

## AUDIT COMMITTEE

**MONDAY 22 SEPTEMBER 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
<b>1. Apologies for Absence</b>	
<b>2. Declarations of Interest</b>	
<p>At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Head of Legal Services.</p>	
<b>3. Minutes of the Meeting Held on 30 June 2014</b>	<b>3 - 8</b>
<p>To approve the minutes of the meeting held on 30 June 2014.</p>	
<b>4. Use of Regulation of Investigatory Powers Act 2000 (RIPA)</b>	
<p>The Committee is requested to <b>NOTE</b> that there have been no RIPA authorisations in this quarter.</p>	
<b>5. Risk Management: Strategic Risks</b>	<b>9 - 28</b>
<p>To receive details of the strategic risks impacting on the Council and the mitigating actions to address these.</p>	
<b>6. Audit of Statement of Accounts To Those Charged with Governance</b>	<b>29 - 190</b>
<p>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</p>	
<b>7. Outcome of the Code of Conduct Review</b>	<b>191 - 198</b>

8. **Feedback Report**

**199 - 204**

9. **Work Programme**

**205 - 210**



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, Thulbourn, Sylvester, F Fox, R Herdman, N Sandford and S Lane

Substitutes: Councillors: D Lamb, S Martin, J R Fox and J Okonkowski

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

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## **MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT THE TOWN HALL, PETERBOROUGH ON 30 JUNE 2014**

Present: Councillors Lee (Chairman), Harper (Vice Chairman), Arculus, Thulbourn, Sylvester, F Fox, Miners, Sandford and Lane.

Officers in

Attendance: John Harrison, Executive Director of Resources  
Steven Pilsworth, Head Strategic Finance  
Mike Rowan, Interim Head of Legal Services  
Julie Taylor, Group Auditor  
Carole Coe, Acting Financial Services Manager - Corporate Accounting  
Ben Stevenson, Compliance Manager (Governance)  
Karen S Dunleavy, Governance Officer

### **1. Apologies for Absence**

Apologies for absence were received from Councillor Herdman. Councillor Miners was in attendance as a substitute.

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Minutes of the Meeting held on 24 March 2014**

The minutes of the meeting held on date 24 March 2014, were approved as an accurate and true record.

### **4. Use of Regulation of Investigatory Powers Act 2000 (RIPA)**

Members noted that there had been no use of the Regulation of Investigatory Powers Act in this quarter.

### **5. Compliance Team Annual Report 2013 / 2014**

The Compliance Manager introduced a report to the Committee, which provided an overview of the Council's approach to combating fraud, and its delivery over the period April 2013 - March 2014. Members were also advised of the forthcoming migration of the benefit fraud services to the Department of Work and Pensions (DWP) in December 2014.

The following key points highlighted included:

- Cross Keys had continued to work with the Compliance Team to address housing/tenancy fraud;
- There had been a lower number of investigations, however higher term and longer value benefit frauds had been identified;
- The single fraud investigation service set up by the government, would affect staff involved in the housing benefit and historical council tax benefit transfer although not the local council tax support scheme. The date for transfer into this service would be 1 December 2014. This would mean that the Council would be responsible for paying but not investigating council tax fraud;

- The team continued to investigate blue badges misuse; and
- Data protection and security of information was being progressed.

The Compliance Manager responded to comments and questions raised by Members. In summary responses included:

- The reference to positive outcomes within the report had referred to instances of benefit fraud, administrative error or a misunderstanding by the claimant. In terms of recovering the money, Shared Transactional Services would administer the function;
- In terms of low value overpayments, the cost of prosecution was not financially feasible and in these instances a caution was sometimes preferable;
- The Council would apply for court costs but the recovery had been at the magistrates' discretion, which was generally based on the means of the defendant;
- It was only possible for the team to investigate viable cases of fraud and in some cases, it may be appropriate for an issue to be referred to the Department of Work and Pensions (DWP). Instances where there were no investigations may include malicious referrals or instances where there had been insufficient obvious evidence. However, an investigation that had not been launched did not necessarily mean that the issue was not considered;
- Positive outcomes referenced within the report had also included prosecutions and sanctions;
- The findings of further overpayments was a result of the work of the team, however there were other variable factors which could affect the figure. The findings had not necessarily represented a widespread increase in fraudulent claims;
- Allegations of electoral fraud were investigated in a timely manner by the police however these were low in numbers and there had been no further action required;
- Investigations into corporate fraud and partner relationships may arise from any source;
- The Council had been assured that there was no evidence of fraud by strategic partner practices in terms of charges for provision of local authority services;
- Where possible it was anticipated that cases of benefit fraud would be investigated with the DWP, however, there were laws in place, which prevented the DWP being involved in the investigation of council tax support schemes; and
- Funding for investigation of housing benefit fraud would not be affected until after 2014/2015.

#### **The Committee:**

Agreed to endorse the annual report on the investigation of fraud and other issues for the year ended 31 March 2014.

#### **6. Internal Audit: Internal Audit Opinion 2013 / 2014**

The Group Auditor introduced the Internal Audit Opinion 2013/2014 report to Members, which focused on a number of key areas such as limited assurance, performance, assurance levels and recommendations 2013/14, audit plan and executive summaries.

The following key points highlighted included:

- Fourteen reports had been finalised, which was consistent with 2012/13. There had also been a reduction in the assurance levels provided in certain areas;
- There were 35% of recommendations for high or critical area in 2013/2014 compared to 58% in 2012/13;
- Resource had been a challenge for 2013/14 due to staff on maternity leave and staff vacancies;

- 87% of the original performance plan had been achieved; and
- All high and critical recommendations had been accepted by service areas.

The Group Auditor responded to comments and questions. In summary responses included:

- Commissioning arrangements were reviewed as part of the audit plan in respect of the risks and in addition, through the strategic risk registers. However, certain elements of commissioning per se had not been reviewed, rather than the aspects of commissioning as a whole;
- With high-level risk projects, there had been a pre-audit process before implementation in order to check if the appropriate controls were in place, however, internal audit would not undertake the governance part of the process;
- Sickness levels had continued to improve and were below corporate targets;
- When the Adult Social Care provision had transferred to Peterborough City Council, it was necessary to understand what audit reviews had been undertaken. Limited information was available, resulting in the internal audit risk profile being developed since the transfer which would explain the higher proportion of work being undertaken in this area; and
- William Law had requested a due diligence review of the out of school provision as a result of taking over the management of the previous service provider.

Members of the Committee commented that consideration should be given by the report authors to revise the layout of the Internal Audit: Annual Audit Opinion report in order to improve readability.

#### **The Committee:**

Received, considered, provided, challenged and endorsed the Internal Audit: Annual Audit Opinion report for the year ended 31 March 2014.

### **7. Internal Audit: Review of Effectiveness**

At the beginning of this item, Councillor Sandford joined the meeting.

The Group Auditor introduced the Internal Audit: Review of Effectiveness report to Members, which was conducted annually in order to comply with public sector auditing standards.

The following key points highlighted included:

- Peer review arrangements for internal audit effectiveness were being explored. There was a requirement for the peer reviews to be conducted once within a five year period; and
- There had been discussions held as to the appropriate organisation to undertake the peer review and it was likely to be either a reciprocal arrangement with a neighbouring authority, which was not included within the Internal Audit shared service arrangement or a professional audit services provider.

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

- There was an escalation process in place in the event that an audit recommendation had not been actioned by a department. However, it would be exceptional if a department, which had undertaken an audit, did not rectify a critical issue that had been highlighted by the team.

### **The Committee:**

Agreed to endorse the annual review of the effectiveness of Internal Audit 2013 / 2014.

## **8. Draft Annual Governance Statement**

The Group Auditor introduced the Draft Annual Governance Statement 2013 / 2014 (AGS) report to Members, which was presented prior to inclusion in the final accounts. The report detailed governance arrangements and provided an overview of procedures and processes that were not necessarily financial. In addition, the report identified the progress made on the issues highlighted within the AGS 2012/2013 report.

The Executive Director of Resources responded to comments and questions raised by Members. In summary responses included:

- Peterborough City Council Management were responsible for the implementation of appropriate systems for commissioning – it was not the remit of internal audit to implement;
- It was possible to withhold money from third parties in the event of poor service contract performance;
- There had been no specific requests for a review into the effectiveness of scrutiny; however there was a pending review agreed by Full Council on 16 June 2014, which would explore the retention of the current Cabinet model verses an alternative decision making process; and
- The Serco contract would be reviewed, which should outline the savings targets and achievements in terms of the medium term financial plan.

### **The Committee:**

1. Noted the arrangements for compiling, reporting on and signing the Annual Governance Statement;
2. Reviewed and commented on the Annual Governance Statement, which included any areas for amendment; and
3. Subject to changes identified, agreed and approved the draft statement for inclusion in the audited statement of accounts, published by 30 September 2014.

### **The Committee Also Agreed:**

That the description, which referred to the Serco contract within the Draft Annual Governance Statement should be expanded within future reports in order to capture the full scope and range of service provided by them.

## **9. Budget Monitoring Report Final Outturn 2013 / 2014**

The Executive Director of Resources introduced the Budget Monitoring Report Final Outturn 2013 / 2014 to Members.

The following key points highlighted included:

- There had been pressures around balancing the budget for Children's Centres, yet the Council had managed to reach their financial limit; and
- There was a report on the performance of prudential indicators, which should be noted.

The Executive Director of Resources responded to comments and questions raised by Members. In summary responses included:

- There had been no major issues highlighted by Cabinet at their recent meeting; and
- There had been no reason behind the lateness in release of the unexpected grant from government.

**The Committee:**

**APPROVED:**

1. The reserves position for the Council, and noted:
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.

**10. Draft Statement of Accounts 2013 / 2014**

The Executive Director of Resources introduced the Draft Statement of Accounts 2013 - 2014 report, which outlined the authority's accounts. In addition, the Executive Director of Resources advised that the standard of accounting was very exceptional and whilst there was likely to be a few alterations within internal audit, it was still of a high quality.

The Executive Director of Resources responded to comments and questions raised by Members. In summary responses included:

- Blue Sky Peterborough was not currently trading;
- Termination benefits, over £1.6 million had been spent on redundancy costs for people leaving the organisation, most of which was on efficiency drive and reducing head count. The money saved was roughly £3 million per year;
- There were a number of pension schemes across the organisation. The Local Government Pension scheme was managed by a pool of funds, which was required to meet the liabilities. The funding was currently in a deficit position;
- The mortality assumptions went against widely held beliefs about life expectancy in Peterborough;
- External debts were on fixed interest rates and advisors alerted the authority to opportunities to offset the authority's debts; and
- The suggestion in the report that there were 15 officers earning over £100,000 was not correct as the figure included all redundancy payments. In addition, one third of the payments were from schools.

**The Committee:**

1. Reviewed and commented on the Statement of Accounts prior to the Chief Finance Officer's certification by the 30 June 2014.

**The Committee Further Agreed:**

For the Head of Strategic Finance to report the reason for the movement in the income from Commercial Properties from £1,790k in 2012/13 to £1,127k in 2013/14, an overall movement of £663k.

## **11. Feedback Report**

The Head of Strategic Finance introduced the report, which provided feedback on items considered or questions raised at previous meetings of Audit Committee. It also provide 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:**

Agreed that all responses to actions would be included as an appendix to the Feedback Report agenda item in future.

## **12. Work Programme**

The Governance Officer introduced the report, which was a standard timetable of items that would be presented to Committee throughout the year 2014 / 2015. Members were also invited to request agenda items or specific training needs.

Comments and responses to questions were as follows:

- The code of conduct item was due to be presented to Audit Committee which would fall within the governance report's part of the timetable, however this would be investigated further; and
- Reports detailing Serco's service contract performance would be received by the Sustainable Growth and Environment Capital Committee.

### **The Committee:**

#### **AGREED:**

1. For a report to be presented to Audit Committee detailing the outcome of the Code of Conduct working group;
2. For the Governance Team to consider the most appropriate route to deliver training to Audit Committee Members on the Council's Commissioning function; and
3. Hold a meeting between Lead Officers and the Chairman of Audit Committee in order to discuss the processes behind audits, with the intention of producing a report to Audit Committee on the fundamentals.

7.00pm – 8.54pm

Chairman



<b>AUDIT COMMITTEE</b>	AGENDA ITEM NO. 5
<b>22 SEPTEMBER 2014</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Councillor Seaton Cabinet Member for Resources	
Contact Officer(s):	Kevin Dawson, Head of Resilience	Tel. 453464

**RISK MANAGEMENT AND BUSINESS CONTINUITY**

R E C O M M E N D A T I O N S	
<b>FROM :</b> Kevin Dawson, Group Manager – Construction & Resilience	<b>Deadline date :</b> N/A
<p>Audit Committee is recommended to:</p> <ol style="list-style-type: none"> <li>1. Consider and note the content of this report.</li> </ol>	

**1. ORIGIN OF REPORT**

- 1.1 This report is submitted to the Audit Committee as a routine planned report on risk management and business continuity.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of this report is to provide an update on Risk Management and Business Continuity under its terms of reference 2.2.13 and to monitor the effective development and operation of risk management and corporate governance of the Council

**3. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	N/A
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**4. RISK MANAGEMENT REVIEW**

- 4.1 The Strategic Risk Register has been reviewed by Corporate Management Team (CMT) on 24 June 2014 and a further review is due 30 September 2014.
- 4.2 Work has now commenced on assessing and challenging current Departmental Risk Registers to ensure potential risks are identified and adequately managed. This has been carried out through meetings of the Risk Group which last met on 12 September 2014 Revised Departmental Risk Registers have now been received from Communities, Governance and Growth and Regeneration. Meetings also continue to be held with the all departments with a view of obtaining updated registers.
- 4.3 The Corporate Business Continuity Policy previously considered by this committee on 5 November 2013 has been reviewed and revised in line with revised international standards and approved by CMT on 24 June 2014.

4.4 The Corporate Business Continuity Plan is currently under revision to reflect the content of the newly issued Business Impact Assessment (BIA) and Service Business Continuity plan templates. A public version of the plan will shortly be placed on the PCC Intranet and website.

4.5 The new BIA and Business Continuity templates have recently been reviewed by British Standards Institute who have confirmed both documents are fit for purpose and only require minor revision.

4.6 Key on going issues for 2014/15:

- Completion of a review of current risk management procedures by the Council's Internal Audit team;
- Quarterly review of Strategic (corporate) risk register by CMT;
- Coordination of Strategic and Departmental risk registers;
- Continuation of review and revision of \Service BC Plans;
- Regular risk "conversations" within and between services at all levels;
- Updates on Insite, web and E-Learning; and
- Strategic issues e.g. introducing and embedding RM/BCM into procurement processes, induction briefings and business plans.

## **5 ANTICIPATED OUTCOMES**

5.1 Audit Committee note and comment on the contents of this report.

## **6 REASONS FOR RECOMMENDATIONS**

6.1 Risk management is a key component of the Council's Corporate Governance Framework which will take time to review and embed effectively.

## **7 ALTERNATIVE OPTIONS CONSIDERED**

7.1 None.

## **8 IMPLICATIONS**

8.1 The identification of risks and the proper management of those risks will ensure that:

- The Council's environmental policies and ambitions can be met; the Council is able to mitigate against potential financial losses, litigation claims and reputational damage; the Council is able to effectively deliver the strategic priorities.

## **9 BACKGROUND DOCUMENTS**

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

9.1 Peterborough City Council Risk Management and Business Continuity Policies 2013/14

## **10 APPENDICES**

- Appendix A – Risk Management Policy
- Appendix B – Strategic Risk Register



## **PETERBOROUGH CITY COUNCIL**

### **RISK MANAGEMENT POLICY**

**Purpose:**

**To provide clear evidence of the effective operation of a Risk Management Policy and the organisation's role in implementing the process.**

## RISK MANAGEMENT POLICY

### Document Control

<b>Title:</b>	Peterborough City Council Risk Management Policy			
<b>Synopsis:</b>	This document outlines the effective operation of a Risk Management Policy and the organisation's implementation of the process.			
<b>Status:</b>	Final v3.5			
<b>Date:</b>	May 2014			
<b>Document Owner(s):</b>	Corporate Management Team (CMT)			
<b>Author(s):</b>	Kevin Dawson			
<b>Change Control:</b>	<b>Version ID</b>	<b>Date of Issue</b>	<b>Change Description</b>	<b>Author</b>
	0.1	Oct 2012		Kevin Dawson
	0.2	19 Oct 2012	Consultation with Internal Audit	Kevin Dawson
	0.3	5 Nov 2012	Consultation with Audit Committee	Kevin Dawson
	0.4	10 June 2013	Revisions following discussions with C Exec & Operations director	Kevin Dawson
	0.5	20 May 2014	Revisions following Zurich review	Kevin Dawson

<b>Version ID</b>	<b>Date of Submission</b>	<b>Submitted to</b>	<b>Approval and Sign Off</b>
1.0	13 November 2012	CMT	Not signed off and further discussions to be held with Chief Executive
2.0	11 June 2013	CMT for approval	09 July 2013 Kevin Dawson
3.0	20 May 2014	CMT for approval	27 May 2014 CMT members

## RISK MANAGEMENT POLICY

This document sets out the risk management policy for Peterborough City Council.

### Risk Management Vision

Peterborough City Council is committed to effective risk management arrangements as a means of supporting the achievement of the Council's strategic objectives.

The risk management vision is to consolidate and improve our risk management arrangements to bring the following benefits:

- Better **communication** vertically about key issues, early and often, and horizontally, learning lessons and reducing duplication of effort
- **Consensus** about the main risks in different parts of the organisation
- **Confidence** that the key risks are recognised and are being managed, both by the Council and its partners.
- **Clarity** and focus: directing resources to risks that matter away from risks that don't, and fewer surprises.
- **Taking more risks and exploiting opportunities**, because they are understood and managed.

### Risk Management Principles

The Council's approach to risk management is built on the following principles:

- The political leadership and senior management of the Council are **committed** to effective risk management
- Risk management operates within a culture of **transparency** and **openness**; we encourage risks to be raised and escalated as appropriate
- Risk management arrangements are **dynamic**, flexible and responsive to developments
- The process of risk management is simply a means to ensure appropriate action to take opportunities and mitigate risks
- The risk management process must be consistent, clear and straightforward and result in timely information that helps informed decision making
- Risk management is **integrated** with other key business processes such as planning, decision making, performance management and programme management
- Risk management has links to many other management disciplines and we encourage sharing of information and joint working as necessary
- The risk management approach is also beneficial in managing any risks associated with the delivery of opportunities.

## RISK MANAGEMENT POLICY

### Risk Management Framework

The Council's Risk Management Framework is described below and shown in the diagram in **Appendix A** (Risk Management flowchart). The Process sets out the overall arrangements for the operation of risk management at Peterborough; it therefore encapsulates the risk strategy of the organisation. An action plan will be put in place to ensure that this strategy is delivered, and this will be monitored by Audit Committee.

The Council is working towards greater synergy between Risk Management and Planning and Performance Management arrangements to reduce the negative impact of activities that are deemed too risky.

The internal audit team provides assurance on the adequacy of Risk Management arrangements to the Audit and Accounts Committee, as shown in Appendix C (attachment required).

The table below sets out the framework and the expectations of its key elements:

<b>Organisational Risk Management Arrangements</b>	
<i>Element</i>	<i>Peterborough's expectation</i>
Cabinet	<ul style="list-style-type: none"> <li>• Considers risk in its planning decisions;</li> <li>• Sets the overall risk appetite for the organisation;</li> <li>• Monitors the performance of management in mitigating strategic risks;</li> <li>• Makes decisions with due regard to risk considerations.</li> </ul>
Lead Member for Risk Management	<ul style="list-style-type: none"> <li>• Champions the operation of effective risk management operations at Council.</li> </ul>
Scrutiny	<ul style="list-style-type: none"> <li>• Holds Members and Officers to account for effectiveness of risk management in decision making and achievement of objectives</li> </ul>
Corporate Management Team (CMT)	<ul style="list-style-type: none"> <li>• Owns and leads the corporate risk management process;</li> <li>• Reviews and challenges the Corporate Risk Register on a quarterly basis;</li> <li>• Receives urgent risk reports as necessary</li> <li>• Individually, arranges for quarterly review of Directorate level risk registers.</li> </ul>
Lead Officer for Risk Management	<ul style="list-style-type: none"> <li>• Acts as a champion for risk management within the organisation</li> </ul>
Members of Corporate Management Team	<ul style="list-style-type: none"> <li>• Review and challenge their respective risk registers on a quarterly basis and more often if appropriate.</li> </ul>
Risk Owners	<ul style="list-style-type: none"> <li>• Accountable for determining and implementing the action required to manage risks and opportunities;</li> <li>• Review and report on effectiveness of actions on a quarterly basis.</li> </ul>

## RISK MANAGEMENT POLICY

<b>Organisational Risk Management Arrangements</b>	
<b>Element</b>	<b>Peterborough's expectation</b>
Project and Programme Sponsors, Procurement leads. (Business Transformation)	<ul style="list-style-type: none"> <li>• Ensure risk registers are used to record and manage risk at programme and project level;</li> <li>• Ensure risks are escalated into the corporate risk management process as necessary</li> </ul>
Managers/Heads of Service	<ul style="list-style-type: none"> <li>• Are alert to risks arising from business as usual and manage and escalate these as necessary.</li> </ul>

<b>Risk Management support, guidance, challenge, policy and strategy, co-ordination</b>	
<b>Element</b>	<b>Peterborough's expectation</b>
Resilience Service	<ul style="list-style-type: none"> <li>• Implements the overall risk management strategy and approach, in consultation with key stakeholders;</li> <li>• Works to increase awareness of the importance of risk management;</li> <li>• Supports the risk escalation and reporting process, in particular the Corporate Risk Register;</li> <li>• Maintains an oversight of risk issues across the organisation, reviewing, challenging and identifying trends and advising CMT accordingly.</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>• Oversees the implementation of the organisation's risk management strategy;</li> <li>• Acts as a communication and challenge mechanism for risk issues across the organisation, reviewing, challenging and identifying trends and advising Executive / Corporate Directorate Management Teams accordingly;</li> <li>• Review and challenge Service and Corporate Directorate risk registers on a rotational basis.</li> </ul>
Risk Group	<ul style="list-style-type: none"> <li>• Co-ordinate and implement the Service / Corporate Directorate risk management strategy in line with the overall organisational approach;</li> <li>• Work to increase awareness of the importance of risk management across their area;</li> <li>• Support the risk escalation and reporting process, in particular, maintain and update the Service and Corporate Directorate Risk Registers;</li> <li>• Monitor and report on any necessary action to implement risk control measures.</li> <li>• Challenge and support managers to ensure the effectiveness of the risk management process in their area.</li> </ul>

## RISK MANAGEMENT POLICY

Assurance, oversight, policy & strategy approval	
<i>Element</i>	<i>Peterborough's expectation</i>
Audit Committee	<ul style="list-style-type: none"><li>• Oversee the risk management arrangements in place within the organisation</li><li>• Monitor the effectiveness of risk management processes and culture;</li><li>• Holds managers to account for risk mitigation work;</li></ul>
Internal Audit	<ul style="list-style-type: none"><li>• Uses intelligence on risk to inform the audit planning approach;</li><li>• Gives assurance on the effective management of risk to senior managers, the Audit and Accounts Committee and other bodies as necessary.</li><li>• Examination of corporate risk registers as part of the planning during the audit process</li></ul>



# RISK MANAGEMENT POLICY

## The Risk Management Process

### *Risk identification, assessment and recording*

At whichever level it is operated, the standard risk management process involves four key stages:

- Identify key risks: use the standard risk register template to record these; use the risk category prompts/service plans to assist the identification of risk;
- Analyse the risk to assess the likelihood of it occurring and the impact should it occur using the standard corporate impact and likelihood criteria (if appropriate these can be modified in discussion with the Business Transformation Team); use the standard risk register to record this;
- Take action to control the risk; contingency plan for risk exposure/occurrence; record details in the standard risk register template.
- Review and report upon progress on a quarterly basis.

**Risks can be identified, assessed and included on the appropriate risk register at any time in the year.**

### *Risk registers*

The Council adopts a consistent approach to risk registers:

- They are owned and maintained at the following levels:
  - At CMT and Executive Directorate level (each Corporate Managerial Team member therefore having a risk register)
  - For projects and programmes, in line with guidance provided by the Business Transformation Team
  - For significant value contracts above European Union thresholds
  - For any other area identified as necessary as approved by Cabinet, for example, for a financial recovery plan.
- They are held on a universal spreadsheet template (**Appendix C**) using the corporate risk scoring approach.

### *Escalation of risks*

Where it is considered that a risk cannot be effectively mitigated by a risk owner it will be important to escalate this up the risk hierarchy as shown in **Appendix B** (Risk Management Process).

## RISK MANAGEMENT POLICY

### ***Risk appetite***

The risk appetite is the level of likelihood/impact, whether it is stated financially or otherwise, above which it is judged that a risk requires direct and urgent management action. To determine the risk appetite consider:

- capacity to manage the risk should it occur;
- potential impacts upon service delivery and financial resources;
- capacity to take action to reduce / remove the risk;
- the effect that managing one risk may have on another.

The corporate risk appetite applies to Corporate Management Team level risks and to Strategic Risks and is applied at all times. The corporate risk appetite is set by CMT.

### ***Risk review and reporting***

Departmental Risk Registers will be reviewed by individual DMT's on a quarterly basis and more often if appropriate. After this review the Risk Group will meet to share updates on the development of risks and of mitigating action. Based on this discussion the Lead Officer will prepare an update report for CMT which will then be used to inform the quarterly review of the Corporate Risk Register. The report will cover:

- Progress of risk management action plans
- Risks managed down to acceptable levels
- Significant emerging risks, their severity/likelihood score and what action is to be taken.
- Project risks impacting on both Strategic and Departmental Risk Registers

The Corporate Risk Register will be updated as necessary by CMT and departmental risk register holders will be advised accordingly.

## RISK MANAGEMENT POLICY

### Areas for Review and Development

Role of Risk Group	<ul style="list-style-type: none"><li>• Ensure that the team acts successfully to challenge and support risk management and to identify key issues for escalation</li></ul>
Risk Reporting	<ul style="list-style-type: none"><li>• Assessing the opportunities for reviewing Service Plans/VERTO project management system for risk reporting</li></ul>
Standardisation and consistency	<ul style="list-style-type: none"><li>• Ensuring the quality of risk registers included quality of risk description</li></ul>
Ensuring action to mitigate risks	<ul style="list-style-type: none"><li>• Review the management action arrangements</li></ul>
Embedding risk management into key business processes	<ul style="list-style-type: none"><li>• Ensuring risks are considered as part of integrated planning and performance reporting</li><li>• Ensuring risks relating to decisions are clearly presented</li></ul>
Promote the updated approach	<ul style="list-style-type: none"><li>• Approval by CMT; visits to DMTs; support and advice</li></ul>
Role of Members	<ul style="list-style-type: none"><li>• Offering training aimed at ensuring members understand the risk management process and expectations upon officers</li></ul>

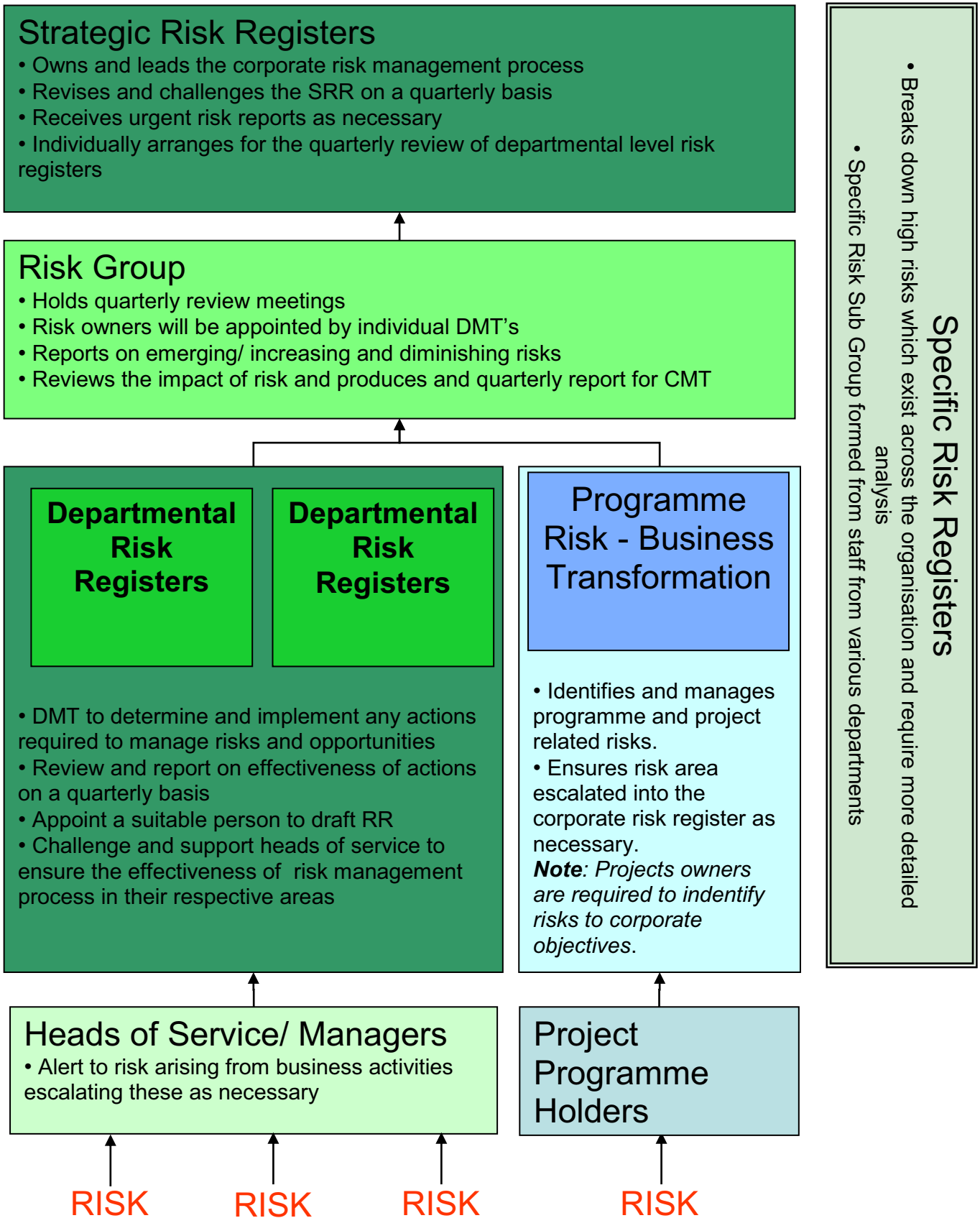
### Appendices

Appendix A - Risk Management Framework

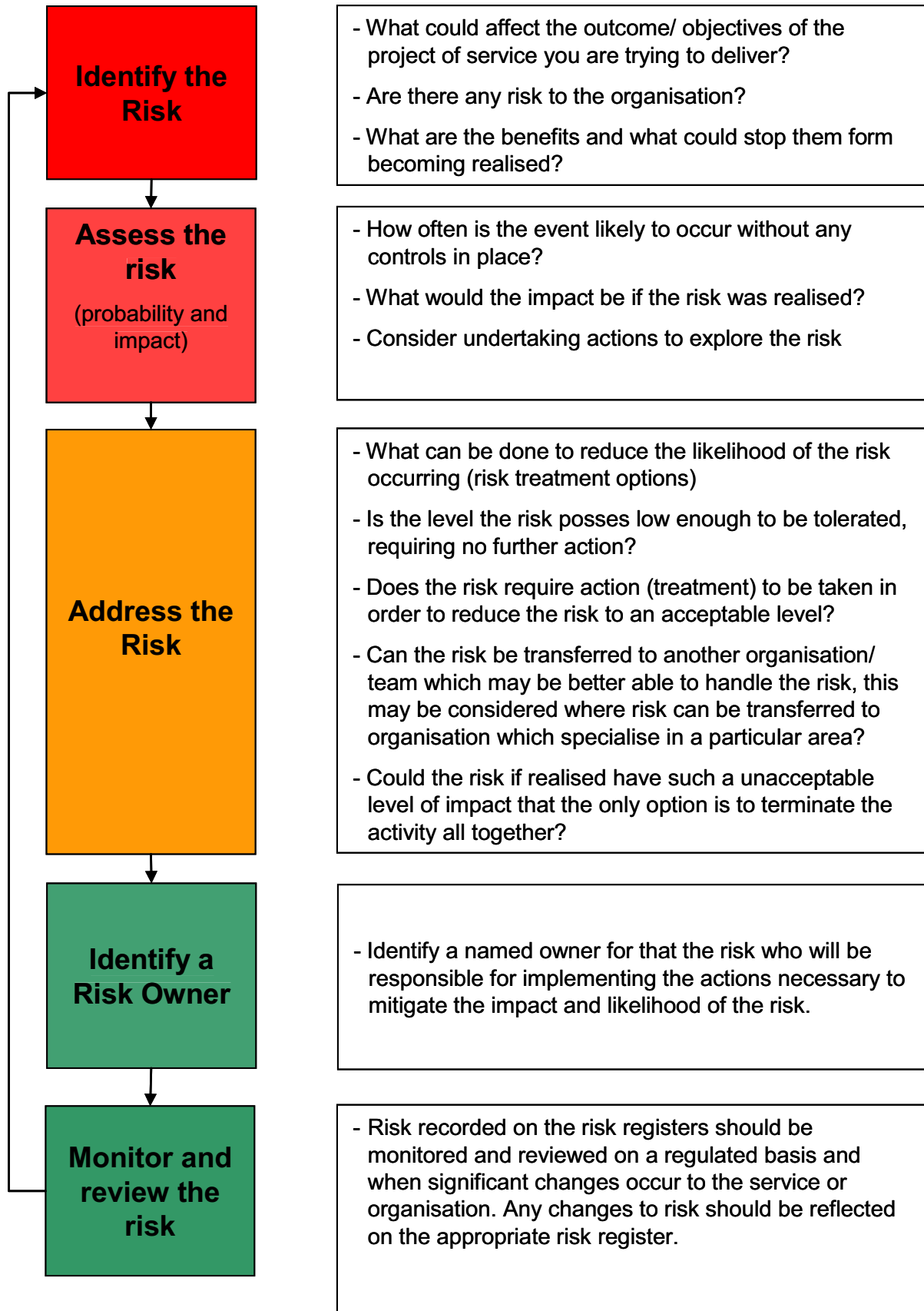
Appendix B - Risk Management Process

Appendix C - Example Risk Register and Risk Matrix

Appendix A: Risk Management Framework



## Appendix B: Risk Management Process



## RISK MANAGEMENT POLICY

### Appendix C: Example Risk Register and Risk Matrix

Ref	Risk	Description	Consequences	Priority	L	I	Current Score	Previous/Initial Score	Direction	Reasons for change	Current Controls	Actions	Who	When	Review Date	Remarks
	<i>name of risk</i>	<i>brief description of risk event</i>	<i>threats &amp; opportunities arising</i>	A Educ B Cult C Safg D Com E Env F Grow	Likelihood 1 (L) - 5 (H)	Impact 1 (L) - 5 (H)		<i>if new risk, score on assumption no controls are in place</i>		<i>change in impact, likelihood, objective etc (ALT return to use bullet points etc)</i>	<i>to measure success of controls. What is already in place to mitigate risk. (ALT return to use bullet points etc)</i>	<i>further actions required to mitigate risk or maximise opportunity. (ALT Return to use bullet points etc)</i>	<i>officer(s) responsible</i>	<i>target date</i>	<i>all registers reviewed at least 3 months unless specified</i>	<i>any other comments etc</i>
	Winter gritting	Insufficient budget available based on last year's experience	Reputational damage; increased potential for traffic incidents; increased claims against council etc		5	4	20	0	◀▶		Capacity bid put forward Sept 2010 to increase budget to cover estimated number of runs	Review gritting programme each week throughout winter period. Provide information to finance in relation to likely overspend				

EXAMPLE

#### 22 Risk Matrix

	5	5	10	15	20	25
Likelihood	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Impact

- Review 12 months
- Review 6 months
- Review 3 months

#### Risk Categories

- Strategic:** Risks affecting medium-long term goals. Project risks, governance etc
- Operational:** Events affecting service provision. Staff shortage, physical damage, ICT etc
- Financial:** Events with a financial/budgetary impact
- Compliance:** Risks threatening compliance with standards, laws and regulations etc
- Reputation:** Affecting public perception about the organisation, staff morale, stakeholder interest etc.
- Environmental:** Events with an environmental impact.

## RISK MANAGEMENT POLICY

### Likelihood and Impact Descriptors

<b>1: Negligible</b>		<b>Little likelihood of risk occurring except in exceptional circumstances</b>
	Service Interruption	None noticeable
	Objectives/Projects	Insignificant slippage
	Financial	up to £10k
	Compliance	Minor non-compliance
	Reputational	Internal PCC only
	Environmental	No noticeable impact
<b>2: Low</b>		<b>Unlikely to occur in next 10 years</b>
	Service Interruption	Minor disruption
	Objectives/Projects	Minor slippage
	Financial	£10k-£25k
	Compliance	Low-level non-compliance
	Reputational	Local media - short term coverage
	Environmental	Minor impact
<b>3: Moderate</b>		<b>Reasonable chance of occurring in next 5 years</b>
	Service Interruption	Some operations compromised
	Objectives/Projects	Reduction in scope or quality
	Financial	£25k-£100k
	Compliance	Non-compliance with core standards
	Reputational	Local media - long term coverage
	Environmental	Short term, medium impact
<b>4: Significant</b>		<b>Likely to occur more than once in next 12 months</b>
	Service Interruption	All or most operations compromised
	Objectives/Projects	Failure to meet secondary objectives
	Financial	£100k-£500k
	Compliance	Major non-compliance
	Reputational	Extensive local, short-term national coverage
	Environmental	Significant impact - possible long-term effects
<b>5: Very High</b>		<b>More likely to occur than not at least once in next 12 months</b>
	Service Interruption	sustained or permanent loss of core service
	Objectives/Projects	failure to meet primary objectives
	Financial	£500k +
	Compliance	serious breach of compliance - potential prosecution
	Reputational	Long-term national coverage
	Environmental	Long-term impact

## **RISK MANAGEMENT POLICY**

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Ref	Risk	Description	Consequences	Priority	L	I	Current Score	Previous Initial Score	Direction	Reasons for change	Current Controls	Actions	Who	When	Review Date	Remarks
				A Educ B Cult C Safg D Com E Env F Grow	Likelihood 1 (L) - 5 (H)	Impact 1 (L) - 5 (H)		if new risk, score on assumption no controls are in place		change in impact, likelihood, objective etc (ALT return to use bullet points etc)	to measure success of controls. What is already in place to mitigate risk. (ALT return to use bullet points etc)	further actions required to mitigate risk or maximise opportunity. (ALT Return to use bullet points etc)	officer(s) responsible	target date	all registers reviewed at least 6 months unless red status specified, 3 months monthly review then required.	any other comments etc
1	Failure to plan for/realise implications of Growth Agenda	The city has an ambitious growth agenda and growth supports the Council's income through business rate growth and New Homes Bonus. However, there is also a significant cost to growth through the need to upgrade and provide new infrastructure. Funding for infrastructure is increasingly channelled through the Local Enterprise Partnership. There is a need to maintain a focus and capacity to deliver growth.	Inability to fulfil statutory obligations eg provision of roads and schools. Budget implications.	E F	2	4	8	12	▼	Currently unable to accurately predict future levels of business rate income.	Robust viability discussions with developers. Focused Section 106 team and programme to implement CIL in 2015. 5 year residential land supply.	Development of system to forecast future levels of business rates. Co-ordinated approach between the Council and Opportunity Peterborough to influence LEP investment decisions. Establishment of a Joint Venture company to deliver growth projects. Long term capital investment plan for new infrastructure.	SM		Jun-14	
2	Impact of social demographic change	Insufficient capacity to support increased demand on specialist services as a result of ageing population, increased birth rate, migration and disability. Services include foster carers, adoption placements, special school places	Significant additional financial costs to support need within the independent sector typically in and around the city.	A B C D	4	4	16	16	◀▶	Updated demographic information suggests ongoing pressure especially with September 14 reception intake. Need version of School Organisation plan has identified focus areas and actions taken	1) Updated School Organisation plan has focussed where capital resources need to be targeted. 2) Sufficient resources identified in MTFP to support known requirements in the next 3 years if forecasts remain accurate	Delivery of workstreams within early intervention and prevention strategy. SEN strategy	DASS/DCS	Ongoing	Jun-14	Review in line with allocation rounds of March, Primary mid April)
3	School Places	Failure to provide our legal requirement for every child of statutory school age to access a place and within a 'reasonable' distance from their home (less than 2 miles for 4 to 8 year olds and up to 3 miles for 9 to 16 year olds) Impact of further inward migration as EU borders open up increasing demand.	1) Significant additional costs incurred in terms of transport, 2) impact on schools in terms of attendance, less engagement from parents and increased churn of pupils when places become available nearer to home - all having a significant impact on outcomes. 3) Potential legal action from parents for failure to meet legal requirements	A	4	4	16	12	▲				Jon Lewis	Ongoing	Jun-15	
4	Corporate manslaughter/ health and safety incident	Failure of the health and safety system to prevent a death or serious injury (that could have been preventable).	Impact on the organisation and individuals concerned, potential for financial loss, litigation etc.	C	2	4	8	8	◀▶		Robust arrangements and training in place including regular internal auditing of policies and procedures.	1) Regular review of H7S Policy. 2) Focused auditing by dedicated team. 3) Training of senior management on H&S duties and responsibilities to be introduced. There is a full review taking place of all externalised contracts ensuring the appropriate contractual obligations are in place for each provider and that where our own properties are occupied the appropriate testing and monitoring schedules are in place.	CMT	Ongoing	Jun-14	

Ref	Risk	Description	Consequences	Priority	L	I	Current Score	Previous Score	Direction	Reasons for change	Current Controls	Actions	Who	When	Review Date	Remarks
5	Crime and ASB Reduction /Cohesion	Increase in several crime types and ASB as a result of broader social changes, financial pressures etc.	Increased costs across the public sector; increased fear of crime; reduced confidence in public sector.	D	2	4	8	12	▼		Restructure of Neighbourhood Services to combine PCC and Police community safety teams; continual development of the Safer Peterborough Partnership; development of new projects and programmes to help reduce crime; development of Top 100 families project; launch of Integrated Offender Management approach.	Launch full IOM model; launch new combined SPP team; continue to enhance partnership structures	Adrian Chapman	Apr-14	Aug-14	
6	Safeguarding	Failure of safeguarding functions to prevent a child or vulnerable adult's being placed at significant risk of harm.	Significant risk to council both in terms of potential intervention from the government and media attention.	C	3	5	15	15	◀▶		1) New systems and processes ensuring effective front door 2) Effective recruitment campaign in place for SW 3) Accountability to EIB, CMT & Scrutiny 4) Performance management and Quality Assurance function strengthened 5) New Joint Commissioning board 6) Workforce Development training programme 7) Revised policy covering children's and adults safeguarding is in place. Robust multi-agency procedures in place for both Peterborough Local Safeguarding Children's Board and Peterborough Safeguarding Adults Board, with supporting guidelines and protocols being developed.	1) Sustain current improvement journey and adhere to EIB improvement plan 2) Recruit team managers and development of succession planning 3) Developing work around key areas of weakness e.g. domestic violence, sexual exploitation, reflect supervision Adults: 1) Revised procedures developed 2) Strengthened board arrangements 3) Consultant practitioners in frontline teams	SW/TR	Ongoing	Jun-14	
7	Information governance	The council's management of information data on a day to day basis	Lack of controls could subject the council to significant risk from litigation, financial penalties and loss of reputation.	B C D	3	4	12	16	▼	New risk	1) Strategic Governance Board oversees and monitors the correct handling of information data 2) Dedicated team set up to oversee correct handling of information data. 3) Cross PCC data protection group set up to monitor and introduce measures to aid compliance 4) Cross PCC Information Risk Group set up	1) New policies introduced re-information governance, Data Protection, FOI and handling emails. 2) Mandatory training and awareness sessions held for all staff 3) Corporate Induction raises awareness to all new staff. 4) Comprehensive work plan being driven by dedicated group. 4) Information governance risk registers being finalised with individual departments	KS	Ongoing and quarterly review by CMT (data security). Oversight by SGB.	Jun-14	

Ref	Risk	Description	Consequences	Priority	L	I	Current Score	Previous Score	Direction	Reasons for change	Current Controls	Actions	Who	When	Review Date	Remarks
8	Financial Position	The Council has plans to deliver £17m of savings in 2013-14. Risk that some items may not be deliverable, or that additional budget pressures emerge (e.g. due to risks 1 and 3 above, or prolonged economic downturn). Also the changes to council tax benefit place risk of increased cost with the council Over the medium term, the MTFSS outlines deficits in future years that will need to be tackled. The next Spending Round is expected in the first half of 2014	Council cannot overspend, so savings will have to be found elsewhere in the councils budget	A B C D E F	4	5	20	12	▲		Plans for implementation of savings proposals developed during development of medium term financial strategy. RAG status of plans will be monitored by CMT. Budget position will be monitored through monthly budgetary control process in year. Financial papers published and in public domain prior to approval to enable full consultation	See current controls.	JH	Ongoing monthly monitoring MTFSS refresh to follow Autumn cycle as per constitution, but consider earlier plans depending on Spending Round	Jun-14	
9	NHS funding and organisation	Risk of loss of focus on health needs of Peterborough by a Cambridgeshire & Peterborough-wide CCG. Risk to hospital services in the light of continuing financial crisis facing City Hospital and PSFHT. Reliance on NHS/CCG to agree transfer of social care funds.	Lack of appropriate investment in key services and consequential pressures on both adult and children social care budgets. Deteriorating standards of health care with impact on overall health and well being of community. Additional pressures on stretched social care budgets	A C D	3	5	15	10	▲		Close monitoring of situation and regular engagement with PSFHT senior management. Close partnership working with LCG	Engagement with CCG and local management and emphasis on joint working through Health & Well Being Board	JB	Ongoing	Jun-14	
10	Strategic Partnerships (Arney, Serco, Skanska, Opportunity Peterborough and Vivacity) fail to deliver as per expectations, prejudicing the Authority's ability to secure the desired outcomes on behalf of citizens	The Council has vested delivery of a number of key services in Strategic Partners: there are reputational and financial risks to PCC if delivery is not at either the price or to the quality envisaged at the time of the contracts being entered into.	PCC needs to establish and secure firm governance arrangements (see separate entry) but these need to be integrated within a tighter framework - developed and managed by Strategic Client Services and the Director of Growth and Regeneration - that allows for on-going debate about delivery and priorities, rather than being seen as a stand-alone activity. Failure to take a whole-systems approach to the management of the Strategic Partnerships will increase the risk of underperformance and financial and reputational costs to the Council.	D B C	2	3	6	6	◀▶	New risk	There are strategic partnership boards in place for Arney, Skanska and Serco (and boards for Opportunity Peterborough and Vivacity), but more of an infrastructural level to set priorities and review performance - these will be introduced as part of a new approach to business planning with Strategic Partners. We have a mandate to establish a new governance regime for Vivacity but have yet to put this in place.	1) Day-to-day relationships and issues are managed between Strategic Client Services (SCS) & the Director of Growth and Regeneration and the 5 Partners; 2) Operational, delivery and financial issues are currently managed on a largely ad hoc basis but will be picked up from April 2013 onwards in a new set of 'performance management group' stock-takes; details of membership and terms of reference together with invitations for first meetings to be done in the first quarter of 13/14 by SCS. 3) Strategic oversight is provided by the existing Strategic Partnership Boards for Arney, Opportunity Peterborough, Skanska and Serco; a related high-level meeting with Vivacity has been agreed in principle by the Chief Executive and Deputy Leader - the action is with SCS to establish.	RFuller/JH/SM	Ongoing	Jun-14	

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<b>AUDIT COMMITTEE</b>	<b>AGENDA ITEM No. 6</b>
<b>22 SEPTEMBER 2014</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Resources portfolio holder, Cllr Seaton	
Contact Officer(s):	John Harrison, Executive Director Resources	☎ 452520
	Steven Pilsworth, Head of Strategic Finance	☎ 384564

**2013/14 REPORT TO THOSE CHARGED WITH GOVERNANCE AND STATEMENT OF ACCOUNTS**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM :</b> John Harrison, Executive Director Resources	<b>Deadline date :</b> 22 September 2014
The Audit Committee is asked to:-	
<ol style="list-style-type: none"> <li>1. Receive and approve the "Report to those charged with governance (ISA260) 2013/14 Audit" from PricewaterhouseCoopers (PwC), the Council's external auditors.</li> <li>2. Receive and approve the audited Statement of Accounts 2013/14.</li> </ol>	

**1. ORIGIN OF REPORT**

- 1.1. This report is submitted to Audit Committee following the external audit on the Statement of Accounts 2013/14 by PricewaterhouseCoopers (PwC). This report is required to be considered by the Audit Committee on behalf of the Council on 22 September 2014.
- 1.2. This is in accordance with the Committees Terms of Reference – 2.2.18 to review the annual statement of accounts and 2.2.19 to consider the external audit report to those charged with governance on issues arising from the audit of accounts.
- 1.3. This report follows on from the consideration of the Council's unaudited Statement of Accounts by this Committee on 30 June 2014.
- 1.4. This report is submitted by the Council's Section 151 Officer, the Executive Director Resources, as part of his statutory duties.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of this report is for the Audit Committee to:
  - Receive and note the "Report to those charged with governance (ISA260) 2013/14 Audit" from PwC on behalf of the Council.
  - To receive and approve the audited Statement of Accounts.

**3. TIMESCALE**

Is this a Major Policy Item / Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	N/A
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#### 4. 2013/14 REPORT TO THOSE CHARGED WITH GOVERNANCE

- 4.1. The External auditors have a statutory requirement to report to members under the Audit Commission's Code of Audit Practice and International Standard of Auditing (UK and Ireland) (ISA(UK&I) 260 – "Communication of audit matters with those charged with governance". The report is known as the ISA260.
- 4.2. The ISA260 report for 2013/14 from PricewaterhouseCoopers (PwC), our External Auditors is attached at Appendix 1.
- 4.3. With the implementation of International Reporting Standards (IFRS) during 2010/11 the audit approach taken by the auditors has been amended and requires the auditors to undertake additional audit procedures on areas of the accounts where the Council uses experts in order to derive estimated values. For the Council the significant areas of the accounts this affects are asset valuations, such as property, land and investments, and with pension fund accounting treatment.
- 4.4. There are a number of sections within the ISA260 report as follows:

**a) Executive summary** – describes the purpose of the report and gives a summary of the Audit.

**b) Audit approach** – notes three significant risks that are common in all audits undertaken, fraud and management override of controls, recognition of income and expenditure and financial resilience. PwC found no matters to report to the Audit Committee for the first two risks and for the third, financial resilience, informs the Audit Committee that it has found no matters that would cause them to modify their Use of Resources conclusion.

**c) Significant audit and accounting matters** – this section forms the main content of the report, and consists of a number of subsections, a number of these are summarised below:

- Accounts – PwC have been able to complete the majority of the audit with five items outstanding at the time the report is written. Three of those items relate to areas of work the audit team are required to complete, these are review of the adjustments to the Statement of Accounts, review of the Whole Government Accounts Schedules and completion of the Use of Resources conclusion. One item relates to two approvals required at this meeting and the last item is completed after Audit Committee. These items are outstanding due to the timing of writing the report rather than from delays caused through a lack of information from Council officers.
- Accounting Issues – These were outlined in the Audit Plan and were areas which PwC deemed to be at elevated risk. These risks were determined by risk assessments on national issues as well as items based on PwC's understanding of the Council. Four areas are highlighted (considered in greater detail in 4.5) :
  - Accounting for property plant and equipment
  - Estimation of the pension liability for the Local Government Pension Scheme
  - Council tax benefit reform
  - Accounting for the Local Authority Mortgage Scheme (LAMS)
- Misstatements and significant audit adjustments – There were no misstatements to report other than the trivial item below and no significant adjustments apart from the prior period adjustment detailed in section 4.5.

Trivial misstatements - as part of the revenue testing PwC identified an invoice raised in error of £4k within Communities Department and ISA guidance requires the extrapolation of this error across the total income of the Council. Given that income is raised across the Council by each Department and the underlying information used to generate the invoices raised is different in each Department, management do not consider this a reasonable assumption. Within the testing undertaken by PwC no further errors were detected, but ISA guidance has required the statistical extrapolation method to be used to quantify a potential level of error of £380k.

- Related parties – details of what is evaluated and the new requirement this year that the S151 Officer represents the list of related parties disclosed in the financial statements is complete and accurate.
- Economy, efficiency and effectiveness – the report notes that an unqualified value for money conclusion is anticipated to be issued.
- d) Internal Controls** – there were four significant internal control deficiencies found during the audit, three of which relate to the accounting for property, plant and equipment and the fourth relates to access to data files and super user access to applications. Further details of these are given in section 4.6. Minor control issues will be reported to management and this report along with agreed action plans will be presented to the Audit Committee.
- e) Risk of Fraud** – PwC are seeking members’ confirmation that there have been no changes to their view of fraud risk and no additional matters have arisen that should be brought to their attention.
- f) Fees update** – fees will vary from those proposed in the Audit Plan due to additional testing required during the audit and work undertaken in consideration of questions raised by local electors.
- g) Appendix** – a copy of the letter of representation for the Councils S151 officer to sign (Appendix 2 to this report).

4.5. The following table provides further detail on the Accounting Issues raised in the PwC report, and associated comments from the Council:

PwC Report	Management Comment
<p>1. Accounting for property plant and equipment.</p> <p>a. Assets under construction (AUC)</p> <p>It has been identified that extensions to two schools included within the AUC balance as at 31 March 2013, were actually completed during 2012/13 and should have been transferred into land &amp; buildings. Both schools, including their extensions, were revalued at 31 March 2013 by the Authority’s external valuer. As such the extension was incorrectly included within AUC as well as land &amp; buildings.</p> <p>b. Valuation of Property</p> <p>The Authority has utilised the expertise of an external valuation expert to value the Authority’s Property, Plant and Equipment and investment properties.</p> <p>Our valuation experts have reviewed the assumptions and methodologies used by the Authority’s external valuation expert. We draw your attention to one matter in relation to these assumptions - the external valuer has used an approach of apportioning land values as a percentage of building costs in their valuation. However, PwC valuers would adopt an approach that derived the land values by using a land value per acre based on market comparables.</p> <p>This matter regarding the assumptions has</p>	<p>a. Assets under construction</p> <p>This error occurred in 2012/13 and during 2013/14 the error relating to one of the schools, £9.3m of the total £11.1m error, was detected by the Corporate Finance team and corrected in the 2013/14 accounts. As part of the audit PwC tested the correction and determined that the correction for the two schools should be made as a prior period adjustment rather than corrected in year.</p> <p>With the increasing size of the Schools’ capital programme it had become apparent during 2013/14 that extra resource was needed to support links to support the corporate functions of Adults, Childrens, and Communities directorates and oversee the schools capital programme. An additional post was created and a new experienced capital accountant was recruited to this position in August 2014. With the establishment of this new role procedures will be implemented to ensure that any valuation instructions are only issued by the service capital accountants or the Corporate Capital team.</p> <p>b. Valuation of Property</p> <p>The Code requires the Council’s S151 Officer to ensure that adequate valuations are provided to support the Council’s financial statements in relation to PPE and investment properties.</p> <p>To comply with this the Council, through the</p>

PwC Report	Management Comment
<p>been reviewed and considered by Management who are comfortable that the assumptions and methodology adopted by the external valuer do not materially misstate the financial statements.</p> <p>c. Review of assets in use</p> <p>At each year end the Authority requires each service to confirm that all assets held by that service are still in use. As part of our audit procedures, we seek to place reliance on this control and we physically verify a sample of assets to confirm their existence. This year further emphasis was placed on the process by the Corporate finance team. This resulted in a “cleansing” of the fixed asset register of assets which were no longer in use by the services. In turn this led to entries in the PP&amp;E note within the financial statements to remove such assets which largely had net nil book values</p> <p>We have undertaken procedures to assess the appropriateness of these entries and to also physically verify assets notified as still in use by the services. This testing identified some assets within Children’s Services which had been stated as disposed of within the return made by the service to the Corporate team, however the assets were still in use. These items are clearly trivial for adjustment.</p> <p>In addition, we identified some items which had been capitalised by the Authority but were no longer the Authority’s property. For example, bicycles which had been donated to families as part of a support scheme and were no longer owned by the Authority. Such items should have been treated as revenue expenditure funded from capital under statute (REFCUS). These items are clearly trivial for adjustment.</p>	<p>use of its partners Serco, commission external valuers to value the Council’s properties on a rolling four year programme.</p> <p>The Council uses the valuers Wilks Head and Eve (WHE), who are a national and professionally qualified Royal Institution of Chartered Surveyors (RICS) firm.</p> <p>PwC obtain valuation advice from their internal valuers on the suitability of the valuation approaches used by WHE.</p> <p>Management is pleased to note that PwC are not minded to challenge the valuations recorded in the accounts, however while they recognise these are professional differences of opinion as to valuation methodologies they will be formally raising the matter with WHE.</p> <p>c. Review of Assets in use.</p> <p>In 2012/13 a new Fixed Asset Database, Technology Forge (TF), was implemented which holds details of the Council’s Asset Portfolio, previously the data was held on large and complex spreadsheets. Following the successful implementation in 2012/13, during 2013/14 an exercise was carried out by the Corporate Team to ensure that all assets contained in the database were correct and could be verified. This additional control implemented by the Corporate Capital team led to a complete review of assets by each service and the elimination of assets no longer owned by the Council but still held on the balance sheet. These assets had largely been fully depreciated but not written out of the asset register.</p> <p>As in point a above, with the increasing size of the Schools’ capital programme it had become apparent during 2013/14 that extra resource was needed to support links to support the corporate functions of Adults, Childrens, and Communities directorates and oversee the schools capital programme. An additional post was created and a new experienced capital accountant was recruited to this position in August 2014. With the establishment of this new role procedures will be implemented to ensure data submitted by services to the Corporate Team is sufficiently detailed and robust.</p>
<p>2. Estimation of the pension liability</p> <p>We undertook audit work on the data supplied to the actuary on which to base their calculations. We noted that within the submission made by Local Government Shared Services (LGSS) on behalf of the</p>	<p>The Council uses figures, provided by the Cambridgeshire County Council (CCC) Pension Fund appointed actuary, to derive the accounting entries use in the Council’s statement of accounts.</p> <p>Due to the timing involved with producing the</p>



PwC Report	Management Comment
<p>Authority, one month of payroll data was omitted. The data was therefore resubmitted to the actuary and a recalculation performed on the complete pension contributions made for the year. This resulted in an increase to the closing liability of £0.7m and an increase to the closing fair value of scheme assets of £0.6m. The Authority has corrected the financial statements for the balances within the updated actuarial report</p>	<p>statement of accounts, the actuary uses a number of estimates in its production of the report that is used by the Council. This is a standard and common approach across all Councils.</p> <p>As part of the audit process PwC obtain evidence from the actuary to review the basis of the actuary calculations and it was during this review that the error was identified.</p> <p>Management will be raising the matter with LGSS who administer the CCC Pension Fund.</p>
<p>3. Council Tax benefit reform</p> <p>As a new scheme has been introduced we have performed additional audit procedures this year to:</p> <ul style="list-style-type: none"> <li>• Understand the criteria the Authority has set and the initial modelling performed to estimate the cost of the scheme;</li> <li>• Review the accuracy of budget monitoring and reporting of CTS;</li> <li>• Understand and evaluate the change processes and access to the Academy system; and</li> <li>• Review the parameters now used within the Academy system.</li> </ul> <p>We have also undertaken focused testing on a sample of transactions under the new arrangements</p> <p>Due to the localisation of schemes the Audit Commission has revised their certification instructions (as DWP involvement ceases with the new CTS schemes) and we have therefore needed to perform additional detailed testing procedures as part of the financial statements' audit to gain assurance over the accuracy, completeness, cut-off and existence of a sample of Council Tax Support claims.</p>	<p>Management are pleased to note that PwC have no issues to report regarding the additional work performed on the Academy system or on the Council Tax Support claims balance included within the financial statements.</p>
<p>4. Accounting for the Local Authority Mortgage Scheme</p> <p>The Council has treated its payment of £1m to Lloyds as capital expenditure. The justification for this treatment is regulation 25(1)(b) of the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, which defines as capital expenditure "... <i>the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure</i>".</p>	<p>This issue is the same issue raised following the 2012/13 audit. The ISA260 report from that year recommended that the Council keep its accounting arrangements under review as statute and/or the CIPFA Code may change and require adoption of a different accounting treatment.</p> <p>No such changes have occurred and therefore the Council has maintained the same the accounting treatment as used in 2012/13.</p> <p>In summary, the substance of the transaction is to facilitate a greater amount of loan to a mortgagor than would otherwise be available. It would not be within an authority's powers to</p>

PwC Report	Management Comment
<p>We consider that an alternative interpretation of statute may be appropriate as, although the lender would not have made its loan to the borrower without the Council having placed money on deposit with it, the Council may not have a relationship with the borrower making the house purchase sufficient for regulation 25(1)(c) to be effective.</p>	<p>designate the payment as an investment.</p> <p>The Councils interpretation is that the payment is a loan / financial assistance <i>towards</i> expenditure which would, if incurred by the authority, be capital expenditure. If a local authority were granting a loan for house purchase, it would be treated as capital expenditure. The Council has taken advice from its own legal advisors and received Legal Counsel's advice via Capita its Treasury Advisor as to the legal validity of this accounting treatment.</p> <p>As per the previous year, if the statute or Code of Practice changed, then the Council would revisit its approach.</p>

4.6. The following table provides further detail on the Internal Control Deficiencies raised in the PwC report, and associated comments from the Council:

PwC Report	Management Comment
<p>1. Assets under construction</p> <p>The Authority needs to ensure more rigorous monitoring of progress of AUC. We recommend closer liaison between the Corporate team who manage the fixed asset register and the service teams who should be aware of the progress of AUC within their area. A review of all AUC should be performed at year end to confirm whether they have been completed.</p>	<p>The problems arose in 2012/13 and 2013/14 within Children's services. The control weaknesses were identified by management and an additional post was created to support links to support the corporate functions of Adults, Childrens, and Communities directorates and oversee the schools capital programme. A new experienced capital accountant was recruited to this position in August 2014</p>
<p>2. Instructions to external valuers</p> <p>We recommend that the Authority's procedures regarding instructing the external valuers are reviewed and re-issued to the relevant members of staff. This will ensure that appropriate instructions are given to the external valuer by only the Corporate team. The list of valuations returned should be checked back to the instructions to ensure a complete list of valuations has been received.</p>	<p>With the establishment of the new role overseeing the Schools capital programme new procedures will be implemented to ensure that any valuation instructions are only issued to the Council's valuers by the service capital accountants or the Corporate Capital team.</p> <p>A new year end procedure will be established with the Corporate Capital team to verify that each valuation received and entered to the Asset Register is one that has been correctly requested.</p>
<p>3. Appropriate treatment of assets as REFCUS(revenue expenditure funded from capital under statute)</p> <p>The Authority should consider the nature of assets capitalised and ensure treatment as REFCUS as appropriate.</p>	<p>The implementation in 2012/13 of an Asset Register database, Technology Forge (TF) enables additional data to be held for each asset. Additional data will be requested from the service teams to ensure that the Corporate Capital team have sufficient data to evaluate each asset for capitalisation or treated as REFCUS.</p>
<p>4. Access to datafiles and super user access to applications</p>	<p>The Financial System Services team currently have the ability to carry out system wide set up changes to the look, feel and configuration of</p>

<b>PwC Report</b>	<b>Management Comment</b>
<p>Access to data files should be restricted to non operational personnel ie segregation of duties should be maintained between data base access and application access.</p>	<p>the finance system including the tasks listed below: -</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> User access</li> <li><input type="checkbox"/> User access levels and limitations</li> <li><input type="checkbox"/> Approval hierarchies</li> <li><input type="checkbox"/> Transactional processing formats and fields</li> <li><input type="checkbox"/> System security and controls</li> <li><input type="checkbox"/> System tolerances</li> <li><input type="checkbox"/> Configuration changes</li> </ul> <p>This access is restricted to a system administration and super-user level of access so that control can be provided over these changes. Any changes are only made when the required audit trail and necessary approval is received.</p>

**5. MANAGEMENT REPRESENTATION LETTER**

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

**6. STATEMENT OF ACCOUNTS 2013/14**

- b. The production of a timely Statement of Accounts, which is free from material error, is a key test of the robustness of financial processes and underpins the financial standing of an organisation. The Council has achieved this through the presentation of the Statement of Accounts in both June and September to Audit Committee, and also through the completion of a successful external audit process.
- c. The draft Statement of Accounts was considered by Audit Committee on 30 June 2014 and has subsequently been the subject of external audit by PwC.
- d. Following the external audit two amendments have been made to the draft Statement of Accounts (presented to Committee in June) with regards to estimation of the pension liability and the assets under construction prior period adjustment, see 4.5 for details.
- e. The audited Statement of Accounts for 2013/14 is attached at Appendix 3 for formal approval by the Audit Committee.

**7. CONSULTATION**

A clearance meeting was held 21 August 2014 where PwC outlined their key findings to the Head of Strategic Finance, as part of his role as the Council’s deputy S151 Officer. The PwC report was discussed with the Council’s finance team during the period 3 to 11 September 2014.

**8. ANTICIPATED OUTCOMES**

As set out in the report.

**9. REASONS FOR RECOMMENDATIONS**

Paragraph 2.2.18 of the Constitution requires the Audit Committee to “review the annual statement of accounts, specifically, to consider whether appropriate accounting policies

have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.”

**10. ALTERNATIVE OPTIONS CONSIDERED**

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

**11. IMPLICATIONS**

There are no legal or financial implications of this report.

**12. BACKGROUND DOCUMENTS**

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

- Council Constitution

**13. APPENDICES**

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

# Peterborough City Council

*Report to those charged with governance*

Report to the Audit Committee of the authority on the audit for the year ended 31 March 2014 (ISA (UK&I)) 260)

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Government and Public Sector

September 2014



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

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

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*An audit of the Statement of Accounts is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not ordinarily identify all such matters. We have issued a number of reports during the audit year, detailing the findings from our work and making recommendations for improvement, where appropriate.*

## **Executive summary**

### **Background**

This report tells you about the significant findings from our audit. We presented our plan to you in March 2014; we have reviewed the plan and concluded that it remains appropriate for the audit of the financial statements. However, in relation to our Use of Resources Conclusion, specifically the arrangements in place at the Authority for securing financial resilience, we have reconsidered our risk assessment. The gap in the Authority's Medium Term Financial Strategy, that is, the level of unidentified savings is material, most notably in 2015/16. On that basis, we have included a new significant risk in our audit plan in relation to identification of the required savings, and have performed appropriate procedures to address this new significant risk; further detail is set out on page 13.

### **Audit Summary**

- We have completed the majority of our audit work and expect to be able to issue an unqualified audit opinion on the Statement of Accounts on 24 September.
- The key outstanding matters, where our work has commenced but is not yet finalised, as at 12 September are:
  - review of journal entries and audit adjustments made to the Statement of Accounts;
  - completion of our quality review procedures in relation to our Use of Resources conclusion;
  - completion of our review of the Whole of Government Accounts schedules;
  - approval of the Statement of Accounts and letters of representation; and
  - completion procedures including subsequent events review.
- There are four key judgments which require the Audit Committee's attention – further details are set out on pages 6 to 10.

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

We look forward to discussing our report with you on 22 September. Attending the meeting from PwC will be Julian Rickett and Jacqui Dudley.

We thank the officers of the Authority for their co-operation and assistance during the course of our work.

# Audit approach

Our audit approach was set in our audit plan which we presented to you in March 2014.

We have summarised below the significant risks we identified in our audit plan, the audit approach we took to address each risk and the outcome of our work.

Risk	Categorisation	Audit approach	Results of work performed
<p><b>Fraud and Management Override of Controls</b></p> <p><i>ISA (UK&amp;I) 240 requires that we plan our audit work to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes consideration of the risk that management may override controls in order to manipulate the financial statements.</i></p>	Significant	<p>We have performed procedures to:</p> <ul style="list-style-type: none"> <li>• test the appropriateness of journal entries;</li> <li>• review accounting estimates for biases and evaluate whether circumstances producing any bias, represent a risk of material misstatement due to fraud;</li> <li>• evaluate the business rationale underlying significant transactions; and</li> <li>• introduce an element of 'unpredictability' into the audit which varies year to year.</li> </ul>	We found no significant matters to report to you in this context.
<p><b>Recognition of Income and Expenditure</b></p> <p><i>Under ISA (UK&amp;I) 240 there is a (rebuttable) presumption that there are risks of fraud in revenue recognition. We extend this presumption to the recognition of expenditure in local government.</i></p>	Significant	<p>We have performed procedures to:</p> <ul style="list-style-type: none"> <li>• obtain an understanding of revenue and expenditure controls;</li> <li>• evaluate and test the accounting policy for income and expenditure recognition to ensure that it was consistent with the requirements of the Code of Practice on Local Authority Accounting; and</li> <li>• test revenue and expenditure transactions, focussing on the areas we considered to be of greatest risk.</li> </ul>	We found no significant matters to report to you in this context.



Risk	Categorisation	Audit approach	Results of work performed
<p><b>Financial Resilience</b>  <i>Savings requirements as a result of increasing demand for services as well as a decrease in budget allocations from central government mean that the council has to find new and innovative ways to balance its budget through a number of measures including efficiencies, reductions in service provision, increased charging, alternative service delivery models and more.</i></p> <p><i>There is an increased risk that the Council finds it increasingly challenging to secure economy, efficiency and effectiveness in its use of resources and demonstrate that it is a financially resilient council.</i></p>	<p>Significant</p>	<p>We will review your savings plan.</p> <p>We will consider how you manage the plan, and will investigate the reasons behind any significant variations from the plan.</p> <p>We will specifically consider:</p> <ul style="list-style-type: none"> <li>• your record in delivering savings;</li> <li>• the governance structure in place to deliver the targets (including extent of Member involvement);</li> <li>• the level and extent of accountability;</li> <li>• project management arrangements;</li> <li>• monitoring and reporting; and</li> <li>• progress on delivering the plan.</li> </ul> <p>We will consider the accounting implications of your savings plans and we will consider the impact of the efficiency challenge on the recognition of both income and expenditure.</p>	<p>We have obtained and reviewed the Medium Term Financial Strategy, including the assumptions utilised in identifying any funding gaps arising.</p> <p>The recurring funding gap identified each year of the MTFs as presented to Cabinet on 5 March 2014 is as follows:</p> <ul style="list-style-type: none"> <li>- 2014/15: nil</li> <li>- 2015/16: £17.6m</li> <li>- 2016/17: £4.6m</li> <li>- 2017/18: £1.4m</li> <li>- 2018/19: £2.5m</li> </ul> <p>The total savings required over the first five years of the MTFs are therefore £26.1m.</p> <p>Since March 2014, other financial pressures have emerged. As a result the forecast deficit for 2015/16 has increased to £22.0m. Officers are working with Cabinet and the cross party Budget Working Group to develop proposals to deliver a balanced budget.</p> <p>We have considered and discussed the emerging savings options with officers, in order to understand the current plans to address the funding gap. We note that the plans are at various stages of development.</p> <p>We have considered the Council's historic record in delivering savings; the monitoring and reporting arrangements in the place and the governance structure in place.</p> <p>In undertaking this work, we did not identify any matters, in relation to the arrangements in place at the Council to secure financial resilience that would cause us to modify our Use of Resources conclusion. Clearly, however, the ongoing achievement of savings, together with the impact of future financial settlements should remain a key focus for the Council.</p>

### *Intelligent scoping*

In our audit plan presented to you in March 2014, we reported our planned overall materiality which we used in planning the overall audit strategy, based upon total expenditure for 2012/13. Our materiality varied because we updated it for actual total expenditure for 2013/14; however our testing strategy remained unchanged.

Our revised materiality levels are as follows:

	£
Overall materiality	£10,225,520
Clearly trivial reporting de minimis	£350,000

Overall materiality has been set at 2% of actual expenditure for the year ended 31 March 2014.

ISA (UK&I) 450 (revised) requires that we record all misstatements identified except those which are “clearly trivial” i.e. those which we do expect not to have a material effect on the financial statements even if accumulated. We agreed the de minimis threshold with the Audit Committee at its meeting in March 2014.

# Significant audit and accounting matters

Auditing Standards require us to tell you about relevant matters relating to the audit of the Statement of Accounts sufficiently promptly to enable you to take appropriate action.

## Accounts

We have completed our audit, subject to the following outstanding matters as at 10 September 2014:

- review of journal entries and audit adjustments made to the Statement of Accounts;
- completion of our quality review procedures in relation to our Use of Resources conclusion;
- completion of our review of the Whole of Government Accounts schedules;
- approval of the Statement of Accounts and letters of representation; and
- completion procedures including subsequent events review.

Subject to the satisfactory resolution of these matters, the finalisation of the Statement of Accounts and their approval of them we expect to issue an unqualified audit opinion.

As part of our work on the Statement of Accounts we have also examined the Whole of Government Accounts schedules submitted to the Department for Communities and Local Government and anticipate issuing an opinion stating in our view they are consistent with the Statement of Accounts. This work remains ongoing at the time of writing and we will provide a verbal update at the meeting on 22 September 2014.

## Accounting issues

There are four matters that we wish to draw to your attention:

1. Accounting for property plant and equipment;
2. Estimation of the pension liability for the Local Government Pension Scheme;
3. Council tax benefit reform; and
4. Accounting for the Local Authority Mortgage Scheme.

As set out in our audit plan presented to you in March 2014, we identified elevated risks regarding the accounting for property, plant and equipment and in relation to the council tax benefit reform. As such, we report the results of our work in these two areas below.

In addition, we highlighted that the accounting for the Local Authority Mortgage Scheme (LAMS) can be based on different interpretations of statute and we also include an update in this regard.

This section also sets out our findings regarding the estimation of the pension liability for the Local Government Pension Scheme. This is a significant estimate within the financial statements, and there has been a change in accounting policy due to a revision of the accounting standard IAS 19.

## 1. Accounting for property, plant and equipment

### a. Assets under construction

In accordance with IAS 16, the Authority accounts for assets under construction (AUC) at historical cost. When the asset is brought into use, it is revalued at fair value and transferred into the appropriate class within property, plant and equipment (PP&E). It has been identified that extensions to two schools included within the AUC balance as at 31 March 2013, were actually completed during 2012/13 and should have been transferred into land & buildings. Both schools, including their extensions, were revalued at 31 March 2013 by the Authority's external valuer. As such the extension was incorrectly included within AUC as well as land & buildings. The PP&E balance was therefore overstated at 31 March 2013 by £11.1m. Whilst the overall net book value of PP&E is £523.8m, this is over the overall materiality level we have set and therefore a prior period adjustment has been required to correct the 2012/13 balances. The Authority has corrected the financial statements for these balances, reducing the PP&E balance as at 31 March 2013 by £11.1m, with a corresponding entry to unusable capital reserves.

The two assets identified were both schools and we understand the issue has arisen due to delays in receiving the completion certificates for each school extension within Children's Services. Only when the Corporate finance team receive the completion certificate, would they transfer the asset out of AUC and into the relevant class of PP&E at fair value. We deem this to be a significant control deficiency and as such have included this within the Internal Control section of this report on page 15.

We have undertaken additional testing of AUC to determine whether any further assets included within the balance have been completed in year but not transferred out. Our work has not identified any such assets.

### b. Valuations of property

The Authority has a large and complex property, plant and equipment (PP&E) portfolio and, in common with other authorities, each year a number of significant judgements are required in order to generate the figures in the financial statements.

The draft accounts include total PP&E with a net book value of £523.8m, largely made up of land and buildings (net book value of £317.1m) and infrastructure assets (net book value of £124.4m). The Authority has utilised the expertise of an external valuation expert to value the Authority's PP&E and investment properties.

Our valuation experts have reviewed the assumptions and methodologies used by the Authority's external valuation expert. We draw your attention to one matter in relation to these assumptions - the external valuer has used an approach of apportioning land values as a percentage of building costs in their valuation. However, PwC valuers would adopt an approach that derived the land values by using a land value per acre based on market comparables.

This matter regarding the assumptions has been reviewed and considered by Management who are comfortable that the assumptions and methodology adopted by the external valuer do not materially misstate the financial statements.

Management have also carried out an impairment review during the year, for assets that were not re-valued in 2013/14 and are comfortable that the values of these land and buildings assets are not materially misstated in the financial statements.

*We have considered the approach adopted by the external valuer and the Authority and, in the context of the truth and fairness of the accounts as a whole, are not minded to challenge the valuations recorded in the accounts.*

### *c. Review of assets in use*

At each year end the Authority requires each service to confirm that all assets held by that service are still in use. As part of our audit procedures, we seek to place reliance on this control and we physically verify a sample of assets to confirm their existence. This year further emphasis was placed on the process by the Corporate finance team, as a result of the implementation of the Technology Forge fixed asset system, due to all the information now being held in one place. This resulted in a “cleansing” of the fixed asset register of assets which were no longer in use by the services. In turn this led to entries in the PP&E note within the financial statements to remove such assets which largely had net nil book values - disposals within the cost of vehicles, plant and equipment included in Note 18 to the accounts total £24.6m. However set against this is depreciation of £23.9m, therefore only £0.7m of net book value has been disposed of in the year.

We have undertaken procedures to assess the appropriateness of these entries and to also physically verify assets notified as still in use by the services. This testing identified some assets within Children’s Services which had been stated as disposed of within the return made by the service to the Corporate team, however the assets were still in use. These items are clearly trivial for adjustment.

In addition, we identified some items which had been capitalised by the Authority but were no longer the Authority’s property. For example, bicycles which had been donated to families as part of a support scheme and were no longer owned by the Authority. Such items should have been treated as revenue expenditure funded from capital under statute (REFCUS). These items are clearly trivial for adjustment.

*We have included these issues within our Internal Controls section of this report on page 15, as although the amounts involved are clearly trivial for adjustment, we believe they represent control weaknesses within the accounting for capital.*

Peterborough City Council

### *2. Estimation of the pension liability*

The most significant estimate in the Statement of Accounts is in the valuation of net pension liabilities for employees in the Cambridgeshire County Council Pension Fund, of which Peterborough City Council is an admitted body. The 2013 triennial valuation has been finalised and the effect on the accounts is to increase the net pension liability by £8.0m, from £216.3m at 31 March 2013 to £224.3m at 31 March 2014.

We reviewed the reasonableness of the assumptions underlying the pension liability, and have no matters to draw your attention to in this regard.

We undertook audit work on the data supplied to the actuary on which to base their calculations. We noted that within the submission made by LGSS on behalf of the Authority, one month of payroll data was omitted. The data was therefore resubmitted to the actuary and a recalculation performed on the complete pension contributions made for the year. This resulted in an increase to the closing liability of £0.7m and an increase to the closing fair value of scheme assets of £0.6m. The Authority has corrected the financial statements for the balances within the updated actuarial report.

#### *Changes to IAS 19: Employee Benefits*

From 2013/14 there have been changes to the accounting for defined benefit schemes and termination benefits. These changes have been reflected in the Authority’s financial statements and we have no issues to note in this regard.

### *3. Council tax benefit reform*

From 1 April 2013/14, Council Tax Benefit (CTB) was replaced by local authorities’ own council tax support and reduction schemes. Prior to the CTB reforms, national rules were set by the Government and therefore standard calculations and system parameters would have applied to the assessment and processing of all claims. Following the abolition of CTB, the Authority has introduced a Council Tax

Support (CTS) scheme having set their own rules (subject to a number of restrictions imposed by the Government). Changes have therefore been made to claimants' entitlement and processes for assessment, and then to the underlying calculations and parameters within the Academy system (which the Authority uses to process claims). Previously such system amendments have been part of a national system upgrade, but this year have been undertaken by the Authority reflecting their local rules. This has also involved increased manual processes to apply these parameters and updates from Academy.

We included this as an elevated risk within our Audit Plan, as there is a risk that the new scheme rules have not been appropriately implemented within the Authority's controls for assessing entitlement, or have not been effectively applied within Academy, which would impact the accuracy of the CTS calculation.

As a new scheme has been introduced we have performed additional audit procedures this year to:

- Understand the criteria the Authority has set and the initial modelling performed to estimate the cost of the scheme;
- Review the accuracy of budget monitoring and reporting of CTS;
- Understand and evaluate the change processes and access to the Academy system; and
- Review the parameters now used within the Academy system.

We have also undertaken focused testing on a sample of transactions under the new arrangements. Council Tax Benefit was previously subsidised by the Department for Work and Pensions (DWP) and we undertook certification work on behalf of the Audit Commission as part of the Housing and Council Tax Benefit Return (BEN01). This work was also leveraged to support our work on the audit opinion. However, due to the localisation of schemes the Audit Commission has revised its certification instructions

(as DWP involvement ceases with the new CTS schemes) and we have therefore needed to perform additional detailed testing procedures as part of the financial statements' audit to gain assurance over the accuracy, completeness, cut-off and existence of a sample of Council Tax Support claims.

*We have no issues to report regarding our additional work performed on the Academy system or on the Council Tax Support claims balance included within the financial statements.*

#### *4. Accounting for the Local Authority Mortgage Scheme*

The Authority has set up the Local Authority Mortgage Scheme ("LAMS") with Lloyds TSB ("the lender"). In the LAMS, first time buyers ("the borrower") put down five per cent of the property price as a deposit to the lender, with the Authority providing a cash backed indemnity of up to 20 per cent as additional security. The Authority then earns interest on this amount. As at 31 March 2014, the Authority had paid £2m to Lloyds TSB.

The Authority has treated its payment of £2m to Lloyds as capital expenditure. The justification for this treatment is regulation 25(1)(b) of the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003, which defines as capital expenditure "... the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the Authority, be capital expenditure".

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

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

However, we recognise that this issue rests on the interpretation of statute, and that others may be of the view that as the amount advanced to the lender by the Authority is reflected in a larger advance to the borrower than would otherwise have been permitted by the lender's rules, there is arguably a flow of cash between the Authority and the borrower that is sufficient to constitute the giving of a loan by the Authority to the lender for use by the borrower in acquiring a property.

The Council has received legal counsel's opinion on the accounting treatment, through its Treasury Management Advisors. We note that the Authority has also obtained advice from the Monitoring Officer for entering into the scheme and has not relied solely on any assurances given to it by its Treasury Management Advisors in respect of its consideration of the appropriate accounting treatment.

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

## *Misstatements and significant audit adjustments*

We have to tell you about all uncorrected misstatements we found during the audit, other than those which are trivial. See Appendix 1.

We also bring to your attention any misstatements or adjustments which have been corrected by management but which we consider you should be aware of in fulfilling your governance responsibilities. There were no misstatements to report, and no significant adjustments other than the prior period adjustment, in relation to assets under construction, already described above to bring to your attention.

## *Significant accounting principles and policies*

Significant accounting principles and policies are disclosed in the notes to the Statement of Accounts. We will ask management to represent to us that the selection of, or changes in, significant accounting policies and practices that have, or could have, a material effect on the Statement of Accounts have been considered.

## *Management representations*

The final draft of the representation letter that we ask management to sign is attached in Appendix 1.

In addition to the standard representations we have, as in 2012/13, requested specific representations on:

- Local Authority Mortgage Scheme; and
- Use of valuation experts.

### *Judgments and accounting estimates*

The Authority is required to prepare its financial statements in accordance with the CIPFA Code. Nevertheless, there are still many areas where management need to apply judgement to the recognition and measurement of items in the financial statements.

We have reviewed the Authority's accounting policies and estimates, and significant matters arising which we wish to draw to the attention of the Audit Committee are described in detail above.

### *Related parties*

In forming an opinion on the financial statements, we are required to evaluate:

- whether identified related party relationships and transactions have been appropriately accounted for and disclosed; and
- whether the effects of the related party relationships and transactions cause the financial statements to be misleading.

We did not identify any matters during the course of our work.

We have performed additional procedures including review of declarations of interests, internet searches for Directorships and review of expenditure listings as part of our work to consider the completeness of material related party disclosures.

Included in the letter of representation, is a representation that the list of related parties disclosed in the financial statements is complete and accurate.

### *Audit independence*

We are required to follow both the International Standard on Auditing (UK and Ireland) 260 (Revised) "Communication with those charged with governance", UK Ethical Standard 1 (Revised) "Integrity, objectivity and independence" and UK Ethical Standard 5 (Revised) "Non-audit services provided to audited entities" issued by the UK Auditing Practices Board.

Together these require that we tell you at least annually about all relationships between PricewaterhouseCoopers LLP in the UK and other PricewaterhouseCoopers' firms and associated entities ("PwC") and the Authority that, in our professional judgement, may reasonably be thought to bear on our independence and objectivity.

#### *Relationships between PwC and the Authority*

We are not aware of any relationships that, in our professional judgement, may reasonably be thought to bear on our independence and objectivity and which represent matters that have occurred during the financial year on which we are to report or up to the date of this document.

#### *Relationships and Investments*

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

#### *Employment of PricewaterhouseCoopers staff by the Authority*

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

#### *Business relationships*

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



### *Services provided to the Authority*

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

In addition to the audit of the Statement of Accounts, we have also undertaken work to form our value for money conclusion and have undertaken certification of claims and returns, as required by the Audit Commission.

### *Fees*

The analysis of our audit and non-audit fees for the year ended 31 March 2014 is included on page 18. In relation to the non-audit services provided, none included contingent fee arrangements.

### *Services to Directors and Senior Management*

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

### *Rotation*

It is the Audit Commission's policy that engagement leaders at an audited body at which a full Code audit is required to be carried out should act for an initial period of five years. The Commission's view is that generally the range of regulatory safeguards it applies within its audit regime is sufficient to reduce any threats to independence that may otherwise arise at the end of this period to an acceptable level. Therefore, to safeguard audit quality, and in accordance with APB Ethical Standard 3, it will subsequently approve engagement leaders for an additional period of up to no more than two years, provided that there are no considerations that compromise, or could be perceived to compromise, the auditor's independence or objectivity. 2013/14 represents the 7<sup>th</sup> year that Julian Rickett has acted as engagement leader.

### *Gifts and hospitality*

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

### *Conclusion*

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

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

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

### *Annual Governance Statement*

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

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

### *Economy, efficiency and effectiveness*

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

The Audit Commission guidance includes two criteria:

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

We determine a local programme of audit work based on our audit risk assessment, informed by these criteria and our statutory responsibilities.

In our Audit Plan presented to you in March 2014, we assessed that the Authority's financial resilience regarding savings plans was an elevated risk. Our approach nationally has been to reconsider the risk of financial resilience at local authorities given the financial outlook in the sector and the Audit Commission's guidance. As a result we have subsequently, reassessed this as a significant risk, due to the material budget gaps identified in the Authority's medium term financial strategy.

We have completed our work, subject to the following outstanding matters:

- completion of our quality review procedures in relation to our Use of Resources conclusion.

Subject to the satisfactory resolution of these matters we expect to issue an unqualified value for money conclusion.

As set out on page 4 above, we have obtained and reviewed the Medium Term Financial Strategy, including the assumptions utilised in identifying any funding gaps arising.

The recurring funding gap identified each year of the MTFS as presented to Cabinet on 5 March 2014 is as follows:

- 2014/15: nil
- 2015/16: £17.6m
- 2016/17: £4.6m
- 2017/18: £1.4m
- 2018/19: £2.5m

The total savings required over the first five years of the MTFS are therefore £26.1m.

Since March 2014, other financial pressures have emerged. As a result the forecast deficit for 2015/16 has increased to £22.0m. Officers are working with Cabinet and the cross party Budget Working Group to develop proposals to deliver a balanced budget.

We have considered and discussed the emerging savings options with officers, in order to understand the current plans to address the funding gap. We note that the plans are at various stages of development.

We have considered the Council's historic record in delivering savings; the monitoring and reporting arrangements in the place and the governance structure in place.

In undertaking this work, we did not identify any matters, in relation to the arrangements in place at the Council to secure financial resilience that would cause us to modify our Use of Resources conclusion. Clearly, however, the ongoing achievement of savings, together with the impact of future financial settlements should remain a key focus for the Council.

### *Targeted audit work*

As part of our work in relation to the criteria “*The organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness*”, we have reviewed the arrangements the Council has in place regarding the proposed plans for the development of ground mounted solar photovoltaic (PV) panels (solar farms) and wind turbines. The Council’s reporting process has provided an analysis of the financial implications of the solar and wind farms to both Cabinet and the Scrutiny Commission for Rural Communities (during the period from July 2012 to date), to allow Members to scrutinise and challenge financial performance, and to consider the impact of the proposed options.

Based on the work undertaken in relation to this matter, we have not identified anything that will cause us to modify our conclusion on the Council’s arrangements for its use of resources.

# Internal controls

## Accounting systems and systems of internal control

Management are responsible for developing and implementing systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. As auditors, we review these arrangements for the purposes of our audit of the Statement of Accounts and our review of the annual governance statement.

## Reporting requirements

We have to report to you any deficiencies in internal control that we found during the audit which we believe should be brought to your attention. As detailed within the accounting issues section of this report, we have identified significant deficiencies within the accounting for property, plant and equipment. These are set out in the table below. We have also identified a significant deficiency in relation to IT general controls which we have previously raised to the attention of the Audit Committee in 2011/12. The Audit Committee accepted the management response at that point in time, however as the issue has not been resolved we are re-raising for the Committee's consideration in the table below.

We will report less significant internal control issues separately to management, agree an action plan where relevant and follow up the matters as part of our audit procedures in 2014/15. This report will also be presented to the Audit Committee.

## Summary of significant internal control deficiencies

Deficiency	Recommendation	Management's response
<b>Property, plant and equipment</b> <b>a. Assets under construction</b> Extensions for two schools were treated as assets under construction (AUC) when they had been completed. This resulted in an overstatement of the PP&E balance as the extensions were included within land & buildings as well as AUC. The issue arose due to a breakdown in control, as the Corporate team did not receive the completion certificate for the works to each school and were therefore not aware that the assets should have been transferred out of AUC.	a. The Authority needs to ensure more rigorous monitoring of progress of AUC. We recommend closer liaison between the Corporate team who manage the fixed asset register and the service teams who should be aware of the progress of AUC within their area. A review of all AUC should be performed at year end to confirm whether they have been completed.	<b>Agreed/Not Agreed</b> <b>Action:</b> <b>Owner:</b> <b>Timescale:</b>
<b>b. Instructions to external valuers</b> The Corporate team instruct the external valuers and provide them with a list of assets to be revalued in the year. It has been identified that additional	b. We recommend that the Authority's procedures regarding instructing the external valuers are reviewed and re-issued to the relevant members of staff. This will ensure that appropriate	<b>Agreed/Not Agreed</b> <b>Action:</b> <b>Owner:</b>

An audit of the Statement of Accounts is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not ordinarily identify all such matters. We have issued a number of reports during the audit year, detailing the findings from our work and making recommendations for improvement, where appropriate.

<p>instructions had been sent to the valuers and additional assets were revalued that were not requested by the Corporate team. For example, the two schools for which the extensions were included in AUC were valued at 31 March 2014, however the Corporate team did not request these to be revalued. As these assets were complete it was appropriate for the revaluation to be requested however this was not communicated to the Corporate team (hence the assets still being included in AUC). In addition, one asset was identified where the Authority did not own the land, however the external valuer provided a valuation for both the land and building, and the valuation of both was included within the financial statements. The Authority has since removed the land value from the fixed asset register and the financial statements however there is a risk that this could reoccur if appropriate instructions are not given to the external valuer (ie. to only value land owned by the Authority).</p>	<p>instructions are given to the external valuer by only the Corporate team. The list of valuations returned should be checked back to the instructions to ensure a complete list of valuations has been received.</p>	<p><b>Timescale:</b></p>
<p><b>c. Appropriate treatment of assets as REFCUS (revenue expenditure funded from capital under statute)</b></p> <p>Our testing identified a number of assets which had been capitalised however were no longer owned by the Authority, for example bicycles donated to a family support scheme. These items should have been recorded as REFCUS.</p>	<p>c. The Authority should consider the nature of assets capitalised and ensure treatment as REFCUS as appropriate.</p>	<p><b>Agreed/Not Agreed</b> <b>Action:</b> <b>Owner:</b> <b>Timescale:</b></p>
<p><b>Access to datafiles and super user access to applications</b></p> <p>Three SERCO employees have access to datafiles and super user access to applications. There is a risk of unauthorised access to high level functionality within the system. Application controls may be overridden and changes made to tables without authorisation/audit trail.</p>	<p>Access to data files should be restricted to non-operational personnel ie. segregation of duties should be maintained between data base access and application access.</p>	<p><b>Agreed/Not Agreed</b> <b>Action:</b> <b>Owner:</b> <b>Timescale:</b></p>

# Risk of fraud

International Standards on Auditing (UK&I) state that we, as auditors, are responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. The respective responsibilities of auditors, management and those charged with governance are summarised below:

## Auditors' responsibility

Our objectives are:

- to identify and assess the risks of material misstatement of the financial statements due to fraud;
- to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- to respond appropriately to fraud or suspected fraud identified during the audit.

## Management's responsibility

Management's responsibilities in relation to fraud are:

- to design and implement programmes and controls to prevent, deter and detect fraud;
- to ensure that the entity's culture and environment promote ethical behaviour; and
- to perform a risk assessment that specifically includes the risk of fraud addressing incentives and pressures, opportunities, and attitudes and rationalisation.

## Responsibility of the Audit Committee

Your responsibility as part of your governance role is:

- to evaluate management's identification of fraud risk, implementation of anti-fraud measures and creation of appropriate "tone at the top"; and
- to investigate any alleged or suspected instances of fraud brought to your attention.

## Your views on fraud

In our audit plan presented to the Audit Committee in March 2014 we enquired:

- Whether you have knowledge of fraud, either actual, suspected or alleged, including those involving management?
- What fraud detection or prevention measures (e.g. whistle-blower lines) are in place in the entity?
- What role you have in relation to fraud?
- What protocols / procedures have been established between those charged with governance and management to keep you informed of instances of fraud, either actual, suspected or alleged?

In presenting this report to you we ask for your confirmation that there have been no changes to your view of fraud risk and that no additional matters have arisen that should be brought to our attention. A specific confirmation from management in relation to fraud is included in the letter of representation.

# *Fees update*

## *Fees update for 2013/14*

We reported our fee proposals in our plan. We will vary our fee due to additional testing performed in the following areas:

- Assets under construction;
- Valuations of property – assessment of land valued using depreciated replacement cost;
- Physical verification of assets/appropriate disposal of assets;
- Pensions;
- Additional revenue testing;
- Council tax support scheme, including changes to the Academy system;
- Non-domestic rates (where reliance was previously placed on the certification of the National Non Domestic Rates claim) and the appeals provision; and
- Financial resilience criteria.

In our capacity as appointed auditors, we are also required to consider questions and objections raised by local electors. We have been required to undertake additional work to consider matters brought to our attention. These matters and the additional work performed during the audit of the financial statements have been discussed with management and we will be proposing an additional fee and agreeing this with you and the Audit Commission in due course.

Our fee for certification of grants and claims is yet to be finalised for 2013/14 and will be reported to those charged with governance in February 2015 within the Certification Report to Management in relation to 2013/14 grants.

At the time of issuing our Audit Plan, we were in the process of agreeing the final fee for the certification of grants and claims for 2012/13 with the Audit Commission. This has since been agreed and the final fee was £27,807. This compares to our estimated fee for 2012/13 of £30,278, and our actual fee for 2011/12 of £36,300.

# *Appendices*



## Appendix 1: Summary of uncorrected misstatements

We found the following misstatements during the audit that have not been adjusted by management. You are requested to consider these formally and determine whether you would wish the accounts to be amended. If the misstatements are not adjusted we will need a written representation from you explaining your reasons for not making the adjustments.

Note that the error we have identified has arisen from our sampling techniques. As such we have split the presentation of this error between i) the actual individual error and ii) the judgemental extrapolation of that error based on the sampled population (shown in the second table in italics).

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
	<b>Factual</b>				
i)	Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error	4	-	-	4
	<b>Total uncorrected misstatements</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
	<b>Projected</b>				
iii)	<i>Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error</i>	<i>380</i>	<i>-</i>	<i>-</i>	<i>380</i>
	<b>Total uncorrected misstatements</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>380</b>

## ***Appendix 2: Letter of representation***

### **PricewaterhouseCoopers LLP**

2<sup>nd</sup> Floor  
3 St James court  
Whitefriars  
Norwich  
NR3 1RJ

Dear Sirs

### **Representation letter – audit of Peterborough City Council’s (the Authority) Statement of Accounts for the year ended 31 March 2014**

Your audit is conducted for the purpose of expressing an opinion as to whether the Statement of Accounts of the Authority give a true and fair view of the affairs of the Authority as at 31 March 2014 and of its deficit and cash flows for the year then ended and have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 supported by the Service Reporting Code of Practice 2013/14.

I acknowledge my responsibilities as Executive Director, Strategic Resources (Chief Financial Officer) for preparing the Statement of Accounts as set out in the Statement of Responsibilities for the Statement of Accounts. I also acknowledge my responsibility for the administration of the financial affairs of the authority and that I am responsible for making accurate representations to you.

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

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

#### ***Statement of Accounts***

- I have fulfilled my responsibilities for the preparation of the Statement of Accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 supported by the Service Reporting Code of Practice 2013/14; in particular the Statement of Accounts give a true and fair view in accordance therewith.

- All transactions have been recorded in the accounting records and are reflected in the Statement of Accounts.
- Significant assumptions used by the Authority in making accounting estimates, including those surrounding measurement at fair value, are reasonable.
- All events subsequent to the date of the Statement of Accounts for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the Statement of Accounts as a whole. A list of the uncorrected misstatements is attached to this letter.
- The restatement made to correct a material misstatement in the prior period Statement of Accounts that affects the comparative information has been appropriately accounted for and disclosed in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

#### ***Information Provided***

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

#### ***Accounting policies***

I confirm that I have reviewed the Authority's accounting policies and estimation techniques and, having regard to the possible alternative policies and techniques, the accounting policies and estimation techniques selected for use in the preparation of Statement of Accounts are appropriate to give a true and fair view for the authority's particular circumstances.

#### ***Fraud and non-compliance with laws and regulations***

I acknowledge responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

I have disclosed to you:

- the results of our assessment of the risk that the Statement of Accounts may be materially misstated as a result of fraud.
- all information in relation to fraud or suspected fraud that we are aware of and that affects the Authority and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the Statement of Accounts.
- all information in relation to allegations of fraud, or suspected fraud, affecting the Authority's Statement of Accounts communicated by employees, former employees, analysts, regulators or others.
- all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing Statement of Accounts.

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

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

### ***Related party transactions***

I confirm that the attached appendix to this letter is a complete list of the Authority's related parties. All transfer of resources, services or obligations between the Authority and these parties have been disclosed to you, regardless of whether a price is charged. We are unaware of any other related parties, or transactions between disclosed related parties.

Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Section 3.9 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

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

### ***Employee Benefits***

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

### ***Contractual arrangements/agreements***

Peterborough City Council

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

### ***Litigation and claims***

I have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the statement of accounts and such matters have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

### ***Taxation***

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

In particular:

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

### ***Bank accounts***

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

### ***Subsequent events***

There have been no circumstances or events subsequent to the period end which require adjustment of or disclosure in the statement of accounts or in the notes thereto.

### ***Assets and liabilities***

- The Authority has no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the Statement of Accounts.
- In my opinion, on realisation in the ordinary course of the business the current assets in the balance sheet are expected to produce no less than the net book amounts at which they are stated.

- The Authority has no plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value.
- The Authority has satisfactory title to all assets and there are no liens or encumbrances on the Authority's assets, except for those that are disclosed in the Statement of Accounts.
- I confirm that we have carried out impairment reviews appropriately, including an assessment of when such reviews are required, where they are not mandatory. I confirm that we have used the appropriate assumptions with those reviews.
- Details of all financial instruments, including derivatives, entered into during the year have been made available to you. Any such instruments open at the year-end have been properly valued and that valuation incorporated into the statement of accounts. When appropriate, open positions in off-balance sheet financial instruments have also been properly disclosed in the Statement of Accounts.

### ***Financial Instruments***

- All embedded derivatives have been identified and appropriately accounted for under the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.
- Where hedging relationships have been designated as either firm commitments or highly probable forecast transactions, I confirm that our plans and intentions are such that these relationships qualify as genuine hedge arrangements.
- Where fair values have been assigned to financial instruments, I confirm that the valuation techniques, the inputs to those techniques and assumptions that have been made are appropriate and reflect market conditions at the balance sheet date, and are in line with the business environment in which we operate.

### ***Retirement benefits***

- All retirement benefits that the Authority is committed to providing, including any arrangements that are statutory, contractual or implicit in the authority's actions, wherever they arise, whether funded or unfunded, approved or unapproved, have been identified and properly accounted for and/or disclosed.
- All settlements and curtailments in respect of retirement benefit schemes have been identified and properly accounted for.
- The following actuarial assumptions underlying the valuation of retirement benefit scheme liabilities are consistent with my knowledge of the business and in my view would lead to the best estimate of the future cash flows that will arise under the scheme liabilities:

Rate of inflation	2.8%
Rate of Increase in Salaries	4.6%
Rate of Increase of Pensions	2.8%
Discount Rate	4.3%
Longevity at 65 for current pensioners	
Men	22.5
Women	24.5
Longevity at 65 for future pensioners	
Men	24.4
Women	26.9

- The authority participates in the Teachers' Pension Scheme that is a defined benefit scheme. I confirm that the authority's share of the underlying assets and liabilities of this scheme cannot be identified and as a consequence the scheme has been accounted for as a defined contribution scheme.

***Using the work of experts***

I agree with the findings of Wilks, Head and Eve, experts in evaluating the valuation of property and have adequately considered the competence and capabilities of the experts in determining the amounts and disclosures used in the preparation of the Statement of Accounts and underlying accounting records. The Authority did not give or cause any instructions to be given to experts with respect to the values or amounts derived in an attempt to bias their work, and I am not otherwise aware of any matters that have had an impact on the objectivity of the experts.

***Other matters***

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

As minuted by the Audit Committee at its meeting on 22 September 2014

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

Date .....

## Representation Letter - Appendix 1 - Related parties and related party transactions

Cambridgeshire Police and Crime Panel	Residents of Ravensthorpe
Combined Fire Authority	Riverside Residents Association
Community Cohesion Partnership	South Bretton Community Association
Greater Peterborough Partnership Executive Board	South Grove Community Association
Safer Peterborough Partnership	Southfields Community Association
Local Government Association	Stanground Community Association
Local Government Association - Rural Commission	Walton Community Association
Local Government Association - Urban Commission	Werrington Community Association
East of England Regulatory Services Partnership	Werrington Neighbourhood Council
Eastern Shires Purchasing Organisation (ESPO)	Westwood and Ravensthorpe Community Association (Stafford Hall Management Committee)
Great Fen Project Steering Committee	Woodston Community Association (Belsize Centre)
Greater Cambridgeshire Greater Peterborough Local Transport Body	Barn Youth Centre
Greater Cambridgeshire Local Nature Partnership Board	Bedford Hall (Thorney Community Association)
Local Government Employers Panel	Copeland Community Centre (Copeland Community Association)
Regional Transport Forum	Atlantis Furniture
Cambridgeshire and Peterborough Road Safety Forum	Broadway Properties
Cambridgeshire and Peterborough Waste Partnership (Recap Board) - formerly Waste and Environment Forum	Bromco Property Rentals Limited
Cross Keys Homes Board	Cap Radio Production & Media Buying Services Ltd
Greater Cambridge and Greater Peterborough Local Enterprise Partnership	Cereste Consultancy
Opportunity Peterborough Audit Committee	Cereste Holdings Ltd
Opportunity Peterborough Board	Cereste Property Holdings
Pensions Committee - Cambridgeshire County Council	CJH Electrical - Electrical Contracting
Peterborough and Stamford NHS Foundation Trust	DMK Management LTD
Peterborough Museum and Art Gallery	Energy Park Investment Ltd
Standing Advisory Committee for Religious Education	Energy Park Peterborough Ltd
University Board	Eye Care Club
Vivacity - Peterborough Culture and Leisure Trust	Green Energy Park Consulting Ltd
Anglian Northern Regional Flood and Coastal Committee - Environment Agency	Green Energy Parks Ltd
Cresset - Council of Management	Haris Properties Limited
Inspire Peterborough Board	JE & VM Dalton Ltd



Nene Park Trust	M Nadeem and M Yousaf Properties
North Level Internal Drainage Board	M.J Immigration
Peterborough Association for the Blind	Mint Consulting Peterborough
Peterborough Cathedral Trust	Nadeem Constuction LTD
Peterborough Racial Equality Council	Nadeem Properties
Peterborough Workspace	NM Creations Ltd
Railworld	Opportunity Peterborough Ltd
Welland and Deeping Internal Drainage Board	Peterborough Environment City Trust
Charity consisting of cups etc of former 336 Field Battery RA (TA) Board of Trustees	Peterborough Fishing & Mailing Services Ltd
Dogsthorpe Landfill Local Liaison Committee	Peterborough Italian Social Club Ltd
Eye Quarry Local Liaison Committee	Peterborough Regional College
James Bradfield Trust (Helpston)	Peterborough Renewable Energy Ltd
Maxey Quarry Liaison Committee	Prestige Classic Cars
Pode Hole Quarry Local Liaison Committee	Prestige Transport Logistics Limited
Thornhaugh 1 Local Liaison Committee	Prime Properties Peterbrorough
Dogsthorpe Community Association	Renewable Energy Parks Ltd
East Community Association	Renewable Technology Consultants Ltd
Gladstone District	Russell Street Developments
Glinton Community Association	Saxon Antiques
Italian Community Association	Sheila Scott (Consultancy)
Longthorpe Community Association	St Josephs Day Nursery Ltd
Millfield and New England Regeneration Partnership	Train 2B Limited
Millfield Community Association	Windtech Solutions Ltd
Newborough and Borough Fen Community Association	Worldwide Travel Training
North Bretton Community Association	Yasmeen Maqbool Ehsaas Consultants
Northborough Community Association	
Pakistan Community Association	
Paston and Gunthorpe Community Association	

## Representation Letter - Appendix 2 – Summary of uncorrected misstatements

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
	<b>Factual</b>				
i)	Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error	4	-	-	4
<b>Total uncorrected misstatements</b>		<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
	<b>Projected</b>				
1ii)	Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error	380	-	-	380
<b>Total uncorrected misstatements</b>		<b>380</b>	<b>-</b>	<b>-</b>	<b>380</b>

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

This document has been prepared only for Peterborough City Council and solely for the purpose and on the terms agreed through our contract with the Audit Commission. We accept no liability (including for negligence) to anyone else in connection with this document, and it may not be provided to anyone else.

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**Town Hall  
Bridge Street  
Peterborough  
PE1 1HG**

Dear Sirs

**Representation letter – audit of Peterborough City Council’s (the Authority) Statement of Accounts for the year ended 31 March 2014**

Your audit is conducted for the purpose of expressing an opinion as to whether the Statement of Accounts of the Authority give a true and fair view of the affairs of the Authority as at 31 March 2014 and of its deficit and cash flows for the year then ended and have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 supported by the Service Reporting Code of Practice 2013/14.

I acknowledge my responsibilities as Executive Director, Strategic Resources (Chief Financial Officer) for preparing the Statement of Accounts as set out in the Statement of Responsibilities for the Statement of Accounts. I also acknowledge my responsibility for the administration of the financial affairs of the authority and that I am responsible for making accurate representations to you.

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

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

***Statement of Accounts***

- I have fulfilled my responsibilities for the preparation of the Statement of Accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 supported by the Service Reporting Code of Practice 2013/14; in particular the Statement of Accounts give a true and fair view in accordance therewith.
- All transactions have been recorded in the accounting records and are reflected in the Statement of Accounts.
- Significant assumptions used by the Authority in making accounting estimates, including those surrounding measurement at fair value, are reasonable.
- All events subsequent to the date of the Statement of Accounts for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 requires adjustment or disclosure have been adjusted or disclosed.

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the Statement of Accounts as a whole. A list of the uncorrected misstatements is attached to this letter.
- The restatement made to correct a material misstatement in the prior period Statement of Accounts that affects the comparative information has been appropriately accounted for and disclosed in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

***Information Provided***

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

***Accounting policies***

I confirm that I have reviewed the Authority's accounting policies and estimation techniques and, having regard to the possible alternative policies and techniques, the accounting policies and estimation techniques selected for use in the preparation of Statement of Accounts are appropriate to give a true and fair view for the authority's particular circumstances.

***Fraud and non-compliance with laws and regulations***

I acknowledge responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

I have disclosed to you:

- the results of our assessment of the risk that the Statement of Accounts may be materially misstated as a result of fraud.
- all information in relation to fraud or suspected fraud that we are aware of and that affects the Authority and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the Statement of Accounts.
- all information in relation to allegations of fraud, or suspected fraud, affecting the Authority's Statement of Accounts communicated by employees, former employees, analysts, regulators or others.
- all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing Statement of Accounts.

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

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

### ***Related party transactions***

I confirm that the attached appendix to this letter is a complete list of the Authority's related parties. All transfer of resources, services or obligations between the Authority and these parties have been disclosed to you, regardless of whether a price is charged. We are unaware of any other related parties, or transactions between disclosed related parties.

Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Section 3.9 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

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

### ***Employee Benefits***

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

### ***Contractual arrangements/agreements***

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

### ***Litigation and claims***

I have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the statement of accounts and such matters have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

### ***Taxation***

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

In particular:

- In connection with any tax accounting requirements, I am satisfied that our systems are capable of identifying all material tax liabilities and transactions subject to tax and have maintained all documents and records required to be kept by the relevant tax authorities in accordance with UK law or in accordance with any agreement reached with such authorities.
- I have submitted all returns and made all payments that were required to be made (within the relevant time limits) to the relevant tax authorities including any return requiring us to disclose any tax planning transactions that have been undertaken the authority's benefit or any other party's benefit.

- I am not aware of any taxation, penalties or interest that are yet to be assessed relating to either the authority or any associated company for whose taxation liabilities the authority may be responsible.

### ***Bank accounts***

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

### ***Subsequent events***

There have been no circumstances or events subsequent to the period end which require adjustment of or disclosure in the statement of accounts or in the notes thereto.

### ***Assets and liabilities***

- The Authority has no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the Statement of Accounts.
- In my opinion, on realisation in the ordinary course of the business the current assets in the balance sheet are expected to produce no less than the net book amounts at which they are stated.
- The Authority has no plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value.
- The Authority has satisfactory title to all assets and there are no liens or encumbrances on the Authority's assets, except for those that are disclosed in the Statement of Accounts.
- I confirm that we have carried out impairment reviews appropriately, including an assessment of when such reviews are required, where they are not mandatory. I confirm that we have used the appropriate assumptions with those reviews.
- Details of all financial instruments, including derivatives, entered into during the year have been made available to you. Any such instruments open at the year-end have been properly valued and that valuation incorporated into the statement of accounts. When appropriate, open positions in off-balance sheet financial instruments have also been properly disclosed in the Statement of Accounts.

### ***Financial Instruments***

- All embedded derivatives have been identified and appropriately accounted for under the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.
- Where hedging relationships have been designated as either firm commitments or highly probable forecast transactions, I confirm that our plans and intentions are such that these relationships qualify as genuine hedge arrangements.
- Where fair values have been assigned to financial instruments, I confirm that the valuation techniques, the inputs to those techniques and assumptions that have been made are appropriate and reflect market conditions at the balance sheet date, and are in line with the business environment in which we operate.



**Retirement benefits**

- All retirement benefits that the Authority is committed to providing, including any arrangements that are statutory, contractual or implicit in the authority's actions, wherever they arise, whether funded or unfunded, approved or unapproved, have been identified and properly accounted for and/or disclosed.
- All settlements and curtailments in respect of retirement benefit schemes have been identified and properly accounted for.
- The following actuarial assumptions underlying the valuation of retirement benefit scheme liabilities are consistent with my knowledge of the business and in my view would lead to the best estimate of the future cash flows that will arise under the scheme liabilities:

Rate of inflation	2.8%
Rate of Increase in Salaries	4.6%
Rate of Increase of Pensions	2.8%
Discount Rate	4.3%
Longevity at 65 for current pensioners	
Men	22.5
Women	24.5
Longevity at 65 for future pensioners	
Men	24.4
Women	26.9

- The authority participates in the Teachers' Pension Scheme that is a defined benefit scheme. I confirm that the authority's share of the underlying assets and liabilities of this scheme cannot be identified and as a consequence the scheme has been accounted for as a defined contribution scheme.

**Using the work of experts**

I agree with the findings of Wilks, Head and Eve, experts in evaluating the valuation of property and have adequately considered the competence and capabilities of the experts in determining the amounts and disclosures used in the preparation of the Statement of Accounts and underlying accounting records. The Authority did not give or cause any instructions to be given to experts with respect to the values or amounts derived in an attempt to bias their work, and I am not otherwise aware of any matters that have had an impact on the objectivity of the experts.

**Other matters**

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

As minuted by the Audit Committee at its meeting on 22 September 2014

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

Date .....

## Appendix 1 - Related parties and related party transactions

Cambridgeshire Police and Crime Panel	Residents of Ravensthorpe
Combined Fire Authority	Riverside Residents Association
Community Cohesion Partnership	South Bretton Community Association
Greater Peterborough Partnership Executive Board	South Grove Community Association
Safer Peterborough Partnership	Southfields Community Association
Local Government Association	Stanground Community Association
Local Government Association - Rural Commission	Walton Community Association
Local Government Association - Urban Commission	Werrington Community Association
East of England Regulatory Services Partnership	Werrington Neighbourhood Council
Eastern Shires Purchasing Organisation (ESPO)	Westwood and Ravensthorpe Community Association (Stafford Hall Management Committee)
Great Fen Project Steering Committee	Woodston Community Association (Belsize Centre)
Greater Cambridgeshire Greater Peterborough Local Transport Body	Barn Youth Centre
Greater Cambridgeshire Local Nature Partnership Board	Bedford Hall (Thorney Community Association)
Local Government Employers Panel	Copeland Community Centre (Copeland Community Association)
Regional Transport Forum	Atlantis Furniture
Cambridgeshire and Peterborough Road Safety Forum	Broadway Properties
Cambridgeshire and Peterborough Waste Partnership (Recap Board) - formerly Waste and Environment Forum	Bromco Property Rentals Limited
Cross Keys Homes Board	Cap Radio Production & Media Buying Services Ltd
Greater Cambridge and Greater Peterborough Local Enterprise Partnership	Cereste Consultancy
Opportunity Peterborough Audit Committee	Cereste Holdings Ltd
Opportunity Peterborough Board	Cereste Property Holdings
Pensions Committee - Cambridgeshire County Council	CJH Electrical - Electrical Contracting
Peterborough and Stamford NHS Foundation Trust	DMK Management LTD
Peterborough Museum and Art Gallery	Energy Park Investment Ltd
Standing Advisory Committee for Religious Education	Energy Park Peterborough Ltd
University Board	Eye Care Club
Vivacity - Peterborough Culture and Leisure Trust	Green Energy Park Consulting Ltd
Anglian Northern Regional Flood and Coastal Committee - Environment Agency	Green Energy Parks Ltd
Cresset - Council of Management	Haris Properties Limited
Inspire Peterborough Board	JE & VM Dalton Ltd
Nene Park Trust	M Nadeem and M Yousaf Properties
North Level Internal Drainage Board	M.J Immigration
Peterborough Association for the Blind	Mint Consulting Peterborough
Peterborough Cathedral Trust	Nadeem Constuction LTD
Peterborough Racial Equality Council	Nadeem Properties
Peterborough Workspace	NM Creations Ltd
Railworld	Opportunity Peterborough Ltd
Welland and Deeping Internal Drainage Board	Peterborough Environment City Trust
Charity consisting of cups etc of former 336 Field Battery RA (TA) Board of Trustees	Peterborough Fishing & Mailing Services Ltd
Dogsthorpe Landfill Local Liaison Committee	Peterborough Italian Social Club Ltd
Eye Quarry Local Liaison Committee	Peterborough Regional College
James Bradfield Trust (Helpston)	Peterborough Renewable Energy Ltd
Maxey Quarry Liaison Committee	Prestige Classic Cars
Pode Hole Quarry Local Liaison Committee	Prestige Transport Logistics Limited
Thornhaugh 1 Local Liaison Committee	Prime Properties Peterborough
Dogsthorpe Community Association	Renewable Energy Parks Ltd
East Community Association	Renewable Technology Consultants Ltd
Gladstone District	Russell Street Developments
Glinton Community Association	Saxon Antiques
Italian Community Association	Sheila Scott (Consultancy)
Longthorpe Community Association	St Josephs Day Nursery Ltd
Millfield and New England Regeneration Partnership	Train 2B Limited
Millfield Community Association	Windtech Solutions Ltd
Newborough and Borough Fen Community Association	Worldwide Travel Training
North Bretton Community Association	Yasmeen Maqbool Ehsaas Consultants
Northborough Community Association	
Pakistan Community Association	
Paston and Gunthorpe Community Association	

## Appendix 2 – Summary of uncorrected misstatements

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
1i)	Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error	4	-	-	4
<b>Total uncorrected misstatements</b>		<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>

No	Description of misstatement	Income statement		Balance sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
1ii)	Dr income Cr accounts receivable Being an adjustment to remove a duplicate invoice raised in error	380	-	-	380
<b>Total uncorrected misstatements</b>		<b>380</b>	<b>-</b>	<b>-</b>	<b>380</b>

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PETERBOROUGH



# 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](mailto:FinanceManagementTeam@peterborough.gov.uk)

Tel: 01733 384562

[www.peterborough.gov.uk](http://www.peterborough.gov.uk)

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# Peterborough City Council

## Statement of Accounts 2013/14

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# Explanatory Foreword

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## 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](http://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 11 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 30, 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)
<b>Total Council Expenditure</b>	<b>160,347</b>	<b>159,725</b>	<b>( 622)</b>
Transfer to Capacity Reserve			622
Contribution to General Fund Balance			-
General Fund Balance Brought Forward			6,000
<b>General Fund Balance Carried Forward</b>			<b>6,000</b>

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
<b>Total</b>	<b>260,677</b>	<b>93,507</b>	<b>90,925</b>
<b>Financed by:</b>			
External Sources	32,583	27,262	27,262
Capital Receipts	13,228	3,677	3,677
Borrowing	214,866	62,568	59,986
<b>Total</b>	<b>260,677</b>	<b>93,507</b>	<b>90,925</b>

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)
<b>199.9</b>	<b>Net Borrowing</b>	<b>247.2</b>

#### 6 Changes to Service Delivery and Future Developments

The corporate management structure of the Council was changed on 1 November 2013. 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 69 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 CO<sub>2</sub> 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 1,830 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 included these grant forecasts, and as such at that stage the Council had a deficit of £17.6m forecast for 2015/16

Since March 2014, other financial pressures have emerged, mainly due to increased numbers of looked after children needing care. As a result the forecast deficit for 2015/16 has increased to £22m. Officers are working with Cabinet and the cross party Budget Working Group 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 of £7.9m. This deficit has risen despite 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 18.

## 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 £17.0m savings to meet the gap that had arisen from further grant reductions and new pressures.

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 MTFS for 2015/16 agreed in March 2014 had a forecast forecast of £17.6m. Since March 2014, other financial pressures have emerged, mainly due to increased numbers of looked after

children needing care. As a result the forecast deficit for 2015/16 has increased to £22m. Officers are working with Cabinet and the cross party Budget Working Group to develop proposals to deliver a balanced budget.

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 (the Authority)

## Report on the financial statements

### *Our opinion*

In our opinion the financial statements, defined below:

- give a true and fair view of the state of the Authority's affairs as at 31 March 2014 and of the Authority's income and expenditure and cash flows for the year then ended; and
- have been properly prepared in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and the CIPFA Service Reporting Code of Practice 2013/14.

This opinion is to be read in the context of what we say in the remainder of this report

### *What we have audited*

The financial statements, which are prepared by Peterborough City Council, comprise:

- the Balance Sheet as at 31 March 2014;
- the Comprehensive Income and Expenditure Statement for the year then ended;
- the Movement in Reserves Statement for the year then ended;
- the Statement of Cash Flows for the year then ended;
- the Collection Fund for the year then ended; and
- the accounting policies.

The financial reporting framework that has been applied in their preparation is the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 supported by the CIPFA Service Reporting Code of Practice 2013/14.

In applying the financial reporting framework, the Responsible Financial Officer has made a number of subjective judgements, for example in respect of significant accounting estimates. In making such estimates, they have made assumptions and considered future events.

### *What an audit of financial statements involves*

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) ("ISAs (UK & Ireland)"). An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of:

- whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed;
- the reasonableness of significant accounting estimates made by the Executive Director Resources; and
- the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Statement of Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on other matter prescribed by the Code of Audit Practice**

In our opinion the information given in the explanatory foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Other matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Code of Audit Practice issued by the Audit Commission requires us to report to you if:

- in our opinion, the Annual Governance Statement does not comply with ‘Delivering Good Governance in Local Government: a Framework’ published by CIPFA/SOLACE in June 2007 (updated as at December 2012) or is misleading or inconsistent with information of which we are aware from our audit; or
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998; or
- we make any recommendations under section 11 of the Audit Commission Act 1998 that requires the Authority to consider it at a public meeting and to decide what action to take in response ; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

## **Responsibilities for the financial statements and the audit**

### ***Our responsibilities and those of the Executive Director Resources***

As explained more fully in the Statement of Responsibilities set out on page 10 the Executive Director Resources is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and the CIPFA Service Reporting Code of Practice 2013/14.

Our responsibility is to audit and express an opinion on the financial statements in accordance with Part II of the Audit Commission Act 1998, the Code of Audit Practice 2010 – Local Government Bodies issued by the Audit Commission and ISAs (UK & Ireland). Those standards require us to comply with the Auditing Practices Board’s Ethical Standards for Auditors.

This report, including the opinions, has been prepared for and only for the Authority’s members as a body in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and of Audited Bodies – Local Government, published by the Audit Commission in March 2010. We do not, in giving these opinions, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

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

### ***Conclusion***

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission on 15 October 2013, we are satisfied that, in all significant respects, Peterborough City Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2014.

### ***What a review of the arrangements for securing economy, efficiency and effectiveness in the use of resources involves***

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission on 15 October 2013, as to whether the Authority has proper arrangements for:

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

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2014.

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

### ***Our responsibilities and those of the Authority***

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for

securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

### **Certificate**

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

### **Notes:**

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Julian Rickett (Senior Statutory Auditor)  
for and on behalf of PricewaterhouseCoopers LLP  
Chartered Accountants and Statutory Auditors  
Norwich



# Statement of Responsibilities

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## 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 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:

\_\_\_\_\_

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 11 to 88 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:

\_\_\_\_\_

\_\_\_\_\_

## 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>						<b>2013/14</b>	
<i>Gross Expenditure</i>	<i>Gross Income</i>	<i>Net Expenditure</i>	<b>Comprehensive Income &amp; Expenditure Statement (CIES)</b>	<b>Notes (From Page 14)</b>	<b>Gross Expenditure</b>	<b>Gross Income</b>	<b>Net Expenditure</b>
<b>£000</b>	<b>£000</b>	<b>£000</b>			<b>£000</b>	<b>£000</b>	<b>£000</b>
1,194	(533)	661	Central Services to the Public		1,262	(569)	693
422	-	422	Court Services		419	-	419
11,379	(595)	10,784	Cultural & Related Services		11,974	(1,201)	10,773
278,932	(174,341)	104,591	Education & Children's Services	1, 6	253,761	(183,048)	70,713
20,085	(5,903)	14,182	Environmental & Regulatory Services		17,985	(5,879)	12,106
26,274	(6,809)	19,465	Highways & Transport Services		25,667	(6,940)	18,727
97,524	(90,445)	7,079	Other Housing Services		84,452	(77,390)	7,062
11,502	(6,391)	5,111	Planning Services		11,173	(4,550)	6,623
74,433	(22,094)	52,339	Adult Social Care	2, 6	63,222	(13,087)	50,135
-	-	-	Public Health		8,553	(8,511)	42
3,117	(1,201)	1,916	Corporate & Democratic Core	3, 4	3,259	(1,211)	2,048
-	(4,589)	(4,589)	Non Distributed Costs		-	(121)	(121)
<b>524,862</b>	<b>(312,901)</b>	<b>211,961</b>	<b>Cost of Services</b>	15	<b>481,727</b>	<b>(302,507)</b>	<b>179,220</b>
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	25,442	(4,342)	21,100
-	(160,816)	(160,816)	Taxation & Non-Specific Grant Income	12	6,430	(175,870)	(169,440)
<b>557,532</b>	<b>(484,825)</b>	<b>72,707</b>	<b>(Surplus) / Deficit on Provision of Services</b>	15	<b>530,396</b>	<b>(485,450)</b>	<b>44,946</b>
		1,576	(Surplus) / Deficit on Revaluation of Non-Current Assets	16,18			(11,454)
		26,203	Actuarial (Gains) / Losses on Pension Assets / Liabilities	7			(2,740)
		<u>27,779</u>	<b>Other Comprehensive Income &amp; Expenditure</b>				<b>(14,194)</b>
		<u>100,486</u>	<b>Total Comprehensive Income &amp; Expenditure</b>				<b>30,752</b>

\* The restatement has occurred due to prior period adjustments, 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 11. 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.

	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
		£000	£000	£000	£000	£000	£000	£000	£000
<b>Restated Movement in Reserves during 2012/13 and 2013/14</b>									
<i>The restatement has occurred due to prior period adjustments, please see Note 46</i>									
	16								
Balance at 1 April 2012		6,000	6,849	16,980	-	1,729	31,558	97,581	129,139
Deficit / (Surplus) on Provision of Services		(72,153)	(554)	-	-	-	(72,707)	-	(72,707)
Other Comprehensive Income & Expenditure		-	-	-	-	-	-	(27,779)	(27,779)
<b>Total Comprehensive Income &amp; Expenditure</b>		(72,153)	(554)	-	-	-	(72,707)	(27,779)	(100,486)
Adjustments between accounting basis & funding basis under regulations		70,477	-	-	-	(287)	70,190	(70,190)	-
<b>Net Increase / Decrease before Transfers to Earmarked Reserves</b>		(1,676)	(554)	-	-	(287)	(2,517)	(97,969)	(100,486)
Transfers to / (from) Earmarked Reserves		1,676	-	(1,676)	-	-	-	-	-
<b>Increase / (Decrease) in 2012/13</b>		-	(554)	(1,676)	-	(287)	(2,517)	(97,969)	(100,486)
<b>Restated Balance at 31 March 2013 Carried Forward</b>		6,000	6,295	15,304	-	1,442	29,041	(388)	28,653
<b>Balance at 1 April 2013</b>		6,000	6,295	15,304	-	1,442	29,041	(388)	28,653
Deficit / (Surplus) on Provision of Services		(45,298)	352	-	-	-	(44,946)	-	(44,946)
Other Comprehensive Income & Expenditure		-	-	-	-	-	-	14,194	14,194
<b>Total Comprehensive Income &amp; Expenditure</b>		(45,298)	352	-	-	-	(44,946)	14,194	(30,752)
Adjustments between accounting basis & funding basis under regulations		51,446	-	-	-	(123)	51,323	(51,323)	-
<b>Net Increase before Transfers to Earmarked Reserves</b>		6,148	352	-	-	(123)	6,377	(37,129)	(30,752)
Transfers to / (from) Reserves		(6,148)	-	6,148	-	-	-	-	-
<b>Increase / (Decrease) in 2013/14</b>		-	352	6,148	-	(123)	6,377	(37,129)	(30,752)
<b>Balance at 31 March 2014 Carried Forward</b>		6,000	6,647	21,452	-	1,319	35,418	(37,517)	(2,099)

## 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 12, line 'Adjustments between accounting basis and funding basis under regulations'.

<i>Restated 31 March 2013*</i>	<b>Balance Sheet</b>	<b>Notes</b>	<b>31 March 2014</b>
<i>£000</i>			<b>£000</b>
495,861	Property, Plant & Equipment	18	519,485
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
<b>536,752</b>	<b>Long Term Assets</b>		<b>559,100</b>
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	-
<b>47,731</b>	<b>Current Assets</b>		<b>59,106</b>
(57,327)	Short Term Borrowing	28	(63,600)
(67,134)	Short Term Creditors	34	(72,442)
(2,810)	Provisions	36	(6,461)
<b>(127,271)</b>	<b>Current Liabilities</b>		<b>(142,503)</b>
(216,288)	Long Term Creditors	7	(224,282)
(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)
<b>(428,559)</b>	<b>Long Term Liabilities</b>		<b>(477,802)</b>
<b>28,653</b>	<b>Net Assets</b>		<b>(2,099)</b>
(29,041)	Usable Reserves	16	(35,418)
388	Unusable Reserves	16	37,517
<b>(28,653)</b>	<b>Total Reserves</b>		<b>2,099</b>

\* The restatement has occurred due to a prior period adjustment, please see Note 46

## 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>	<b>Cash Flow Statement</b>	<b>Notes</b>	<b>2013/14 £000</b>
72,707	Net (Surplus) / Deficit on the Provision of Services		44,946
(62,868)	Adjust net (Surplus) / Deficit on the Provision of Services for Non Cash Movements		(47,194)
(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)	<b>Net Cash Flows from Operating Activities</b>		<b>(41,612)</b>
97,890	Investing Activities	38	87,525
(56,622)	Financing Activities	39	(47,476)
2,516	<b>Net (Increase) / Decrease in Cash &amp; Cash Equivalents</b>		<b>(1,563)</b>
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	<b>Cash &amp; Cash Equivalents at the end of the Reporting Period</b>	40	<b>2,317</b>

\* The restatement has occurred due to prior period adjustments, 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	-	-	-
<b>Carry Forward to 2014/15</b>	<b>(213)</b>	<b>-</b>	<b>(213)</b>
<b>Total amount carried forward</b>			<b>(1,826)</b>

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
<b>Total amount carried forward</b>			<b>( 898)</b>

## 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 Clinical Commissioning Group (CPCCG). The third agreement, for Mental Health Services, is with Cambridgeshire and Peterborough NHS 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 S75 agreement with CPCCG on 7 April 2014 and applied this retrospectively to effectively have a commencement date of 1 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	External Audit Costs	2013/14** £000
164	Fees payable with regard to external audit services carried out by the appointed auditor	144
22	Fees payable for the certification of grant claims & returns carried out by the appointed auditor *	19
-	Fees payable in respect of other services provided by the appointed auditor	-
<b>186</b>	<b>Total</b>	<b>163</b>

\* 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 £27,807.

\*\* The fees for 2013/14 are the scale fees agreed by the Audit Commission. An additional amount of £20k has been accrued in 2013/14 in relation to extra work undertaken by PwC on elector's questions and additional testing required that was not included within the agreed scale fees.

## 4 Members Allowances

The following amounts were paid to members of the Council.

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

## 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
	<b>Termination Benefits</b>	
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
<b>4,347</b>	<b>Total</b>	<b>1,646</b>

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	-
<b>4</b>	<b>65</b>	<b>69</b>	<b>Total</b>	<b>29</b>	<b>1,617</b>	<b>1,646</b>	<b>74</b>

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
<b>7</b>	<b>205</b>	<b>212</b>	<b>Total</b>	<b>64</b>	<b>4,283</b>	<b>4,347</b>	<b>526</b>

\* 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](http://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

The Council 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 the Council 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>	<b>Comprehensive Income and Expenditure Statement</b>	<b>2013/14</b>
<i>£000</i>		<b>£000</b>
10,051	Cost of Services:	
319	Current service cost	12,042
(3,497)	Past service cost	121
	Effect of settlements	-
(13,491)	Financing & Investment Income & Expenditure	
22,211	Interest Income on Scheme Assets(Note 10)	(14,649)
	Interest Cost on Defined Benefit Obligation	24,395
<u>15,593</u>	<b>Total post employment benefit charged to the Deficit on the Provision of Services</b>	<b>21,909</b>
(28,503)	Other employment benefit charged to the CIES	
	Return on plan assets (excluding the amount included in the net interest expense	25,946
-	Actuarial gains and losses arising on changes in demographic assumptions	(9,959)
54,056	Actuarial gains and losses arising on changes in financial assumptions	21,858
(123)	Other	(40,484)
773	Adjustment to actuarial estimate contribution	(101)
<u>26,203</u>	Total Remeasurements Recognised in CIES	<b>(2,740)</b>
<u>41,796</u>	<b>Total post employment benefit charged to the CIES</b>	<b>19,169</b>
	<b>Movement in Reserves Statement</b>	
(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	(19,169)
	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>	<b>Total Movement in Reserves Statement</b>	<b>(7,994)</b>

31 March 2013 £000	<b>Pensions Assets and Liabilities Recognised in the Balance Sheet</b>	31 March 2014 £000
325,427	Fair Value of Employer Assets	314,791
(516,423)	Present Value of Funded Liabilities	(514,453)
(25,292)	Present Value of Unfunded Liabilities	(24,620)
<b>(216,288)</b>	<b>Total</b>	<b>(224,282)</b>

31 March 2013 £000	<b>Reconciliation of the Fair Value of the Scheme Assets</b>	31 March 2014 £000
276,600	Opening fair value of Scheme Assets	325,427
1,509	Contribution Adjustment	0
13,491	Interest Income	14,649
	Remeasurement gain/(loss)	
	Return on plan assets, excluding the amount included in the net interest expense	(25,946)
28,503	Effect of Settlements	-
(663)	Contributions from Employer	11,175
12,792	Adjustment for Actuarial estimated Employer	
361	Contributions	101
3,232	Contributions from Employees	3,209
(10,398)	Benefits Paid	(13,824)
<b>325,427</b>	<b>Closing Fair Value of Scheme Assets</b>	<b>314,791</b>

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 39. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy.

31 March 2013 £000	<b>Reconciliation of Present Value of Scheme Liabilities (defined benefit obligation)</b>	31 March 2014 £000
465,018	Opening Liability at 1 April	541,715
1,509	Contribution Adjustment	-
10,051	Current Service Cost	12,042
22,211	Interest Cost	24,395
3,232	Contributions from Scheme Participants	3,209
	Remeasurement (gains) and losses	
	Actuarial gains/losses arising from changes in demographic assumptions	(9,959)
	Actuarial gains/losses arising from changes in financial assumptions	21,858
54,056	Other experience*	(40,484)
(123)	Liabilities Extinguished on Settlements	-
(4,160)	Past Service Costs including curtailments	121
319	Benefits Paid	(13,824)
<b>(10,398)</b>	<b>Closing Liability at 31 March</b>	<b>539,073</b>
<b>541,715</b>		

\*The 'Other' remeasurement figure of £40.4m relates to a change in the Present Value of Scheme Liabilities caused by the triennial valuation of the LGPS which took place in 2013/14 and is known as an 'experience' item. The use of a new triennial valuation leads to significant 'experience' items which relate to updated individual member data, as the roll-forward methodologies used between triennial valuations to calculate IAS 19 figures use approximate methods which do not allow for individual member movements

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
	<b>Local Government Pension Scheme Assets comprised</b>	
	<b>Equity Securities</b>	
30,529	Consumer	27,486
26,224	Manufacturing	25,978
11,266	Energy and Utilities	11,155
26,869	Financial Institutions	31,757
9,229	Health and Care	9,280
16,470	Information Technology	18,824
1,216	Other	874
<b>121,803</b>	<b>Sub-total equity</b>	<b>125,354</b>
	<b>Private Equity:</b>	
22,374	<b>Investment Funds and Unit Trusts</b>	18,726
111,957	Equities	101,219
38,537	Bonds	47,984
22,950	Other	17,311
<b>173,444</b>	<b>Sub-total Investment Funds and Unit Trusts</b>	<b>166,514</b>
<b>7,806</b>	<b>Cash and Cash Equivalents</b>	<b>4,197</b>
<b>325,427</b>	<b>Total Assets</b>	<b>314,791</b>

### Basis for estimating assets and liabilities

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

The 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
	<b>Long-term expected rate of return on assets in the scheme</b>	
4.5%	Equity Investments	4.3%
4.5%	Bonds	4.3%
4.5%	Property	4.3%
4.5%	Cash	4.3%
	<b>Mortality Assumptions</b>	
	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
	<b>Financial Assumptions</b>	
2.8%	Rate of inflation	2.8%
2.8%	Rate of increase in pensions	2.8%
5.1%	Rate of increase in salaries	4.6%
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 overleaf have been determined based on reasonable 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 as previously shown 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 Council's 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 £9.7m 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 24 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 1 November 2013.

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

Post Holder	Year	Salary <sup>1</sup>	Arrears	Compensation for loss of Office	Election duties	Total Remuneration (exc. Pension contributions)	Pension Contributions (employers) <sup>2</sup>	Total Remuneration (inc. Pension contributions)
Director of Governance/Acting Solicitor to the Council	2013/14	£73,979	-	-	-	<b>£73,979</b>	£13,020	<b>£86,999</b>
From 1 November 2013 Director of Governance. From 1 June 2013 to 31 October 2013 Acting Solicitor to the Council.	2012/13	-	-	-	-	-	-	-
Director of Public Health <sup>4</sup>	2013/14	£59,590	-	£186,438	-	<b>£246,028</b>	£8,438	<b>£254,466</b>
2013/14 Until 30 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	<b>£110,288</b>	£3,085	<b>£113,373</b>
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	<b>Other Operating Expenditure</b>	<b>£000</b>
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)
<b>1,722</b>	<b>Total</b>	<b>14,066</b>

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

Restated 2012/13	Financing & Investment Income & Expenditure	2013/14
£000		<b>£000</b>
10,277	Interest Payable & Similar Charges (Note 28)	11,204
8,720	Pension Interest Cost & Expected Return on Pension Assets (Note 7)	9,746
(288)	Interest Receivable & Similar Income (Note 28)	(210)
2,975	(Gains) / Losses on Trading Operations - (Note 11)	(1,391)
(1,844)	(Gains) / Losses in Fair Value of Investment Properties (Note 19)	1,751
<b>19,840</b>	<b>Total</b>	<b>21,100</b>

## 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	Income	Deficit / (Surplus)
	£000	£000	£000
Industrial Properties	440	(1,723)	(1,283)
Commercial Properties	491	(1,127)	( 636)
Market Properties	323	(379)	( 56)
<b>Total for Properties</b>	<b>1,254</b>	<b>(3,229)</b>	<b>(1,975)</b>
<b>Other Traded Services</b>	<b>970</b>	<b>(904)</b>	<b>66</b>
<b>Sub Total</b>	<b>2,224</b>	<b>(4,133)</b>	<b>(1,909)</b>
Capital Charges Adjustment	518	-	518
<b>Total for Trading Units</b>	<b>2,742</b>	<b>(4,133)</b>	<b>(1,391)</b>

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

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 non-domestic rates (NDR)	-
	- NDR Tariff Payment	6,430
	- NDR Income	(40,966)
<b>(136,918)</b>	<b>Total Taxation Income</b>	<b>(91,660)</b>
	<b>Non-Specific Government Grants</b>	
(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)
<b>(4,198)</b>	<b>Total Non-Specific Grants</b>	<b>(60,649)</b>
(19,700)	Capital Grants & Contributions (Note 25)	(17,131)
<b>(160,816)</b>	<b>Total Income</b>	<b>(169,440)</b>

From the 1 April 2013 the government introduced a number of changes under the Localism Bill. These included the Business Rates Retention Scheme and also welfare reform. These have resulted in changes to the way the Council receives income and the impact of these can be seen in the note above. These reforms 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 total grant income, which includes specific grants included in the Cost of Services and the non-specific grants above, received by the Council 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 are normal business transactions and the Councillors have not been involved in the decision to award the contracts. 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/mgListOutsideBodiesByCategory.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 J 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:

<b>Portfolio Income &amp; Expenditure for 2013/14</b>	<b>ASC H&amp;W*</b>	<b>Chief Executives</b>	<b>Children's Services</b>	<b>Communities</b>	<b>Governance</b>	<b>Growth &amp; Regeneration</b>	<b>Resources</b>	<b>2013/14 Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Fees, charges & other service income	(16,919)	(4,715)	(1,817)	(16,043)	(2,374)	(4,044)	(43,656)	(89,568)
Government Grants	-	-	(890)	(11,640)	(228)	(1,791)	(225,541)	(240,090)
<b>Total Income</b>	<b>(16,919)</b>	<b>(4,715)</b>	<b>(2,707)</b>	<b>(27,683)</b>	<b>(2,602)</b>	<b>(5,835)</b>	<b>(269,197)</b>	<b>(329,658)</b>
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
<b>Total Expenditure</b>	<b>63,139</b>	<b>4,149</b>	<b>12,114</b>	<b>54,358</b>	<b>8,524</b>	<b>20,992</b>	<b>326,107</b>	<b>489,383</b>
<b>Net Expenditure</b>	<b>46,220</b>	<b>( 566)</b>	<b>9,407</b>	<b>26,675</b>	<b>5,922</b>	<b>15,157</b>	<b>56,910</b>	<b>159,725</b>
<b>Reconciliation of Portfolio Income &amp; Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement</b>								
Net Expenditure in the Portfolio Analysis								159,725
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis								45,765
Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement								(26,270)
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>								<b>179,220</b>

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

<b>Portfolio Income &amp; Expenditure for 2012/13 Restated</b>	<b>ASC H&amp;W*</b>	<b>Chief Executives</b>	<b>Children's Services</b>	<b>Communities</b>	<b>Governance</b>	<b>Growth &amp; Regeneration</b>	<b>Resources</b>	<b>2012/13 Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
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)
<b>Total Income</b>	<b>(19,391)</b>	<b>(4,442)</b>	<b>(3,461)</b>	<b>(13,545)</b>	<b>(2,081)</b>	<b>(8,791)</b>	<b>(272,904)</b>	<b>(324,615)</b>
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
<b>Total Expenditure</b>	<b>66,222</b>	<b>4,132</b>	<b>15,330</b>	<b>42,835</b>	<b>8,142</b>	<b>24,136</b>	<b>314,109</b>	<b>474,906</b>
<b>Net Expenditure</b>	<b>46,831</b>	<b>( 310)</b>	<b>11,869</b>	<b>29,290</b>	<b>6,061</b>	<b>15,345</b>	<b>41,205</b>	<b>150,291</b>
<b>Reconciliation of Portfolio Income &amp; Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement</b>								
Net Expenditure in the Portfolio Analysis								150,291
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis								81,777
Amounts Included in the Analysis not Included in the Comprehensive Income and Expenditure Statement								(20,107)
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>								<b>211,961</b>

## 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 <sup>1</sup>	Amounts not included in CIES <sup>2</sup>	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000
Fees, Charges & Other Service Income	(89,358)	6,295	4,137	21,034	(57,892)	(6,863)	(64,755)
Interest & Investment Income	(210)	-	210	-	-	(210)	(210)
Income from Council Tax	-	-	-	-	-	(57,124)	(57,124)
NDR Income	-	-	-	-	-	(40,966)	(40,966)
Government Grants & Contributions	(240,090)	(10,008)	5,483	-	(244,615)	(77,780)	(322,395)
<b>Total Income</b>	<b>(329,658)</b>	<b>(3,713)</b>	<b>9,830</b>	<b>21,034</b>	<b>(302,507)</b>	<b>(182,943)</b>	<b>(485,450)</b>
Employee Expenses	148,767	533	(374)	-	148,926	10,120	159,046
Other Service Expenses	333,229	(12,557)	(28,339)	-	292,333	8,252	300,585
Support Services Recharges	-	-	-	(21,034)	(21,034)	-	(21,034)
Depreciation, Amortisation & Impairment	-	61,502	-	-	61,502	2,297	63,799
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
<b>Total Expenditure</b>	<b>489,383</b>	<b>49,478</b>	<b>(36,100)</b>	<b>(21,034)</b>	<b>481,727</b>	<b>48,669</b>	<b>530,396</b>
<b>Deficit / (Surplus) on the Provision of Services</b>	<b>159,725</b>	<b>45,765</b>	<b>(26,270)</b>	<b>-</b>	<b>179,220</b>	<b>(134,274)</b>	<b>44,946</b>

<sup>1</sup> Amounts not reported to Management are accounting entries over which the Management have no control ie IAS19 pension adjustment the accumulated compensated absences adjustment, capital charges and capital grants.

<sup>2</sup> 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 &amp; Other Service Income</i>	(71,566)	6,848	4,979	8,236	(51,503)	(10,820)	(62,323)
<i>Interest &amp; Investment Income</i>	(288)	-	288	-	-	(288)	(288)
<i>Income from Council Tax</i>	-	-	-	-	-	(64,244)	(64,244)
<i>Government Grants &amp; 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 &amp; Impairment</i>	-	105,370	-	-	105,370	4,191	109,561
<i>Interest Payments</i>	6,258	-	(6,258)	-	-	10,277	10,277
<i>Precepts &amp; 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	86,355	(28,163)	(8,236)	524,862	32,670	557,532
<i>Deficit / (Surplus) on the Provision of Services</i>	150,291	81,777	(20,107)	-	211,961	(139,254)	72,707



## 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 31 March for usable and unusable reserves.

1 April 2012	Restated Movement*	Restated 31 March 2013*	<b>Summary of Usable and Unusable Reserves</b>	Restated 1 April 2013*	Movement	31 March 2014
£000	£000	£000		£000	£000	£000
			<b>Usable Reserves</b>			
(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)
<b>(31,558)</b>	<b>2,517</b>	<b>(29,041)</b>	<b>Total Usable Reserves</b>	<b>(29,041)</b>	<b>(6,377)</b>	<b>(35,418)</b>
			<b>Unusable Reserves</b>			
(108,678)	5,323	(103,355)	Revaluation Reserve	(103,355)	(4,722)	(108,077)
(179,278)	62,944	(116,334)	Capital Adjustment Account	(116,334)	31,613	(84,721)
(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	7,994	224,282
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
<b>(97,581)</b>	<b>97,969</b>	<b>388</b>	<b>Total Unusable Reserves</b>	<b>388</b>	<b>37,129</b>	<b>37,517</b>
<b>(129,139)</b>	<b>100,486</b>	<b>(28,653)</b>	<b>Total Usable and Unusable Reserves</b>	<b>(28,653)</b>	<b>30,752</b>	<b>2,099</b>

\* The restatement has occurred due to a prior period adjustment, please see Note 46

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
<b>Adjustments involving the Capital Adjustment Account:</b>				
<u>Reversal of items debited or credited to the CIES:</u>				
Depreciation & impairment of non current assets	(25,085)	-	-	25,085
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	-	-	-	-
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>				
Capital grants & contributions unapplied from the CIES	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	123	( 123)
<b>Adjustments involving the Capital Receipts Reserve:</b>				
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
<b>Adjustments involving the Financial Instruments Adjustment Account:</b>				
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)
<b>Adjustments involving the Pensions Reserve:</b>				
Reversal of items relating to retirement benefits debited or credited to the CIES	(21,909)	-	-	21,909
Employer's pensions contributions & direct payments to pensioners payable in the year	11,175	-	-	(11,175)
<b>Adjustments involving the Collection Fund Adjustment Account:</b>				
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
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account</b>				
Adjustments for short-term compensated absences	455	-	-	( 455)
<b>Total Adjustments</b>	<b>(51,446)</b>	<b>-</b>	<b>123</b>	<b>51,323</b>

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	(31,039)	-	-	31,039
Revaluation losses on Property Plant and Equipment	(29,837)	-	-	29,837
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)
<b>Total Adjustments</b>	<b>(70,477)</b>	<b>-</b>	<b>287</b>	<b>70,190</b>

\* The restatement has occurred due to a prior period adjustment, please see Note 46

- **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.

<i>Restated 2012/13 £000</i>		<b>2013/14 £000</b>
	<b>Revaluation Reserve:</b>	
(108,678)	Balance at 31 <sup>st</sup> March	(103,355)
343	B/Fwd Adjustment for DRC	-
(108,335)	Adjusted B/Fwd Balance 1 <sup>st</sup> April	(103,355)
(9,089)	Upward revaluation of assets	(20,536)
10,665	Downward revaluation of assets & impairment losses not charge to the Surplus / Deficit on the Provision of services	9,082
1,289	Difference between fair value depreciation & historical cost depreciation	2,020
2,115	Release of revaluation gains on disposal	4,712
(103,355)	Balance at end of the Year	<b>(108,077)</b>

- **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.

<i>Restated 2012/13 £000</i>		<b>2013/14 £000</b>
	<b>Capital Adjustment Account:</b>	
(179,278)	Balance at 31 <sup>st</sup> March	(116,334)
(343)	B/Fwd Adjustment for DRC	-
(179,621)	Adjusted B/Fwd Balance 1 <sup>st</sup> April	(116,334)
31,039	Charges for depreciation & Impairment	25,085
29,837	Revaluation gains / losses on Property, Plant & Equipment	8,486
(1,844)	Movement in market value of Investment Properties	1,751
814	Amortisation of Intangible Assets	2,209
(30,988)	Capital Grants & Contributions that have been applied to Capital Financing	(27,139)
47,872	Revenue Expenditure Funded from Capital under Statute	26,269
4,794	Amounts of non-current assets written off on disposal or sales as part of the Gains / Losses on Disposal in the CIES	15,820
(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)
(1,289)	Depreciation & Impairment written down to Revaluation Reserve	(2,020)
(2,115)	Transfer of Revaluation Reserve on disposal	(4,712)
(5,059)	Transfer from Useable Capital Receipts	(3,677)
2	Repayment of Loan	-
(116,334)	Balance at end of the Year	<b>(84,721)</b>

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.

<i>2012/13</i> £000	<b>Deferred Capital Receipts Reserve:</b>	<b>2013/14</b> £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.

<i>2012/13</i> £000	<b>Financial Instruments Adjustment Account:</b>	<b>2013/14</b> £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>		<b>2013/14</b>
	<b>Pensions Reserve:</b>	
<i>£000</i>		<b>£000</b>
187,284	Balance at start of year	216,288
26,203	Actuarial gains / losses on pension assets & liabilities (Note 7)	(2,740)
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)	21,909
(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>224,282</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 69.

<i>2012/13</i>		<b>2013/14</b>
<i>£000</i>	<b>Collection Fund Adjustment Account:</b>	<b>£000</b>
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 NDR income credited to the CIES is different from NDR 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>		<b>2013/14</b>
<i>£000</i>	<b>Accumulating Compensated Absences Adjustment Account:</b>	<b>£000</b>
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.
<b>Total Reserves</b>	<b>15,304</b>	<b>(5,338)</b>	<b>11,486</b>	<b>-</b>	<b>21,452</b>	



## 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
Cost or Valuation	£000	£000	£000	£000	£000	£000	£000	£000
<b>At 1 April 2013 Gross Book Value</b>	<b>333,051</b>	<b>51,924</b>	<b>184,378</b>	<b>4,062</b>	<b>570</b>	<b>25,567</b>	<b>21,830</b>	<b>621,382</b>
Additions	11,428	2,353	11,912	57	-	33	35,592	61,375
Revaluation increase / (decrease) recognised in the Revaluation Reserve	1,038	-	-	20	-	-	-	1,058
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	(11,386)	9,250
<b>At 31 March 2014</b>	<b>343,122</b>	<b>29,672</b>	<b>197,596</b>	<b>4,139</b>	<b>570</b>	<b>23,132</b>	<b>46,036</b>	<b>644,267</b>
<b>Accumulated Depreciation and Impairment</b>								
<b>At 1 April 2013</b>	<b>(20,999)</b>	<b>(34,556)</b>	<b>(64,412)</b>	<b>(3,186)</b>	<b>-</b>	<b>(2,051)</b>	<b>(318)</b>	<b>(125,522)</b>
Depreciation Charge	(6,803)	(6,620)	(8,804)	-	-	-	-	(22,227)
Depreciation written out to the Revaluation Reserve	1,915	-	-	-	-	-	-	1,915
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	(2,989)	-	-	(57)	-	(206)	(34)	(3,286)
Derecognition – Movement on Transfers	(3)	9	-	-	-	-	-	6
Derecognition - Disposals	483	23,923	-	-	-	-	-	24,406
<b>At 31 March 2014</b>	<b>(28,470)</b>	<b>(17,244)</b>	<b>(73,216)</b>	<b>(3,243)</b>	<b>-</b>	<b>(2,257)</b>	<b>(352)</b>	<b>(124,782)</b>
<b>Net Book Value - At 31 March 2014</b>	<b>314,652</b>	<b>12,428</b>	<b>124,380</b>	<b>896</b>	<b>570</b>	<b>20,875</b>	<b>45,684</b>	<b>519,485</b>
<i>Net Book Value - At 31 March 2013</i>	<i>312,051</i>	<i>17,367</i>	<i>119,966</i>	<i>877</i>	<i>570</i>	<i>23,518</i>	<i>21,512</i>	<i>495,861</i>

Comparative Movements in 2012/13

<i>Property, Plant &amp; Equipment (PPE) – Restated 2012/13</i>	<i>Other Land &amp; Buildings</i>	<i>Vehicles, Plant &amp; Equipment</i>	<i>Infra-structure Assets</i>	<i>Community Assets</i>	<i>Heritage Assets</i>	<i>Surplus Assets</i>	<i>Assets under Construction</i>	<i>Total PPE</i>
<i>Cost or Valuation</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>	<i>£000</i>
<i>At 1 April 2012 Gross Book Value</i>	308,990	44,026	173,616	5,787	559	23,836	37,569	594,383
<i>Additions</i>	27,272	7,713	10,694	25	-	10	15,827	61,541
<i>Revaluation increase / (decrease) recognised in the Revaluation Reserve</i>	472	-	-	-	11	-	-	483
<i>Revaluation increase / (decrease) recognised in the (Surplus) / Deficit on Provision of Services</i>	(30,954)	-	-	-	-	-	-	(30,954)
<i>Derecognition - Disposals</i>	(3,358)	(499)	-	-	-	-	-	(3,857)
<i>Reclassified Assets</i>	2,435	-	-	(1,789)	-	-	-	646
<i>Assets Under Construction Completed In Year</i>	28,194	684	68	39	-	1,722	(31,566)	(859)
<i>At 31 March 2013</i>	333,051	51,924	184,378	4,062	570	25,568	21,830	621,383
<i>Accumulated Depreciation and Impairment</i>								
<i>At 1 April 2012</i>	(10,449)	(28,902)	(55,918)	(2)	-	(318)	-	(95,589)
<i>Depreciation Charge</i>	(6,268)	(6,114)	(8,494)	-	-	-	-	(20,876)
<i>Depreciation written out to the Revaluation Reserve</i>	4,052	-	-	-	-	-	-	4,052
<i>Depreciation written out to the (Surplus) / Deficit on Provision of Services</i>	1,339	-	-	-	-	-	-	1,339
<i>Impairment (losses)/reversals recognised in the Revaluation Reserve</i>	(2,992)	-	-	(3,119)	-	-	-	(6,111)
<i>Impairment (losses)/ reversals recognised in the (Surplus) / Deficit on Provision of Services</i>	(6,828)	(10)	-	(64)	-	(1,732)	(318)	(8,952)
<i>Derecognition - Disposals</i>	146	469	-	-	-	-	-	615
<i>At 31 March 2013</i>	(20,999)	(34,557)	(64,412)	(3,185)	-	(2,050)	(318)	(125,522)
<i>Net Book Value - At 31 March 2013</i>	312,052	17,367	119,966	877	570	23,518	21,512	495,861
<i>Net Book Value - At 31 March 2012</i>	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 26.

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:

<i>2012/13</i> £000	<b>Investment Properties</b>	<i>2013/14</i> £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 was one item of capitalised software that was individually material to the financial statements in the last financial year but it has been disposed of in this financial year.

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

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

<i>Internally Generated Asset</i>	<i>Software &amp; Other Assets</i>	<i>2012/13 Total</i>	<b>Intangible Assets</b>	<i>Internally Generated Asset</i>	<i>Software &amp; 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	<b>Net Carrying Amount at Start of the Year</b>	<b>24</b>	<b>3,184</b>	<b>3,208</b>
			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	<b>Net Carrying Amount at the End of Year</b>	<b>-</b>	<b>1,942</b>	<b>1,942</b>
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	<b>Net Carrying Amount at the End of Year</b>	<b>-</b>	<b>1,942</b>	<b>1,942</b>

## 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)
	<b>Other movements:</b>	
36	Additions	3
-	Capital Costs Incurred In Preparation For Disposal	-
<b>435</b>	<b>Balance Outstanding</b>	<b>-</b>

## 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
<b>Total</b>	<b>184,347</b>	<b>92,679</b>

## 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.

Revaluation Reserve see note 16	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Surplus Assets £000	Total £000
Valued at fair value as at:				
31 March 2014	5,045	(6)	(317)	4,722
31 March 2013	(5,025)	(6)	(292)	(5,323)
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
<b>Total Valuation</b>	<b>88,597</b>	<b>5</b>	<b>19,475</b>	<b>108,077</b>

## 24 Impairment Losses

Impairment losses and impairment reversals charged to the Surplus / Deficit on the Provision of Services 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 £3.2m of impairment losses have been charged to the Support Services line in the Comprehensive Income and Expenditure Statement.

Whilst capital expenditure of £3.5m 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.

£1.8m of this capital expenditure has been spent on improving various secondary and primary schools in the city.

## 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	<b>Opening Capital Financing Requirement</b>	316,098
4	Adjustment for previous years roundings'	-
<u>250,188</u>	<b>Revised Opening Capital Financing Requirement</b>	316,098
47,714	Property, Plant and Equipment (Note 18)	25,783
15,827	Assets Under Construction (Note 18)	35,592
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
	<b>Sources of Finance</b>	
(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>318,096</u>	<b>Closing Capital Financing Requirement</b>	<u>365,748</u>
	<b>Explanation of movements in year</b>	
	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>	<b>Increase in Capital Financing Requirement</b>	<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'.

<i>Value of Expenditure</i> 2012/13 £000	<b>Revenue Expenditure Funded from Capital Under Statute</b>	<i>Value of Expenditure</i> 2013/14 £000
2,562	Disabled Facility and Assistance Grants	1,878
-	Affordable Housing	1,802
10,872	Nene Park Academy	2,594
15,156	Stanground College	5,234
-	Fulbridge School Extension	1,132
1,567	All Saints Primary School	3,590
10,404	City of Peterborough Academy	2,692
1,449	Thomas Deacon KS2	4,886
3,177	St Michaels' Primary School	-
817	Eye Primary School	-
1,551	Other Schools Expenditure	2,085
317	Other Expenditure	376
<b>47,872</b>	<b>Total</b>	<b>26,269</b>

<i>2012/13</i> £000	<b>Reconciliation of Grant Funding Applied to Capital Financing</b>	<i>2013/14</i> £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
	<b>Grants used to Fund Revenue Expenditure Funded from Capital under Statute:</b>	
11,428	In Year	10,008
-	Applied from Capital Grants Unapplied Account	12
<b>31,415</b>	<b>Total Grants &amp; Contributions applied</b>	<b>27,262</b>

<i>2012/13</i> £000	<b>Body of Grant Funding Applied</b>	<i>2013/14</i> £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
<b>25,016</b>	<b>Total Grants Applied</b>	<b>22,707</b>
5,325	Section 106 Contributions	4,338
1,074	Third Party Contributions	217
<b>6,399</b>	<b>Total Contributions applied</b>	<b>4,555</b>
<b>31,415</b>	<b>Total Grants &amp; Contributions applied</b>	<b>27,262</b>



## 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
<b>Payable:</b>				
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
<b>Total</b>	<b>37,018</b>	<b>36,375</b>	<b>138,322</b>	<b>211,715</b>

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	
<b>(38,475)</b>	<b>Value of Total Liability carried forward</b>	<b>(37,018)</b>	
(1,457)	Short Term Liability	(1,488)	
(37,018)	Long Term Liability	(35,530)	
<b>(38,475)</b>	<b>Value of Total Liability carried forward</b>	<b>(37,018)</b>	

## 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	
<u>5,816</u>	<b>Total</b>	<u>5,308</u>	

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	
<u>26,234</u>	<b>Minimum lease payments</b>	<u>25,533</u>	

\* 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
<u>26,234</u>	<u>5,310</u>	<b>Total</b>	<u>25,533</u>	<u>5,004</u>

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

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 (£942,628 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	22,888	22,888
	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.

<b>Deposits with UK banks &amp; building societies (excluding Icelandic Banks)</b>		<b>£000</b>
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.

<b>Heritable Bank</b>		<b>£000</b>
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 March 2014, (84p to 86.5p 2012/13).

<b>Kaupthing Singer &amp; Friedlander Ltd</b>		<b>£000</b>
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>
<b>Recoverable Amount*</b>		<b><u>1,678</u></b>
Principal Default**		5.38%

\**Recoverable Amount* – The total amount of the claim the Council has received as at 31 March 2014 (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:

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

### Liquidity risk

As the Council has ready access to borrowings from the Public Works Loans Board (PWL) 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	<b>Maturity analysis of financial liabilities</b>	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>	<b>Total</b>	<u><b>(308,495)</b></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
<b>341</b>	<b>Total</b>	<b>288</b>

### 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 (Each item is net of impairment)	31 March 2014
£000		£000
16,361	Central Government Departments	6,977
2,409	NDR 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
-	NDR Arrears	8,533
1,189	Payments in Advance	3,403
18,079	General Debtors	28,593
<b>46,027</b>		<b>56,440</b>
	Outstanding Balances on Loans Granted	
28	Loans to Employees (Car Purchase)	14
<b>46,055</b>	<b>Total Debtors</b>	<b>56,454</b>

### 33 Current Intangible Assets

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

### 34 Creditors

31 March 2013	Creditors	31 March 2014
£000		£000
(539)	Council Tax Overpaid	(632)
(465)	NDR Overpaid	(2,363)
-	NDR 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>	<b>Total Creditors</b>	<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	Capital Grants Receipts in Advance	31 March 2014
£000		£000
(5,181)	Department of Education	(3,729)
-	Department for Transport	(1,067)
(418)	Homes and Communities Agency (HCA)	(764)
(6)	Other Third Party Contributions	(20)
-	Department of Health	(427)
-	Local Enterprise Partnership*	(673)
<u>(10,015)</u>	Section 106 Contributions	<u>(13,529)</u>
<u>(15,620)</u>	<b>Total Capital Grants Receipts in</b>	<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
<b>Short Term Provisions</b>					
<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 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)	-	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>NDR Appeals Provision</u> – See Collection Fund for further details	-	(4,180)	-	-	(4,180)
<b>Total Short Term Provisions</b>	<b>(2,810)</b>	<b>(5,092)</b>	<b>1,356</b>	<b>85</b>	<b>(6,461)</b>
<b>Long Term Provisions</b>					
<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 has been reviewed and is no longer required.	(68)	-	-	68	-
<u>Insurance Claims</u> – see above comments	(586)	(645)	403	363	(465)
<b>Total Long Term Provisions</b>	<b>( 654)</b>	<b>( 645)</b>	<b>403</b>	<b>431</b>	<b>( 465)</b>
<b>Total Short and Long Term Provisions</b>	<b>(3,464)</b>	<b>(5,737)</b>	<b>1,759</b>	<b>516</b>	<b>(6,926)</b>

### 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>	<b>Net cash flows from investing activities</b>	<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>	<b>Net cash flows from financing activities</b>	<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>	<b>Total Cash &amp; Cash Equivalents</b>	<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 from the 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 72, 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 against 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 participates in the Local Authority Mortgage Scheme (LAMS). In 2011/12 £1m was deposited with Lloyds and a further £1m was deposited during 2013/14. These deposits are treated as capital expenditure as a loan to a third party. This treatment has been determined by reference to the Local Authorities (Capital Finance and Accounting)(England)Regulations 2003. The Council has also obtained legal advice from its own legal advisors and received Legal Counsel's advice via Capita its Treasury Advisor, as to the validity of the accounting treatment. The Council recognises there are alternative accounting treatments and will keep its accounting treatment of LAMS

under review to ensure that if statute or the CIPFA IFRS Code of Practice changes, its accounting treatment of the scheme will comply with those changes.

- 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 42.
- The Council has three arrangements which it has considered against the Group Accounting criteria. The Council has not included these arrangements as Group Accounts in the Statement for the following reasons.
  - When consolidated in total, the three entities are not material.
  - 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 overleaf:



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"> <li>• a 0.5% decrease in discount rate assumption would result in a increase in pension liability of 10% or £55m</li> <li>• a 1 year increase in member life expectancy would result in a increase in pension liability of 3% or £16m</li> <li>• a 0.5% increase in the salary increase rate would result in an increase in pension liability of 3% or £14m</li> <li>• a 0.5% increase in the pension increase rate would result in an increase in pension liability of 7% or £40m</li> </ul>
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 flexing the provision.

## 46 Prior Period Adjustment

### IAS 19

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.

### Assets under Construction - Prior Period Adjustment

Within assets under construction in the 2012/13 financial statements £11.1m related to extensions to two existing schools. The extensions to the two schools had been completed before 31<sup>st</sup> March 2013 and the value of the schools including the completed extensions included within Property, Plant and Equipment, the extensions however

continued to be included within assets under construction. As a result of the accounting adjustments the net effect on Long Term Assets is a reduction of £11.3m. The following table shows the difference between the amounts presented in the 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.

<b>Prior Period Adjustment</b>	<b>2012/13 Statements</b>	<b>IAS 19 Change</b>	<b>AUC Change</b>	<b>2012/13 Restated</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Cost of Services</b>	211,433	-	528	211,961
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)
<b>(Surplus)/Deficit on Provision of Services</b>	<b>69,979</b>	<b>2,200</b>	<b>528</b>	<b>72,707</b>
Surplus on Revaluation of Non-Current Assets	(9,153)	-	10,729	1,576
Actuarial gains/losses on Pension Assets/Liabilities	28,403	(2,200)	-	26,203
<b>Other Comprehensive Income &amp; Expenditure</b>	<b>19,250</b>	<b>(2,200)</b>	<b>10,729</b>	<b>27,779</b>
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>89,229</b>	<b>-</b>	<b>11,257</b>	<b>100,486</b>
<b>Balance Sheet</b>				
Long Term Assets	548,009	-	(11,257)	536,752
Current Assets	47,731	-	-	47,731
Current Liabilities	(127,271)	-	-	(127,271)
Long Term Liabilities	(428,559)	-	-	(428,559)
<b>Net Assets</b>	<b>39,910</b>	<b>-</b>	<b>(11,257)</b>	<b>28,653</b>
Usable Reserves	(29,041)	-	-	(29,041)
Unusable Reserves	(10,869)	-	11,257	388
<b>Total Reserves</b>	<b>(39,910)</b>	<b>-</b>	<b>11,257</b>	<b>(28,653)</b>

#### 47 Authorisation of the Accounts

The Executive Director Resources authorises these accounts to be issued on 22 September 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
	<b>Income</b>				
(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)
	<b>Transfers From General Fund:</b>				
(13,296)	Council Tax Benefits		-	-	-
	<b>Contribution to Previous Years Deficit:</b>				
-	Peterborough City Council		-	(256)	(256)
-	Cambridgeshire Fire Authority		-	(13)	(13)
-	Cambridgeshire Police Authority		-	(40)	(40)
(167,909)	<b>Total Income</b>		(93,312)	(70,790)	(164,102)
	<b>Expenditure</b>				
	<b>Precepts:</b>				
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	<b>Total Precepts</b>		0-	69,119	69,119
	<b>Business Rates Share:</b>				
-	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	<b>Total Business Rates Shares</b>		88,021	-	88,021
	<b>Charges to Collection Fund:</b>				
-	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	<b>Total Charges to Collection Fund</b>		9,708	1,177	10,885
94	<b>(Surplus)/Deficit Arising During the Year</b>		4,417	(494)	3,923
	<b>Collection Fund Balance</b>				
309	(Surplus)/Deficit B/Fwd 1 <sup>st</sup> April		-	403	403
94	(Surplus)/Deficit Arising During the Year		4,417	(494)	3,923
403	<b>(Surplus)/Deficit C/Fwd 31<sup>st</sup> March</b>		4,417	(91)	4,326
	<b>Allocated to:</b>				
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	<b>Total</b>		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 Non-Domestic Rates (NDR) 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 NDR received. The Peterborough City Council share is 49% with the remainder paid to precepting bodies. For Peterborough the NDR 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 (56,651 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
<b>Total</b>		<b>79,642</b>	<b>65,267</b>

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 (56,651 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 Non-Domestic Rates

The Council collects Non-Domestic Rates (NDR) 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 (£231.4m 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 NDR 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	NDR	NDR Appeals	2013/14 Total
£000		£000	£000	£000	£000
7,029	Brought Forward	3,376	3,401	-	6,777
(2,745)	Written Off	(300)	(16)	-	(316)
2,493	Contribution in Year	1,177	954	8,530	10,661
<b>6,777</b>	<b>Balance 31 March</b>	<b>4,253</b>	<b>4,339</b>	<b>8,530</b>	<b>17,122</b>

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

2012/13	Preceptor	Council Tax	NDR	NDR 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
<b>6,777</b>	<b>Balance 31 March</b>	<b>4,253</b>	<b>4,339</b>	<b>8,530</b>	<b>17,122</b>

The Council has elected to spread the cost of the provision for backdated NDR 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 Councils 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

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*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, 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 1<sup>st</sup> 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.

*Non-Domestic Rates (NDR)* - 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

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## 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 31<sup>st</sup> 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:
  - 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 were 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 Council's 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 Councils 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.
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### **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 partnership;
  - Peterborough Culture and Leisure Trust (Vivacity);
  - Opportunity Peterborough;

- Amey - A partnership for the provision of services including refuse collection, street scene and parks, trees and open spaces;
- Skanska – Provision of Highways Maintenance service;
- SERCO – Provision of back office facilities (Benefits and Payments, Council Tax, Business Rates, Operational Procurement, Strategic Property Services, Business Support, Business Transformation and ICT Services) and first point of contact Customer 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><b>Establishment of a Local Scheme to administer welfare payments</b></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><b>Transfer of Adult Social Care</b></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><b>Information Governance</b></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><b>Risk Management and Business Continuity</b></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><b>Children in Care</b></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"> <li>• Providing robust early intervention and family support to prevent the need for children coming into care</li> <li>• Reduce the period of time children spend in care by timely progression of rehabilitation plans, adoption and Special Guardianship applications</li> <li>• 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.</li> <li>• Ensure caseloads are reduced to acceptable and therefore manageable sizes.</li> </ul> <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><b>Commissioning and Partnerships</b></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><b>Integration of new services as a result of the Health and Social Care Act 2012</b></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><b>Robust Financial Strategy to allow for implementing changes following the Local Government Resources Review</b></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><b>Embedding Corporate Governance</b></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><b>ORGANISATIONAL CHANGE</b> 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><b>FINANCIAL AFFAIRS</b> 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><b>PURCHASING</b> Procurement reform arising from new EU Procurement Directives</p>	Executive Director of Resources
<p><b>IT INFRASTRUCTURE</b> Continued compliance with the Public Services Network code of connection requirements</p>	Executive Director of Resources
<p><b>LEGISLATIVE CHANGE</b> Responding to the impact of further Welfare Reform changes</p>	Executive Director of Resources
<p><b>INFORMATION SECURITY AND DATA GOVERNANCE</b> 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

### 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:



<b>AUDIT COMMITTEE</b>	<b>AGENDA ITEM NO. 7</b>
<b>22 SEPTEMBER 2014</b>	<b>PUBLIC REPORT</b>

Contact Officer(s):	Philip McCourt, Interim Head of Legal and Governance Services	Tel. 452576
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## THE CODE OF CONDUCT FOR MEMBERS AND CONDUCT ARRANGEMENTS

R E C O M M E N D A T I O N S	
<b>FROM :</b>	<b>CODE OF CONDUCT REVIEW WORKING GROUP:</b> Cllrs Murphy, Sandford and Thacker (Apologies received from Cllr Fletcher)
It is recommended that Audit Committee:	
<ol style="list-style-type: none"> <li>1. Recommends to Council that a revised Code of Conduct be adopted, in that <ol style="list-style-type: none"> <li>a. Part 1 of the Code (general conduct) should be deleted and replaced with the wording from the Local Government Association template Code;</li> <li>b. the revised description of the Principles of Conduct in Public Life are incorporated within the Code; and</li> <li>c. Part 2 of the Code (interests) remain unchanged</li> </ol> as attached at Appendix A. </li> <li>2. That enhanced training concerning the common law on interests and bias be offered to all Councillors.</li> <li>3. It be noted that the Group also recommended that the revised wording of the Integrity Principle is incorporated into Council Standing Orders, which is now the case.</li> </ol>	

### 1. ORIGIN OF REPORT

- 1.1 This Code of Conduct Review Working Group met on several occasions between August 2013 and March 2014 to consider the operation of the Council's standards and conduct arrangements for councillors up to that point.

The Code of Conduct for Members and Conduct Arrangements report is to be considered by the Audit Committee in line with its terms of reference 2.2.1.21 Assisting the Council on the adoption or revision of the Code of Conduct.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The Council had operated under the revised standards regime established under the Localism Act 2011 in July 2013. Like most authorities, the adoption of a revised code of conduct was introduced in a relatively short time-frame and in collaboration with other authorities, in this case with the councils in Cambridgeshire.
- 2.2 One year on, the opportunity arose to re-consider the effectiveness of this Code and the operation of the new standards arrangements, leading to the establishment of the Working Group of Members of the Committee.

### 3. ISSUES AND BACKGROUND

- 3.1 The Localism Act 2011 did away with the previous Local Government Act 2000 regime, itself a radical departure from what went before. The post 2000 Act regime consisted of a mandatory code of conduct and register of interests, prescribed investigation procedures, sanctions provisions that allowed for up to suspension locally and disbarment from being a councillor by a national Tribunal, and oversight by a government agency called Standards for England.
- 3.2 Instead, councils must now have a code of conduct but are free to draft it in whatever form is wished provided that, when viewed as a whole, it is consistent with the seven principles of public life (sometimes known as the Nolan Principles as purported by Lord Nolan as then Chair of the Committee on Standards in Public Life).
- 3.3 Similarly, councils are free to define what interests must be registered and how Members are to act when a conflict of interest arises, provided that there is a minimum standard set by the introduction of 'disclosable pecuniary interests' (known as DPI's), differentiated from 'other interests'. Failure to abide by the registration of other interests or acting on a conflict of interests is a matter for the local Code, but failure to comply with the DPI provisions was made a criminal offence.
- 3.4 There was no replacement the Standards (Board) for England body nor for sanctions beyond the DPI criminal provisions. In terms of dealing with complaints about a Member, however, councils are required to have local arrangements in place under which allegations can be investigated, and under which decisions on allegations can be made. These arrangements must include the involvement of an 'independent person' to provide his or her views to the authority.
- 3.5 By contrast, Scotland and Wales continue with their pre-existing systems, with complaints casework undertaken entirely by a central body. The mandatory Welsh Code is similar to the pre-existing English code. The mandatory Scottish Code is more detailed and is similar to the national code that existed across local government before 2000.
- 3.6 In drafting their codes of conduct, three template codes were made available to councils. The pre-existing general provisions of the previously mandatory code, a template produced by the Local Government Association (LGA) and an indicative code produced by the Department for Communities and Local Government (DCLG). Alongside these was also a code drafted specifically for parish councils and promoted by the National Association of Local Councils (NALC).
- 3.7 From what research is available, approximately half of all councils that adopted one of these three codes re-adopted the previous code's general provisions, a third adopted the LGA template and the remaining seventh the indicative DCLG code. A number of other councils produced a bespoke code, but largely as a variation of the above.
- 3.8 In terms of interests, the pre-existing code was designed to reflect the common law rules on bias in decision making. The theory was that including this better spelt out what bias may look like and placed responsibility for actions on the individual councillors. It is for this reason that most councils appear to have continued to reflect this in their new Code.
- 3.9 The opposing view was that the law changes and these decisions on bias are best left to the courts and the corporate body as advised of best practice at the time. Added to this was the view that the practice of having, in effect, two similar but different standards to operate by (the common-law and the code), is both confusing and, in the case of the constriction of the 'personal interest' and 'prejudicial interest' tests, distracting and overly restrictive.
- 3.10 In moving to a localist approach Parliament nonetheless recognised that there were some interests that were so clear and disruptive to ethical and proper decision making that they should be dealt with beyond any Code and be treated as a criminal offence.



- 3.11 Peterborough City Council adopted a code made up of general provisions, largely the same as the previous code and drafted in partnership with the councils of Cambridgeshire. The Council's Code includes provisions on DPI and one 'other interest' in relation to gifts and hospitality. It is otherwise silent on other kinds of interests or acting unregistered interests and, in preference, relies on the common law on decision making to advise the authority and its Members.
- 3.12 In terms of arrangements, most councils adopted a process whereby initial decisions to investigate or not was delegated to the monitoring officer, with involvement of the independent person being either required or a matter of choice at that stage, and decisions being made before a panel of Members from a standards committee or a wider remit audit or governance committee (as is the case at Peterborough).

#### 4. **SUBSEQUENT CHANGES**

- 4.1. Following the introduction of the Act and the Code and arrangements by the Council, two changes have taken place.
- 4.2. The first is that Committee on Standards in Public Life (CSPL) continues in its role, which is to advise the Prime Minister on ethical standards across the whole of public life in the UK. Its fourteenth report was issued in January 2013, which was undertaken as "*A review of best practice in promoting good behaviour in public life*". The key outcome from this for local government was the revision of the description applied to the seven principles. The updated principles are included in the attached **Appendix A**.
- 4.3. Subsequently, the Government produced a guidance document for councillors on personal interests, which was updated and re-issued in March 2013 to recognise the revised descriptions to the principles, with a further minor amendment made in September 2014. Entitled "*Openness and transparency on personal interests - A guide for councillors*", the document is intended to give basic practical information about how to be open and transparent about one's personal interests. This can be found on the DCLG website or directly at:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/240134/Openness\\_and\\_transparency\\_on\\_personal\\_interests.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf)

#### 5. **CONSIDERATIONS OF THE GROUP**

- 5.1 The Group received a number of background and information reports concerning the history and background to conduct matters and the options open to the Council, which are summarised above. The Group split its considerations into three parts.

#### 6. **General Provisions of the Code**

- 6.1. The Review Working Group looked at alternatively drafted codes, including the Parliamentary Members Code of Conduct. In doing so, Members asked themselves whether the general part of the code:
- a. was fit for purpose in explaining to Members what behaviours are expected of them; or
  - b. was clear enough to:
    - i. guide Members away from specific unacceptable behaviours; and
    - ii. hold Members to account if they fall short of those expected behaviours?
- 6.2. Members considered this over a number of meetings. In essence, Members considered the arguments as being as follows:

- a. The existing Code was well understood. The main core of requirements had been in place since 2000, it was relatively clear in its requirements and Members had had training on it going back several years. Its style, however, was not welcomed by all. Being set out as a list of requirements, which told Members what they could or could not do was, by some, considered to “treat councillors as schoolchildren”.
  - b. The LGA template was felt to differ from this as it attempted to move away from a list of ‘do’s and don’ts’ to be briefer and more purposive. It sets out the behaviours expected in the form of promissory statements of purpose and intent, in a positive manner. In addition it sets these out on one side of A4.
  - c. The DCLG indicative code was, in essence, simply a straight repetition of the seven principles. It was felt that this was improved with the revised descriptors issued by the CSPL, but that it remained otherwise wholly inadequate.
- 6.3. There was also discussion over the amount of information that should be included in a code. It was recognised that the more detailed a code became the more likely the risk was that there would be loopholes and technicalities, which could create the perverse situation that the investigations and decisions are about the wording of the Code rather than addressing the cause and effect of unethical or improper behaviours. Equally, a code that is too vague does not provide sufficient guidance or level of understanding for Members to be able to follow in a fair and just manner. Of the three codes, the LGA template was considered to strike the better balance between the two extremes.
- 6.4. The Review Group therefore settled, after much discussion, on recommending a move to the LGA template, as attached at **Appendix A**, as a preferred approach to standards of conduct by elected or co-opted members of the Council.

## **7. Interest Provisions of the Code**

- 7.1. The second part of the Code concerns itself with Member interests and is split into Disclosable Pecuniary Interests and Other Interests to register and declare as required here.
- 7.2. Members discussed the ramifications, if any, arising from the Peterborough Council’s Code containing only one ‘other interest’ to register or declare.
- 7.3. Members were informed that this approach was not considered to be reflected in many other councils, as evidenced from the position that, at the conferences attended by the officers, Peterborough was either alone or one of only a handful of councils present who took this approach.
- 7.4. Members further discussed the differences and outcomes between the current approach in the Peterborough Member Code and the approach of the codes that contained provisions on registerable Other Interests and unregistrable interests.
- 7.5. Members considered that the law on bias was a better and more appropriate tool by which the Council Members should behave, which rules out confusion or distraction. It was recognised, however, that this had, and could continue to have, two negative outcomes in relation to the Code. These were that:
- a. There was no personal responsibility for failing to deal with a conflict of interest between a councillor’s personal interests and their duty to act in the public interest when acting as a Member of the Council. Beyond the DPI provisions, the matter of an unresolved conflict of interest (bias) in a decision was largely a matter only for the corporate body and not the individual councillor concerned.
  - b. By the common-law not being reflected in the Code, these important ethical elements of decision making, which are on occasion complex and difficult, were not placed at the forefront of a Member’s mind and may not be given due weight.

- 7.6. After discussion, it was considered that these issues did not override the desire to not introduce a further layer of bureaucracy and complex coding. That was because these issues could be dealt with more effectively via other steps.
- 7.7. Firstly, the change in the descriptions of the Principles, provided a clarified provision that Members ***“should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.”***
- 7.8. By recommending that this revised wording is brought more fully into the Code, the Group believes that this now better reflects the discussion about bias. This change both guides Members more directly in being aware of their need to deal with any conflict between their role as Member and any personal interest and, crucially for this discussion, means that acting other than in accordance with this principle would not just be an issue for the Council as a body but would be treated as a breach of the Code by the individual concerned.
- 7.9. Secondly, a specific power in the Localism Act had been to introduce standing orders setting out how Members should act where they have a conflict of interest. This was intended to allow Councils to require Members with conflicts of interest to leave the room or take some other positive or recordable action in response to a conflict of interest.
- 7.10. Whilst the Group felt that the rules at Peterborough should not be expanded to that extent, it was noted that the Constitution Review Group had discussed including a standing order in its recommendations to Council to directly reflect the wording of the Principle set out above. This was felt to underscore the law in this respect and central part that ethical conduct played in decision making as well as highlighting this requirement again to Members and this action was supported by the Review Group.
- 7.11. The third step was to address a particular failing felt to have taken place by the Members of the Review Group. This was that there had been an inadequate take up of training on the law on bias. Behind that, the Members also felt there had been insufficient push of that training, by officers and key Members alike, and of the message as to how relevant and important an understanding of this area of law was to the operation of meetings and decision making.
- 7.12. This should be rectified in the next tranche of training offered and especially at induction.

## **8. Arrangements Concerning Allegations of Breaches of the Code**

- 8.1. In considering how successful the new arrangements might be, the Review Group reviewed the cases over the last year. In doing so, it was noted that some cases continued over from the old system and that these had been ignored for the purposes of this review. In terms of the new system, at the time of review only one case had been referred for investigation.
- 8.2. The Review Group asked that all Members be canvassed as to their views. The Independent Person was also asked to submit her views for the review. All Councillors were emailed on 28<sup>th</sup> October 2013 and a reminder on 22<sup>nd</sup> November 2013 for their views on the new standards regime. Six councillors responded and their views are summarised as follows:
- I have not heard of any issues and would assume things are ticking along nicely with the new arrangements.
  - I haven't noticed the change and if I've had any complaints against me as a Councillor I'm unaware of them.
  - A minimalist approach to the entire code of conduct is preferred, therefore I would prefer to see PCC adopt the LGA model code which is a statement of principles rather than a set of prescribed rules.

- There should be reference to the use of social media within the code of conduct (i.e. Facebook, Twitter, online newspaper forums etc) and Members using these forums in an appropriate manner.
- I have no comment to make.
- I have nothing to contribute to this.

8.3. Members concluded from their review that there was a disparity between these arrangements and the bureaucracy, expense and lack of room for local action under the old regime. As a consequence, the current arrangements for investigation and decision on allegations should remain unchanged.

## **9. CONSULTATION**

9.1 There has been consultation with Members of the Council as described above.

9.2 Each of the Members of the Review Group were appointed on behalf of their political groups, acting as a conduit for further discussion within those groups to whatever extent each Member felt appropriate.

## **10. IMPLICATIONS**

10.1 There are no significant financial implications arising from this paper.

10.2 The relevant legal or risk implications arising from the proposals are contained within the body of this report

## **11. BACKGROUND DOCUMENTS**

11.1 Notes and reports drafted in advance of meetings of the Review Group

11.2 All other background documents used in the drafting of this report have been public documents and are largely referred to within the report.

## **12. APPENDICES**

Appendix A – Proposed Revision to Members Code of Conduct

**PROPOSED REVISION**  
**TO**  
**MEMBERS' CODE OF CONDUCT**

As a member or co-opted member of **Peterborough City Council** I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act 2011 provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

- Selflessness*** Holders of public office should act solely in terms of the public interest.
- Integrity*** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity*** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability*** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness*** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty*** Holders of public office should be truthful.
- Leadership*** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Act further provides for registration and disclosure of interests and in Peterborough City Council this will be done as set out in Part 2 to this Code

./...

## **PART 1 GENERAL PROVISIONS**

As a Member of **Peterborough City Council**, my conduct will in particular address the statutory principles of the Code of Conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the [county][borough][Authority's area] or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

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## **PART 2 INTERESTS**

[No change]

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 8
<b>22 SEPTEMBER 2014</b>	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 – Summary of Feedback Responses  
Appendix B – Feedback Responses

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## AUDIT COMMITTEE: RECORD OF ACTION TAKEN

MUNICIPAL YEAR: MAY 2014 - APRIL 2015

DATE ISSUE RAISED	AGENDA ITEM / ACTION ARISING	OFFICER RESPONSIBLE	ACTION TAKEN	SIGN OFF DATE
30 June 2014	All responses to actions would be included as an appendix to the Feedback Report, agenda item in future.	Governance Officer	Completed	7 July 2014
30 June 2014	The description that referred to the Serco contract within the Draft Annual Governance Statement should be expanded within future reports in order to capture the full scope and range of service provided by them.	Group Auditor	Completed	N/A
30 June 2014	To report the reason for the movement in the income from Commercial Properties from £1,790k in 2012/13 to £1,127k in 2013/14, an overall movement of £663k.	Head of Strategic Finance	Briefing note circulated to Members of the Audit Committee and attached at Appendix B.	7 July 2014
30 June 2014	To consider the most appropriate route to deliver training to Audit Committee Members on the Council's Commissioning function.	Governance Team	Training options are being explored by the Corporate Management Team.	15 August 2014
30 June 2014	A report to be presented to Audit Committee detailing the outcome of the Code of Conduct working group.	Interim Head of Legal Services	Report to be produced by the Interim Head of Governance.	6 August 2014
30 June 2014	A meeting to be held between Lead Officers and the Chairman of Audit Committee in order to discuss the processes behind audits with the intention of producing a report to Audit Committee on the fundamentals.	Head of Strategic Finance/ Chief Internal Auditor.	Meeting held on 4 September 2014.	4 September 2014

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**RESPONSE TO ACTION POINT**

<b>AUDIT COMMITTEE</b>	
<b>30 JUNE 2014</b>	<b>PUBLIC</b>

**AGENDA ITEM: DRAFT STATEMENT OF ACCOUNTS 2013 / 2014**

<b>ACTION</b>		
To report the reason for the movement in the income from Commercial Properties from £1,790k in 2012/13 to £1,127k in 2013/14, an overall movement of £663k.		
Contact Officer (s)	John Harrison, Executive Director - Resources Steven Pilsworth, Head of Strategic Finance	Tel: 452398 Tel: 384564
Response:		
<b>1</b>	<b>COMMERCIAL PROPERTY DECREASE IN INCOME</b>	
1.1	The Council is currently developing a new Skills Centre and football stand at the Peterborough United Football Stadium. As part of this project, there has been an independent valuation of the rental value of the current lease and an agreed abatement of rent during the construction period. The abatement was agreed with PUFC due to loss of income from ticket sales, additional stewarding and policing costs around the area of the site on which building is taking place and loss of catering and advertising from the Moy's End. This was agreed in a CMDN in August 2013 and discussed at full Council in July 2013 and the reduction of income relating to this project in the 2013/14 accounts is £462k.	
1.2	The other large decrease in income in Commercial Property is from the Town Hall shops. Unfortunately, several businesses previously renting Town Hall shops including Hawkins Bazaar, Past Times and Modelzone have ceased trading and subsequently rental income has declined from the previous financial year by £134k.	

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<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 9
<b>22 SEPTEMBER 2014</b>	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 to 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)

<b>DATE: 22 SEPTEMBER 2014</b>			
		<b>Section / Lead</b>	<b>Description</b>
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
*New*	Outcome of the Code of Conduct Review	Kim Sawyer	
Standard	Feedback Report	Democratic Services Karen Dunleavy	
Standard	Work Programme 2014 / 2015	Democratic Services Karen Dunleavy	

#### **OTHER POSSIBLE AGENDA ITEMS**

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

<b>DATE: 3 NOVEMBER 2014</b>			
		<b>Section / Lead</b>	<b>Description</b>
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)



<b>DATE: 2 FEBRUARY 2015</b>			
		<b>Section / Lead</b>	<b>Description</b>
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)

<b>DATE: 23 MARCH 2015</b>			
		<b>Section / Lead</b>	<b>Description</b>
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)