities (Note 10)	(11,204)	
<u>(9,989)</u>	Net loss for the year	(10,994)	

The Debtors figure includes a long term debtor for the Local Authority Mortgage Scheme (LAMS). In December 2011 the Council advanced £1m and a further £1m in July 2013 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, interest is payable and received annually on the advance. As at 31 March 2014 the total commitment against the £2m indemnity is £1,890,781 (£943,628 against a £1m indemnity 2012/13)

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

Financial Instruments Balances	31 March	Long Term £000	Current £000
Investments - Loans & Receivables	2014	30	47
	2013	143	141
Debtors - Loans & Receivables	2014	2,596	22,811
	2013	2,332	11,221
Borrowings - Financial Liabilities at Amortised Cost	2014	(192,478)	(63,600)
	2013	(153,387)	(57,327)
Other Long Term Liabilities - PFI & Finance Lease Liabilities	2014	(40,112)	-
	2013	(41,872)	-
Creditors - Financial Liabilities at Amortised Cost	2014	(256)	(12,049)
	2013	(738)	(16,798)

29 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 2014 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
Loans & Receivables	2014	22,887	22,887
	2013	11,505	11,505
Long Term Debtors	2014	2,596	2,596
	2013	2,332	2,332
Financial Liabilities	2014	(268,127)	(271,252)
	2013	(227,512)	(240,906)
Long Term Creditors	2014	(40,368)	(50,232)
	2013	(42,610)	(42,610)

The Fair Value of the financial liabilities in 2013/14 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.

30 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 Policy, 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 Policy also imposes a maximum sum to be invested with a financial institution located within each category.

The 2013/14 Annual Investment Policy 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 (Barclays), Bank of Scotland (part of the Lloyds Banking Group) and other Local Authorities.

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

- Deposits could be 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 banking institution, except for the Debt Management Office (DMO), 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 Conduct Authority.
- Creditworthiness advice and market intelligence is received from its treasury advisors, Capita Asset Services

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

Deposits with UK banks & building societies (excluding Icelandic Banks)		£000
Amount Held as at 31 March 2014		8,800
Historical Experience of Default %		-
Historical Experience Adjusted for Market Conditions as at 31 March 2014		-
Estimated Max Exposure to Default & Uncollectibility Total		-
Estimated Max Exposure at 31 March 2014		-

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 Council has received 94% of the claim from Heritable Bank and no further dividends are expected.

Heritable Bank		£000
Date Invested		02/04/07
Interest Rate		6.07%
Claim Amount		1,031
Total dividends received		(970)
Total amount received of allowable claimed amount		94%

The impairment has been revised for Kaupthing Singer & Friedlander in 2013/14 to reflect the improved recovery rates now expected of 85.25p in the £ as at 31/03/2014, (84p to 86.5p 2012/13).

Kaupthing Singer & Friedlander Ltd		£000
Date Invested		03/04/07
Interest Rate		5.90%
Principal Amount Invested		2,000
Interest Accrued 2008/09		117
Carrying Amount		<u>2,117</u>
Impairment 2008/09		(1,190)
Impairment 2009/10		310
Impairment 2010/11		325
Impairment 2011/12		75
Impairment 2012/13		36
Impairment 2013/14		5
Total Impairment to Date		<u>(439)</u>
Recoverable Amount*		<u>1,678</u>
Principal Default**		5.38%

*Recoverable Amount – The total amount of the claim the Council has received as at 31.03.14 (79p in the £).

** Principal Default – amount of defaulted loan as expressed as a % of the Council's average cash balance over the last seven 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 £20m debtors balance can be analysed by age as follows:

2012/13		2013/14
£000	Age of Trade Debt	£000
5,409	Less than three months	13,967
1,006	Three to six months	1,871
885	Six months to one year	1,042
3,168	More than one year	3,614
<u>10,468</u>	Total	<u>20,494</u>

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 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 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 large 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 nine years. The majority of the Council's in-hand balances are revenue in nature and consequently a 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:

2012/13 £000	Maturity analysis of financial liabilities	2013/14 £000
(74,125)	Less than one year	(75,649)
(12,448)	Between one and two years	(19,272)
(13,410)	Between two and five years	(30,728)
(170,139)	More than five years	(182,846)
<u>(270,122)</u>	Total	<u>(308,495)</u>

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 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 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 2014, 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 £37.8m 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.

31 Inventories

31 March 2013	Inventories	31 March 2014
£000		£000
230	Westcombe Industries Stock	211
111	Other Stock Balances	77
341	Total	288

Landfill Allowance Trading Scheme

The balance of stock was not deemed to have a value as at 31 March 2014 (also nil value in 2012/13).

32 Debtors

31 March 2013	Debtors	31 March 2014
£000	(Each item is net of impairment)	£000
16,361	Central Government Departments	6,977
2,409	NNDR reimbursement from pool	-
842	Cambridgeshire County Council	176
1,474	Cross Keys Homes	2,354
174	Peterborough Primary Care Trust	65
5,499	Council Tax Arrears	6,339
-	NNDR Arrears	8,533
1,189	Payments in Advance	3,403
18,079	General Debtors	28,593
46,027		56,440
	Outstanding Balances on Loans	
28	Loans to Employees (Car Purchase)	14
46,055	Total Debtors	56,454

33 Current Intangible Assets

31 March 2013 £000	Current Intangible Assets	31 March 2014 £000
5	Carbon Reduction Allowances	-
<u>5</u>	Total	<u>-</u>

34 Creditors

31 March 2013 £000	Creditors	31 March 2014 £000
(539)	Council Tax Overpaid	(632)
(465)	NNDR Overpaid	(2,363)
-	NNDR Preceptors	(8,053)
(2,789)	Deposits / Receipts in Advance	(12,002)
(3,944)	Accrual Accumulated Absences	(3,489)
(59,397)	General Creditors	(45,903)
<u>(67,134)</u>	Total Creditors	<u>(72,442)</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 may require the monies or property to be returned to the giver. The balances at the year-end are as follows:

31 March 2013 £000	Capital Grants Receipts in Advance	31 March 2014 £000
(5,181)	Department of Education	(3,729)
-	Department for Transport	(1,067)
(418)	Homes and Communities Agency	(764)
(6)	Other Third Party Contributions	(20)
-	Department of Health	(427)
-	Local Enterprise Partnership*	(673)
(10,015)	Section 106 Contributions	(13,529)
<u>(15,620)</u>	Total Capital Grants Receipts in	<u>(20,209)</u>

*Grant received from LEP trading company - Greater Cambridge Greater Peterborough Enterprise Ltd

36 Provisions

Provision Description	31 March 2013 £000	Additional Provision £000	Payment from Provision £000	Released back to CIES £000	31 March 2014 £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.	(1,165)	-	190	74	(901)
<u>Payroll</u> - Redundancy related payments, regarding decisions made in 2013/14 but which will be paid in 2014/15	(883)	(123)	877	6	(123)
<u>Charges from suppliers which are uncertain or in dispute</u> - These represent a charges from suppliers that are of an uncertain amount	(69)	(486)	-	-	(555)
<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 dependent on the result of a government or court decision	(267)	(0)	22	5	(240)
<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	(159)	(41)	-	-	(200)
<u>Carbon Reduction Commitment Scheme (CRC)</u> – The obligation of the Council for the purchase of CRC allowances for 2013/14	(267)	(262)	267	-	(262)
<u>NNDR Appeals Provision</u>	-	(4,180)	-	-	(4,180)
Total Short Term Provisions	(2,810)	(5,092)	1,356	85	(6,461)
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	(586)	(645)	403	363	(465)
Total Long Term Provisions	(654)	(645)	403	431	(465)
Total Short and Long Term Provisions	(3,464)	(5,737)	1,759	516	(6,926)

37 Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

2012/13 £000		2013/14 £000
(349)	Interest Received	(217)
10,206	Interest Paid	11,996

38 Cash Flow Statement – Investing Activities

The cash flows for investing activities include the following items:

2012/13 £000		2013/14 £000
59,082	Purchase of Property, Plant & Equipment, Investment Property & Intangible Assets	63,303
-	Purchase of Short-Term & Long-term Investments	-
45,516	Other Payments for Investing Activities	27,083
(6,365)	Proceeds from the Sale of Property, Plant & Equipment, Investment Property & Intangible Assets	(2,586)
(343)	Proceeds from Short-Term & Long-Term Investments	(275)
-	Other Receipts from Investing Activities	-
<u>97,890</u>	Net cash flows from investing activities	<u>87,525</u>

39 Cash Flow Statement – Financing Activities

The cash flows for financing activities include the following items:

2012/13 £000		2013/14 £000
(66,000)	Cash Receipts of Short & Long Term Borrowing	(45,093)
-	Other receipts from Financing Activities	-
2,267	Cash Payments for the Reduction of the Outstanding Liabilities relating to Finance Leases and On-Balance Sheet PFI Contracts	1,778
-	Repayments of Short- & Long-Term Borrowing	-
7,111	Other Payments for Financing Activities	(4,161)
<u>(56,622)</u>	Net cash flows from financing activities	<u>(47,476)</u>

40 Cash Flow Statement – Cash and Cash Equivalents

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

2012/13 £000		2013/14 £000
10,500	Short Term Cash Investments	8,800
75	Petty Cash & Imprest	69
(9,821)	Bank Current Accounts	(6,552)
<u>754</u>	Total Cash & Cash Equivalents	<u>2,317</u>

41 Trust Funds

The Council administers 8 trust funds for the benefit of children in specific schools or in care. The total value invested as at 31 March 2014 was £82,508 (£92,971 at 31 March 2013). 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 £158,195 (£16,836 at 31 March 2013) all invested internally. The Council is holding a larger balance as at 31 March 2014 due to temporarily holding funds for a sale of a property

The Council also has the role of Corporate Appointee for Clients' monies where it is responsible for managing the financial affairs of 158 adults and older people (167 at 31 March 2013). The total Client funds at 31 March 2014 was £1,289k (£1,115k at 31 March 2013).

The Council acts as the sole trustee for the Peterborough Museum and Art Gallery, a registered charity. 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.

These Trust Funds are not included in the Council's balance sheet. The individual funds have not been subject to a separate audit. However, they have been considered in overall terms, in the context of those materiality levels which apply to the Council's financial statements.

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. The Council has been asked to repay a proportion of the above amount which has been accounted for in 2012/13 accounts, but further amounts which cannot be quantified at this stage may be demanded from the Council in the future. There is an element of coverage for this within the Insurance Reserve.
- 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 terms 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.
- A group of Property Search Companies are seeking to claim refunds of fees paid to the Council to access land charges data. Proceedings have not yet been issued. The claimants have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be as against the Council. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present.

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

The Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2014. If these had been adopted for the financial year 2013/14 there would be no material changes as detailed below

A number of new and revised standards have been issued addressing the accounting for consolidation, involvements in joint

arrangements and disclosure of involvements in other entities. These include:

- IFRS10 Consolidated Financial Statements – This standard introduces a new definition of control, which is used to determine which entities are consolidated for the purposes of group accounts. The Council does have subsidiaries but has not produced consolidated accounts for this financial year on the basis of materiality.
- IFRS11 Joint Arrangements – This standard addresses the accounting for a 'joint arrangement', which is defined as a contractual arrangement over which two or more parties have joint control. These are classified as either a joint venture or a joint operation. In addition proportionate consolidation can no longer be used for jointly controlled entities and the equity method must be used unless the entity is specifically exempted by the standard. In 2013/14 the Council had no joint venture arrangements.
- IFRS12 Disclosures of Involvement with Other Entities – This is a consolidated disclosure standard requiring a range of disclosures about an entity's interests in subsidiaries, joint arrangements, associates and unconsolidated 'structured entities'. The Council has a number of arrangements with other entities which are already disclosed in Note 13 Related Parties, Note 14 Interest in Companies and Note 44 Critical Judgement in Applying Accounting Policies.
- IAS27 Separate Financial Statements and IAS28 Investments in Associates and Joint Ventures – These statements have been amended to conform to the changes in IFRS10, IFRS11 and IFRS12. In 2013/14 the Council had no associates or joint venture arrangements.
- IAS32 Financial Instruments Presentation. The Code references to amended application guidance when offsetting

a financial asset and a financial liability. The gains and losses are separately identified on the Comprehensive Income and Expenditure Statement and therefore no further disclosure is required.

- IAS1 Presentation of the Financial Statements – The changes clarify the disclosure requirements in respect of comparative information of the preceding period. The Statement of Accounts fully discloses comparative information for the preceding period therefore these changes will not have a material impact on the Statement of Accounts.

44 Critical Judgement in Applying Accounting Policies

In applying the accounting policies, set out from page 71, 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:

- Despite the Council putting in extensive plans to deal with the initial grant reduction over the previous three years and being able to balance the 2014/15 budget, there is an unprecedented grant reduction in 2015/16 which all councils will need to deliver and at this stage there is a strong requirement for the Council to put in place transformational change to future service delivery. The impact of grant reductions and pressures arising from increased population and the economic growth forecasts present the Council with challenging circumstances, but the ten year Medium Term Financial Strategy (MTFS) was approved in March 2014 which still provides investment in those services that need it. 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, four transferred status during 2013/14, and some are expected to convert in future years. 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's accounting policy for the recognition of school-related assets, reflects guidance issued by the Audit Commission. The property, plant and equipment assets and long term liabilities of the schools remain vested in the governing bodies of individual foundation and voluntary aided and controlled schools, therefore the assets and liabilities (apart from undeveloped land for voluntary aided and controlled schools) have not been incorporated into the Council's Balance Sheet.
- 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 18, page 41.
- 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 14 Interest in Companies.
- Peterborough Museum and Art Gallery – the Council is sole trustee of the trust set up to provide the City with access to 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 13 Related Party Transactions.
- Blue Sky Peterborough (BSP) – in the 2011/12 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. BSP is still in its infancy and there have been no transactions through the company in 2013/14. Further information can be found in Note 14 Interest in Companies.

In addition, when consolidated in total, the three entities are also not material.

45 Assumptions made about the Future and Other Major Sources of Estimation Uncertainty

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

The items in the Council's Balance Sheet at 31 March 2014 for which there is a 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.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £449k for every year that useful life is reduced, which equates to a 2.02% increase in this years depreciation charge.
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.	If an asset is impaired the carrying value of the asset is reduced. It is estimated that a 1% fall in market value would reduce the Council's Property, Plant and Equipment / Investment Properties balance by £580k, which is 0.1% of the Council's total asset base. 10% of the Councils asset base is valued at market value, so the impact of a change in market value is limited.
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.	The effects on net pensions liability of changes in individual assumptions can be measured. For instance, <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 £54m • a 1 year increase in member life expectancy would result in a increase in pension liability of 3% or £16m • a 0.5% increase in the salary increase rate would result in an increase in pension liability of 3% or £14m • a 0.5% increase in the pension increase rate would result in an increase in pension liability of 7% or £39m
Arrears	At 31 March 2014 the Council had a balance of £9.8m for sundry debtors. A review of balances suggested that an impairment of doubtful debts, based on age profile, of 23% or £2.3m was appropriate.	If collection rates were to deteriorate and sundry debt increased by 10% with the same debt profile, and additional contribution of £210k would be set aside as an allowance. If 10% of the debt portfolio was one year older, a contribution of £156k would be set aside as additional allowance.

Item	Uncertainties	Effect if Actual results Differ from Assumptions
Business Rates	The Business Rates Retention Scheme was introduced from 1 April 2013 and the Council is now liable for its proportionate share of successful business rate appeals. A provision has been recognised for an estimated amount that may have to be repaid on successful appeals. The estimate has been calculated using the Valuation Office ratings list of appeals and an analysis of successful appeals to date.	The structure of the appeals is not uniform, there are different classes of business, each of which have had historically different success rates of appeal and the value of each individual appeal can vary considerably. Due to these different criteria and the fact that each class of appeal is provided for separately it would not give the user of the accounts any meaningful information by simply flexing the provision up or down by a percentage.

46 Prior Period Adjustment

The adoption of amendments to IAS19 Employee Benefits by the Code has resulted in a change of accounting policy. This amendment came into effect on 1 April 2013 and has amended the definition of the components of defined benefit costs. There are also increased disclosure requirements which have been incorporated into Note 7 Defined Benefit Pension Schemes.

The following table shows the difference between the amounts presented in 2012/13 financial statements and the equivalent amounts presented in the 2013/14 financial statements.

Public Health

The responsibilities for Public Health transferred to the Council on 1 April 2013 from the NHS. The transfer of these services is deemed to be an acquired operation and as such comparative figures within the CIES should be shown, however as these are not readily available and not material to the user of the accounts these have not been disclosed. No assets or material liabilities were transferred to the Council from the NHS.

Prior Period Adjustment	2012/13 Statements £000	Employee Benefits Change £000	2012/13 Restated £000
Cost of Services	211,433	-	211,433
Other Operating Expenditure	1,722	-	1,722
Financing & Investment Income & Expenditure	17,640	2,200	19,840
Taxation & Non-specific Grant Income	(160,816)	-	(160,816)
(Surplus)/Deficit on Provision of Services	69,979	2,200	72,179
Surplus on Revaluation of Non-Current Assets	(9,153)	-	(9,153)
Actuarial gains/losses on Pension Assets/Liabilities	28,403	(2,200)	26,203
Other Comprehensive Income & Expenditure	19,250	(2,200)	17,050
Total Comprehensive Income & Expenditure	89,229	-	89,229

47 Authorisation of the Accounts

The Executive Director Resources authorises these accounts to be issued on 30 June 2014.

The Collection Fund and Notes

31 March 2013	Collection Fund Statement	Notes	31 March 2014		
£000			Business Rates £000	Council Tax £000	Total £000
	Income				
(65,154)	Council Tax Receivable	2	-	(70,481)	(70,481)
(89,459)	Business Rates Receivable	3	(92,149)	-	(92,149)
-	Transitional Payment Protection		(1,163)	-	(1,163)
	Transfers From General Fund:				
(13,296)	Council Tax Benefits		-	-	-
	Contribution to Previous Years Deficit:				
-	Peterborough City Council		-	(256)	(256)
-	Cambridgeshire Fire Authority		-	(13)	(13)
-	Cambridgeshire Police Authority		-	(40)	(40)
(167,909)	Total Income		(93,312)	(70,790)	(164,102)
	Expenditure				
	Precepts:				
64,322	Peterborough City Council		-	56,971	56,971
3,360	Cambridgeshire Fire Authority		-	3,223	3,223
9,886	Cambridgeshire Police Authority		-	8,925	8,925
77,568	Total Precepts		0	69,119	69,119
	Business Rates Share:				
-	Peterborough City Council		43,130	-	43,130
-	Cambridgeshire Fire Authority		880	-	880
87,665	Central Government (Inc Pooled Fund)		44,011	-	44,011
87,665	Total Business Rates Shares		88,021	-	88,021
	Charges to Collection Fund:				
-	Written off Uncollectable Amounts		(52)	-	(52)
2,493	Increase/(Decrease) in Bad Debt Provision	4	954	1,177	2,131
-	Increase/(Decrease) in Provision for Appeals	4	8,530	-	8,530
277	Cost of Collection		276	-	276
2,770	Total Charges to Collection Fund		9,708	1,177	10,885
94	(Surplus)/Deficit Arising During the Year		4,417	(494)	3,923
	Collection Fund Balance				
309	(Surplus)/Deficit B/Fwd 1 st April		-	403	403
94	(Surplus)/Deficit Arising During the Year		4,417	(494)	3,923
403	(Surplus)/Deficit C/Fwd 31st March		4,417	(91)	4,326
	Allocated to:				
334	Peterborough City Council		2,164	(75)	2,089
18	Cambridgeshire Authority		44	(4)	40
51	Cambridgeshire Police Authority		-	(12)	(12)
-	Central Government (Inc Pooled Fund)		2,209	-	2,209
403	Total		4,417	(91)	4,326

1 Collection Fund Overview

The Collection Fund is an agent’s statement that reflects the statutory obligation of billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers of Council Tax and National Non-Domestic Rates (NNDR) and its distribution to local government bodies and the Government. The Council, as a billing authority, has a statutory requirement to operate a Collection Fund as a separate account to the General Fund.

There is no requirement for a separate Collection Fund balance sheet. Instead Collection Fund balances are distributed across the balance sheet of the billing authority, the Government and precepting authorities

In 2013/14, the local government finance regime was revised with the introduction of the retained business rates scheme. The scheme allows the Council to retain a proportion of the total NNDR received. The Peterborough City Council share is 49% with the remainder paid to precepting bodies. For Peterborough the NNDR precepting bodies are Central Government (50% share) and The Cambridgeshire and Peterborough Fire Authority (1% share).

In its Spending Review the Government announced that it would localise support for Council Tax from April 2013, this meant that there would no longer be a nationally governed Council Tax Benefit (CTB) scheme and each council set their own schemes. As a result of these changes the tax base for 2013/14 has been reduced to 50,158 (55,971 2012/13), see note 2 for further details.

2 Calculation of Council Tax Base

Council Tax Band	Ratio to Band D	No. of Dwellings	Band D Equivalent
A	6/9	33,783	22,635
B	7/9	19,024	14,839
C	8/9	12,783	11,377
D	9/9	7,142	7,142
E	11/9	4,170	5,087
F	13/9	1,790	2,578
G	15/9	883	1,475
H	18/9	67	134
Total		79,642	65,267

The Band D equivalent shown above is calculated by applying the relevant factor but is before any statutory discounts, exemption etc., and any non-payment which is at the discretion of each council.

The Council Tax base used for Council Tax setting purposes after taking account of these factors was 50,158 (55,971 2012/13).

The calculations have changed for 2013/14 to reflect the changes to the funding of council tax benefits in line with The Welfare Reform Act 2012. Final taxbase for 2013/14 has therefore reduced to 50,158 and has been calculated in accordance with regulations to account for the receipt of council tax support grant, the introduction of a local council tax benefit system, removing the discounts and other minor adjustments.

3 National Non-Domestic Rates

The Council collects National Non-Domestic Rates (NNDR) for its area based on local rateable values provided by the Valuation Office Agency (VOA) multiplied by a uniform business rate set nationally by Central Government

For 2013/14, the total non-domestic rateable value at the year-end is £230.1m (£230.4m in 2012/13). The national multipliers for 2013/14 were 46.2p for qualifying Small Businesses, and the standard multiplier being 47.1p for all other businesses (45.0p and 45.8p respectively in 2012/13).

4 Collection Fund Provisions

Included within the collection fund are bad debt provisions for Council Tax and NNDR as well as a provision for appeals. The table below shows the balance and movement on each provision during 2013/14.

2012/13	Provision Movements	Council Tax	NNDR	NNDR Appeals	2013/14 Total
£000		£000	£000	£000	£000
7,030	Brought Forward	3,376	3,401	-	6,777
(2,745)	Written Off	(300)	(16)	-	(316)
2,492	Contribution in Year	1,177	954	8,530	10,661
<u>6,777</u>	<u>Balance 31st March</u>	<u>4,253</u>	<u>4,339</u>	<u>8,530</u>	<u>17,122</u>

The collection does not have its own balance sheet, instead the balances are shown in each preceptors balance. The breakdown of the provisions for each service are in the table below.

2012/13	Preceptor	Council Tax	NNDR	NNDR Appeals	2013/14 Total
£000		£000	£000	£000	£000
6,184	Peterborough City Council	3,506	2,126	4,180	9,812
157	Cambridgeshire and Peterborough Fire Authority	198	43	85	326
436	Cambridgeshire Police Authority Central	549	-	-	549
-	Government (Inc Pooled Fund)	-	2,170	4,265	6,435
<u>6,777</u>	<u>Balance 31st March</u>	<u>4,253</u>	<u>4,339</u>	<u>8,530</u>	<u>17,122</u>

The Council has elected to spread the cost of the provision for backdated NNDR appeals over 5 years.

Statement of Accounting Policies

General Principles

The Statement of Accounts summarises the Council's transactions for the 2013/14 financial year and its position at the year end 31st March 2014. 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 2013/14 and the Service Reporting Code of Practice 2013/14, 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.

Acquisitions and Discontinued Operations

The Council is required to disclose the income and expenditure of any newly acquired functions on the face of the Comprehensive Income and Expenditure Statement.

Acquired operations are those which the Council has acquired during the accounting period. Examples of acquired operations are:

- Services and/or geographical areas for which responsibility has passed to the authority due to the reorganisation of local government, or

- Services acquired as a consequence of legislation, eg a new statutory responsibility transferred from another entity.

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 or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the 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 (Minimum Revenue Provision), 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 wholly within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave, paid sick leave and bonuses, 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 in the following accounting year, being the period in which the employee takes the benefit. 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 or where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves

Statement, appropriations are required to and from the 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 provide defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

However, the arrangements for the teachers' and NHS schemes 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 Adult Social Care and Public Health for the NHS scheme.

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 the following components:
 - Service cost comprising
 - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - net interest on the net defined benefit liability – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure that defined benefit obligation at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments
 - Remeasurements comprising:
 - The return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
 - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pension Reserve as Other Comprehensive Income and Expenditure
 - 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 transfers to and from the Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the 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 2013/14 (SeRCOP)*. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

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

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

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, community assets 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 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 Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (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 various asset lives

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.

The Council's accounting policy for the recognition of school-related assets reflects guidance issued by the Audit Commission. Property, plant and equipment assets and long term liabilities remain vested in the governing bodies of individual foundation and voluntary aided/controlled schools. Values and amounts relating to such bodies (other than undeveloped land for voluntary aided/controlled schools) have not been incorporated into the Council's Balance Sheet. The Council transfers academy school assets on a 125-year lease in accordance with national guidelines, and as such they are subject to lessor finance lease policies (see leases policy).

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.

Carbon Reduction Commitment Schemes and Other Trading Schemes

The Council is required to participate in the Carbon Reduction Scheme. This scheme is currently in the last year of its introductory phase, which ends on 31 March 2014. The Council is required to purchase and surrender allowances, currently retrospectively, on the basis of emissions, ie carbon dioxide produced as energy is used. As carbon dioxide is emitted, a liability and an expense are recognised. The liability will be discharged by surrendering allowances. The liability is measured at the best estimate of the expenditure required to meet the obligation, normally at the current market price of the number of allowances required to meet the liability at the reporting date. The cost to the Council is recognised and reported in the costs of the Council's services and is apportioned to services on the basis of energy consumption.

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 policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The 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)

Some expenditure can be classified as capital for funding purposes when it does not result in the expenditure being carried on the Balance Sheet as a non-current asset. The purpose of this is to enable it to be funded from capital resources rather than be charged to the General Fund and impact on that year's council tax. These items are generally grants and expenditure on property not owned by the Council. 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.

Accumulating Compensated Absences Adjustment 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 – 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 (MTFS)) - 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, National Non-Domestic 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 the 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 –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 – 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 – 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 – 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.

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 - 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

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PETERBOROUGH



CITY COUNCIL

Annual Governance

Statement – 2013/14



Annual Governance Statement

The Annual Governance Statement is being discussed and approved by this Audit Committee on 30 June 2014. The Statement will be included in the final published Statement of Accounts in September 2014.

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. 11
30 JUNE 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Lee, 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 A - Feedback Responses

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AUDIT COMMITTEE: RECORD OF ACTION TAKEN

MUNICIPAL YEAR: MAY 2013 - APRIL 2014

DATE ISSUE RAISED	AGENDA ITEM / ACTION ARISING	OFFICER RESPONSIBLE	ACTION TAKEN	SIGN OFF DATE
24 March 2014	Audit Committee to receive a report on the outcome of the Business Continuity exercise undertaken by Corporate Management Team.	Leigh Dunbar	Post exercise report circulated to Members.	29/04/2014
24 March 2014	That the Chief Internal Auditor would provide Audit Committee Members with details of the amount of council tax retrieved for taking non-payment cases to court.	Steve Crabtree	Briefing paper circulated to Members.	19/6/2014
24 March 2014	To provide Audit Committee Members with a report over why £350,000 triviality limit was deemed an acceptable amount by the Resources Department.	John Harrison and Steven Pilsworth	Briefing paper circulated to Members.	16/04/2014
24 March 2014	To provide a report to Audit Committee Members outlining the cost implications to the Council if the triviality limit was set at a lower threshold.	Jacqui Dudley, PWC	Response from PwC sent to Members of the Audit Committee.	17/06/2014
24 March 2014	To amend the Draft Internal Audit Plan 2014/2015 to define audit services income streams for the Council to reflect all areas of work besides Vivacity.	Steve Crabtree	Complete.	25/03/2014
24 March 2014	Highlight to Cabinet, Audit Committees comments regarding the Strategic Priorities, and consider the placement of health issues as a higher priority.	Steve Crabtree	Referred to Director of Resources.	25/03/2014
24 March 2014	To include within the work of Audit Committee report reference to the Receiving updates on the progress of the working group, currently revising the Council's code of conduct.	Karen S Dunleavy	Completed	25/03/2014

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AUDIT COMMITTEE	AGENDA ITEM No. 12
30 JUNE 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Resources Portfolio Holder	
Committee Member(s) responsible:	Councillor Matthew Lee, Chair of Audit Committee	
Contact Officer(s):	Karen Dunleavy, Governance Officer	☎ 452 233
	Steve Crabtree, Chief Internal Auditor	☎ 384 557

WORK PROGRAMME

1. ORIGIN OF REPORT

- 1.1 This is a standard report to Audit Committee, which forms part of its agreed work programme. This standard report provides details of the Work Programme for the current municipal year 2014/15.

2. UPDATE

2.1 Work Programme 2014/ 2015 (Appendix A)

The Work Programme is based on previous years agendas. It is also intended for the programme to be refreshed throughout the year in consultation with the Committee membership and senior officers to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the Committee agenda.

- 2.2 The Work Programme provides the opportunity for Audit Committee Members to review the list of items put forward throughout the year and to suggest any future agenda item for inclusion that falls within the remit of its terms of reference.
- 2.3 Training or briefing sessions for Members on specific aspects of the Audit Committee agenda are available throughout the year and will be arranged on request and will take place on a separate day to that of the Committee meeting.

APPENDIX A

DATE: 30 JUNE 2014			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of the Meeting Held on 24 March 2014	Democratic Services Karen Dunleavy	
	Internal Audit: Head of Internal Audit Opinion 2013 / 2014	Internal Audit Steve Crabtree	To receive, consider and endorse the annual report on Internal Audit activities for the year ended 31 March 2014
	Internal Audit: Review of Effectiveness	Internal Audit Steve Crabtree	To receive, consider and endorse the annual review of the effectiveness of Internal Audit for the year ended 31 March 2014 together with any associated action plan
	Compliance Team Annual Report 2013 / 2014	Governance Ben Stevenson	To receive, consider and endorse the annual report on the investigation of fraud and irregularities for the year ended 31 March 2014
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year, reporting activity when required.
	Draft Annual Governance Statement	Internal Audit Steve Crabtree	To receive, consider and endorse the draft Annual Governance Statement for the year ended 31 March 2014
	Budget Monitoring Report Final Outturn 2013 / 2014	Finance Steven Pilsworth	To receive, consider and endorse the final outturn position for the year ended 31 March 2014
	Draft Statement of Accounts 2013 / 2014	Finance Steven Pilsworth	To receive, consider and comment on the draft Statement of Accounts for the year ended 31 March 2014
Standard	Feedback report	Democratic Services Karen Dunleavy	
Standard	Work Programme 2014 / 2015	Democratic Services Karen Dunleavy	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Kim Sawyer	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Kim Sawyer	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 22 SEPTEMBER 2014			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of the Meeting Held on 30 June 2014	Democratic Services Karen Dunleavy	
	Risk Management: Strategic Risks	Growth and Regeneration Kevin Dawson	To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.
	Use of Regulation of Investigatory Powers Act 2000 (RIPA)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year, reporting activity when required.
	Audit of Statement of Accounts To Those Charged with Governance	Finance Steven Pilsworth	To receive the final Statement of Accounts for the year ended 31 March 2014 incorporating the Annual Governance Statement together with the annual report to those charged with governance following their scrutiny by External Audit
Standard	Feedback Report	Democratic Services Karen Dunleavy	
Standard	Work Programme 2014 / 2015	Democratic Services Karen Dunleavy	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Kim Sawyer	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Kim Sawyer	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 3 NOVEMBER 2014			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest		
Standard	Minutes of the Meeting Held on 22 September 2014	Democratic Services Karen Dunleavy	
	Internal Audit: Mid Year Progress Report	Internal Audit Steve Crabtree	To receive an update on progress against the Annual Audit Plan together with details of any concerns
	Use of Consultants	Finance Steven Pilsworth	To receive an update on the Use of Consultants across the organisation
	Regulation of Investigatory Powers Act (2000)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year, reporting activity when required.
	Treasury Management	Finance Steven Pilsworth	To receive an update on the policy and effectiveness of treasury management
Standard	Feedback Report	Democratic Services Karen Dunleavy	
Standard	Work Programme 2014 / 2015	Democratic Services Karen Dunleavy	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Kim Sawyer	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Kim Sawyer	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 2 FEBRUARY 2015			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest and Whipping Declarations		
Standard	Minutes of the Meeting Held on 3 November 2014	Democratic Services Karen Dunleavy	
	Regulation of Investigatory Powers Act (2000)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year, reporting activity when required.
	External Audit: Report to Management	PwC	To receive and approve the External Audit report in relation to issues identified as part of their audit works
	External Audit: Annual Audit Letter	PwC	To receive and approve the External Audit report in relation to issues identified as part of their audit works
	External Audit: Grant Claims Annual Certification	PwC	To receive and approve the External Audit report in relation to issues identified as part of their audit works
Standard	Feedback Report	Democratic Services Karen Dunleavy	
Standard	Work Programme 2014 / 2015	Democratic Services Karen Dunleavy	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Kim Sawyer	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Kim Sawyer	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)

DATE: 23 MARCH 2015			
		Section / Lead	Description
Standard	Apologies for Absence		
Standard	Declarations of Interest and Whipping Declarations		
Standard	Minutes of the Meeting Held on 2 February 2015	Democratic Services Karen Dunleavy	
	Risk Management: Strategic Risks	Growth and Regeneration Kevin Dawson	To receive an update on the strategic risks for the Council
	Regulation of Investigatory Powers Act (2000)	Governance Ben Stevenson	To receive an update on the use of RIPA during the financial year, reporting activity when required.
	External Audit: Audit Plan	PwC	To receive and approve the External Audit Plan
	Internal Audit: Draft Internal Audit Plan 2015 / 2016	Internal Audit Steve Crabtree	To receive and approve the Internal Audit Plan 2015 / 2016
	Draft Annual Audit Committee Report	Democratic Services Karen Dunleavy	To receive the Draft Annual Audit Committee Report prior to submission to Council
	Effectiveness of the Audit Committee	Internal Audit Steve Crabtree	To receive an update on the effectiveness of the Audit Committee together with an Action Plan to address any shortcomings
Standard	Feedback Report	Democratic Services Karen Dunleavy	Dependent on updates
Standard	Draft Work Programme 2015 / 2016	Democratic Services Karen Dunleavy	

OTHER POSSIBLE AGENDA ITEMS

	Governance Reports	Governance Kim Sawyer	Major changes to governance arrangements, policies and procedures requiring approval. Examples would include updates to Financial Regulations or Contract Rules.
	Member Reports	Governance Kim Sawyer	Specific reports relating to the Members Code of Conduct and / or the Hearing Panel (sub-committee to the Audit Committee)