

AUDIT & ACCOUNTS COMMITTEE

Date of Meeting: Wednesday, 26 July 2017
Time: 10:00 am
Venue: G21, Kelham Hall

Telephone: 01636 655882
Email: helen.bayne@nsdc.info
Your ref:
Our ref:

Tuesday 18 July 2017

To: All Members of the Audit & Accounts Committee

You are hereby requested to attend the above Meeting to be held at the time/place on the date mentioned above for the purpose of transacting the business on the Agenda as under.

Please note that there will be a **briefing for Members prior to the meeting, at 9am**, on the role of the Audit and Accounts Committee, and Internal and External Audit.



A W Muter
Chief Executive

AGENDA
WEDNESDAY 26 JULY, 10am

Item		
1.	Apologies for Absence	
2.	Declarations of Interest by Members and Officers and as to the Party Whip	
3.	Declaration of any Intentions to Record the Meeting	
4.	Minutes of the Meeting held on 26 April 2017.	3-6
5.	Treasury Outturn Report- 2016/17	7-16
6.	External Auditors Annual Governance Report	To follow
7.	Approval of the Statement of Accounts	17- 130
8.	Internal Audit Progress Report 2017/18 (Appendix B of this Item is exempt)	131- 157 Exempt 197-199
9.	Annual Internal Audit Report 2016/17	158-179
10.	Results of the Review of the Assessment of Effectiveness of the Internal Audit Function	180-189
11.	Report on interim arrangements for S151 Officer	190-191
12.	Audit Committee Work Programme	192-196
13.	Date of Next Meeting- Wednesday, 29 November 2017.	

CONFIDENTIAL AND EXEMPT ITEMS

8.	Appendix B of the Internal Audit Progress Report	197-199
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Any questions relating to the agenda items should be submitted to Nicky Lovely Business Manager - Financial Services, at least 24 hours prior to the meeting in order that a full response can be provided.

Distribution

Councillors:

B. Crowe
Mrs M. Dobson
P. Handley
Mrs S.M. Michael (C)
D. Payne
B. Wells

Officers:

N. Lovely
N. Pickavance
A. Hunt (Audit Lincs)
Lucy Pledge (Audit Lincs)
John Sketchley (Audit Lincs)
Jon Gorrie (KPMG)
Helen Brookes (KPMG)

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **AUDIT & ACCOUNTS COMMITTEE** held in Room G21, Kelham Hall on Wednesday, 26 April 2017 at 10:00am.

PRESENT: Councillor Mrs S.M. Michael (Chairman)

Councillors: Councillor R.A. Crowe, Mrs P.J. Rainbow and B. Wells.

ALSO IN

ATTENDANCE: Nicky Lovely - Business Manager & Chief Financial Officer - Financial Services (NSDC)
John Sketchley - Audit Manager (Assurance Lincolnshire)
Lucy Pledge (Audit and Risk Manager (Head of Internal Audit) Assurance Lincolnshire)
Jonathan Gorrie - Director (KPMG)
Helen Brookes - Manager (KPMG)
Nicola Pickavance - Assistant Business Manager - Financial Services (NSDC)

50. APOLOGIES FOR ABSENCE

Apologies for absence were received from G.P. Handley.

51. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

52. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

53. MINUTES OF MEETING HELD ON 8 FEBRUARY 2017

AGREED that the Minutes of the meeting held on 8 February 2017 be approved as a correct record and signed by the Chairman.

54. STATEMENT OF ACCOUNTING POLICIES

The Assistant Business Manager- Financial Services presented a report detailing updates made to the Council's accounting policies in relation to the closedown of the 2016/17 financial year. The changes were detailed in the report to Members, and the amended policies would be used to produce the figures in the Statement of Accounts.

Minor amendments have been made to

- IFRS 11 Joint Arrangements
- IAS 19 Property, Plant and Equipment
- IAS 38 Intangible Assets

- IAS 19 Employee Benefits

A new policy, 1.9 Employee Benefits Payable during Employment, had been included within the Council's policies for 2016/2017. The policy described the process by which the Council accrued for the cost of untaken leave at the end of the financial year. The policy was in accordance with IAS 19 Employee Benefits.

Another new policy, 1.21 Council Tax and Non Domestic Rates had been introduced to clarify the Council's position in respect of how it accounted for both Council Tax and NDR. The Policy had not been introduced as a result of any code changes but rather following the review of policies in the lead up to the 2016/2017 year end.

AGREED (unanimously) that Members approve the amended Statement of Accounting Policies for 2016/17.

55. IAS19 UNDERLYING PENSION ASSUMPTIONS FOR 2015/16 STATEMENT OF ACCOUNTS

The Assistant Business Manager- Financial Services presented a report relating to the assumptions made by the pension fund actuary in calculating the IAS 19 figures (International Accounting Standard 19- Employee Benefits) to be reported in the 2016/17 Statement of Accounts. Members' attention was drawn to some updated figures for financial assumptions and demographic assumptions.

The Council used the calculated costs and the underlying assumptions based on the advice of the actuary of the Nottinghamshire County Council Pension Fund, Barnett Waddingham, and the administering authority, Nottinghamshire County Council.

AGREED (unanimously) that Members note and approve the assumptions used in the calculation of pension figures for 2016/17.

56. PROPOSED STATEMENT OF ACCOUNTS TRAINING SESSION

The Committee considered a date for a training session to cover their role in approving the annual Statement of Accounts. It was currently a statutory requirement for the Statement of Accounts to be approved and published by 30 September each year.

AGREED (unanimously) that the Statement of Accounts training session be held Thursday 20 July 2017, at 9:30am.

57. INTERNAL AUDIT PROGRESS REPORT 2016/17

The Audit Manager (Assurance Lincolnshire) presented the Internal Audit Progress report. Of the 24 audits included, 14 were complete, 7 at draft stage, 1 audit had been agreed but then delayed, and the remainder postponed until 2017/18. Members were informed that the plan was now 91% complete.

Members were informed that the delayed audit was for Emergency Planning, and a date to complete the audit had not been arranged. One of the postponed audits also related to the same Business Unit as well as two overdue actions. The Committee agreed that the Director- Safety be requested to attend the next meeting of the

Committee to update them on any issues within the Business Unit.

Of the outstanding recommendations, all had work on-going and revised dates had been implemented. The report also detailed a piece of consultancy work undertaken in relation to Business Continuity Planning.

AGREED (unanimously) that the report be noted and the Director-Safety be invited to the next meeting of the Committee.

58. EXTERNAL AUDIT PROGRESS REPORT AND TECHNICAL UPDATE

Jonathan Gorrie and Helen Brookes (KPMG) presented the External Audit Progress Report and Technical Update. The progress report detailed the work undertaken since the meeting of the Committee in February 2017 and work due to commence over the next quarter. The technical update detailed developments and issues that may impact the authority including Business Rates Retention, which was rated as medium impact, but the result of this was not yet certain.

AGREED (unanimously) that the report be noted.

59. EXTERNAL AUDIT PLAN 2016/17

Jonathan Gorrie and Helen Brookes (KPMG) presented the External Audit Plan which included the financial statements audit planning detailing the risk assessment and significant audit risks. The risk identified two standard risks for all organisations which were management of override controls and fraudulent revenue recognition. Significant audit risks were identified as significant changes in the pension liability due to LGPS Triennial Valuation and provision for business rates appeals. The plan also detailed the review of value for money arrangements and significant value for money risks.

Other matters detailed within the plan were whole of government accounts, elector challenge and the audit fee which was unchanged.

AGREED (unanimously) that the report be noted.

60. INITIATING THE ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION

The Business Manager & Chief Financial Officer - Financial Services presented a report outlining the process for undertaking the review of the effectiveness of the Internal Audit function. The review had last been undertaken in 2015 and was undertaken biennially.

AGREED (unanimously) that

- a) a joint Member/Officer Working Group be convened to undertake the review of effectiveness of internal audit comprising the Chairman, Councillor Handley and the Business Manager & Chief Financial Officer - Financial Services.

b) the group be tasked to undertake a review of the internal audit function against the PSIAS;

c) the group carry out a self-assessment of the effectiveness of the Committee using the CIPFA checklist and considering the previous action plan;

d) agree that the meeting of the Working Group be held on Wednesday 10 May 2017, 9:30am.

61. COUNTER FRAUD ACTIVITY REPORT

The Business Manager and Chief Financial Officer- Financial Services presented a report detailing counter fraud activity, explaining that expected Court costs since October 2016, were around £20,000. The committee heard that it was not possible to assign exactly which court costs related to which recovery, as recovery payments were often made over a period of time. The Committee also heard information relating to the Fighting Fraud Locally Strategy and a recent internal review which had given substantial assurance to the Councils counter fraud arrangements. The Committee also noted that work was ongoing to identify future proactive counter fraud projects that could be undertaken, using information obtained during the refresh of the fraud risk register. This would be undertaken by Assurance Lincolnshire.

AGREED (unanimously) that the report be noted.

62. AUDIT COMMITTEE WORK PROGRAMME

The Committee considered the work programme detailing items to be considered during their meetings throughout the municipal year.

AGREED that the Work Plan be noted.

63. DATE OF NEXT MEETING

NOTED that the date of the next meeting was Wednesday, 26 July 2017, at 10am in G21.

The meeting closed at 10.48am.

Chairman

TREASURY MANAGEMENT OUTTURN REPORT 2016/17
REPORT PRESENTED BY: Tara Beesley - Accountant

1. Purpose of Report

- 1.1. The purpose of this report is to give Members the opportunity to review the annual Treasury Outturn report which will be presented to Council on 10th October 2017 (copy attached at **Appendix A**).

2. Introduction

- 2.1. In January 2010 the Council formally adopted the CIPFA Code of Practice on Treasury Management which requires that the Council receives regular reports on its treasury management activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close.
- 2.2. The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Audit and Accounts Committee and for the execution and administration of treasury management decisions to the Section 151 officer, who will act in accordance with the Council's policies and practices.
- 2.3. The Treasury Strategy and Prudential Indicators for 2016/17 were approved by Council on 10th March 2016 and the Outturn report is the last report for the financial year, required by the Code. It has been prepared on the basis of the draft final accounts which appear elsewhere on the agenda. If there are significant changes resulting from the audit of the accounts they will be reported at the next meeting of this Committee.

3. RECOMMENDATION

That the Treasury Outturn position for 2016/17 be considered.

Background Papers

Nil

For further information please contact Tara Beesley on extn. 5328

Nicola Lovely
Business Manager Financial Services

COUNCIL 10th October 2017

ANNUAL TREASURY REPORT 2016/17

1. Background

- 1.1. The Council's treasury management activity is underpinned by CIPFA's Code of Practice on Treasury Management ('the Code') which requires local authorities to produce annually Prudential Indicators and a Treasury Management Strategy Statement on the likely financing and investment activity. The Code also recommends that members are informed of treasury management activities at least twice a year. Scrutiny of treasury policy, strategy and activity is delegated to the Audit and Accounts Committee.
- 1.2. Treasury management is defined as: 'The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'
- 1.3. Overall responsibility for treasury management remains with the Council. No treasury management activity is without risk; the effective identification and management of risk are integral to the Council's treasury management strategy.

2. Economic Background

- 2.1. Politically, 2016/17 was an extraordinary twelve month period which defied expectations when the UK voted to leave the European Union and Donald Trump was elected the 45th President of the USA. Uncertainty over the outcome of the US presidential election, the UK's future relationship with the EU and the slowdown witnessed in the Chinese economy in early 2016 all resulted in significant market volatility during the year. Article 50 of the Lisbon Treaty, which sets in motion the 2-year exit period from the EU, was triggered on 29th March 2017.
- 2.2. UK inflation had been subdued in the first half of 2016 as a consequence of weak global price pressures, past movements in sterling and restrained domestic price growth. However the sharp fall in the Sterling exchange rate following the referendum had an impact on import prices which, together with rising energy prices, resulted in CPI rising from 0.3% year/year in April 2016 to 2.3% year/year in March 2017.
- 2.3. In addition to the political fallout, the referendum's outcome also prompted a decline in household, business and investor sentiment. The repercussions on economic growth were judged by the Bank of England to be sufficiently severe to prompt its Monetary Policy Committee (MPC) to cut the Bank Rate to 0.25% in August and embark on further gilt and corporate bond purchases as well as provide cheap funding for banks via the Term Funding Scheme to maintain the supply of credit to the economy.
- 2.4. Despite growth forecasts being downgraded, economic activity was fairly buoyant and GDP grew 0.6%, 0.5% and 0.7% in the second, third and fourth calendar quarters of 2016. The labour market also proved resilient, with the ILO unemployment rate dropping to 4.7% in February, its lowest level in 11 years.

- 2.5. Following a strengthening labour market, in moves that were largely anticipated, the US Federal Reserve increased rates at its meetings in December 2016 and March 2017, taking the target range for official interest rates to between 0.75% and 1.00%.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at **Appendix B**.

3. Local Context

- 3.1. At 31/03/2017 the Council's underlying need to borrow for capital purposes as measured by the Capital Financing Requirement (CFR) was £125m, while usable reserves and working capital which are the underlying resources available for investment were £43.3m.
- 3.2. At 31/03/2017, the Council had £91m of borrowing and £28m of investments. The Council's current strategy is to maintain borrowing below the underlying level indicated by the CFR, and to use internal resources to cover the gap. This is referred to as internal borrowing.
- 3.3. The Council has a reducing CFR over the next 2 years due to the capital programme and there may be a requirement to borrow up to £2m over the forecast period. However, if reserve levels permit, internal borrowing will be considered.

4. Borrowing Strategy

- 4.1. Borrowing Activity in 2016/17

	Balance 1/4/16 £000	New Borrowing £000	Debt Maturing £000	Balance 31/3/17 £000
CFR	123,584			125,192
Short Term Borrowing	3,636	13,036	12,755	3,917
Long Term Borrowing	88,142	0	1,019	87,123
Total Borrowing	91,778	13,036	13,774	91,040
Other Long Term Liabilities	224	0	0	224
Total External Debt	92,002	13,036	13,774	91,264
Increase/(Decrease) in Borrowing £000				(738)

- 4.2. The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 4.3. Affordability remained an important influence on the Council's borrowing strategy alongside the "cost of carry" - consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing. As short-term interest rates have remained, and are likely to remain lower than long-term rates, at least over the forthcoming two years, the Council determined it was more cost effective in the short-term to use internal resources instead of borrowing.
- 4.4. The benefits of internal borrowing were monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term

borrowing rates are forecast to rise. Arlingclose assists the Council with this 'cost of carry' and breakeven analysis.

- 4.5. **LOBOs:** The Council holds £3.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of the £3.5m of LOBOS had options during the year, none of which were exercised by the lender.
- 4.6. **Debt Rescheduling:** The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Council's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.

5. Investment Activity

5.1. Investment Activity in 2016/17

	Balance 1/4/16 £000	New Investments £000	Investments Redeemed £000	Balance 31/3/17 £000
Short Term Investments	14,552	149,751	136,439	27,864
Long Term Investments	0	0	0	0
Total Investments	14,552	149,751	136,439	27,864
Increase/(Decrease) in Investments £000				13,312

- 5.2. The Council has held invested funds, representing income received in advance of expenditure plus balances and reserves held. During 2016/17 the Council's investment balances have ranged between £11.1 and £31 million. The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 5.3. Security of capital remained the Council's main objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2016/17.
- 5.4. Counterparty credit quality is assessed and monitored by Arlingclose, the Council's treasury advisors, with reference to credit ratings; credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. Arlingclose provide recommendations for suitable counterparties and maximum investment periods.

6. Compliance with Prudential Indicators

- 6.1. The Council can confirm that it has complied with its Prudential Indicators for 2016/17, which were set on 10th March 2016 as part of the Council's Treasury Management Strategy Statement.

6.2. **Interest Rate Exposure:** These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates for both borrowing and investments. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments. The figure shown below for the variable rate for investments has exceeded the limit, although the Net effect is within the limit. All our investments are short term and there were no fixed rates that were comparable to variable rates, over the short term.

	Approved Limit for 2016/17 £m	Maximum during 2016/17 £m
<u>Fixed Rate</u>		
Borrowing	122.3	88.1
Investments	-5	0
Net Upper Limit for Fixed Rate Exposure	117.3	88.1
<i>Compliance with Limit</i>		<i>Yes</i>
<u>Variable Rate</u>		
Borrowing	30.5	4.6
Investments	-27.8	-31.1
Net Upper Limit for Variable Rate Exposure	2.7	-26.5
<i>Compliance with Limit</i>		<i>Yes</i>

6.3. **Maturity Structure of Fixed Rate Borrowing.** This indicator is to limit large concentrations of fixed rate debt and control the Council's exposure to refinancing risk.

	Upper Limit %	Fixed Rate Borrowing 31/03/17 £m	Fixed Rate Borrowing 31/3/17 %	Compliance?
Under 12 months	15%	4.5	5.2%	Yes
12 months to 2 years	15%	1	1.2%	Yes
2 years to 5 years	30%	9.1	10.4%	Yes
5 years to 10 years	100%	23.2	26.6%	Yes
10 years and above	100%	49.3	56.6%	Yes

6.4. **Principal Sums Invested for over 364 Days.** All investments were made on a short-term basis and there were no investments for more than 364 days.

6.5. **Authorised Limit and Operational Boundary for External Debt.** The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. The s151 Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2016/17; borrowing at its peak was £92.7m.

	Approved Operational Boundary 2016/17	Authorised Limit 2016/17	Actual External Debt 31/03/17

	£m	£m	£m
Borrowing	142.6	152.8	91
Other Long Term Liabilities	0.4	0.6	0.2
Total	143	153.4	91.2

6.6. In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary of the treasury management activity during 2016/17. None of the Prudential Indicators have been breached and a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

6.7. The Council also confirms that during 2016/17 it complied with its Treasury Management Policy Statement and Treasury Management Practices.

7. RECOMMENDATION

That the Treasury outturn position for 2016/17 be noted.

For further information please contact Tara Beesley, Accountant, on extn 5328.

Nicola Lovely
Business Manager Financial Services

Financial markets: Following the referendum result, gilt yields fell sharply across the maturity spectrum on the view that Bank Rate would remain extremely low for the foreseeable future. After September there was a reversal in longer-dated gilt yields which moved higher, largely due to the MPC revising its earlier forecast that Bank Rate would be dropping to near 0% by the end of 2016. The yield on the 10-year gilt rose from 0.75% at the end of September to 1.24% at the end of December, almost back at pre-referendum levels of 1.37% on 23rd June. 20- and 50-year gilt yields also rose in Q3 2017 to 1.76% and 1.70% respectively, however in Q4 yields remained flat at around 1.62% and 1.58% respectively.

After recovering from an initial sharp drop in Q2, equity markets rallied, although displaying some volatility at the beginning of November following the US presidential election result. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31st March, both up 18% over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March.

Money market rates for overnight and one week periods remained low since Bank Rate was cut in August. 1- and 3-month LIBID rates averaged 0.36% and 0.47% respectively during 2016-17. Rates for 6- and 12-months increased between August and November, only to gradually fall back to August levels in March, they averaged 0.6% and 0.79% respectively during 2016-17.

Credit background: Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. UK bank credit default swaps saw a modest rise but bank share prices fell sharply, on average by 20%, with UK-focused banks experiencing the largest falls. Non-UK bank share prices were not immune, although the fall in their share prices was less pronounced.

Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome.

None of the banks on the Authority's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests. The tests were based on banks' financials as at 31st December 2015, 11 months out of date for most. As part of its creditworthiness research and advice, the Authority's treasury advisor Arlingclose regularly undertakes analysis of relevant ratios - "total loss absorbing capacity" (TLAC) or "minimum requirement for eligible liabilities" (MREL) - to determine whether there would be a bail-in of senior investors, such as local authority unsecured investments, in a stressed scenario.

In July, following a review of unrated building societies' annual financial statements, Cumberland, Harpenden and Vernon building societies were removed from the Authority's list due to deterioration in credit indicators. The maximum advised maturity was also lowered for eleven other societies from 6 months to 100 days due to the uncertainty facing the UK housing market following the EU referendum.

Money Market Data and PWLB Rates

The average, low and high rates correspond to the rates during the financial year rather than those in the tables below.

Please note that the PWLB rates below are Standard Rates. Authorities eligible for the Certainty Rate can borrow at a 0.20% reduction.

Table 1: Bank Rate, Money Market Rates

Date	Bank Rate	O/N LIBID	7-day LIBID	1-month LIBID	3-month LIBID	6-month LIBID	12-month LIBID	2-yr SWAP Bid	3-yr SWAP Bid	5-yr SWAP Bid
01/04/2015	0.50	0.35	0.46	0.43	0.51	0.76	0.97	0.87	1.05	1.32
30/04/2015	0.50	0.35	0.48	0.43	0.52	0.74	0.98	1.00	1.21	1.51
31/05/2015	0.50	0.43	0.50	0.43	0.52	0.75	0.98	0.97	1.18	1.49
30/06/2015	0.50	0.35	0.45	0.43	0.52	0.79	0.99	1.09	1.35	1.68
31/07/2015	0.50	0.32	0.43	0.43	0.53	0.79	1.01	1.10	1.33	1.66
31/08/2015	0.50	0.42	0.40	0.43	0.54	0.82	1.02	1.03	1.24	1.61
30/09/2015	0.50	0.37	0.41	0.43	0.54	0.74	1.00	0.93	1.11	1.41
31/10/2015	0.50	0.36	0.41	0.43	0.54	0.77	1.00	0.97	1.16	1.49
30/11/2015	0.50	0.30	0.42	0.43	0.54	0.88	1.00	0.93	1.10	1.39
31/12/2015	0.50	0.43	0.35	0.43	0.54	0.76	1.01	1.09	1.30	1.58
31/01/2016	0.50	0.43	0.42	0.43	0.54	0.71	0.99	0.77	0.89	1.14
29/02/2016	0.50	0.25	0.43	0.43	0.54	0.73	0.99	0.71	0.74	0.85
31/03/2016	0.50	0.30	0.44	0.52	0.62	0.71	0.93	0.79	0.84	1.00
Average	0.50	0.38	0.45	0.43	0.54	0.76	0.99	0.96	1.14	1.43
Maximum	0.50	0.48	0.58	0.57	0.66	0.92	1.02	1.17	1.44	1.81
Minimum	0.50	0.17	0.35	0.43	0.51	0.55	0.84	0.68	0.73	0.85
Spread	--	0.31	0.23	0.14	0.15	0.37	0.18	0.49	0.71	0.96

Table 2: PWLB Borrowing Rates - Fixed Rate, Maturity Loans

Change Date	Notice No	1 year	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2015	127/15	1.33	2.10	2.69	3.24	3.37	3.32	3.31
30/04/2015	166/15	1.41	2.27	2.90	3.44	3.55	3.50	3.48
31/05/2015	204/15	1.44	2.26	2.90	3.44	3.54	3.48	3.45
30/06/2015	248/15	1.48	2.44	3.13	3.65	3.72	3.64	3.60
31/07/2015	294/15	1.54	2.45	3.07	3.56	3.62	3.54	3.49
31/08/2015	334/15	1.47	2.30	2.92	3.47	3.54	3.44	3.40
30/09/2015	379/15	1.44	2.19	2.79	3.42	3.50	3.42	3.39
31/10/2015	423/15	1.44	2.38	2.93	3.56	3.65	3.56	3.53
30/11/2015	465/15	1.42	2.23	2.85	3.48	3.54	3.42	3.39
31/12/2015	505/15	1.41	2.38	3.01	3.61	3.68	3.56	3.53
31/01/2016	040/16	1.24	1.96	2.62	3.28	3.37	3.23	3.20
29/02/2016	082/16	1.27	1.73	2.43	3.23	3.36	3.24	3.19
31/03/2016	124/16	1.33	1.81	2.48	3.21	3.30	3.16	3.12
	Low	1.21	1.67	2.30	3.06	3.17	3.05	3.01
	Average	1.41	2.20	2.85	3.46	3.54	3.45	3.42

	High	1.55	2.55	3.26	3.79	3.87	3.80	3.78
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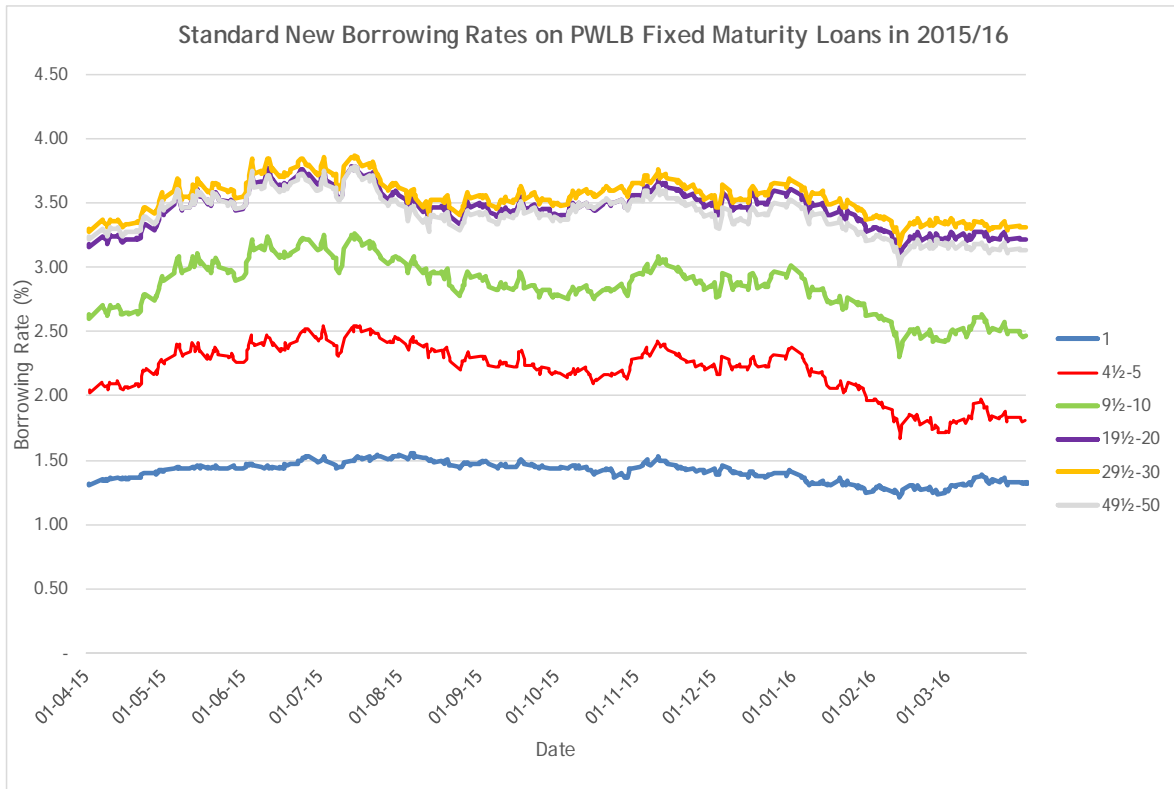


Table 3: PWLB Borrowing Rates - Fixed Rate, Equal Instalment of Principal (EIP) Loans

Change Date	Notice No	4½-5 yrs	9½-10 yrs	19½-20 yrs	29½-30 yrs	39½-40 yrs	49½-50 yrs
01/04/2015	127/15	1.66	2.14	2.71	3.03	3.24	3.35
30/04/2015	166/15	1.79	2.31	2.92	3.24	3.45	3.54
31/05/2015	204/15	1.78	2.30	2.93	3.26	3.45	3.53
30/06/2015	248/15	1.90	2.49	3.15	3.47	3.65	3.72
31/07/2015	294/15	1.96	2.50	3.09	3.39	3.57	3.63
31/08/2015	334/15	1.83	2.34	2.94	3.27	3.48	3.55
30/09/2015	379/15	1.76	2.23	2.82	3.19	3.43	3.51
31/10/2015	423/15	1.81	2.32	2.96	3.33	3.57	3.66
30/11/2015	465/15	1.79	2.27	2.87	3.25	3.49	3.56
31/12/2015	505/15	1.89	2.42	3.03	3.39	3.62	3.70
31/01/2016	040/16	1.54	2.00	2.65	3.04	3.29	3.38
29/02/2016	082/16	1.42	1.77	2.46	2.95	3.24	3.36
31/03/2016	124/16	1.50	1.85	2.51	2.96	3.22	3.31
	Low	1.36	1.70	2.33	2.78	3.07	3.18
	Average	1.76	2.25	2.88	3.24	3.47	3.55
	High	1.99	2.60	3.28	3.61	3.79	3.87

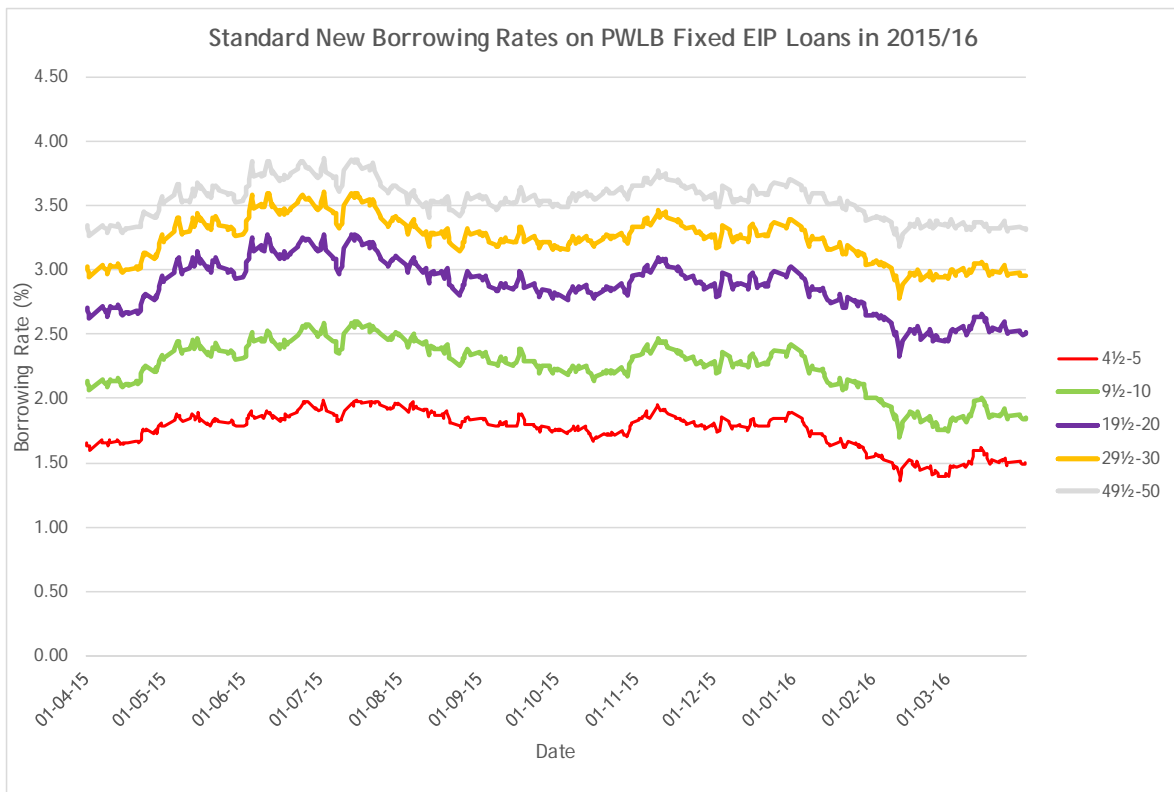


Table 4: PWLB Variable Rates

	1-M Rate	3-M Rate	6-M Rate	1-M Rate	3-M Rate	6-M Rate
	Pre-CSR	Pre-CSR	Pre-CSR	Post-CSR	Post-CSR	Post-CSR
01/04/2015	0.62	0.63	0.66	1.52	1.53	1.56
30/04/2015	0.62	0.64	0.67	1.52	1.54	1.57
31/05/2015	0.62	0.65	0.68	1.52	1.55	1.58
30/06/2015	0.62	0.66	0.70	1.52	1.56	1.60
31/07/2015	0.62	0.66	0.72	1.52	1.56	1.62
31/08/2015	0.62	0.66	0.70	1.52	1.56	1.60
30/09/2015	0.66	0.67	0.76	1.56	1.57	1.66
31/10/2015	0.66	0.67	0.76	1.46	1.56	1.57
30/11/2015	0.64	0.67	0.72	1.54	1.57	1.62
31/12/2015	0.63	0.65	0.72	1.53	1.55	1.62
31/01/2016	0.64	0.66	0.69	1.54	1.56	1.59
29/02/2016	0.63	0.65	0.68	1.53	1.55	1.58
31/03/2016	0.61	0.65	0.67	1.51	1.55	1.57
Low	0.61	0.61	0.66	1.51	1.51	1.56
Average	0.63	0.66	0.71	1.53	1.56	1.61
High	0.67	0.69	0.78	1.57	1.59	1.68

APPROVAL OF THE STATEMENT OF ACCOUNTS

1.0 Purpose of Report

- 1.1 To obtain approval by an appropriate Committee of the Council's Statutory Accounts for the financial year ended 31st March 2017.

2.0 Introduction

- 2.1 In accordance with the Accounts and Audit Regulations 2015 there is a legal requirement that the Statement of Accounts for the Council receive approval by an appropriate Committee by the 31st July following the end of the financial year to which the Accounts relate. In accordance with the Council's Constitution and the remit of this Committee, the Statement of Accounts is brought to this Committee for approval. Transitory provisions are in place in the regulations for continuation of the previous deadline of 30th September for 2016/2017. The Council has taken the opportunity of the transitional period to bring forward its deadlines and dry run the early closedown of the year end accounts. A copy of the full accounts will be circulated with the agenda. Any changes arising after the distribution of the agenda will be advised at the meeting. If these are significant they will be notified to Members as soon as they become apparent in order to allow Members to consider them prior to the meeting.
- 2.2 The statutory audit of the accounts has been substantially completed and no additional matters from those identified in the Auditor's report are expected to arise.

3.0 Approval of the Accounts

- 3.1 Although the regulations require the accounts to be approved by a resolution of a Committee it should be noted that approval in this context has, to some extent, a different meaning from other Committee resolutions. The Responsible Financial Officer (RFO) for the District Council, the Financial Services Assistant Business Manager, retains responsibility for the preparation of the annual accounts and is required to certify that they present a true and fair view of the financial position of the Council at 31st March 2017.
- 3.2 The aim of the Regulations is for Members to demonstrate ownership of the accounting statements. The Statement of Accounts for the District Council has been sent to Members of the Committee with this Agenda. A training session was held on 20th July 2017 to aid Members' understanding of the statement and to address any initial comments.
- 3.3 There is a statutory requirement for the accounts of Newark and Sherwood Homes Ltd and Active4Today Ltd, the Council's two subsidiary companies, to be combined with the District Council's accounts to produce Group accounts which also have to be approved by the 30th September. A deadline of 19th May was agreed with Newark and Sherwood Homes Ltd and Active4Today Ltd and their accounts were received by this date.

4.0 Changes made to the Statements

4.1 The following changes have been made to the core statements of the Statement of Accounts following the external audit. There was one material error on the balance sheet and three non material errors which impacted a number of core statements. None of them impacted on the Council's surplus for the year.

4.2 There was, in addition, one error in the Collection Fund which has impacted on the Council's surplus for the year. The surplus has been reduced by £37k.

Comprehensive Income and Expenditure Statement (page 11)

4.3 Three adjustments have been made on the Comprehensive Income and Expenditure Statement:

- 1) The element of the Collection Fund surplus owing to council tax payers, £37k, was incorrectly included within The Taxation and Specific Grant Income line. Correcting the figure has resulted in the Council's year end surplus being reduced by £37k.
- 2) The asset life used to calculate depreciation on the National Civil War Centre was incorrect resulting in an overcharge to the service of £17k. The depreciation against the Economic Development Committee service line has been reduced. However, as depreciation is a capital charge the adjustment has been reversed out in the Movement in Reserves Statement and there has been no impact on the Council's year end surplus.
- 3) An investment property within the Housing Revenue Account was overvalued by £12k. The amendments made within the Housing Revenue Account have fed through into the income and expenditure statement against the Housing Revenue service line. There has been no impact on the Council's year end surplus.

Balance Sheet (page 15)

4.4 There was one material error on the balance sheet. As part of the Collection Fund closedown a creditor was calculated in respect of cash owed to major preceptors. This amount was incorrectly netted off against the debtor figure thereby understating both the Short Term Creditors and Short Term Debtors on the balance sheet by £530k.

4.5 In addition there were three non material errors on the balance sheet:

- 1) £11k relating to Growth Investment loans were incorrectly included within Short Term Investments instead of Short Term Debtors
- 2) An investment property was overvalued by £12k, The Investment Property balance has been reduced accordingly
- 3) The asset life used to calculate depreciation on the National Civil War Centre was incorrect resulting in an overcharge to the service of £17k. The National Civil War Centre is included within Property Plant and Equipment and the balance has been increased accordingly.

Cash Flow Statement (pages 16 and 17)

The errors identified above have been incorporated into the Cash Flow Statement as appropriate.

Notes to the Accounts (pages 18-72)

- 4.6 Where appropriate the notes supporting the amended figure described above have been updated.

Housing Revenue Account (HRA) (pages 73 to 78)

- 4.7 An investment property at Braemar Road, Collingham was overvalued by £12k. The revaluation had resulted in a gain being credited to the HRA. This gain has now been removed. However, due to the fact the gain was a capital charge to the HRA the adjustment is reversed out in the Movement in Reserves Statement and there has been no impact on the HRA working balance.
- 4.8 Where appropriate the notes supporting the amended figure described above have been updated.

Collection Fund (page 79)

- 4.9 The Collection Fund is a separate account maintained by the Council, as a billing authority, for the collection and distribution of council tax and non domestic rates from council tax payers and rate payers.
- 4.10 Dependent on actual collection levels the fund can show a surplus or deficit at the end of each financial year and in 2016/2017 the fund showed a surplus. This surplus is distributed between billing and precepting authorities.
- 4.11 The element of the 2016/17 surplus due back to council tax payers was double counted and incorrectly included within this Council's precept figure. The value of this element was £37k.
- 4.12 The Collection Fund has been amended to show the correct precept figure for Newark and Sherwood District Council, however, the adjustment on the Collection Fund also impacts on the comprehensive Income and Expenditure Account. Taxation and Non Specific Grant Income includes precept income and was also overstated by £37k. Correcting this figure has reduced the underspend against budget.

Group Consolidated Accounts (pages 81-97)

- 4.13 The Group statements have been updated to incorporate the changes described above.

Future Considerations

- 5.0 The Accounts and Audit Regulations 2015 came into effect on 1st April 2015. The requirement for local authorities to produce the statement by 31st May and to publish the approved, audited statement by 31st July will have a significant impact on the year end processes, not least where it involves consolidation with two external bodies. Transitional provisions for the financial years 2015/2016 and 2016/2017 have allowed existing deadline to be maintained. However, the Council has chosen to bring forward the 2016/2017 deadline to identify any issues which may arise as a result of the regulations. Continued review and streamlining of the year end closedown process will be undertaken to ensure lessons learnt in 2016/2017 can be applied to future years.

Annual Governance Statement

- 6.0 The Audit and Account Regulations 2015 require the Council to carry out an annual review of the effectiveness of its system of internal control. Having considered the findings of the review members are then required to approve an annual governance statement, prepared in accordance with proper practices in relation to internal control. The Annual Governance Statement has been reviewed and updated for 2016/2017 and is included on pages 98-101 of the Statement of Accounts. It is reproduced at Appendix A for ease of reference.

Letter of Representation

- 7.0 The Council's letter of representation to the external auditor attests to the accuracy of the financial statements submitted to the auditors for their analysis. In essence the letter states that all of the information submitted is accurate and that all material information has been disclosed to the auditors. The letter must be signed by the Chairman of the Audit and Accounts Committee and the Responsible Financial Officer. A copy of the letter is attached for information at Appendix B

8.0 RECOMMENDATIONS that:

- (a) Members approve the Annual Governance Statement for the financial year ended 31st March 2017**
- (b) Members approve the Statement of Accounts for the financial year ended 31st March 2017**
- (c) Members note the intention of the s151 Officer and the Chairman to sign the Letter of Representation**

Background Papers

Nil.

For further information contact Nicky Lovely on extension 5317 or Nicola Pickavance, Assistant Business Manager Financial Services on extension 5326.

ANNUAL GOVERNANCE STATEMENT

1 Scope of responsibility

Newark and Sherwood District Council is responsible for ensuring that the Authority's own and, with the addition of Newark and Sherwood Homes and Active4Today Ltd, its Group business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Newark and Sherwood District 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, Newark and Sherwood District Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

2 The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Newark and Sherwood District Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Newark and Sherwood District Council for the year ended 31 March 2017. Since May 2013 the Council has operated governance arrangements through the introduction of a Committee system and approved a new Constitution which is in place at the date of approval of the statement of accounts.

3 The governance framework

The key elements of the District Council's governance framework are as follows:

The District Council has adopted a constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is subject to periodic change either through national legislation or local decision and the Governance Framework may be amended accordingly. Within the Constitution, the Council has

approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*, which was revised in 2016. The Council's Code of Corporate Governance was also reviewed during 2016 to ensure it complied with the requirements of the revised Framework.

The Annual Governance Statement explains how the Council has complied with the code and also meets the requirements of *Regulation 6(1)(a) of the Accounts and Audit Regulations 2015* which require an authority to conduct a review at least once in a year of the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts (*England*).

The Council's strategic priorities are: Prosperity; People; Place; and Public Service. A process to review and refresh these priorities started after the election in May 2015 and these were agreed by full Council in July 2016. The delivery of these priorities is being conducted in accordance with the Governance framework.

During 2016/17 the Council facilitated policy and decision-making through a Committee system. Meetings are open to the public except where exempt or confidential matters are being disclosed. In addition, senior officers of the council can make decisions under delegated authority.

The District Council has a cross-departmental Risk Management Group that meets regularly to identify and evaluate all significant risks. Strategic, Corporate and Operational Risk Registers are in place and appropriate staff have been trained in the assessment, management and monitoring of risks. A Fraud Risk Register is in place and a full refresh took place during 2016/17.

Through reviews by external auditors, external agencies, Internal Audit, and its Performance Team the District Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Services are delivered by trained and experienced people. All posts have a detailed job description and person specification. Training needs are identified through the Performance Appraisal Scheme.

The Council has appointed the Deputy Chief Executive as Monitoring Officer. It is the function of the Monitoring officer to ensure compliance with established policies, procedures, laws and regulations. After consulting with the Head of Paid Service, the Monitoring Officer will report to the full Council if she considers that any proposal, decision or omission would give rise to unlawfulness or maladministration.

The standards of behaviour for members and employees are defined through Codes of Conduct and the Code of Corporate Governance. The Council also has an Anti-Fraud and Corruption Strategy and a Whistleblowing Policy that enables concerns to be raised confidentially by employees or persons doing business with the Council. A complaints system is also operated by the Council to enable comments on services to be received and investigated.

The Council had appointed the Director of Resources as the section 151 (s151) Officer and he fulfilled this role until his retirement on 16th March 2016. The Business Manager – Financial Services was subsequently appointed Interim S151 officer by an Appointments Panel consisting of all Members of the Policy & Finance Committee, and this appointment was confirmed at full Council on 17th May 2016. This arrangement has continued through 2016/17 whilst the Director of Resources post remained vacant until it was filled in July 2017. The s151 Officer is responsible for the proper administration of the Council's financial affairs including maintenance of financial records, presentation of statutory accounts and budgets, provision of effective internal audit and financial advice to Council. The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

The Council communicates with the community and its stakeholders by means of a periodic publication, "Voice", through its website and through social media and by specific consultation.

4 Review of effectiveness

Newark and Sherwood District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Audit Manager's annual report, and also by comments made by the external auditors and other review agencies and inspectorates. Business managers provide assurance to the s151 officer that service areas are compliant with the Council's governance arrangements.

The process that has been applied in maintaining and reviewing the effectiveness of the system of internal control includes:

The Deputy Chief Executive (the 'Monitoring Officer') has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution through a dedicated working party comprising, inter alia, all the group leaders, on a regular basis, and has formed a Councillors' Commission to consider any changes resulting from recent legislation and to consider changes to facilitate more effective governance of the Council.

During 2016/17 the overview & scrutiny function was undertaken through Committees with overview & scrutiny principles being embedded in the remits of the Policy and Finance Committee and the three functional committees as well as the Audit and Accounts Committee.

Internal Audit is responsible for reviewing the quality and effectiveness of systems of internal control. The internal audit function is carried out by Assurance Lincolnshire. During 2016, an independent external review of Assurance Lincolnshire was undertaken by CIPFA and no areas of non-compliance with the Public Sector Internal Audit Standards were identified. An annual audit plan is approved by the s151 Officer together with the Corporate Management Team and reported to the Audit and Accounts Committee. The reporting process for Internal Audit requires a report of each audit to be submitted to the

relevant Chief Officer and Business Manager. The report includes recommendations for improvements that are included within an action plan and require agreement or rejection by service managers. The Audit and Accounts Committee receives executive summaries of all internal audit reports and is advised of progress in implementing recommendations. Internal Audit reports are considered by the Council's Corporate Management Team. The Head of Internal Audit issues an annual opinion on the overall adequacy and effectiveness of the Council's governance, risk and control framework. For the 2016/17 financial year, her opinion is that the Council is performing well across the areas of Governance, Risk, Internal Control and Financial Control. Some improvements were identified in the arrangements for the Governance and Internal Control areas. Only one report gave limited and low assurance relating to appointment of consultants and contract management and procurement respectively. Recommendations have been implemented to address the issues raised.

External audit review reports produced by internal audit to inform their risk assessment.

Risk management policies and procedures are in place with the objective of ensuring that the risks facing the authority in achieving its objectives are evaluated, regularly reviewed and mitigation strategies developed.

A peer review was conducted during the year resulting in a very positive endorsement of the council and an action plan addressing the findings has been created and reported to Policy & Finance Committee. Progress on implementing the actions will be reported regularly.

Conclusion

The Council has assessed the governance arrangements in place throughout 2016/17 and whilst it is considered that the current arrangements provide a satisfactory level of assurance, following the peer review work is underway to ensure that the arrangements remain fit for purpose in a changing external environment.

5 Significant governance issues

Issue	Action	Responsible Officer
<p>Relocation of Council Headquarters The Council has taken a decision to relocate its headquarters. Kelham Hall has been sold (subject to contract completion) and a new site – Castle House – is almost complete. It is planned that the relocation will take place in September 2017. The move is being used as an opportunity to transform Council services</p>	<p>The Council has set aside dedicated resources to deliver this programme of change. External expertise has been identified and procured where necessary. A project Board is in place consisting of all CMT members and the s151 Officer. A separate risk log has been developed and will be maintained for this programme of work. Detailed planning relating to the move and decommissioning of Kelham Hall is underway with staff visits to the new offices and staff inductions planned for</p>	<p>Corporate Management Team, with M. Finch, Director – Customers – assigned as lead officer</p>

	August 2017.	
<p>Organisational Change In common with all local authorities, the Council will need to continue to make significant changes to its budget to meet changing financial circumstances as a result of the national economic position.</p>	<p>The Council has a change programme led by the Chief Executive and involving all senior officers and Members. This has delivered significant savings and improvements. A full review of the Medium Term Financial Strategy is underway, and Commercialisation and Investment Strategies are being created to ensure the Council is able to deliver its objectives.</p>	<p>A. Muter Chief Executive</p>
<p>Housing Development Programme A programme to deliver 335 new houses across the District is underway</p>	<p>The programme has been approved by the relevant Committees and funding is available in the HRA Business Plan. Progress will be regularly monitored and reported to Committees.</p>	<p>K. White Director - Safety</p>
<p>Estate Regeneration Programme The Council has been awarded capacity and enabling funding from CLG to consider the next steps in a project to redevelop the Yorke Drive estate and Lincoln Road Playing Fields</p>	<p>An indicative timetable of activities has been established, and work is underway to enhance the commercial capability of the Council and refresh the viability assessment. Results and progress will be reported to Committees. A further funding bid to CLG will be made dependent on the outcomes of this initial phase of work.</p>	<p>K. White Director - Safety</p>
<p>Partnership Working The Council has entered into a partnership with South Kesteven District Council and Rushcliffe Borough Council to deliver the Building Control service. Other partnerships are being considered. Other partners are relocating to Castle House with the Council.</p>	<p>Governance arrangements are in place for the Building Control partnership, with a Strategic Board consisting of the three Chief Executives and an operational Partnership Board on which the Director – Community and the S151 officer sit. Regular meetings are held to consider performance and risk.</p> <p>Appropriate governance arrangements will be put in place for all other partnerships.</p>	<p>A.Statham Director – Community</p> <p>Matt Finch Director - Customers</p>
<p>Sports Hub The Council has determined that the YMCA is the preferred partner to deliver the Sports Hub</p>	<p>Officers are working with all stakeholders to ensure the Sports Hub is delivered and meets the needs of the community.</p>	<p>K. Cole Deputy Chief Executive</p>
<p>Business Continuity Arrangements The Council's Business Continuity Plans are overdue for a refresh and with the</p>	<p>Plans will be refreshed and tested during 2017/18</p>	<p>K. White Director - Safety</p>

<p>move to the new offices, will need to be rewritten to ensure they are relevant to the change of location and new ways of working</p>		
<p>Counter-fraud arrangements In December 2015, the Council's fraud investigators transferred to the DWP, as part of welfare reform, so the Council no longer has a counter-fraud resource. During 2016/17 Cyber-fraud has been identified as a significant risk to all public sector bodies</p>	<p>Consideration is being given to what proactive counter-fraud work could be carried out.</p>	<p>S151 Officer</p>

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for proper governance arrangements to be in place. We will undertake ongoing monitoring of the implementation of any improvements that were identified in our review of effectiveness and as part of our next annual review.

Signed

A. Muter
Chief Executive
th July 2017

R.V. Blaney
Leader of the Council
th July 2017

LETTER OF REPRESENTATION

Dear Mr Gorrie

This representation letter is provided in connection with your audit of the financial statements of Newark and Sherwood District Council (“the Authority”), for the year ended 31 March 2017, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority and the Group as at 31 March 2017 and of the Authority’s and of the Authority’s and the Group’s expenditure and income for the year then ended;
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

These financial statements comprise the Authority and Group Movement in Reserves Statements, the Authority and Group Comprehensive Income and Expenditure Statements, the Authority and Group Balance Sheets, the Authority and Group Cash Flow Statements, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority and the Group as at 31 March 2017 and of the Authority’s and the Group’s expenditure and income for the year then ended;
 - ii. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.

4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this representation letter.

Information provided

5. The Authority has provided you with:
- access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - unrestricted access to persons within the Authority and the Group from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. The Authority confirms the following:
- i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Authority is not aware of any:
- a) Fraud or suspected fraud that affects the Authority and the Group and involves:
- management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements;
- and
- b) allegations of fraud, or suspected fraud, affecting the Authority's and Group's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

8. The Authority is not aware of any instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and*

Contingent Assets, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

10. The Authority has disclosed to you the identity of the Authority's and the Group's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.

11. The Authority confirms that:

- a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Authority's and the Group's ability to continue as a going concern as required to provide a true and fair view.
- b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Authority and the Group to continue as a going concern.

12. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) *Employee Benefits*.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
 - statutory, contractual or implicit in the employer's actions;
 - arising in the UK;
 - funded or unfunded; and
 - approved or unapproved,

have been identified and properly accounted for; and

- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Audit and Accounts Committee on 26th July 2017.

Yours sincerely,

N. Pickavance, ACMA, CPFA
Chief Financial Officer

Councillor Mrs S. M. Michael
Chair of the Audit and Accounts Committee

NEWARK AND SHERWOOD DISTRICT COUNCIL

STATEMENT OF ACCOUNTS

2016-2017

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NARRATIVE REPORT

1 An Introduction to Newark & Sherwood

Newark and Sherwood is a local government district council and the largest district in Nottinghamshire, with an area of 65,000 hectares. The district is predominately rural, with some large forestry plantations, the ancient Sherwood Forest and the towns of Newark-on-Trent, Southwell and Ollerton. Many settlements in the west of the district, such as Ollerton, are former mining villages. The district has been awarded Green Flag Awards for some of its parks and open spaces.

Newark-on-Trent, together with Balderton, forms the largest urban concentration. Newark-on-Trent has many important historic features including Newark Castle and the newly opened Civil War Centre, while Southwell is a small Georgian town with a Minster.



Newark Castle



Southwell Minster

The district was formed on 1 April 1974, by a merger of the municipal borough of Newark with Newark Rural District & Southwell Rural District. It was originally known just as Newark but the Council changed its name to Newark & Sherwood District Council effective from 1 April 1995. The Council is made up of 84 Town and Parish Councils and is home to 4,016 businesses registered for business rates. With 53,306 domestic properties, the district is home to 114,800 people. 19% of the population are aged 65 or over, while 20.6% are under the age of 18 years. The percentage of people claiming out of work benefits is 1.3% for Newark and Sherwood, which is below the East Midlands rate of 1.5% and the national figure of 1.9%.

2 Key Achievements in 2016/17

- 92% of major planning applications were determined within the national target of 13 weeks
- 94.75% of food establishments achieved good or very good on the national food hygiene rating
- 5 parks accredited with the Green Flag award
- 94% of key parks and open spaces met litter standards
- 138 affordable new homes delivered
- An average of 0.9 days was taken to clear away fly tipping within the district
- 100% of Freedom of Information requests were responded to within the national deadline of 20 days
- 78% of customer calls to the Contact Centre were answered within 20 seconds
- Newark Sports and Fitness Centre was opened in May 2016

3 Financial Performance

Economic Climate

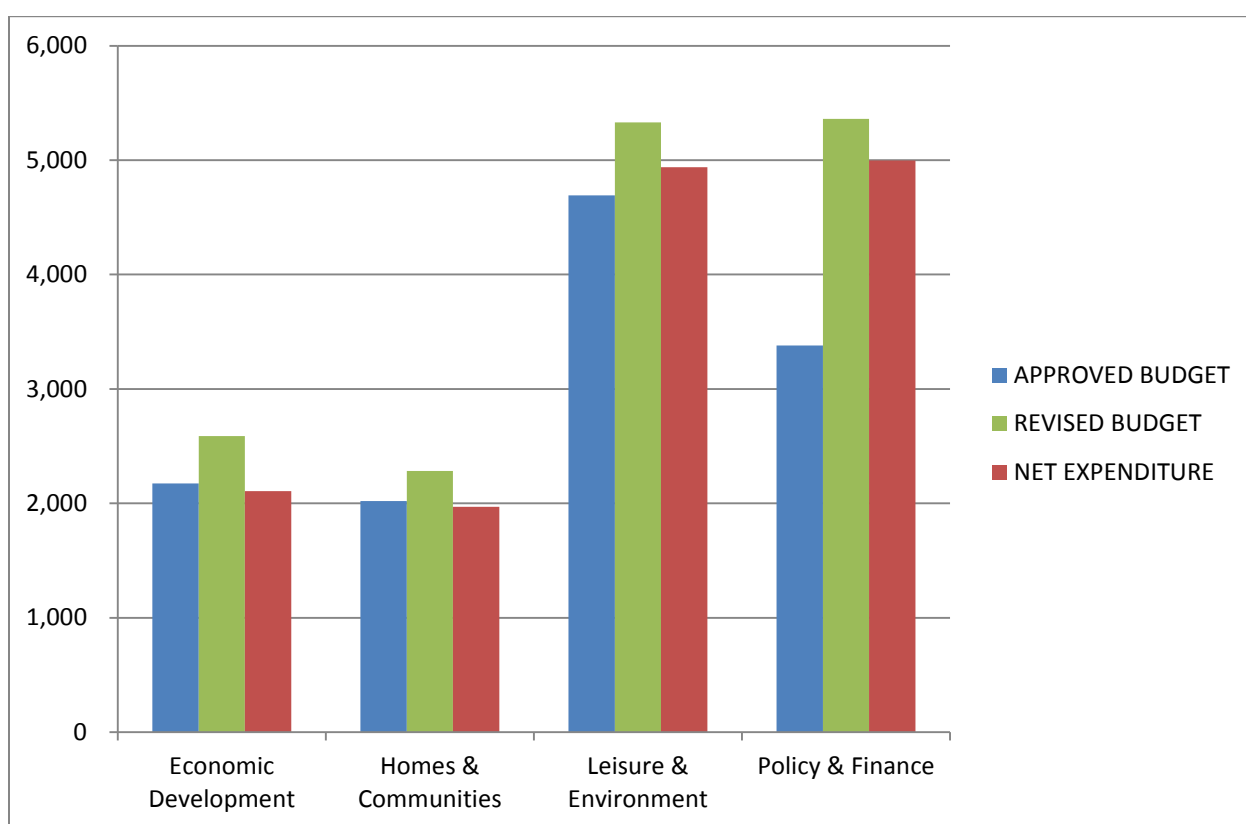
Since 2010 Newark and Sherwood District Council has faced significant challenges due to reductions in funding of 50.21% from central government along with cost pressures within services. These challenges are on-going and will last into the foreseeable future; government have advised there will be further funding reductions in the coming years amounting to 26.99% by 2019/20. The position will be continuously reviewed as the government clarifies its policies and the Council can assess the extent of financial challenges it faces in the future.

Financial Management

Revenue

Despite the challenges, the financial standing of the Council is very robust, due to sound and improving financial management practices. Analysis of expenditure incurred against Committees' approved budget in 2016/2017, as shown in the chart below, would indicate an overspend against budget. However it should be noted that the Council's internal performance monitoring is not directly comparable to the surplus shown in the statement of accounts. This is due mainly to the accounting adjustments required to comply with reporting requirements which do not impact on the amount of the Council's spending to be met by local taxpayers. The Expenditure and Funding Analysis shown on page 12 analyses the accounting adjustments made to the accounts. The total underspend for the year was £936k which has been transferred to reserves. The General Fund balances have decreased in 2016/2017 by £2,519k to £22.6m. This comprises £1.7m working balance and £20.9m earmarked reserves.

Committee expenditure used and funded from resources (government grants, council tax and business rates) is shown below with a comparison against the Council's approved budget for 2016/2017. Throughout the financial year budgets are updated as additional spending requirements and income generating opportunities are identified and funded; the revised budget column includes this in year budget adjustments.



Major variances against the Council's approved budget are detailed below.

Economic Development Committee – total variance (£67K)

- Anticipated income for the National Civil War Centre not achieved in year
- Increased levels of planning application fees
- Use of consultants for the Local Development Framework plan
- Reduction in internal support to Community Infrastructure Levy
- Lorry Park income sustained at high level despite partial site closure

Homes and Communities Committee - total variance (£50k)

- Contribution from HRA in respect of the Ollerton and Boughton Neighbourhood Study
- Private Sector Disabled Facilities Grants over budget but these costs are funded from reserves
- Reduced management fee for homeless hostel
- Savings on the maintenance and operation costs of CCTV
- Increased levels of licensing application fees received
- Additional third party funding received for Energy and Home Support

Leisure and Environment Committee – total variance £247k

- Reduced costs of waste collection and disposal following the opening of the waste transfer facility at Brunel Drive
- Additional charge for the devolution of public conveniences to Southwell Town Council and Lowdham Parish Council
- Staffing vacancies in Environmental Health services
- Recovery of default charges to third parties
- Depreciation and revaluation charges for leisure equipment at Newark Sports and Fitness Centre
- Final settlement of the 2015/2016 agreement re Newark Livestock Market

Policy and Finance Committee – total variance £1,616k

- Recovery of additional housing benefit and benefit overpayments
- Additional costs of district council elections and European Referendum which will be funded from reserves
- Costs of the Moving Ahead project which will be funded from reserves
- Costs of grants and feasibility studies which have been funded from capital
- Additional government grant received in respect of electoral registration work
- Corporate budget held for printing and stationery with expenditure showing against relevant committee when incurred
- Increased support for Council Tax following changes in cash collection service

Capital Expenditure and Funding

Capital expenditure can be defined as that which generates an asset that has a useful life of more than one year. The capital account shows the Income and Expenditure transactions the Council makes when it:

- Buys or sells land or property
- Builds new property
- Carries out major repairs to the Council's properties
- Improves the Council's properties
- Provides grants for the above types of activity

The Council's capital programme and its funding can be summarised as follows:

	Original Budget	Final Budget	Actuals	Variance
Housing Services	7,115	10,731	9,613	(1,118)
Other Services	7,384	11,370	8,818	(2,552)
Total Capital Expenditure	14,499	22,101	18,431	(3,670)
Borrowing	5,783	3,835	2,413	(1,422)
Other Sources of Financing	8,716	18,266	16,018	(2,248)
Total Financing	14,499	22,101	18,431	(3,670)

The phasing of the capital budget has been monitored and adjusted through the course of the year to reflect the actual programme of work on projects planned for delivery over more than one financial year. The total shortfall of actual spend against final budget was £3.7m. The principal schemes contributing to the £3.7m shortfall against final budget are:

- Affordable Housing projects re-phasing (£353k)
- Disabled facilities grants, paid on referral from Nottinghamshire County Council were underspent (£166k)
- National Civil War Centre final payment in dispute (£186k)
- Museum improvements rephasing (£168k)
- National Civil War Centre and Palace Theatre integration final account being finalised (£107k)
- New Council office project rephasing, including information technology investment (£1,548k)
- CCTV relocation rephasing (£233k) and Growth Point initiatives rephasing (449k)
- Major flood alleviation fund not required in year (£140k)
- Newark Sports and Fitness Centre retention and final payment to be agreed (£146k)
- Minor slippages in a number of projects (£174k)

Balance Sheet

Despite the challenges, the Council maintains a strong Balance Sheet:

	31st March 2017 £'000
Non-current assets (housing, buildings, vehicles etc)	283,756
Net current assets (debtors, stock and cash less short term creditors and liabilities)	12,428
Long term liabilities and provisions (loans and pensions)	(168,713)
Net Assets	127,471
Represented by: Usable Reserves (money that can be used to fund services)	(43,299)
Represented by: Unusable Reserves (money not available for funding)	(84,172)

Housing Revenue Account

The Housing Revenue Account (HRA) is a ring fenced landlord's account for the running of the Council's housing stock. Day to day management of the housing stock and the long term responsibility for maintenance and investment in the stock lies with Newark and Sherwood Homes Ltd (NSH), the Council's arms-length management organisation which is wholly owned by the Council. The Housing Revenue Account includes a management fee paid to NSH, which came into effect on 1 November 2004.

During 2016/2017, the HRA reported an operating surplus of £48.133m which, following the transfer of funds to the Major Repairs Reserve, leaves HRA reserves at £2m at year end.

Joint Arrangements – Mansfield Crematorium

Mansfield Crematorium has been recognised as a joint arrangement between Mansfield District Council, Ashfield District Council and Newark and Sherwood District Council. The authority accounts directly for its part of the assets, liabilities, income, expenditure and cash flows held arising from the operations of the crematorium. In 2016/2017 Mansfield Crematorium made a surplus of £856k, £98k of which is attributable to Newark and Sherwood District Council and is shown in the Comprehensive Income and Expenditure Statement under Other Operating Income and Expenditure.

Council Tax Collection

The net collectable amount for 2016/2017 Council Tax was £67.6m, of which £66.3m has been received. This represents a collection rate of 98%. Total Council Tax arrears, including costs, amounted to £3.9m as at 31 March 2017 and will be collected during 2017/2018. Council tax is collected on behalf of Nottinghamshire County Council, Nottinghamshire Fire Authority and Nottinghamshire Police Authority. Amounts collected, bad debt write offs and any surplus or deficit on collection are distributed according to precepts.

Pension Liabilities

The Council has net pension liabilities of £72.1m shown in the Balance Sheet. This reflects the value of pension liabilities which the Council is required to pay in the future as they fall due, offset by the value of assets invested in the pension fund. This amount is matched by a pension reserve, also shown in the Balance Sheet, and therefore has no impact on the Council's overall financial position as at 31 March 2017.

Treasury Management Performance

During the financial year, the Council operated within the treasury limits set out in the Council's Treasury Management and Annual Investment Strategy which was approved on 10 March 2016.

Continuing problems in the financial markets meant that it was decided to continue with reduced exposure to the market by utilising internal balances to finance some capital expenditure and also not to renew maturing debt. Remaining cash that is held for daily cash flow purposes is invested in AAA rated or Government backed institutions and instant access Money Market Funds.

Interest credited to the Comprehensive Income and Expenditure Statement in 2016/2017 was £105k, which represents an average interest rate of 0.48% for short term instant access deposits. This compares to the 3 month London Inter-Bank rate (LIBID) of 0.32% for the year. The Council had no long term fixed rate investments in 2016/2017.

The Council held investments of £27.9m at 31 March 2017.

Significant Provisions or Contingencies and Material Write-offs

The Balance Sheet includes provisions totalling £3.6m as at 31 March 2017. These are detailed in notes 36 (for short term provisions) and 39 (for long term provisions) to the financial statements on page 56. These relate to the provision in respect of outstanding business rate appeals. Under the Business Rates Retention Scheme, the Council is required to make provision for refunding ratepayers who have appealed against the rateable value of their property on the rating list, and which it is expected might be successful.

There are no significant contingencies or material write-offs in relation to 2016/17.

Reserves and Balances

The Council holds a number of usable reserves to finance future capital and revenue expenditure. The value of specific reserves held at 31 March 2017 is £22.6m. This is then split between a General Fund working balance of £1.7m and a balance of Earmarked Reserves of £20.9m.

The General Fund working balance of £1.7m will be carried over into 2017/2018. The working balance is maintained to provide a financial cushion should unexpected events occur that lead to significant unplanned expenditure that would not be met from other sources or by specific Central Government Grants. The current target working balance for the General Fund is set at £1.7m.

A full analysis of earmarked reserves is contained in Note 43; Usable Reserves.

The Housing Revenue Account working balance of £2m represents the existing revenue balance.

Consolidated Group Accounts

The authority is required under the Local Government Act 2003 to produce a set of Group accounts where it has subsidiaries, joint ventures or associates. The criteria for deciding if the authority has such relationships are laid down by the Code of Practice on Local Authority Accounting in the United Kingdom 2016/2017. The authority is required to consolidate its accounts with those of Newark and Sherwood Homes Ltd and Active4Today Ltd which are wholly owned subsidiaries of the authority.

Outlook

The Council's medium term modelling has been updated to reflect the provisional three-year Funding Settlement announced in December 2016. This also takes into account inflation (both pay and contracts), superannuation, increasing capital financing pressures and national insurance changes as well as allowances for specific and general risks. Whilst the provisional three year settlement also covers 2019/20, which shows funding to decrease by a further 26.99%, pressures and new burdens are not sufficiently clear to issue a formal forecast of reductions that will need to be made.

In November 2016 the Autumn Statement set out the strategic direction for public expenditure. This outlined a number of significant changes to the local government funding regime which will have a significant impact on the Council's finances over time. These included:

- Continuation of the government's austerity measures to reduce the public sector net borrowing deficit;
- Providing local authorities with the power to levy up to a 3% increase on Council Tax to fund social care in both years 2017/18 and 2018/19 but not to exceed 6% for the three year period;
- Increases in the National Living Wage;
- No change to the 2015 Statement; by the end of the Parliament, local government will retain 100% of business rate revenues to fund local services. In addition, the Uniform Business Rate will be abolished and any local area will be able to cut business rates at their discretion. The earliest these reforms are likely to be implemented is 2020.

4 Explanation of the Financial Statements

The Statements required by the Code comprise the following:

- Comprehensive Income and Expenditure Statement
- Expenditure and Funding Analysis
- Movement in Reserves Statement
- Balance Sheet
- Cash Flow Statement
- Notes to Core Statements

These are described in more detail in the notes below.

Comprehensive Income and Expenditure Statement (page 11). This account summarises the resources that have been generated and consumed in providing services and managing the Council during the financial year. It includes all day-to-day expenses and related income on an accruals basis, as well as transactions measuring the value of non-current assets consumed and the real projected value of retirement benefits earned by employees in the year. It includes the amounts spent, not only on local taxpayer services but also local rent payer services.

Expenditure and Funding Analysis (page 12). This analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by the Council in comparison with those resources consumed or earned by the Councils in accordance with generally accepted accounting practices. It also shows how expenditure is allocated for decision making purposes between the council's committees. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Movement in Reserves Statement (pages 13-14). This is a summary of the changes to the Council's reserves over the course of the year. Reserves are divided into "usable" which can be invested in capital projects or services, and "unusable" which must be set aside for specific purposes.

Balance Sheet (page 15) This summarises the Council's assets and liabilities together with the sources of funds i.e. what the Council owns, who it owes money to, who owes it money and what reserves it has to meet future spending.

Cash Flow Statement (pages 16-17) This shows the reason for changes in the Council's cash balances during the year, and whether that change is due to operating activities, new investment or financing activities (such as repayment of borrowing and other long term liabilities).

Notes to Financial Statements (pages 18-72) These are notes relating to the preceding financial statements which explain and provide additional information to figures included in these statements.

Housing Revenue Account (pages 73-78). This reflects a statutory obligation to account separately for the Council's housing landlord function. It shows the major elements of housing revenue expenditure – repair and maintenance, administration and capital financing costs, and how these are met by rents, service charges and other income.

Collection Fund (pages 79-80). This Account details all monies due from Council Tax and Non Domestic Rate payers and payments made to the County Council, Police and Fire Authorities and the District Council. A proportion of Non Domestic Rates is paid to central government and the remainder is paid into a County Pool and redistributed to Pool members.

Group Accounts (pages 81-97) The District Council has considered the relevant legislation and accounting guidance and has concluded that it will need to prepare Group Accounts. These consolidate the accounts of the District Council with those of Newark and Sherwood Homes Ltd and Active4Today Ltd, which are both wholly owned by the District Council. After due consideration, no other third party organisation's accounts need to be consolidated.

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

- 1 The authority is required to:
- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, the Chief Financial Officer during the financial year was the Financial Services Business Manager and at the date of signing the statement of accounts, the Chief Financial Officer is the Financial Services Assistant Business Manager.
 - manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
 - approve the Statement of Accounts.

Responsibilities of the Chief Financial Officer

- 2 The Chief Financial Officer is responsible for the preparation of the authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).
- 3 In preparing this Statement of Accounts, the Chief Financial Officer has:
- selected suitable accounting policies and then applied them consistently.
 - made judgments and estimates that were reasonable and prudent.
 - complied with the local authority Code.
- 4 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.

Certificate of the Chief Financial Officer

- 5 This statement of accounts is that upon which the auditor should enter his opinion. It presents a true and fair view of the financial position of the authority at 31st March 2017 and its income and expenditure for the year then ended.

N. Pickavance, ACMA, CPFA
Chief Financial Officer
Date: 26th July 2017

Councillor Mrs S. Michael
Cghair – Audit and Accounts Committee
Date: 26th July 2017

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COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

<u>Newark and Sherwood District Council</u>		2016/2017	2016/2017	2016/2017	2015/2016	2015/2016	2015/2016	
<u>Comprehensive Income and Expenditure Statement</u>								
<u>for the financial year 2016/2017</u>		Note	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Gross Expenditure £'000 <i>Restated</i>	Gross Income £'000 <i>Restated</i>	Net Expenditure £'000 <i>Restated</i>
Economic Development Committee			6,485	(5,378)	1,107	13,637	(5,296)	8,341
Homes and Communities Committee			4,269	(1,663)	2,606	4,787	(2,217)	2,570
Leisure and Environment Committee			6,562	(2,238)	4,324	6,636	(2,834)	3,802
Policy and Finance Committee			34,830	(28,875)	5,955	34,960	(31,048)	3,912
Housing Revenue Account			14,808	(22,710)	(7,902)	4,125	(22,497)	(18,372)
- Revaluation Gain on Council Dwellings			(47,555)	0	(47,555)	0	0	0
(Surplus)/Deficit on Continuing Operations			19,399	(60,864)	(41,465)	64,145	(63,892)	253
Other Operating Income and Expenditure	12		11,497	(2,545)	8,952	10,510	(1,742)	8,768
Financing and Investment Income and Expenditure	13		6,175	(572)	5,603	6,644	(612)	6,032
Taxation and Non Specific Grant Income	14		0	(21,284)	(21,284)	0	(21,450)	(21,450)
(Surplus)/Deficit on Provision of Services			37,071	(85,265)	(48,194)	81,299	(87,696)	(6,397)
(Surplus)/Deficit on Revaluation of Non Current Assets					(5,730)			(3,916)
Actuarial (Gains)/Losses on Pensions Assets/Liabilities					13,531			(10,463)
Other Comprehensive Income and Expenditure					7,801			(14,379)
Total Comprehensive Income and Expenditure					(40,393)			(20,776)

There have been no acquired operations or discontinued operations in the financial years 2015/2016 and 2016/2017.

EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how expenditure is allocated for decision making purposes between the council's committees. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

<u>Newark and Sherwood District Council</u> <u>Expenditure and Funding Analysis</u> <u>for the financial year 2016/2017</u>	2016/2017 Net Expenditure Chargeable to the General Fund and HRA Balances £'000	2016/2017 Adjustments between the Funding and Accounting basis £'000	2016/2017 Net Expenditure in the Comprehensive Income and Expenditure Statement £'000	2015/2016 Net Expenditure Chargeable to the General Fund and HRA Balances £'000	2015/2016 Adjustments between the Funding and Accounting basis £'000	2015/2016 Net Expenditure in the Comprehensive Income and Expenditure Statement £'000
Economic Development Committee	1,038	69	1,107	642	7,699	8,341
Homes and Communities Committee	1,929	677	2,606	1,997	573	2,570
Leisure and Environment Committee	3,201	1,123	4,324	3,054	748	3,802
Policy and Finance Committee	4,375	1,580	5,955	3,817	95	3,912
Housing Revenue Account	(7,324)	(48,133)	(55,457)	(7,885)	(10,487)	(18,372)
Net Cost of Services	3,219	(44,684)	(41,465)	1,625	(1,372)	253
Other Operating Income and Expenditure	(700)	(6,029)	(6,729)	(3,574)	(3,076)	(6,650)
(Surplus)/Deficit	2,519	(50,713)	(48,194)	(1,949)	(4,448)	(6,397)
Opening General Fund and HRA Balance	27,174			25,225		
Surplus/(Deficit) on General Fund and HRA Balance in year	(2,519)			1,949		
Closing General Fund and HRA Balance as 31 March	24,655			27,174		

MOVEMENT IN RESERVES STATEMENT

The Movement in Reserves Statement shows the movement from the start of the year to the end on the different reserves held by the authority, analysed into Usable Reserves (ie those that can be applied to fund expenditure or reduce local taxation) and other Unusable Reserves. The Statement shows how the movements in the year of the authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return the amounts chargeable to council tax or rents for the year. The Net Increase/Decrease line shows the statutory General Fund Balance and Housing Revenue Account Balance movements in the year following those adjustments.

<u>Newark and Sherwood District Council</u>	General	Housing	Major	Capital Grants &	Capital	Total	Unusable	Total
<u>Movement in Reserves Statement for the financial</u>	Fund	Revenue	Repairs	Contributions	Receipts	Usable	Reserves	Authority
<u>year 2016/2017</u>	Balance	Account	Reserve	Unapplied	Reserve	Reserves		Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31 March 2016	25,174	2,000	8,651	3,958	2,757	42,540	44,538	87,078
Movement in Reserve during 2016/17								
Surplus/(Deficit) on Provision of Services	61	48,133				48,194		48,194
Other Comprehensive Expenditure and Income						0	(7,801)	(7,801)
Total Comprehensive Expenditure and Income	61	48,133	0	0	0	48,194	(7,801)	40,393
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>								
Depreciation and impairment of non current assets	1,351	(44,489)				(43,138)	43,138	0
Depreciation charged to the Major Repairs Reserve			2,803			2,803	(2,803)	0
Use of Major Repairs Reserve to finance capital expenditure			(8,226)			(8,226)	8,226	0
Revenue contribution to Major Repairs Reserve		(6,481)	6,481			0		0
Capital grants and contributions	(3,863)			1,130		(2,733)	2,733	0
Capital receipts used to finance capital expenditure					(809)	(809)	809	0
Movement in Donated Assets						0		0
Revenue expenditure funded from capital under statute	1,919					1,919	(1,919)	0
Net (gain)/loss on sale of non current assets	601	3,097			2,347	6,045	(6,045)	0
Amount by which finance costs are different	(4)					(4)	4	0
Amount by which pension costs are different	2,038	(260)				1,778	(1,778)	0
Collection Fund income adjustment	15					15	(15)	0
Statutory provision for repayment of debt	(776)					(776)	776	0
Capital expenditure charged to the General Fund balance	(4,285)					(4,285)	4,285	0
Transfer to unusable reserves	(24)					(24)	24	0
Transfer re Housing Pooled Receipts	448				(448)	0		0
	(2,580)	(48,133)	1,058	1,130	1,090	(47,435)	47,435	0
Increase/(Decrease) in year	(2,519)	0	1,058	1,130	1,090	759	39,634	40,393
Balance at 31 March 2017 carried forward	22,655	2,000	9,709	5,088	3,847	43,299	84,172	127,471

<u>Newark and Sherwood District Council</u>	<i>General</i>	<i>Housing</i>	<i>Major</i>	<i>Capital Grants &</i>	<i>Capital</i>	<i>Total</i>	<i>Unusable</i>	<i>Total</i>
<u>Movement in Reserves Statement for the financial</u>	<i>Fund</i>	<i>Revenue</i>	<i>Repairs</i>	<i>Contributions</i>	<i>Receipts</i>	<i>Usable</i>	<i>Reserves</i>	<i>Authority</i>
<u>year 2015/2016</u>	<i>Balance</i>	<i>Account</i>	<i>Reserve</i>	<i>Unapplied</i>	<i>Reserve</i>	<i>Reserves</i>		<i>Reserves</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>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>
Balance at 31 March 2015	23,225	2,000	5,980	5,332	6,700	43,237	23,065	66,302
Movement in Reserve during 2015/16								
Surplus/(Deficit) on Provision of Services	(4,090)	10,487				6,397		6,397
Other Comprehensive Expenditure and Income						0	14,379	14,379
Total Comprehensive Expenditure and Income	(4,090)	10,487	0	0	0	6,397	14,379	20,776
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>								
Depreciation and impairment of non current assets	8,365	(7,368)				997	(997)	0
Depreciation charged to the Major Repairs Reserve			2,688			2,688	(2,688)	0
Use of Major Repairs Reserve to finance capital expenditure			(6,332)			(6,332)	6,332	0
Revenue contribution to Major Repairs Reserve		(6,315)	6,315			0		0
Capital grants and contributions	(3,875)			(1,374)		(5,249)	5,249	0
Capital receipts used to finance capital expenditure					(5,058)	(5,058)	5,058	0
Movement in Donated Assets						0		0
Revenue expenditure funded from capital under statute	1,677					1,677	(1,677)	0
Net (gain)/loss on sale of non current assets	454	3,456			1,567	5,477	(5,477)	0
Amount by which finance costs are different	(4)					(4)	4	0
Amount by which pension costs are different	941	(260)				681	(681)	0
Collection Fund income adjustment	710					710	(710)	0
Statutory provision for repayment of debt	(718)					(718)	718	0
Capital expenditure charged to the General Fund balance	(1,999)					(1,999)	1,999	0
Transfer to unusable reserves	36					36	(36)	0
Transfer re Housing Pooled Receipts	452				(452)	0		0
	6,039	(10,487)	2,671	(1,374)	(3,943)	(7,094)	7,094	0
Increase/(Decrease) in year	1,949	0	2,671	(1,374)	(3,943)	(697)	21,473	20,776
Balance at 31 March 2016 carried forward	25,174	2,000	8,651	3,958	2,757	42,540	44,538	87,078

BALANCE SHEET

The Balance Sheet shows the value, as at the balance sheet date, of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves ie those reserves the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

Newark and Sherwood District Council		31st March 2017	31st March 2016	31st March 2015
Balance Sheet as at 31st March 2017	Note	£'000	£'000	£'000
Property Plant and Equipment	21	278,958	222,362	208,338
Heritage Assets	24	1,844	1,579	1,580
Investment Property	25	1,994	2,340	2,686
Intangible Assets	27	380	362	162
Assets Held for Sale		0	0	0
Long Term Investments	53	0	0	0
Long Term Debtors	32	580	527	348
Long Term Assets		283,756	227,170	213,114
Short Term Investments	53	10,004	10,151	575
Inventories	33	101	97	100
Short Term Debtors	34	7,617	10,655	11,281
Cash and Cash Equivalents		17,034	4,815	17,083
Assets Held for Sale	26	0	0	163
Current Assets		34,756	25,718	29,202
Bank Overdraft		0	0	0
Short Term Borrowing	53	(9,186)	(14,918)	(10,106)
Short Term Creditors	35	(11,825)	(9,110)	(10,611)
Short Term Provisions	36	(799)	0	(45)
Short Term Grants Receipts in Advance		(518)	(1,294)	(85)
Current Liabilities		(22,328)	(25,322)	(20,847)
Long Term Creditors	38	(4,755)	(4,086)	(2,690)
Long Term Provisions	39	(2,786)	(1,396)	(640)
Long Term Borrowing	53	(82,603)	(77,623)	(84,642)
Other Long Term Liabilities	40	(72,292)	(56,983)	(66,765)
Capital Grants Receipts in Advance	41	(6,277)	(400)	(430)
Long Term Liabilities		(168,713)	(140,488)	(155,167)
Net Assets		127,471	87,078	66,302
Usable Reserves	43	43,299	42,540	43,237
Unusable Reserves	43	84,172	44,538	23,065
Total Reserves		127,471	87,078	66,302

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (ie borrowing) to the authority.

Newark and Sherwood District Council		2016/2017		2015/2016		
Cash Flow Statement for 2016/2017		Note	£'000	£'000	£'000	£'000
<u>Operating Activities</u>						
Cash outflows						
Cash paid to and on behalf of Employees			13,742		12,370	
Other Operating Costs			36,703		37,063	
Revenue Expenditure funded from Capital			1,919		1,677	
Housing Benefits paid out			14,575		15,000	
Contribution to Housing Pooled Receipts			448		452	
Parish Precepts			2,577		2,486	
Interest Paid			4,169	74,133	4,363	73,411
Cash inflows						
Council Tax Income			(8,824)		(8,528)	
Rents			(10,810)		(10,407)	
Non Domestic Rates			(4,366)		(4,292)	
Revenue Support Grant			(1,777)		(2,624)	
DWP Grants for Rebates			(26,098)		(23,325)	
Other Government Grants			(2,338)		(3,719)	
Cash Received for Goods and Services			(26,106)		(25,400)	
Interest Received			(556)	(80,875)	(612)	(78,907)
Operating Activities Net Cash Flow	56			(6,742)		(5,496)
<u>Investing Activities</u>						
Cash outflows						
Purchase of Fixed Assets			8,885		14,479	
Other Capital Expenditure			55		181	
			8,940		14,660	
Cash inflows						
Sale of Fixed Assets			(2,342)		(3,293)	
Capital Grants Received			(9,743)		(3,844)	
Other Capital Cash Income			(2)		(2)	
			(12,087)		(7,139)	
Investing Activities Net Cash Flow				(3,147)		7,521
<u>Financing Activities</u>						
Cash outflows						
Repayments of Amounts Borrowed			1,981		14,000	
New Investments Raised			0		9,576	
			1,981		23,576	
Cash inflows						
Agency Payments			(2,920)		(1,541)	
Repayment of investments			(147)		0	
New Loans Raised			(1,244)		(11,792)	
			(4,311)		(13,333)	
Financing Activities Net Cash Flow				(2,330)		10,243

	Note	2016/2017		2015/2016	
		£'000	£'000	£'000	£'000
Operating Activities Net Cash Flow			(6,742)		(5,496)
Investing Activities Net Cash Flow			(3,147)		7,521
Financing Activities Net Cash Flow			(2,330)		10,243
<u>Net Increase/Decrease in Cash and Cash Equivalents</u>			<u>(12,219)</u>		<u>12,268</u>
Cash and Cash Equivalents at 1 April					
Cash held		29		42	
Bank current accounts		229		371	
Short term deposits	53	<u>4,557</u>	4,815	<u>16,670</u>	17,083
Cash and Cash Equivalents at 31 March					
Cash held		21		29	
Bank current accounts		(855)		229	
Short term deposits	53	<u>17,868</u>	17,034	<u>4,557</u>	4,815

The notes on pages 18 to 72 form an integral part of these financial statements.

NOTES TO THE ACCOUNTS FOR THE FINANCIAL YEAR 2016/2017

1 Accounting Policies

1.1 General Principles

The Statement of Accounts summarises the Council's transactions for the 2016/2017 financial year and its position at the year-end of 31 March 2017. It has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/2017 (the Code) supported by International Financial Reporting Standards (IFRS). The accounting convention adopted is historical cost, modified firstly by the revaluation of certain categories of non-current assets, and secondly as regards the valuation of stocks. Accounting policies and estimation techniques have been selected and exercised, having regard to the accounting principles and concepts set out in IAS 8, specifically the qualitative characteristics of financial information:

- Relevance
- Reliability
- Comparability
- Understandability
- Materiality

and pervasive accounting concepts:

- Accruals
- Going Concern
- Primacy of legislative requirements

1.2 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:

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- 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 stocks on the Balance Sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the Balance Sheet.
- Interest payable on borrowings and receivable on investments is accounted for 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 income 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 it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Income and expenditure are credited and debited to the relevant service revenue account, unless they properly represent capital receipts or capital expenditure.

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

Prior period adjustments may arise as a result of a change in accounting policy or to correct a material error. Changes in accounting estimates are accounted for prospectively i.e. 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.

Amendments have been made to the following accounting standards which have been adopted fully by the Council in the 2016/2017 statements:

- IAS 19 Employee Benefits
- IFRS 11 Joint Arrangements
- IAS 16 Property Plant and Equipment
- IAS 38 Intangible Assets
- IAS 1 Presentation of Financial Statements

The preparation of IFRS accounts requires the use and calculation of estimates. It also requires management to exercise its judgement in applying the use of the Council's accounting policies. The areas involved in a higher degree of judgement or complexity or areas where assumptions and estimates are significant to the financial statements are disclosed in the relevant sections of the financial statements. Although these estimates are based on management's best knowledge of current events and actions they may undertake in the future, actual results may differ from these estimates.

1.4 Provisions, Contingent Liabilities and Contingent Assets

Provisions: are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. 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 to the appropriate service revenue account in the year that the authority becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year - where it becomes more likely than not that a transfer of economic benefits will not now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service revenue account.

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

Provisions may also be created where there is some uncertainty over the Council's entitlement to receive income. This may arise in connection with changes in the eligibility criteria of central government programmes or as a result of the interpretation of new legislation.

Contingent Liabilities: arises where an event has taken place that gives the authority 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 authority. 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: arises where an event has taken place that gives the authority 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 authority.

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.

1.5 Reserves

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

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

1.6 Government and Other Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations (including donated assets), both revenue and capital, are recognised as due to the Council when there is reasonable assurance that

- the Council will comply with any conditions attached to the payments
- 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.

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 Comprehensive Income and Expenditure Account.

Revenue grants are matched in service revenue accounts with the service expenditure to which they relate. Grants to cover general expenditure (e.g. Revenue Support Grant and New Homes Bonus Grant) and all capital grants and contributions are credited to Taxation and Non Specific Grant Income. Capital grants are reversed out of the General Fund Balance in the Movement in Reserves Statement.

Community Infrastructure Levy: the authority has elected to charge a Community Infrastructure Levy (CIL). The levy is charged on new builds with appropriate planning consent. The Council charges and collects the levy which is received without outstanding conditions and is, therefore, treated in accordance with the policy set out above. The income from the levy will be largely used to fund capital infrastructure projects; however a small proportion may be used to fund revenue expenditure.

1.7 Termination Benefits

Termination benefits are amounts payable as a result of a decision by the authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service or, where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the authority can no longer withdraw the offer of those benefits or when the authority 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 authority to the pension fund or pensioner in year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserve Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

1.8 Post-Employment Benefits

The Council fully complies with the requirements of IAS 19 Employee Benefits and recognises the cost of retirement benefits in the revenue account when employees earn them rather than when the benefits are eventually paid as pensions.

Employees of the Council are members of the Local Government Pensions Scheme, administered by Nottinghamshire County Council (the pension fund). The scheme provides defined benefits to members (retirement lump sums and pensions), which have been earned by members in the time they worked as employees of the Council.

The liabilities of the pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality corporate bonds.

The assets of the 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 pensions liability is analysed into the following components:

- Service Cost comprising
 - current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
 - past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the (Surplus)/Deficit on Continuing Operations in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - net interest on the net defined benefit liability or asset ie net interest expense for the authority – the change during the period in the net defined benefit liability or 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 the defined benefit obligation at the beginning of the period to the net defined benefit liability or asset at the beginning of the period – taking into account any changes in the net defined benefit liability or asset during the period as a result of contribution and benefit payments
- Re-measurements comprising
 - the return on plan assets – excluding amounts included in net interest on the defined benefit liability or 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 Pensions Reserve as Other Comprehensive Income and Expenditure
 - Contributions paid to the pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

Statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement on the General Fund Balance, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year-end.

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

1.9 Employee 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 salaries, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the authority. An accrual is made for the cost of holiday entitlements and time 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 salary rate applicable at the year end. The accrual is charged to the Surplus/Deficit on Provision of Services but is then reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the holiday absence occurs.

1.10 Value Added Tax

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from them.

1.11 Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice (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 - discretionary benefits awarded to employees retiring early and depreciation and impairment losses chargeable on non-operational properties.

These two cost categories are defined in SerCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement Account, as part of Continuing Operations.

The bases of allocation used for the main categories of overhead and support services are outlined below:

<u>Service</u>	<u>Basis of Charge</u>
1Administrative Buildings	Area occupied
. Information Communication Technology	Systems operated and equipment utilised
1Audit	Staff time
2Revenue Collection Services	Transactions
Human Resources	Staff numbers
NAdministrative Services	Staff time
oLegal	Staff time
nFinancial Services	Staff time and transactions
Central printing, telephones and postages	Transactions
CCorporate Property Services	Staff time
uManagement and Administration	Staff time

1.12 Non-Current Assets

Non-current assets are assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis.

Recognition: expenditure on the acquisition, creation or enhancement of non-current assets is capitalised on an accruals basis, provided that it yields benefits to the Council and the services that it provides for more than one financial year. Expenditure that secures but does not extend the previously assessed standards of performance of an asset (e.g. repairs and maintenance) is charged to revenue as it is incurred. Expenditure under the value of £15,000 is treated as de-minimis.

Measurement: assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. Assets are then carried in the Balance Sheet using the following measurement bases:

- Investment Properties and Surplus Assets – fair value
- Infrastructure Assets – are written off in full if they have no tangible value
- Community Assets (including property Heritage Assets) and Assets Under Construction (excluding Investment Property under construction) – measured at historical cost
- Other Land and Buildings, Vehicles, Plant and Equipment – fair value or, where there is no market based evidence of fair value, depreciated historical cost
- Council Dwellings – fair value measured using existing use value – social housing
- Assets Held for Sale – the lower of carrying amount and fair value less costs to sell
- Heritage Assets (non-property) – insurance cost valuation

Fair Value is defined as the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date and can be further assessed as follows:

- Property Plant and Equipment – the amount that would be paid for the asset in its existing use (current value)
- Investment Properties and Surplus Assets– the amount that would be paid for the asset in its highest and best use i.e. market value
- Assets Held for Sale – the amount that would be paid for the asset in its highest and best use ie market value

Valuation: assets are included in the Balance Sheet at current value on the basis recommended by CIPFA and in accordance with the Appraisal and Valuation Manual issued by the Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the CIPFA Code of Practice on Local Authority Accounting.

Assets included in the Balance Sheet at current value are revalued where there have been material changes in the value, but as a minimum every five years. Community Assets, Infrastructure Assets and Assets Under Construction are held at historical cost and are not revalued. Increases in valuations (except increases in Investment Properties) are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of an impairment loss previously charged to a service revenue account. All gains on Investment Properties are charged to a service revenue account.

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

Impairment: the values of each category of assets and of material individual assets that are not being depreciated are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for by:

- Non-revalued asset – recognised in the Comprehensive Income and Expenditure Statement
- Revalued asset (for both asset specific and non-asset specific impairment) - recognised in the Revaluation Reserve up to the credit balance existing in respect of the asset and thereafter to the Comprehensive Income and Expenditure Statement
- Investment Properties and Assets Held for Sale– all impairments are charged direct to the Comprehensive Income and Expenditure Statement

Impairment losses are not proper charges to the General Fund and any such amounts are transferred to the Capital Adjustment Account and reported in the Movement in Reserves Statement.

Disposals and Non-Current Assets Held for Sale: when it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value 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 previous losses recognised 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 value of the asset in the Balance Sheet is written off to the Comprehensive Income and Expenditure Statement as part of other operating expenditure. Receipts from disposals are credited to the Comprehensive Income and Expenditure Statement as part of other operating expenditure (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals 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 Movement in Reserves Statement.

The Council has taken advantage of the ability to earmark all sales of non-right to buy housing revenue account land and property for the provision of affordable housing. In this way 100% of such sales can be retained.

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 Movement in Reserves Statement.

Depreciation: depreciation is provided on all non-current assets with a determinable finite life (except for investment properties, assets held for sale and land with an unlimited useful life) by allocating the value of the asset in the Balance Sheet over the periods expected to benefit from their use.

Depreciation is calculated on the following bases:

<u>Asset</u>	<u>Depreciation Method</u>	<u>Useful Life in Years</u>
Council Dwellings	Straight line allocation over the life of the property as estimated by the Valuer	35 – 50
Other Buildings	Straight line allocation over the life of the property as estimated by the Valuer	20 – 100
Vehicle, Plant and Equipment	Straight line allocation, taking into account any residual value, over their useful life as advised by a suitably qualified officer	5 – 10
Infrastructure	Straight line (where asset has tangible value)	25
Community Assets	Straight line	100
Surplus Assets	Straight line	10 -100
Land	No depreciation charged	
Assets Under Construction	No depreciation charged	
Assets Held for Sale	No depreciation charged	
Investment Properties	No depreciation charged	

Where an asset has major components with different estimated useful lives these are depreciated separately. Land and buildings are separate assets and are accounted for separately, even when they are acquired together.

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.

Heritage Assets: Heritage Assets are assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. Assets are recognised and valued in accordance with the policy on Property, Plant and Equipment unless the cost of the valuation is not commensurate with the benefit to the users of the financial statement; in such an instance historical cost (less any accumulated depreciation, amortisation and impairment losses) is used. Valuation is made by an appropriate method and after an appropriate period. Depreciation is not charged on heritage assets which have indefinite lives, however, the value of an asset will be reviewed where there is evidence of impairment and any such impairment will be dealt with in accordance with the non-current asset impairment policy above. Disposals of heritage assets are dealt with in accordance with the non-current asset disposal policy above.

Intangible Assets: expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) is capitalised when it will bring benefits to the Council for more than one financial year. The balance is amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

1.13 Charges to Revenue for Non-Current Assets

General Fund service revenue accounts, support services and trading accounts are debited with the following amounts to record the real cost of holding non-current assets during the year:

- depreciation attributable to the assets used by the relevant service.
- impairment losses where there are no accumulated gains in the Revaluation Reserve against which they can be written off or which have been recognised on investment properties and assets held for sale.
- amortisation of intangible assets attributable to the service.

The Council is not required to raise council tax to cover depreciation, impairment losses or amortisations. However, it is required to make an annual contribution from revenue to contribute towards the reduction in its overall borrowing requirement (equal to at least 4% of the underlying amount measured by the adjusted Capital Financing Requirement, excluding amounts attributable to HRA activity). Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the 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.

1.14 Revenue Expenditure Funded from Capital under Statute

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

1.15 Leased Assets

Finance leases. Assets acquired under finance leases are capitalised in the authority's accounts, together with the liability to pay future rentals. The Council accounts for leases as finance leases when substantially all the risks and rewards relating to the leased property transfer to the Council. Rentals payable are apportioned between

- a charge for the acquisition of the interest in the property (recognised as a liability in the Balance Sheet at the start of the lease, matched with a non-current asset - the liability is written down as the rent becomes payable) and
- a finance charge (debited to (Surplus)/Deficit on Continuing Services in the Comprehensive Income and Expenditure Statement as the rent becomes payable).

Non-current assets recognised under finance leases are accounted for using the policies applied generally to Non-Current Assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

Operating Leases. Leases that do not meet the definition of finance leases are accounted for as operating leases. Rentals payable are charged to the relevant service revenue account on a straight-line basis over the term of the lease, generally meaning that rentals are charged when they become payable.

1.16 Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council. The Council's financial liabilities comprise

- long term loans from the Public Works Loan Board
- long term LOBO loans from the money market (Lender Option Borrower Option)
- short term loans from the Council's subsidiary companies and other related companies

Financial liabilities are recognised on the Balance Sheet where the authority 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 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 annual 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 held by the Council this means 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.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to (Surplus)/Deficit on Provision of Services 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/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.

1.17 Financial Assets

A financial asset is a right to future economic benefits controlled by the Council that is represented by cash or other instruments or a contractual right to receive cash or another financial asset. The Council's financial assets are all loans and receivables that have fixed or determinable payments but are not quoted in an active market. The Council's loans and receivables comprise:

- cash in hand and bank current accounts
- fixed term deposits with banks
- instant access deposits with banks

Loans and receivables are recognised in the Balance Sheet when the authority 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 credits to 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 the Council has made, this means 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.

However, the Council has made a number of loans under its Enterprise Scheme to help new businesses at less than market rates (soft loans). Where these loans are material, a loss is recorded in the Comprehensive Income and Expenditure Statement in line with statutory guidelines.

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 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 de-recognition of the asset are credited/debited to the Comprehensive Income and Expenditure Statement.

1.18 Interests in Companies and Other Entities

The Council has material interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures and require it to prepare group accounts. In the Council's own single entity accounts, the interests in companies and other entities are recorded as investments i.e. at cost less any provision for losses.

Newark and Sherwood Homes Ltd is a wholly owned subsidiary of the authority which manages the housing stock, owned by the Council, under an arms' length arrangement and the company's accounts are consolidated with the authority's in accordance with IAS 27.

Active4Today Ltd is a wholly owned subsidiary of the authority which manages the provision of leisure services from the Council's leisure premises and its accounts are consolidated with the authority's in accordance with IAS 27.

Mansfield Crematorium has been recognised as a joint arrangement between Mansfield District Council, Ashfield District Council and Newark and Sherwood District Council. The authority accounts directly for its part of the assets, liabilities, income, expenditure and cash flows held arising from the operations of the crematorium.

1.19 Cash Equivalents

Cash equivalents are held for the purpose of meeting short term commitments rather than for investment or other purposes. The Council classifies the following as cash equivalents:

- Overdrawn balances on the Council's bank accounts. Bank overdrafts are an integral part of the authority's cash management and bank balances fluctuate on a regular basis from being positive to overdrawn.
- Short term investments with immediate call back or instant access. Any short term investment which is for a fixed term, regardless of the remaining length of that term, is accounted for as a financial instrument. Interest follows the related investment.

1.20 Events After the Reporting Period

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

1.21 Council Tax and Non Domestic Rates

The Council is a billing authority and acts as an agent collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors, including government for NDR, and as principals collecting council tax and NDR for itself. Billing authorities are required by statute to maintain a separate fund i.e. the Collection Fund for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted. The council is part of a pool arrangement for NDR with its neighbouring Nottinghamshire councils.

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the authority's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the authority's share of the year-end balance in respect of council tax and NDR relating to the arrears, impairment allowances for doubtful debts, overpayments, prepayments and appeals.

2 Accounting Standards that have been issued but not yet adopted

The Code of Practice requires that where new or amended accounting standards have been issued but not adopted by 31st March, the Council discloses the impact that this change would have had on the current year's financial statements had it already been adopted. The following changes to accounting standards will be applicable to the Council's accounts from 1 April 2017:

- Amendment to the reporting of pension fund scheme transactions
- Amendment to the reporting of investment concentration

It is not anticipated there will be any changes to the accounts as a result of these amendments

3 Critical Judgements in applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- The authority is a trustee of Southwell Leisure Centre Trust which operates the leisure centre at Southwell. It has been determined that the authority does not have control of the Trust and it is, therefore, not a subsidiary of the authority.
- The Council uses valuation techniques to determine the fair value of financial instruments (where active market quotes are not available) and non-financial assets. This involves developing estimates and assumptions consistent with how market participants would price the instrument. Assumptions are based on observable data, as far as possible but this is not always available. In such a case the best information available would be used. Estimated fair values may vary from the actual prices that would be achieved in an arm's length transaction at the reporting date.

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

The Statement of Accounts contains estimated figures that are based on assumptions made by the authority 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.

Where a component part of a non-current asset has been replaced or restored, the carrying amount of the old component has been derecognised to avoid double counting and the new component reflected in the carrying amount. The cost of the new component part has been used to determine the amount to be derecognised.

The items in the Council's Balance Sheet for which there may be a significant risk of material adjustment in the forthcoming financial year are as follows:

- Property, Plant and Equipment – assets are depreciated over useful lives that are dependent on assumptions made about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain if the authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets. If the useful life is reduced depreciation increases and the carrying amount of the asset falls.
- Pensions Liability – estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the authority with expert advice about the assumptions to be applied. The effects on the net pension liability of changes in individual assumptions can be measured; however, the assumptions interact in complex ways.
- Business Rates – since the introduction of the Business Rates Retention Scheme effective from 1st April 2013 local authorities are liable for successful appeals against business rates charged to businesses in 2016/17 and earlier financial years in their proportionate share. A provision has been recognised for the best estimate of the amount that businesses have been overcharged up to 31st March 2017.
- Fair Value Measurements - When the fair values of financial assets and financial liabilities cannot be measured, based on quoted prices in active markets (i.e. domestic Level 1 inputs), their fair value is measured using valuation techniques (eg quoted prices for similar assets or liabilities in active markets or the discounted cash flow (DCF) model). Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk. However, changes in the assumptions used could affect the fair value of the authority's assets and liabilities. Where Level 1 inputs are not available, the authority employs relevant experts to identify the most appropriate valuation techniques to determine fair value.

5 Material Items of Income and Expenditure

During 2016/2017 the following material transactions, which are not disclosed separately in the Comprehensive Income and Expenditure Statement, took place:

- £1.2m net s106 receipts and payments to and from property developers
- £1.9m payments in relation to the building and equipping of Newark Leisure Centre
- £3.1m payments in relation to the new Council Offices including investment in CCTV and IT infrastructure
- £1.2m net payments in relation to the building of new council housing and Extra Care accommodation
- £1m payment in respect of the Southern Link Road at Newark
- £237k payments in respect of service devolution
- £104k receipt from Nottinghamshire County Council in respect of Business Centre rent arrears
- £934k payments on the refurbishment of Council house kitchens and bathrooms.

Disclosed separately in the Comprehensive Income and Expenditure Statement is £47,555k revaluation gain on Council dwellings. Council dwellings valuations are adjusted by social housing factor which is set by Central Government. In 2016/2017 this factor was increased from 34% to 42% resulting in the exceptional valuation gain shown.

6 Material Interest in Joint Bodies

The Council appoints six of the nine Trustees of the Southwell Leisure Centre Trust and provides grant aid which for 2016/2017 was £155,186 (2015/2016 £150,171). The Trust is administered in accordance with the Scheme of Administration established 24th October 1974 as amended by the Charity Commissioners on the 29th December 1983. The object of the Trust is to establish and maintain leisure facilities for the inhabitants of Southwell and district and to achieve a breakeven position on operations.

The Council has a joint interest in Mansfield Crematorium. The annual net surplus from the running of the crematorium amounts to £98k (2015/2016 £80k) and is included within Other Operating Income and Expenditure. The Council also includes its share of the assets and liabilities of the crematorium in its Balance Sheet.

The transactions are summarised below:

<u>Mansfield Crematorium</u>	2016/2017	2015/2016
	£'000	£'000
<u>Comprehensive Income and Expenditure Statement</u>		
Gross Expenditure	121	97
Gross Income	(203)	(173)
Net Cost of Service	(82)	(76)
Financing and Investment Income and Expenditure	(16)	(4)
(Surplus)/Deficit on Provision of Services	(98)	(80)

<u>Mansfield Crematorium</u>	2016/2017	2015/2016
	£'000	£'000
<u>Balance Sheet</u>		
Property Plant and Equipment	223	208
Investments	0	144
Debtors	25	21
Cash and Cash Equivalents	218	72
Creditors	(80)	(58)
Provisions	(1)	(1)
Pension Liability	(142)	(71)
Net Assets	243	315
Usable Reserves	161	171
Unusable Reserves	82	144
Total Reserves	243	315

7 Authorisation of Accounts

The Statement of Accounts was issued and authorised by Nicola Pickavance, ACMA, Chief Financial Officer, on 6th June 2017.

8 Trust Funds

The Council acts as sole trustee for two Trusts:

The W.E. Knight Trust

A permanently endowed charity established by an indenture dated 6 January 1920 as varied by a conveyance of 6 July 1933 by the Trustees to the Mayor, Aldermen and Burgesses of the Borough of Newark-on-Trent. Separate accounts for this Charity have been maintained since 1 April 1984. Up to that date the costs of administering the Trust and any income received had been included in the accounts of the Borough and District Councils. The Trustees resolved at their meeting on the 22 July 2013 to retain the income earned by the endowment until a significant sum had been accrued at which time a decision on distribution would be taken.

The Gilstrap Endowment

This Trust was set up for the purpose of establishing a library to be vested in the Newark Corporation and to provide financial assistance towards the salaries and expenses of such library. The accounts in respect of the Endowment were maintained by Nottinghamshire County Council until 31 March 1987 when Newark and Sherwood District Council took over as Trustees consequent upon the County Council acquiring a new site for a Central Library. The District Council agreed a new scheme of administration which was sealed by the Charity Commissioners on the 28 August 1990 and applied the income of the Endowment to the upkeep and use of the Gilstrap building. From 1 April 2013, the Gilstrap building was leased to Nottinghamshire County Council with the rental income being applied in fulfilment of the Trust objectives. The new arrangements were approved by the Charity Commission prior to agreement of the lease.

The endowed funds of the charities are Gilstrap Endowment Fund £131,616.94 and W.E. Knight Trust Fund £133,850. These wholly consist of cash which is invested in the financial markets.

9 Prior Year Restatement

The financial institutions which govern how a local authority prepare and present their financial statements, CIPFA and CIPFA/LASAAC, have undertaken a review; Telling the Story, Improving the Presentation of Local Authority Financial Statements (Telling the Story Review). The results of this review have been included in the Code of Practice 2016/2017 and are reflected in the new formats and reporting requirements for the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, and in the introduction of the new Expenditure and Funding Analysis. The Code requires the comparative statements for 2015/2016 to be restated in the new format.

The following tables show the final account figures for 2015/2016 reformatted into the new statements.

	<u>Gross Expenditure</u>			<u>Gross Income</u>			<u>Net Expenditure</u>		
	2015/2016	Adjustment	2015/2016	2015/2016	Adjustment	2015/2016	2015/2016	Adjustment	2015/2016
	£'000	£'000	Restated £'000	£'000	£'000	Restated £'000	£'000	£'000	Restated £'000
Central Services to the Public	2,901	(2,901)	0	(1,718)	1,718	0	1,183	(1,183)	0
Cultural and Related Services	9,541	(9,541)	0	(1,651)	1,651	0	7,890	(7,890)	0
Environmental and Regulatory Services	7,453	(7,453)	0	(2,987)	2,987	0	4,466	(4,466)	0
Highways and Transport Services	481	(481)	0	(1,262)	1,262	0	(781)	781	0
Housing Services	28,387	(28,387)	0	(27,313)	27,313	0	1,074	(1,074)	0
Planning Services	6,178	(6,178)	0	(3,064)	3,064	0	3,114	(3,114)	0
Corporate and Democratic Core	2,349	(2,349)	0	(58)	58	0	2,291	(2,291)	0
Non Distributed Costs	2,109	(2,109)	0	(1,491)	1,491	0	618	(618)	0
Economic Development Committee		13,637	13,637		(5,296)	(5,296)	0	8,341	8,341
Homes and Communities Committee		4,787	4,787		(2,217)	(2,217)	0	2,570	2,570
Leisure and Environment Committee		6,636	6,636		(2,834)	(2,834)	0	3,802	3,802
Policy and Finance Committee		34,960	34,960		(31,048)	(31,048)	0	3,912	3,912
Housing Revenue Account	4,125		4,125	(22,497)		(22,497)	(18,372)	0	(18,372)
(Surplus)/Deficit on Continuing Operations	63,524	621	64,145	(62,041)	(1,851)	(63,892)	1,483	(1,230)	253
Other Operating Income and Expenditure	9,105	1,405	10,510	(1,567)	(175)	(1,742)	7,538	1,230	8,768
Financing and Investment Income and Expenditure	6,644		6,644	(612)		(612)	6,032	0	6,032
Taxation and Non Specific Grant Income			0	(21,450)		(21,450)	(21,450)	0	(21,450)
(Surplus)/Deficit on Provision of Services	79,273	2,026	81,299	(85,670)	(2,026)	(87,696)	(6,397)	0	(6,397)
(Surplus)/Deficit on Revaluation of Non Current Assets									(3,916)
Actuarial (Gains)/Losses on Pensions Assets/Liabilities									(10,463)
Other Comprehensive Income and Expenditure									(14,379)
Total Comprehensive Income and Expenditure									(20,776)

<u>Movement in Reserves Statement</u>							
	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Adjustment £'000	General Fund Balance Restated £'000 Restated	Grants & Contributions Unapplied £'000	Adjustment £'000	Capital Grants & Contributions Unapplied £'000 Restated
Balance at 31 March 2015	2,939	19,929	357	23,225	5,689	(357)	5,332
Movement in Reserve during 2015/16							
Surplus/(Deficit) on Provision of Services	(4,090)			(4,090)			0
Other Comprehensive Expenditure and Income							
Total Comprehensive Expenditure and Income	(4,090)	0	0	(4,090)	0	0	0
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>							
Depreciation and impairment of non current assets	8,365			8,365			0
Depreciation charged to the Major Repairs Reserve				0			0
Use of Major Repairs Reserve to finance capital expenditure				0			0
Revenue contribution to Major Repairs Reserve				0			0
Capital grants and contributions	(3,878)		3	(3,875)	(1,371)	(3)	(1,374)
Capital receipts used to finance capital expenditure				0			0
Movement in Donated Assets				0			0
Revenue expenditure funded from capital under statute	1,677			1,677			0
Net (gain)/loss on sale of non current assets	454			454			0
Amount by which finance costs are different	(4)			(4)			0
Amount by which pension costs are different	941			941			0
Collection Fund income adjustment	710			710			0
Statutory provision for repayment of debt	(718)			(718)			0
Capital expenditure charged to the General Fund balance	(128)	128	(1,999)	(1,999)			0
Transfer to unusable reserves	34		2	36			0
Transfer re Housing Pooled Receipts	452			452			0
	7,905	128	(1,994)	6,039	(1,371)	(3)	(1,374)
Net Increase/(Decrease) before Transfers to Earmarked Reserves	3,815	128	(1,994)	1,949	(1,371)	(3)	(1,374)
Net transfer (to)/from earmarked reserves	(3,815)	2,054	1,761	0	(236)	236	0
Increase/(Decrease) in year	0	2,182	(233)	1,949	(1,607)	233	(1,374)
Balance at 31 March 2016 carried forward	2,939	22,111	124	25,174	4,082	(124)	3,958

Note to the Expenditure and Funding Analysis

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2016/2017 Adjustments for Capital Purposes £'000	2016/2017 Net Change for the Pensions Adjustments £'000	2016/2017 Other Differences £'000	2016/2017 Total Adjustments £'000
Economic Development Committee	65	39	(35)	69
Homes and Communities Committee	659	27	(9)	677
Leisure and Environment Committee	1,070	47	6	1,123
Policy and Finance Committee	1,474	93	13	1,580
Housing Revenue Account	(47,873)	(260)	0	(48,133)
Surplus/Deficit on Continuing Operations	(44,605)	(54)	(25)	(44,684)
Other Income and Expenditure	(7,872)	1,832	11	(6,029)
Difference between General Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services	(52,477)	1,778	(14)	(50,713)

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2015/2016 Adjustments for Capital Purposes £'000	2015/2016 Net Change for the Pensions Adjustments £'000	2015/2016 Other Differences £'000	2015/2016 Total Adjustments £'000
Economic Development Committee	7,555	131	13	7,699
Homes and Communities Committee	482	78	13	573
Leisure and Environment Committee	597	141	10	748
Policy and Finance Committee	1,407	(1,309)	(3)	95
Housing Revenue Account	(10,227)	(260)	0	(10,487)
Surplus/Deficit on Continuing Operations	(186)	(1,219)	33	(1,372)
Other Income and Expenditure	(5,684)	1,901	707	(3,076)
Difference between General Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services	(5,870)	682	740	(4,448)

Adjustments for Capital Purposes

- Service lines - adds in depreciation and impairment and revaluation gains and losses
- Other Operating Income and Expenditure – adjusts for capital disposals with a transfer of income on disposals of assets and the amount written off for those assets and the payment to government of the pooled housing capital receipts
- Financing and Investment Income and Expenditure – the statutory charges for capital charges financing ie Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices
- Taxation and Non Specific Grant Income – capital grants are adjusted for income not chargeable under general accepted accounting practices. The Taxation and Non Specific Grant Income line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Net Change for the Pension Adjustments

- Service lines – represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs
- Financing and Investment Income and Expenditure – the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement

Other Differences

- Financing and Investment Income and Expenditure – recognises adjustments to the General Fund for the timing differences for premiums and discounts
- Taxation and Non Specific Grant Income – the difference between what is chargeable under statutory regulations for council tax and non-domestic rates that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference brought forward in any future Surplus/Deficit on the Collection Fund

Expenditure and Income analysed by nature

The authority's expenditure and income is analysed by the nature of the transactions as follows:

2016/2017	<u>Economic Development</u>	<u>Homes and Communities</u>	<u>Leisure and Environment</u>	<u>Policy and Finance</u>	<u>Housing Revenue Account</u>	<u>Corporate Amounts</u>	<u>Total</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, Charges and Other Service Income	(5,378)	(1,663)	(2,238)	(28,875)	(22,710)		(60,864)
Income on Joint Associates		0				(219)	(219)
Interest and Investment Income						(557)	(557)
Income from Council Tax						(8,824)	(8,824)
Income from Non Domestic Rates						(4,366)	(4,366)
Government Grants and Contributions						(8,094)	(8,094)
Disposal of Assets						(2,341)	(2,341)
Total Income	(5,378)	(1,663)	(2,238)	(28,875)	(22,710)	(24,401)	(85,265)
Employee Expenses	2,567	1,853	2,940	3,994	260	929	12,543
Other Service Expenses	3,816	1,743	2,563	29,362	8,679	810	46,973
Expenditure on Joint Associates						121	121
Support Service Recharges							0
Depreciation, Amortisation and Impairment	102	673	1,059	1,474	(41,686)		(38,378)
Interest Payments						6,175	6,175
Precepts and Levies						3,144	3,144
Payments to Housing Capital Receipts Pool						448	448
Disposal of Assets						6,045	6,045
Total Operating Expenses	6,485	4,269	6,562	34,830	(32,747)	17,672	37,071
(Surplus)/Deficit on Provision of Services	1,107	2,606	4,324	5,955	(55,457)	(6,729)	(48,194)

2015/2016	<u>Economic Development</u>	<u>Homes and Communities</u>	<u>Leisure and Environment</u>	<u>Policy and Finance</u>	<u>Housing Revenue Account</u>	<u>Corporate Amounts</u>	<u>Total</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Fees, Charges and Other Service Income</i>	(5,296)	(2,217)	(2,834)	(31,048)	(22,497)		(63,892)
<i>Income on Joint Associates</i>						(175)	(175)
<i>Interest and Investment Income</i>						(612)	(612)
<i>Income from Council Tax</i>						(8,528)	(8,528)
<i>Income from Non Domestic Rates</i>						(3,480)	(3,480)
<i>Government Grants and Contributions</i>						(9,442)	(9,442)
<i>Disposal of Assets</i>						(1,567)	(1,567)
Total Income	(5,296)	(2,217)	(2,834)	(31,048)	(22,497)	(23,804)	(87,696)
<i>Employee Expenses</i>	2,718	1,852	3,090	3,995	260	805	12,720
<i>Other Service Expenses</i>	3,305	2,430	2,962	29,545	8,509	863	47,614
<i>Expenditure on Joint Associates</i>						97	97
<i>Support Service Recharges</i>							0
<i>Depreciation, Amortisation and Impairment</i>	7,614	505	584	1,420	(4,644)		5,479
<i>Interest Payments</i>						6,481	6,481
<i>Precepts and Levies</i>						2,978	2,978
<i>Payments to Housing Capital Receipts Pool</i>						452	452
<i>Disposal of Assets</i>						5,478	5,478
Total Operating Expenses	13,637	4,787	6,636	34,960	4,125	17,154	81,299
(Surplus)/Deficit on Provision of Services	8,341	2,570	3,802	3,912	(18,372)	(6,650)	(6,397)

12 Other Operating Income and Expenditure

Other Operating Income and Expenditure can be analysed as follows:

	2016/2017			2015/2016		
	Spend £'000	Income £'000	Net Spend £'000	Spend £'000 <i>Restated</i>	Income £'000 <i>Restated</i>	Net Spend £'000 <i>Restated</i>
Parish Precepts	2,577		2,577	2,486	0	2,486
Parish Support Grant	65		65	129	0	129
Contribution to Housing Pooled Receipts	448		448	452	0	452
(Gain)/Loss on Disposal of Non Current Assets	6,045	(2,342)	3,703	5,477	(1,567)	3,910
Provision for Doubtful Debt	810		810	572		572
Pension deficit contribution	929		929	805	0	805
Drainage Rates	502		502	492		492
Mansfield Crematorium	121	(203)	(82)	97	(175)	(78)
	<u>11,497</u>	<u>(2,545)</u>	<u>8,952</u>	<u>10,510</u>	<u>(1,742)</u>	<u>8,768</u>

13 Financing and Investment Income and Expenditure

Financing and Investment income and expenditure can be analysed as follows:

	2016/2017			2015/2016		
	Spend £'000	Income £'000	Net Spend £'000	Spend £'000 <i>Restated</i>	Income £'000 <i>Restated</i>	Net Spend £'000 <i>Restated</i>
Investment Interest	3,727	(105)	3,622	3,904	(115)	3,789
Other Interest	427	(451)	(24)	460	(497)	(37)
Exchange Rate Adjustment			0	9		9
Loss on Financial Instrument			0	154		154
Net Interest on the Net Defined Benefit Liability (Asset)	2,021		2,021	2,117	0	2,117
Mansfield Crematorium		(16)	(16)			0
	<u>6,175</u>	<u>(572)</u>	<u>5,603</u>	<u>6,644</u>	<u>(612)</u>	<u>6,032</u>

14 Taxation and Non Specific Grant Income

Taxation and Non Specific grant income can be analysed as follows:

	2016/2017 £'000	2015/2016 £'000
<u>Revenue</u>		
Council Tax Payers	(8,824)	(8,528)
Revenue Support Grant	(1,777)	(2,624)
New Burdens Grant	0	(84)
Capacity Funding	(114)	(93)
Council Tax Freeze Grant	0	(65)
New Homes Bonus	(2,289)	(1,889)
Non Domestic Rates	(3,718)	(3,481)
Non Domestic Rates Section 31 Grant	(648)	(812)
Council Tax s31 Grant	(10)	0
Rural Services Delivery Grant	(38)	0
	<hr/>	<hr/>
	(17,418)	(17,576)
<u>Capital</u>		
Grants and Contributions	(3,866)	(3,874)
	<hr/>	<hr/>
Total Grants Received	(21,284)	(21,450)

15 Trading Operations

The Council undertakes a small number of Trading Operations. Any forecast surplus or deficit as a result of these services is included in the Council's annual budget and within Continuing Operations in the Comprehensive Income and Expenditure Statement where appropriate.

	2016/2017 Expenditure £'000	2016/2017 Income £'000	2016/2017 (Surplus)/Deficit £'000	2015/2016 (Surplus)/Deficit £'000
Industrial Estates	1,307	(1,130)	177	343
Heritage and Cultural Centre	1,460	(1,011)	449	6,027
Building Control	0	0	0	(96)
Car Parks	430	(1,101)	(671)	(814)
	<hr/>	<hr/>	<hr/>	<hr/>
	3,197	(3,242)	(45)	5,460

Industrial Estates – provision of units in industrial estates in various parts of the district.

Heritage and Cultural Centre – 2016/2017 saw the integration of the National Civil War Centre and the Palace Theatre. In 2015/2016 the National Civil War Centre was revalued after completion and incurred a valuation loss of £5.2m.

Building Control – operation of statutory building control service. From 1 April 2016, the Building Control service was transferred to a shared service operation run by South Kesteven District Council.

Car Parks - the Council is a member of the Nottinghamshire Parking Partnership which administers all on street and off street parking fines for the county. Included in the surplus figure above is the sum of £32k in respect of off street parking fine income owed to the Council by the Partnership as detailed below:

	Gross Expenditure £'000	Gross Income £'000	Net Income £'000
Off Street Parking - amount due to Newark and Sherwood	63	(95)	(32)
On Street Parking - retained by Partnership to fund future highways expenditure	148	(214)	(66)
Total	211	(309)	(98)

16 Members Allowances

Total allowances paid in 2016/2017 were £248,770 (2015/2016 £231,330) made up of Special Responsibility Payments £56,921 (2015/2016 £48,830), Basic Allowances £178,861 (2015/2016 £169,207) and £12,988 Travel and Subsistence payments (2015/2016 £13,293).

Amounts payable to senior employees in 2016/2017 are disclosed below.

	<u>2016/2017</u>	<u>2015/2016</u>
	£	£
<u>Chief Executive</u>		
Salary	114,624.96	113,490.00
Expenses, Allowances and Other Benefits	1,606.25	2,195.15
Employer's Contribution to Pension	14,328.12	14,186.28
% Employee's Contribution to Pension	11.4%	11.4%
<u>Deputy Chief Executive</u>		
Salary	94,476.96	93,542.16
Expenses, Allowances and Other Benefits	112.20	311.30
Employer's Contribution to Pension	11,809.68	11,692.80
% Employee's Contribution to Pension	10.5%	10.5%
<u>Director of Resources - post vacant 2016/2017</u>		
Salary	0.00	71,766.25
Expenses, Allowances and Other Benefits	0.00	19,576.68
Employer's Contribution to Pension	0.00	8,970.82
% Employee's Contribution to Pension	0.0%	9.9%
<u>Director of Safety</u>		
Salary	79,265.04	72,576.37
Expenses, Allowances and Other Benefits	121.85	420.00
Employer's Contribution to Pension	9,908.16	9,072.04
% Employee's Contribution to Pension	9.9%	9.9%
<u>Director of Community</u>		
Salary	77,265.00	73,695.00
Expenses, Allowances and Other Benefits	1,313.50	1,706.00
Employer's Contribution to Pension	9,658.08	9,211.91
% Employee's Contribution to Pension	9.9%	9.9%
<u>Director of Customers</u>		
Salary	77,265.00	73,695.00
Expenses, Allowances and Other Benefits	234.90	233.75
Employer's Contribution to Pension	9,658.08	9,211.91
% Employee's Contribution to Pension	9.9%	9.9%
<u>s151 Officer</u>		
<u>From March 2016</u>		
Salary	57,693.39	4,495.00
Expenses, Allowances and Other Benefits	425.92	0.00
Employer's Contribution to Pension	7,211.69	561.88
% Employee's Contribution to Pension	8.5%	8.5%

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

Exit Package Cost Band	No of Compulsory Redundancies		No of Other Agreed Departures		Total No of Exit Packages		Total Cost of Exit Packages	
	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17 £'000	2015/16 £'000
£0 to £20,000	6	2	4	7	10	0	58	52
£20,001 to £40,000			1	1	1	1	25	31
£40,001 to £60,000			1		1		41	
£60,001 to £80,000				1		1	0	86
£80,001 to £100,000								
£100,000 to £150,000								
£150,000 plus								
Total	6	2	6	9	12	2	124	169

The number of employees, including senior employees as disclosed above, whose remuneration, excluding pension contributions, was £50,000 or more in bands of £5,000 were:-

	Number of Employees 2016/2017	Employees Included in 2016/2017 leaving in same year	Number of Employees 2015/2016
£50,000 to £54,999	4		6
£55,000 to £59,999	2		2
£60,000 to £64,999	2	1	
£65,000 to £69,999			
£70,000 to £74,999			
£75,000 to £79,999	3		3
£80,000 to £84,999			
£85,000 to £89,999			
£90,000 to £94,999	1		2
£95,000 to £99,999			
£100,000 to £104,999			
£105,000 to £109,999			
£110,000 to £114,999			
£115,000 to £119,999	1		1
	13	1	14

18 Related Party Transactions

The authority 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 an assessment of 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 authority.

Most transactions with related parties are disclosed elsewhere in the Statement of Accounts as follows:

<u>Party</u>	<u>Disclosure</u>	<u>Page</u>
<ul style="list-style-type: none"> Central Government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions the Authority has with other parties. 	<ul style="list-style-type: none"> Comprehensive Income and Expenditure Statement 	11
	<ul style="list-style-type: none"> Cash Flow Statement 	16-17
<ul style="list-style-type: none"> Members of the council have direct control over the council’s financial and operating policies. 	<ul style="list-style-type: none"> Note 16 Members Allowances 	39
<ul style="list-style-type: none"> Precepts from other Local Authorities. 	<ul style="list-style-type: none"> Statutory Register of Interests 	79-80
<ul style="list-style-type: none"> Newark and Sherwood Homes Ltd is a wholly owned subsidiary of the authority. 	<ul style="list-style-type: none"> Collection Fund Accounts 	81-97
<ul style="list-style-type: none"> Active4Today Ltd is a wholly owned subsidiary of the authority. 	<ul style="list-style-type: none"> Group Accounts 	81-97
<ul style="list-style-type: none"> The authority has joint control of Mansfield Crematorium. 	<ul style="list-style-type: none"> Group Accounts 	81-97
<ul style="list-style-type: none"> The authority has joint control of Mansfield Crematorium. 	<ul style="list-style-type: none"> Note 6 Material Interests in Joint Bodies 	29
<ul style="list-style-type: none"> The authority appoints the majority of trustees of the Southwell Leisure Centre Trust. 	<ul style="list-style-type: none"> Note 6 Material Interests in Joint Bodies 	29

During 2016/2017 the following transactions occurred with companies and organisations in which Members, Officers and their close family members, had an interest.

	Receipts £'000	Payments £'000
Sherwood Forest Hospital Trust	2	
Nottinghamshire Police	3	35
Nottingham Community Housing Association	8	
Rural Community Action Nottingham		4
Newark on Trent Twinning Association		6
University of Birmingham		78

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement.

	2016/2017 £'000	2015/2016 £'000
Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	(1,777)	(2,624)
New Homes Bonus Grant	(2,288)	(1,889)
New Burdens Grant	0	(84)
Non Domestic Rates s31 Grant	(648)	(812)
Capacity Funding	(114)	(93)
Council Tax Freeze Grant	0	(65)
Council Tax s31 Grant	(10)	0
Rural Services Delivery Grant	(38)	0
Section 106	(1)	0
Other Third Parties	(196)	(1,155)
Nottinghamshire County Council Contributions	(15)	(79)
Lottery Funding	0	(701)
Private Sector Disabled Facilities	(550)	(639)
Supported Housing	(1,127)	(1,217)
Other Government Grants	(1,978)	(83)
	<u>(8,742)</u>	<u>(9,441)</u>
Credited to Services		
Housing Benefits Subsidy	(14,435)	(14,881)
Council Tax Support	(11,198)	(11,383)
Housing Benefits Grant	(478)	(537)
Other Housing Grants	(134)	(126)
New Burdens Grant	(6)	(24)
Local Transparency	(80)	0
Electoral Registration	(22)	(35)
Severe Weather Funding	0	(23)
Welfare Reform	(13)	(70)
Neighbourhood Planning	(20)	(35)
Flood Support	0	(723)
Custom Build Grant	(21)	0
	<u>(26,407)</u>	<u>(27,837)</u>

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 could require the monies or property to be returned to the giver. Details of these are included in Note 41 Capital Grants Receipts in Advance.

20 Audit Fees

For 2016/2017 Newark and Sherwood District Council incurred the following fees relating to external audit and inspection:

	2016/2017 £	2015/2016 £
Fees Payable to KPMG LLP in respect of:		
External Audit Services	48,329	48,329
Certification of Grant Claims	8,022	5,525
	<u>56,351</u>	<u>53,854</u>

In addition audit fees of £5,681 (£3,800 2015/16) were paid which related to work undertaken in prior financial years.

21 Property Plant and Equipment

Property Plant and Equipment As at 31st March 2017	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles Plant Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total £'000
Cost or Valuation								
At 1 April 2016	167,795	40,924	9,798	0	317	0	9,641	228,475
Additions	5,318	817	819				9,058	16,012
Revaluation increases/(decreases) to Revaluation Reserve	3,318	1,432						4,750
Revaluation increases/(decreases) to (Surplus)/Deficit on Provision of Services	43,332	(444)						42,888
Derecognition - Disposals	(1,086)	(303)	(711)					(2,100)
Derecognition - Other	(3,749)							(3,749)
Reclassifications (to)/from Held for Sale								0
Reclassifications - Other	471	10,565	438				(11,934)	(460)
At 31 March 2017	215,399	52,991	10,344	0	317	0	6,765	285,816
Depreciation and Impairment								
At 1 April 2016	0	1,798	4,265	0	50	0	0	6,113
Depreciation charge	2,393	864	854		8			4,119
Depreciation written out to Revaluation Reserve								0
Depreciation written out to Surplus/Deficit on the Provision of Services	(2,383)	(305)						(2,688)
Impairment losses/reversals to Revaluation Reserve								0
Impairment losses/reversals to (Surplus)/Deficit on Provision of Services								0
Disposals	(10)	(20)	(651)					(681)
Reclassifications		(5)						(5)
At 31 March 2017	0	2,332	4,468	0	58	0	0	6,858
Balance Sheet amount at 31 March 2017	215,399	50,659	5,876	0	259	0	6,765	278,958
Balance Sheet amount at 1 April 2016	167,795	39,126	5,533	0	267	0	9,641	222,362

<u>Property Plant and Equipment</u> <u>As at 31st March 2016</u>	Council Dwellings £'000	Other Land and Buildings £'000	Vehicles Plant Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total £'000
Cost or Valuation								
At 1 April 2015	159,513	38,675	8,424	0	491	0	6,209	213,312
Additions	5,577	437	1,401	11			11,498	18,924
Revaluation increases/(decreases) to Revaluation Reserve	402	3,219						3,621
Revaluation increases/(decreases) to (Surplus)/Deficit on Provision of Services	5,055	(7,103)		(11)				(2,059)
Derecognition - Disposals	(770)	(76)	(27)		(25)			(898)
Derecognition - Other	(3,898)							(3,898)
Reclassifications (to)/from Held for Sale					(149)			(149)
Reclassifications - Other	1,916	5,772					(8,066)	(378)
At 31 March 2016	167,795	40,924	9,798	0	317	0	9,641	228,475
Depreciation and Impairment								
At 1 April 2015	0	1,353	3,557	0	57	0	7	4,974
Depreciation charge	2,291	703	735		9			3,738
Depreciation written out to Revaluation Reserve								0
Depreciation written out to Surplus/Deficit on the Provision of Services	(2,284)	(236)						(2,520)
Impairment losses/reversals to Revaluation Reserve								0
Impairment losses/reversals to (Surplus)/Deficit on Provision of Services								0
Disposals	(7)	(14)	(27)					(48)
Reclassifications		(8)			(16)		(7)	(31)
At 31 March 2016	0	1,798	4,265	0	50	0	0	6,113
Balance Sheet amount at 31 March 2016	167,795	39,126	5,533	0	267	0	9,641	222,362
Balance Sheet amount at 1 April 2015	159,513	37,322	4,867	0	434	0	6,202	208,338

Leases – Disclosure as LesseeFinance Leases

The authority has just one finance lease which is a 125 year lease on Clipstone Holding Centre. The asset is included on the Balance Sheet under Property, Plant and Equipment.

The net carrying amounts of the asset as at 31st March was:

	31 March 2017 £'000	31 March 2016 £'000
Land and Buildings	253	262
	253	262

The authority is committed to making minimum payments under the leases comprising settlement of the long term liability for the interest in the property acquired by the authority in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	31 March 2017 £'000	31 March 2016 £'000
Finance Lease Liabilities (net present value of minimum lease payments)	224	224
Finance costs payable in future years minimum lease payments	2,508	2,533
	2,732	2,757

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

	Minimum Lease Payments		Finance Lease Liabilities (NPV)	
	31 March 2017 £'000	31 March 2016 £'000	31 March 2017 £'000	31 March 2016 £'000
Not later than one year	25	25	0	0
Later than one year and not later than five years	100	100	0	0
Later than five years	2,607	2,632	224	224
	2,732	2,757	224	224

The authority has sub-let Clipstone Holding Centre units held under the finance lease. The annual minimum payments expected to be received is £53k (£50k in 2015/2016).

Operating Leases

Vehicles, Plant, Furniture and Equipment – the authority uses a range of vehicles, mowers and associated equipment, together with items of fitness equipment, financed under the terms of operating leases.

Land and Buildings – the authority leases several items of land and buildings, which include small pieces of land, cashiers office and a car park to the rear of London Road, the leasing arrangements for each being accounted for as operating leases.

Future minimum lease payments due in future years are:

	31 March 2017 £'000	31 March 2016 £'000
Not later than one year	144	146
Later than one year and not later than five years	146	250
Later than five years	2,580	2,542
Total Operating Lease Costs for 2016/2017	2,870	2,938

The expenditure charged to services in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

	31 March 2017 £'000	31 March 2016 £'000
Minimum lease payments	154	157
Contingent rents	0	0
Sublease payments receivable	0	0
Total Operating Lease Costs for 2016/2017	154	157

23 Disclosure as Lessor

Finance Leases

With effect from April 2015, under the Devolution agreement with Newark Town Council, the Council has leased Newark Market Place and the Arena toilets and retail unit, Tolney Lane, Newark to Newark Town Council. The leases are for a peppercorn rent and therefore there will be no lease payments receivable from these arrangements. The leases have been accounted for as finance leases and the asset values have transferred to Newark Town Council.

	Fair Value at inception of lease April 2015	Lease Term
Newark Market Place	£56,450	99 years
Arena toilets and retail unit, Tolney Lane, Newark	£209,186	25 years

Operating Leases

The authority has granted leases in respect of a range of industrial units, in addition to a livestock market, lorry wash and other commercial land and buildings. A number of village halls are also included. From 1 April 2013, parts of the main council offices have been leased. All arrangements are accounted for as operating leases with the village halls being charged peppercorn rents. All the leases as lessor are land and buildings. The Council does not currently lease any vehicle, plant or equipment.

Aggregate rentals received by the Authority in its capacity as lessor for 2016/2017 was £1,098k (£1,333k 2015/2016).

The total future lease commitments are:

	31 March 2017 £'000	31 March 2016 £'000
Not later than one year	499	476
Later than one year and not later than five years	1,355	1,293
Later than five years	1,042	1,118
	2,896	2,887

24 Heritage Assets

The following table shows the reconciliation of the carrying value of the heritage assets held by the authority. The museum collection was valued during 2016/2017 by Golding Young for the purposes of insurance.

	Museum Collection £'000	Other Assets £'000	Total Assets £'000
Cost or Valuation			
At 1 April 2016	1,488	91	1,579
Additions	86		86
Disposals			0
Revaluations	179		179
Depreciation			0
At 31 March 2017	1,753	91	1,844
Cost or Valuation			
At 1 April 2015	1,491	89	1,580
Additions			0
Disposals			0
Revaluations	(3)	2	(1)
Depreciation			0
At 31 March 2016	1,488	91	1,579

The Council's heritage assets held on the Balance Sheet have been split into the following categories:

- **Museum Collection** – The Council has an extensive museum collection comprising art, civil war artefacts, clocks, coins and tokens and other items of interest. The museum was established in 1912 and the majority of artefacts have been donated by local residents over the course of the years. All exhibits are either on display at the National Civil War Centre in Newark or held at the Council's resource centre; however, all items at the resource centre are available for viewing by appointment. The collection is the responsibility of the Heritage, Culture and Visitors Business Manager and is kept in a controlled environment to ensure minimal deterioration. Should any remedial conservation be required this is contracted out to specialist third parties on an as and when basis. Items are valued for insurance purposes at a minimum of every five years and held on the balance sheet at this value. The assets held within the museum collection are deemed to have indeterminate lives and as such are not depreciated.

A significant item of the collection is the Newark Torc, a complete Iron Age gold alloy neck ring which was purchased by a combination of council funding, grant funding and public donations in 2006. The torc is on display at the National Civil War Centre.

- **Other** – other heritage assets held by the Council include various sculptures which have been commissioned and are on display in the Council's parks and gardens and the Chairman's chains of office. Items are valued on an annual basis for insurance purposes and held on the balance sheet at this value.

The Council also owns heritage assets which are not shown on the Balance Sheet as detailed below:

- **Newark Castle** – the castle was built in the 12th century and is a scheduled ancient monument. The castle was partly destroyed at the end of the English Civil War but has a number of rooms which are open to the public as part of a guided tour and is sited in a public garden. The Council does not consider that reliable cost or valuation information can be obtained for the castle due to the age and state of the building. A fund is in place to cover the costs of any future repairs and renewals.

- Queen's Sconce – this scheduled ancient monument is one of the few remaining earthworks from the English Civil War. It is distinctively star shaped and is considered an internationally important heritage feature, surrounded by open space and playing fields. The Council does not consider that reliable cost or valuation information can be obtained for the sconce due to the age and nature of the structure. A fund is in place to cover the costs of any future repairs and renewals.

25 Investment Properties

The Council leases a number of its investment properties on an operating lease. These properties are held solely for the purpose of earning rental and do not support any of the Council's service objectives.

	2016/2017 £'000	2015/2016 £'000
Rental Income	(83)	(89)
Direct Operating Expenses	8	6
	<u>(75)</u>	<u>(83)</u>

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

Details of the authority's investment properties and information about the fair value hierarchy as at 31 March 2017 are as follows:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1) £'000	Other significant observable inputs (Level 2) £'000	Significant unobservable inputs (Level 3) £'000	Fair Value as at 31 March 2017 £'000
Residential		150		150
Office units		135		135
Commercial units		945		945
Land		764		764
Total	<u>0</u>	<u>1,994</u>	<u>0</u>	<u>1,994</u>

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

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Balance Sheet value			
At 1 April	2,340	2,686	2,389
Additions	324	15	54
Revaluation increases/(decreases) to (Surplus)/Deficit on Provision of Services	(85)	(137)	274
Disposals	(585)	(135)	(31)
Reclassifications		(89)	
At 31 March	<u>1,994</u>	<u>2,340</u>	<u>2,686</u>

The fair value for the investment properties has been based on a market approach by considering current market conditions, recent sales/lettings and any other relevant information for similar type assets in the Newark & Sherwood District Council area. Similar properties are marketed both for sale & lease and the level of observable comparables is sufficient for the properties to be categorised at Level 2 in the fair value hierarchy.

26 Assets Held for Sale

Strict requirements are identified in the Code regarding the classification of an asset as Held for Sale. If an asset does not meet these requirements then it would continue to be classified within the standard classification, either as Property Plant and Equipment or as Investment Property. The Council holds the following current assets with the intent of selling them within 12 months of the balance sheet date.

	2016/2017 £'000	2015/2016 Closing £'000	2015/2016 Opening £'000
Balance outstanding at start of year	0	163	21
Assets newly classified as held for sale: Property Plant and Equipment		414	
Assets declassified as held for sale:			
Assets Sold	(155)	(577)	(91)
Transfers	155		233
Balance outstanding at year end	<u>0</u>	<u>0</u>	<u>163</u>

27 Intangible Assets

During 2016/2017 the Council's intangible assets consisted of computer software. These were considered to have significant long term value to justify inclusion within the Balance Sheet. They are amortised on a straight line basis over the estimated period of economic benefit to the Council which varies between 5 and 10 years depending on the particular system. The amortisation amount is charged to the relevant revenue service and is included within the (Surplus)/Deficit on Continuing Operations.

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Cost or Valuation			
At 1 April	1,188	920	928
Additions		39	(8)
Revaluation increases/(decreases) to Revaluation Reserve			
Revaluation increases/(decreases) to (Surplus)/Deficit on Provision of Services			
Disposals	(473)		
Reclassifications	98	229	
At 31 March	<u>813</u>	<u>1,188</u>	<u>920</u>
Depreciation and Impairment			
At 1 April	826	758	727
Amortisation	80	68	31
Impairment losses/reversals to Revaluation Reserve			
Impairment losses/reversals to (Surplus)/Deficit on Provision of Services			
Disposals	(473)		
At 31 March	<u>433</u>	<u>826</u>	<u>758</u>
Balance Sheet amount 31 March	380	362	162
Balance Sheet amount 1 April	362	162	201

28 Nature of Asset Holdings

The nature of the asset holdings are shown below.

<u>2016/2017</u>	Owned	Leased	Joint Arrangement	Total
	£'000	£'000	£'000	£'000
<u>Property, Plant and Equipment</u>				
Council Dwellings	215,399			215,399
Other Land and Buildings	50,183	253	223	50,659
Vehicles, Plant, Furniture and Equipment	5,876			5,876
Community Assets	259			259
Surplus Assets				0
Infrastructure				0
Assets Under Construction	6,765			6,765
	<hr/>			
	278,482	253	223	278,958
Heritage Assets	1,844			1,844
Intangible Assets	380			380
Assets Held for Sale				0
Investment Properties	1,994			1,994
	<hr/>			
	282,700	253	223	283,176
	<hr/>			

29 Capital Expenditure and Financing

The main items of capital expenditure were:-

	2016/2017 £'000	2015/2016 £'000
Council Dwellings	5,318	5,577
Other Land and Buildings	817	437
Vehicles, Plant, Furniture and Equipment	819	1,401
Infrastructure	156	11
Investment Properties	324	15
Community Assets	0	0
Assets Under Construction	9,058	11,498
Intangible Assets	0	39
	<hr/>	
	16,492	18,978
Plus:		
De-Minimis	23	90
Revenue Expenditure Funded from Capital Under Statute	1,919	1,677
	<hr/>	
	18,434	20,745
	<hr/>	

The expenditure on non-current assets was financed as follows:-

	2016/2017 £'000	2015/2016 £'000
Internal Borrowing	2,408	2,185
Capital Receipts	771	5,058
Government Grants	2,676	2,797
Contributions from Third Parties	66	2,505
Specific Reserves and Provisions	12,513	8,200
	<u>18,434</u>	<u>20,745</u>

The Capital Financing Requirement is a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The analysis of the Capital Financing Requirement is as follows:

	2016/2017 £'000	2015/2016 £'000
Opening Capital Financing Requirement	123,584	122,142
Increase in underlying need to borrow (unsupported by government financial assistance)	1,608	1,442
Closing Capital Financing Requirement	<u>125,192</u>	<u>123,584</u>

The Council has a Capital Programme for 5 years of which £9.1m is contractually committed as at 31 March 2017. Similar commitments at 31 March 2016 were £9.8m.

	2016/2017 £'000	2015/2016 £'000
New Council House Build	805	372
Newark Sports and Fitness Centre	496	2,178
National Civil War Centre	186	0
Newark Castle Gatehouse	118	0
Disabled Facilities Work	0	30
Council House Planned Maintenance	4,073	857
Palace Theatre and Museum Integration	21	242
New Council Offices	3,073	6,074
Newark Lorry Park	16	0
Newark Business Innovation Centre	75	0
Land Drainage and Flood Alleviation	264	0
	<u>9,127</u>	<u>9,753</u>

Statement of Assets

The list below includes all assets valued over the 'De-Minimis' level of £15,000 plus other significant assets:

	31st March 2017	31st March 2016 <i>Restated</i>	31st March 2015 <i>Restated</i>
Council Dwellings	5,397	5,405	5,400
Administrative Buildings and Local Offices	4	3	3
Depots	1	1	1
Off Street Car Parks	15	15	13
Leisure Centres and Pools	3	2	1
Joint Use Leisure Centres	1	2	2
Garage Sites	43	44	38
Industrial Estates	12	12	12
Cemeteries	1	2	2
Other Properties	74	112	120
Public Conveniences	2	5	5
Museums	1	1	1
Other	5	5	4
Theatres	1	1	1
Village Halls and Community Centres	5	5	5

Valuation of Assets

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. All 2016/2017 valuations were carried out by David Bingham of Herbert Button and Partners who is suitably qualified for this purpose. Valuations 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. Plant and machinery is included implicitly in the valuation of the buildings. Properties regarded by the authority as operational were valued on the basis of open market value for the existing use or, where this could not be assessed because there was no market for the asset, the depreciated replacement cost. Properties regarded by the authority as non-operational have been valued on the basis of open market value. Investment properties are valued at fair value on an annual basis.

The significant assumptions applied in estimating the fair values are:

- good title can be shown and all valid planning permissions and statutory approvals are in place;
- the property is connected and has a right to use mains services and that sewers, main services and roads giving access to it have been adopted;
- an inspection of those parts not inspected would not reveal defects that would affect the valuation;
- the testing of electrical or other services would not reveal defects that would cause the valuation to alter;
- there are no deleterious or hazardous materials or existing or potential environmental factors that would affect the valuation.

The following statement shows the progress of the Council's rolling programme for the revaluation of non current assets.

<u>Property, Plant and Equipment</u>	Council Dwellings	Other Land & Buildings	Vehicles Plant & Equipment	Infra-Structure	Community Assets	Assets Under Construction	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Valued at Historical Cost			9,798		491	9,641	19,930
Valued at Current Value in							
2016/2017	215,399	18,817					234,216
2015/2016		15,583					15,583
2014/2015		3,735					3,735
2013/2014		4,050					4,050
2012/2013		10,564					10,564
	<u>215,399</u>	<u>52,749</u>	<u>9,798</u>	<u>0</u>	<u>491</u>	<u>9,641</u>	<u>288,078</u>
Additions		242	546		(174)	(2,876)	(2,262)
Gross Book Value	<u>215,399</u>	<u>52,991</u>	<u>10,344</u>	<u>0</u>	<u>317</u>	<u>6,765</u>	<u>285,816</u>

<u>Other Non Current Assets</u>	Assets Held For Sale	Heritage Assets	Investment Properties	Intangible Assets	Total
	£'000	£'000	£'000	£'000	£'000
Valued at Historical Cost				1,188	1,188
Valued at Current Value in					
2016/2017		1,844	1,994		3,838
2015/2016					0
2014/2015					0
2013/2014					0
2012/2013					0
	<u>0</u>	<u>1,844</u>	<u>1,994</u>	<u>1,188</u>	<u>5,026</u>
Additions				(375)	(375)
Gross Book Value	<u>0</u>	<u>1,844</u>	<u>1,994</u>	<u>813</u>	<u>4,651</u>

32 Long Term Debtors

The Council has powers under various statutes to make loans to third parties for the purchase and improvement of property, industrial development, provision of recreational facilities etc. Under the provision of Section 437 of the Housing Act 1985 the Council had powers to grant mortgages in connection with the sale of Council Houses, however, it no longer does this.

The amounts outstanding in respect of the various categories of loans made at 31st March were:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Loans to Housing Associations	25	27	29
Loans to Parish Councils	20	21	22
Loans to Staff for Assisted Car Purchase	0	0	6
Growth Investment Loans	534	476	286
	<u>579</u>	<u>524</u>	<u>343</u>
Council House Mortgages	1	3	5
	<u>580</u>	<u>527</u>	<u>348</u>

33 Inventories

The stocks held by the Council valued using the First in First out method of valuation can be analysed as follows:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Heritage and Visitor Centres	47	50	26
Administrative Stores	1	1	1
Transport Stores	53	46	73
	<u>101</u>	<u>97</u>	<u>100</u>

34 Short Term Debtors

The amounts due to the Council were:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Amounts falling due within one year:-			
Central Government Bodies	2,226	2,970	1,292
Other Local Authorities	391	1,046	1,633
NHS Bodies	0	0	0
Public Corporations and Trading Funds	0	0	0
Bodies external to General Government	6,655	7,653	8,848
	<u>9,272</u>	<u>11,669</u>	<u>11,773</u>
Less Provision for Doubtful Debt	(1,655)	(1,014)	(492)
	<u>7,617</u>	<u>10,655</u>	<u>11,281</u>

The movement on the provision for doubtful debt comprises £180k write offs and (£821k) contribution.

35 Short Term Creditors

The amounts owed by the Council were:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Amounts falling due within one year:-			
Central Government Bodies	442	655	3,451
Other Local Authorities	3,786	1,869	867
NHS Bodies	0	0	0
Public Corporations and Trading Funds	0	0	0
Bodies external to General Government	7,597	6,586	6,293
	<u>11,825</u>	<u>9,110</u>	<u>10,611</u>

36 Short Term Provisions

	Non Domestic Rate Appeals £'000	Total £'000
Balance as at 1st April	0	0
Additional Provisions made in year	799	799
Use of provision in year	0	0
Balance as at 31st March	<u>799</u>	<u>799</u>

37 Termination Benefits

The authority terminated the contracts of a number of employees in 2016/2017 incurring liabilities in respect of termination payments of £124k (£170k in 2015/2016). The £124k was paid as part of the Council's efficiency schemes across a variety of services.

38 Long Term Creditors

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Section 106 Receipts	4,755	3,836	2,690
Receipt in Advance	0	250	0
	<u>4,755</u>	<u>4,086</u>	<u>2,690</u>

Section 106 of the Town and Country Planning Act 1990 relates to money paid by developers to Local Planning Authorities in order to offset the costs of the external effects of development.

39 Long Term Provisions

	Non Domestic Rate Appeals £'000	Total £'000
Balance as at 1st April	1,396	1,396
Additional Provisions made in year	1,650	1,650
Amounts Used	(260)	(260)
Balance as at 31st March	<u>2,786</u>	<u>2,786</u>

New arrangements for the retention of business rates came into force on 1 April 2013 whereby local authorities have assumed the liability for refunding ratepayers who have successfully appealed against the rateable value of their properties on the rating list. This includes amounts that were paid over to Central Government in respect of 2012/2013 and prior years. Previously such amounts would not have been recognised as income by the authorities but would have been transferred to DCLG. A provision has been made for the possible settlement of refunds, based on consideration of the type and history of appeals awarded in the past, and the length of time normally taken for the appeal process.

40 Other Long Term Liabilities

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Net Pensions Liability	72,068	56,759	66,541
Deferred Liabilities	224	224	224
	<u>72,292</u>	<u>56,983</u>	<u>66,765</u>

41 Capital Grants Receipts in Advance

Capital grants which have conditions attached to their use and whose conditions have not been met are classed as capital receipts in advance.

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Government	6,140	0	0
Section 106	0	0	1
Nottinghamshire County Council	136	151	151
Other Third Parties	1	249	278
Balance as at 31st March	<u>6,277</u>	<u>400</u>	<u>430</u>

The Council keeps a number of reserves in the Balance Sheet. Some are held for statutory reasons, others to comply with proper accounting practice and others have been set up voluntarily to earmark resources for future spending plans. A breakdown of these reserves is shown below.

	Note/ Page	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Usable Reserves				
<u>General Fund Balance</u>				
General Fund	p13	1,746	2,939	2,939
Earmarked Reserves:				
Capital	43	3,253	8,488	8,819
Revenue	43	17,538	13,623	11,110
Revenue Grants and Contributions Unapplied	43	118	124	357
		22,655	25,174	23,225
<u>Housing Revenue Account Balance</u>				
Housing Revenue Account	p74	2,000	2,000	2,000
		2,000	2,000	2,000
<u>Other</u>				
Major Repairs Reserve	43	9,709	8,651	5,980
Capital Grants and Contributions Unapplied	43	5,088	3,958	5,332
Unapplied Capital Receipts Reserve	43	3,847	2,757	6,700
		18,644	15,366	18,012
Total Usable Reserves		43,299	42,540	43,237
Unusable Reserves				
<u>Financial Instrument Adjustment</u>				
Account	44	(179)	(183)	(187)
Pensions Reserve	45	(72,068)	(56,759)	(66,541)
Revaluation Reserve	46	22,264	16,989	13,756
Capital Adjustment Account	47	135,719	86,064	76,864
Collection Fund Adjustment Account	48	(1,424)	(1,409)	(699)
Deferred Capital Receipts	48	1	3	5
Accumulated Absences Reserve	48	(141)	(167)	(133)
Total Unusable Reserves		84,172	44,538	23,065

Usable Reserves

Earmarked reserves are those set aside for a specific purpose or to support future spending plans. A breakdown of the Council's earmarked reserves is given below.

	Balance as at 31st March 2017 £'000	Movement in Year £'000	Balance as at 31st March 2016 £'000
<u>Revenue Reserves</u>			
Investment Realisation	92	0	92
Election Expenses	163	(165)	328
Insurance	400	(6)	406
Renewal and Repairs	2,500	(497)	2,997
Land Charges	(9)	17	(26)
Building Control	(66)	25	(91)
Museum Purchases	11	0	11
Training Provision	200	(50)	250
Community Safety Fund	231	(32)	263
Restructuring & Pay	100	(250)	350
Court Costs	45	(105)	150
Change Management - see detail below	10,957	9,492	1,465
Planning Costs	400	(388)	788
Palace Theatre Friends	0	(13)	13
Planning Inquiry Costs	0	(150)	150
Unlawful Occupation of Land Fund	10	0	10
Fly tipping	100	77	23
Homelessness Fund	243	(7)	250
Fuel and Energy Reserve	100	(150)	250
Refuse Bin Purchase	30	(12)	42
Energy and Home Support Reserve	142	(6)	148
Growth and Prosperity	1,152	(65)	1,217
Emergency Planning Reserve	50	0	50
Welfare Reform Reserve	60	(87)	147
Sports Development	54	(62)	116
Other Earmarked Reserves	412	(3,641)	4,053
Mansfield Crematorium	161	(10)	171
Unapplied Revenue Grants and Contributions	118	(6)	124
	17,656	3,909	13,747
<u>Capital Reserves</u>			
Capital Provision	3,253	(5,235)	8,488
	3,253	(5,235)	8,488
Total Earmarked Reserves	20,909	(1,326)	22,235

Change Management – a reserve for uncommitted funds held for future requirements and for support of transformational change.

Renewal and Repairs - all sections of the Council who are responsible for assets contribute to this fund to ensure that planned maintenance is delivered in the future when it is due. For example buildings are redecorated every three years, software is upgraded as necessary. This flattens out the cost to ensure that tax levels do not fluctuate unnecessarily. All available funds are allocated to specific schemes.

Land Charges – legislation requires any surplus made from the land charges service to be ring fenced.

Building Control – legislation requires any surplus made from the building control service to be ring fenced.

Growth and Prosperity – financing for the Council's loans to local business and enterprises.

Mansfield Crematorium - the Council's share of the crematorium's reserves.

Capital Provision – to support future capital projects.

Other Usable Reserves

	Balance as at 31st March 2017 £'000	Movement in Year £'000	Balance as at 31st March 2016 £'000
Major Repairs Reserve Used to maintain housing stock	9,709	1,058	8,651
Capital Grants and Contributions Unapplied A grant or contribution which has no conditions attached but against which no expenditure has yet been incurred	5,088	1,130	3,958
Unapplied Capital Receipts Reserve The monies received from the sale of assets and contributions towards capital expenditure by Central Government and third parties are used to redeem loans raised by the Council to finance new capital expenditure	3,847	1,090	2,757
Total Other Usable Reserves	18,644	3,278	15,366

44 Financial Instrument Adjustment Account

The Financial Instrument Adjustment Account absorbs the timing difference arising from the different arrangements for accounting for income and expenditure relating to certain financial instruments and for bearing losses or benefitting from gains per statutory provision. The Council uses the account to manage premiums paid on the early redemption of loans. Premiums are debited to the Comprehensive Income and Expenditure Statement when they are incurred but reversed out of the General Fund balance to this account in the Movement in Reserves Statement. Over time the expense is posted back to the General Fund balance in accordance with statutory arrangements for spreading the burden on council tax. In 2016/2017 £4k (£4k 2015/2016) was charged to the General Fund leaving a balance of £179k (£183k 2015/2016).

45 Pensions Reserve

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

In 2016/2017 actuarial losses of £13,531k (actuarial gains of £10,463k in 2015/2016) were charged and net charges of £1,778k (£681k 2015/2016) were reversed. The balance on the reserve for 2016/2017 was £72,068 (£56,759 2015/2016).

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 are realised

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

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Balance as at 1st April	16,989	13,756	12,314
(Deficit)/Surplus on Revaluation and Restatement of Non Current Assets:	5,730	3,916	1,581
Depreciation charge:			
Historical Cost Adjustment	(284)	(274)	(139)
Revaluation of Disposed Assets	(171)	(409)	0
Balance as at 31st March	22,264	16,989	13,756

47 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisation 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 and revaluation gains on Property, Plant and Equipment before 1 April 2007, the date the Revaluation Reserve was created to hold such gains.

	31st March 2017 £'000	31st March 2016 £'000 <i>Restated</i>	1st April 2015 £'000 <i>Restated</i>
Balance as at 1st April	86,064	76,864	65,368
Capital Financing:-			
Capital Receipts applied	809	5,058	1,154
Capital Provision utilised	4,285	1,999	959
Government and Other Grants and Contributions utilised	2,733	5,249	5,067
Use of Major Repairs Reserve	8,226	6,332	6,015
Minimum Revenue Provision	776	718	709
	16,829	19,356	13,904
Capital Charges			
Depreciation Council Dwellings	(2,393)	(2,291)	(2,214)
Depreciation Other HRA Assets	(410)	(397)	(385)
Depreciation General Fund Assets	(1,318)	(1,029)	(934)
Impairments Council dwellings	45,769	7,368	7,578
Impairments Other HRA Assets	(1,279)	0	(151)
Impairments General Fund Assets	46	(7,268)	(542)
Revenue Expenditure Funded from Capital	(1,919)	(1,677)	(774)
Historical Cost Depreciation Adjustment	284	274	139
Revaluation of Disposed Assets	171	409	0
Disposal of Assets	(6,045)	(5,477)	(5,094)
Amortisation of Intangible Assets	(80)	(68)	(31)
	32,826	(10,156)	(2,408)
Balance as at 31st March	135,719	86,064	76,864

48 Other Unusable Reserves

	Balance as at 31st March 2017 £'000	Movement in Year £'000	<i>Balance as at 31st March 2016 £'000</i>
Collection Fund Adjustment Account Absorbs the timing differences between statutory requirements and full accruals accounting in respect of the collection of Council Tax and Non Domestic Rates	(1,424)	(15)	(1,409)
Deferred Capital Receipts Council house mortgages where disposal of the property has taken place and deferred payments have been agreed	1	(2)	3
Accumulated Absences Reserve Mitigates the impact of the accrual for short term accumulated absences on the General Fund	(141)	26	(167)
Total Other Unusable Reserves	(1,564)	9	(1,573)

49 Post Balance Sheet Event

The construction of new Council offices is expected to be completed in September 2017. Following the move of staff into the new offices the Council's existing office accommodation, Kelham Hall will be sold. Contracts for the sale were agreed in February 2015. The contract allows for the Council to continue using Kelham Hall should the new build be delayed. Kelham Hall has been accounted for as a continuing operational building on this basis and is included within Property, Plant and Equipment on the balance sheet.

Following the Grenfell fire tragedy in London the Council along with Newark and Sherwood Homes Ltd, the Council's housing company, have ensured the Council's housing stock has had fire assessment for any of the known fire risks related to the property construction type. No properties have the same type of cladding as that used on the London tower block. That said both the Council and Newark and Sherwood Homes Ltd will continue to closely monitor the situation and any findings or concerns raised as a result to the London fire will be taken into account and acted upon.

50 Contingent Assets and Liabilities

In February 2015 contracts were signed relating to the sale of Kelham Hall to Kelham Hall Ltd. A deposit of £250,000 has been received and is included in the Statement of Accounts. The remaining balance amounting to £3,750,000 is to be paid to NSDC when contracts are exchanged. This is expected to be in 2017, when the Council's new offices are complete.

There are no contingent liabilities to disclose.

51 Post Employment Benefits

As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The authority participates in the Local Government Pension Scheme, administered by Nottinghamshire County Council. This is a funded defined benefit final salary scheme, meaning the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The cost of retirement benefits is recognised in the (Surplus)/Deficit on Continuing Operations when they are earned by employees rather than when the benefits are eventually paid as pensions. However, the charge required to be made against the council tax is based on the cash payable in the year, so the real cost of retirement benefit is reversed out of the Comprehensive Income and Expenditure Statement after the (Surplus)/Deficit on Provision of Services.

These transactions are as follows:-

	2016/2017 £'000	2015/2016 £'000
Comprehensive Income and Expenditure Statement		
<u>Cost of Services</u>		
Current service cost	2,176	958
Past service costs	0	0
(Gain)/loss from settlements	0	0
<u>Financing and Investment Income and Expenditure</u>		
Net interest expense	1,998	2,116
Administration costs	23	1
Total charged to Surplus/Deficit on Provision of Services	4,197	3,075
<u>Remeasurement of the net defined benefit liability</u>		
Return on plan assets	12,355	(2,618)
Other actuarial gains/(losses)	(270)	(71)
Changes in financial assumptions	(30,377)	13,196
Changes in demographic assumptions	(610)	0
Experience gains/(losses)	5,371	(44)
Total charged to Other Comprehensive Income and Expenditure	(13,531)	10,463
Total charged to Comprehensive Income and Expenditure Statement	(9,334)	13,538
Movement in Reserves Statement		
Reversal of net charges made for retirement benefits	(1,778)	(681)
Actual amount charged against the General Fund Balance		
Employers' contributions payable to scheme	2,419	2,394

Assets and liabilities in relation to retirement benefits

Reconciliation of present value of the scheme liabilities:

	Year to 31st March 2017 £'000	Year to 31st March 2016 £'000
1st April	121,249	134,011
Current service cost	2,165	2,447
Interest cost	4,294	4,281
Contributions by scheme participants	557	564
Remeasurement (gains)/losses		
Changes in demographic assumptions	610	0
Changes in financial assumptions	30,377	(13,196)
Other	(5,300)	115
Past service cost	11	66
Losses (gains) on curtailment	0	(3,343)
Benefits paid	(4,434)	(3,696)
31st March	149,529	121,249

Reconciliation of fair value of the scheme assets:

	Year to 31st March 2017 £'000	Year to 31st March 2016 £'000
1st April	64,490	67,470
Interest income	2,296	2,165
Remeasurement gain/(loss)	0	
Return on plan assets	12,355	(2,618)
Other	(199)	0
Contributions from employer	2,419	2,394
Contributions from scheme participants	557	564
Benefits paid	(4,434)	(3,696)
Administration costs	(23)	(1)
Settlement Paid	0	(1,788)
31st March	77,461	64,490

Pension Assets and Liabilities Recognised in Balance Sheet

Assets	2016/2017 £'000	2015/2016 £'000	2014/2015 £'000	2013/2014 £'000	2012/2013 £'000
Present value of liabilities	(149,529)	(121,249)	(134,011)	(112,598)	(109,715)
Fair value of assets	77,461	64,490	67,470	61,378	61,712
Net liability	(72,068)	(56,759)	(66,541)	(51,220)	(48,003)

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc. The scheme liabilities have been assessed by Barnett Waddingham LLP, an independent firm of actuaries, the estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March 2013.

The principal assumptions used by the actuary have been:

	31st March 2017	31st March 2016
<u>Mortality Assumptions</u>		
Longevity at 65 for current pensioners		
Men	22.5	22.1
Women	25.5	25.3
Longevity at 65 for future pensioners		
Men	24.7	24.4
Women	27.8	27.7
Rate of inflation – Retail Price Index	3.6%	3.2%
Rate of inflation – Consumer Price index	2.7%	2.3%
Rate of increase in salaries	4.2%	4.1%
Rate of increase in pensions	2.7%	2.3%
Rate for discounting scheme liabilities	2.7%	3.6%
Take up of option to convert annual pension into retirement lump sum	50%	50%
Take up of option to pay 50% contributions for 50% benefits	10%	10%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The estimations in the sensitivity analysis have followed the accounting policies for the scheme.

Impact on the defined benefit obligation			
	Adjustment	Increase in assumption £'000	Decrease in assumption £'000
Discount Rate	+/- 0.1%	(2,710)	2,764
Salary Increase	+/- 0.1%	330	(326)
Pension Increase	+/- 0.1%	2,432	(2,386)
Mortality Age	+/- 1 year	5,750	(5,529)

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

	31st March 2017 £'000	31st March 2016 £'000
Equity Investment		
UK investment	23,174	20,901
Overseas investment	29,763	22,771
Private equity investment	1,240	1,226
	<hr/>	<hr/>
	54,177	44,898
Gilts		
UK fixed interest	2,368	2,007
	<hr/>	<hr/>
	2,368	2,007
Other Bonds		
UK corporates	4,443	4,219
Overseas corporates	230	192
	<hr/>	<hr/>
	4,673	4,411
Property	8,612	8,146
Cash	3,897	2,615
Inflation-linked pooled fund	1,934	1,815
Infrastructure	1,800	598
	<hr/>	<hr/>
	77,461	64,490
	<hr/>	<hr/>

52 Financial Instruments – Risk and Risk Management

Disclosure of nature and extent of Risk arising from Financial Instruments

The Council's activities expose it to a variety of financial risks, the key risks being:

- 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
- Re-financing risk – the possibility that the Council might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms
- Market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rate movements

Overall Procedures for Managing Risk

The Council's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice
- by the adoption of a Treasury Policy Statement and treasury management clauses within the Council's constitution
- by approving annually in advance prudential indicators for the following three years limiting
 - the Council's overall borrowing
 - its maximum and minimum exposures to fixed and variable interest rates
 - its maximum and minimum exposures for the maturity structure of its debt
 - its maximum annual exposures to investments maturing beyond a year
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the government guidance

These are required to be reported and approved at or before the Council's Council Tax setting meeting. These items are reported with the annual Treasury Management Strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported annually to members.

The annual Treasury Management Strategy which incorporates the prudential indicators was approved by Council on 10th March 2016 and is available on the Council website. The key issues within the updated strategy were:

- the authorised limit for 2016/2017 was set at £153.4m. This is the maximum limit of external borrowings or other long term liabilities
- the operational boundary was expected to be £143m. This is the expected level of debt and other long term liabilities during the year
- the maximum amounts of fixed and variable interest rate exposure were set at £117.3m and £42.7m based on the Council's debt
- the maximum and minimum exposures to the maturity of debt are shown in the refinancing and maturity risk section of this note

These policies are implemented by the Council's treasury team. The Council maintains written procedures 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 through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed regularly.

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Rating Services. The Annual Investment Strategy also imposes a maximum amount and time to be invested with a financial institution located within each category. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Additional selection criteria are also applied after this initial criterion is applied. The key areas of the Investment Strategy are that the minimum criteria for investment counterparties include:

- Credit Ratings of Short Term of F1, Long Term A-, Support C and individual 3 (Fitch or equivalent rating) with the lowest available rating being applied to the criteria
- UK Institutions provided with support from the UK Government
- The Council's own bank if it falls below the criteria above
- 'AAA' rated Money Market Funds

The full Investment Strategy for 2016/2017 was approved by Full Council on 10th March 2016 and is available on the Council's website.

The authority's maximum exposure to risk in relation to its investments in banks and building societies of £31m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the authority's deposits but there was no evidence at 31st March 2017 that this was likely to crystallise.

The following analysis summarises the authority's potential maximum exposure to credit risk on other financial assets based on experience of default.

	Amount at 31st March 2017 £'000	Historical Experience of Default %	Adjustment for Market at 31st March 2017 %	Estimated Maximum Exposure to Default 31st March 2017 £'000	<i>Estimated Maximum Exposure to Default 31st March 2016 £'000</i>
Trade Debtors	3,536	13.89	13.89	491	154
	<u>3,536</u>			<u>491</u>	<u>154</u>

The Council does not generally allow credit to its trade debtors, such that £3,355k of the £3,536k balance is past its due date for payment. The past due amount can be analysed by age as follows:

	31st March 2017 £'000	31st March 2016 £'000
Debtor Analysis		
Up to 30 days	526	1,655
31 to 60 days	356	574
61 to 90 days	99	85
Greater than 90 days	2,374	742
	<u>3,355</u>	<u>3,056</u>

Community Infrastructure Levy and section 106 debtors have payment terms of 90 days before recovery action is taken. £1.2m of the £2.4m debt which is over 90 days old relates to these debtors.

Collateral – During the reporting period the Council held no collateral as security.

Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the Code of Practice. This seeks to ensure that cash is available when it is needed.

The Council has ready access to borrowings from the money market to cover any day to day cash flow need, and the Public Works Loan Board provides access to longer term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is, therefore, no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity of financial assets is as follows:

	31st March 2017 £'000	31st March 2016 £'000
Maturing within one year	28,052	14,899
Maturing in 1 - 2 years	239	192
Maturing in more than 2 years	338	327
	28,629	15,418

All other current assets and current liabilities are not shown in the table above.

Re-financing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved prudential indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the treasury team address the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt: and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs

	Approved Maximum Limits	Approved Minimum Limits	31 st March 2017 £'000	31 st March 2016 £'000
Maturing within one year	50%	0%	8,437	14,156
Maturing in 1 - 2 years	100%	0%	1,022	4,520
Maturing in 2 - 5 years	100%	0%	9,080	10,573
Maturing in 5 -10 years	100%	0%	23,188	23,169
Maturing in more than 10 years	100%	0%	49,312	39,360
			91,039	91,778

Market Risk

Interest Rate Risk – The Council is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise
- borrowings at fixed rates – the fair value of the borrowing will fall
- investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise
- investments at fixed rates – the fair value of the assets will fall

Borrowings are not carried at fair value on the Balance Sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Comprehensive Income and Expenditure Statement. 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, subject to influences from Government grants. Movements in the fair value of fixed rate investments will be reflected in the Comprehensive Income and Expenditure Statement, unless the investments have been designated as Fair Value through the Comprehensive Income and Expenditure Statement, in which case gains and losses will be posted to the Comprehensive Income and Expenditure Statement.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a prudential indicator is set which provides maximum limits for fixed and variable interest rate exposure. The treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance, during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns. Similarly the drawing of longer term fixed rates borrowing would be postponed.

All Council long term borrowings are at a fixed rate of interest.

Price risk - The Council does not invest in equity shares.

Foreign exchange risk – The Council has no investments in foreign exchange.

53 Financial Instruments – Balances

The borrowings and investments disclosed in the balance sheet are made up of the following categories of financial instruments:

	Long Term		Current	
	2016/2017 £'000	2015/2016 £'000	2016/2017 £'000	2015/2016 £'000
Financial Liabilities				
Loans at Amortised Cost				
Principal	82,603	77,623	8,438	14,155
Accrued Interest			748	763
Total Borrowing	82,603	77,623	9,186	14,918
Liabilities at Amortised Cost				
Finance Leases	224	224		
Included in Other Long Term Liabilities	224	224	0	0
Liabilities at Amortised Cost				
Trade Payables			3,120	2,662
Included in Creditors	0	0	3,120	2,662
Total Financial Liabilities	82,827	77,847	12,306	17,580

	Long Term		Current	
	2016/2017	2015/2016	2016/2017	2015/2016
	£'000	£'000	£'000	£'000
Financial Assets				
Loans and Receivables				
Principal at amortised cost			10,000	10,144
Accrued Interest			4	7
Total Investments	0	0	10,004	10,151
Loans and Receivables				
Cash (including bank accounts)			(834)	258
Cash equivalents at amortised cost			17,864	4,552
Accrued interest			4	5
Total Cash and Cash Equivalents	0	0	17,034	4,815
Loans and Receivables				
Trade Debtors			3,536	3,328
Other Debtors			1,619	3,603
Loans	580	50	184	
Included in Debtors	580	50	5,339	6,931
Total Financial Assets	580	50	32,377	21,897

54 Financial Instruments – Gains/Losses

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

	Financial Liabilities		Financial Assets	
	2016/2017	2015/2016	2016/2017	2015/2016
	£'000	£'000	£'000	£'000
Interest expense	3,727	3,904		
Interest Payable and Similar Charges	3,727	3,904	0	0
Interest income			(105)	(114)
Interest and Investment Income	0	0	(105)	(114)
Net Gain/(Loss) for the year	3,727	3,904	(105)	(114)

The Council holds investments in Loans and Receivables. It holds no investments in Available for Sale Assets nor Assets held at Fair value through the Comprehensive Income and Expenditure Statement.

55 Financial instruments – Fair Value of Assets and Liabilities carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried on the Balance Sheet at amortised cost in long term assets/liabilities and with accrued interest in current assets/liabilities. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the Public Works Loan Board (PWLB) and other loans payable, premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures
- For loans receivable prevailing benchmark market rates have been used to provide the fair value
- No early repayment or impairment is recognised
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable, the fair value is taken to be the carrying amount or the billed amount

The fair values calculated are shown in the tables below, split by their level in the fair value hierarchy:

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities eg bond prices
- Level 2 – fair value is calculated from inputs other than quoted prices that are observable for the asset or liability eg interest rates
- Level 3 – fair value is determined using unobservable inputs eg non market data such as cash flow forecasts

Fair values of financial liabilities:

	Fair Value Level	31 March 2017 £'000 Carrying Amount	31 March 2017 £'000 Fair value	31 March 2016 £'000 Carrying Amount	31 March 2016 £'000 Fair value
Public Works Loans Board	2	71,187	89,198	72,215	84,435
Non PWLB debt	2	20,602	30,912	20,326	29,624
Total		91,789	120,110	92,541	114,059
Liabilities for which fair value is not disclosed:					
Other Long Term Liabilities		224		224	
Trade Creditors		3,120		2,717	
Total		3,344	0	2,941	0
Total Financial Liabilities		95,133	120,110	95,482	114,059

Fair values of financial assets:

	Fair Value Level	31 March 2017 £'000 Carrying Amount	31 March 2017 £'000 Fair value	31 March 2016 £'000 Carrying Amount	31 March 2016 £'000 Fair value
Financial assets held at amortised cost:					
Long term investments		0	0	0	0
Total		0	0	0	0
Assets for which fair value is not disclosed:					
Investments held by Mansfield					
Crematorium		0		144	
Short term investments		10,004		10,007	
Cash and Cash Equivalents		17,034		4,815	
Trade Debtors		3,536		3,328	
Total		30,574	0	18,294	0
Total Financial Assets		30,574	0	18,294	0

Reconciliation of (Surplus)/Deficit on Provision of Services to Operating Activities Net Cash Flow

	2016/2017		2015/2016	
	£'000	£'000	£'000	£'000
<u>Comprehensive Income and Expenditure Statement</u>				
(Surplus)/Deficit on Provision of Services		(48,194)		(6,397)
<u>Non Cash Transactions</u>				
Net Movement on Pensions	(1,778)		(681)	
Capital Accounting entries	53,950		2,277	
(Increase)/Decrease in Long Term Creditors	<u>(669)</u>	51,503	<u>(1,396)</u>	200
<u>Items on an Accruals Basis</u>				
Increase/(Decrease) in Stock	4		(3)	
Increase/(Decrease) in Debtors	(3,038)		(626)	
(Increase)/Decrease in Creditors	(2,699)		1,501	
(Increase)/Decrease in Provisions	(2,189)		(711)	
(Increase)/Decrease in Capital Receipts in Advance	(5,101)		(1,179)	
Increase/(Decrease) in Long Term Debtors	<u>53</u>	(12,970)	<u>179</u>	(839)
<u>Items Classified elsewhere in the Cash Flow</u>				
Net Movement on Agency Payments	2,920		1,541	
Net Movement on Financial Instruments	<u>(1)</u>	2,919	<u>(1)</u>	1,540
		<u>(6,742)</u>		<u>(5,496)</u>

HOUSING REVENUE ACCOUNT

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

<u>Newark and Sherwood District Council</u>	Note	Year Ended 31st March 2017 £'000	Year Ended 31st March 2016 £'000 <i>Restated</i>
<u>Housing Revenue Account for 2016/2017</u>			
<u>Income</u>			
Dwelling Rent		21,377	21,282
Garages		232	226
Shops		35	31
Gross Rental Income		<hr/> 21,644	<hr/> 21,539
Charges for Services and Facilities		334	299
Contributions towards Expenditure	H9	77	73
Other Income		655	586
		<hr/> 22,710	<hr/> 22,497
<u>Expenditure</u>			
Supervision and Management		4,996	4,820
Repairs and Maintenance		3,911	3,921
Depreciation of non current assets	H6		
On dwellings		2,393	2,291
On other assets		410	397
Impairment of non current assets	H7		
On dwellings		(45,769)	(7,368)
On other assets		1,279	36
Debt Management Expenses		33	28
		<hr/> (32,747)	<hr/> 4,125
Net Cost of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement		(55,457)	(18,372)
(Gain)/Loss on sale of HRA non current assets		3,097	3,456
Interest Payable and Similar Charges		4,135	4,348
HRA Interest and Investment Income		(10)	(13)
Provision for Doubtful Debt		102	94
(Surplus)/Deficit for the year on HRA Services		<hr/> (48,133)	<hr/> (10,487)

MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

	2016/2017		2015/2016	
	£'000	£'000	£'000	£'000
HRA Balance brought forward		2,000		2,000
Surplus/(Deficit) on the HRA Income and Expenditure Statement		48,133		10,487
Adjustments between Accounting Basis and Funding Basis under Regulations:				
(Gains)/Losses on disposal of HRA Non Current Assets	3,097		3,456	
Contribution to Capital	0		0	
HRA share of contribution (to)/from the Pensions Reserve	(260)		(260)	
Transfer (to)/from the Major Repairs Reserve	(6,481)	(3,644)	(6,315)	(3,119)
Net Increase/Decrease before transfers to/from Reserves		44,489		7,368
Transfer (to)/from Capital Adjustment Account		<u>(44,489)</u>		<u>(7,368)</u>
Increase/(Decrease) in year in the HRA		0		0
HRA Balance carried forward		<u>2,000</u>		<u>2,000</u>

NEWARK AND SHERWOOD DISTRICT COUNCIL

HOUSING REVENUE ACCOUNT NOTES FOR THE YEAR 2016/2017

H1 Housing Stock

The Council was responsible for managing an average of 5,420 dwellings during 2016/2017 (5,441 2015/2016). The stock was made up as follows:

	Pre 1945	1945-1964	1965-1974	1974+	Total 2016/2017	Total 2015/2016
Traditional/Non Traditional Houses & Bungalows						
1-2 Bedrooms	71	789	497	525	1,882	1,908
3+ Bedrooms	400	1,189	279	162	2,030	2,055
Flats						
Low Rise (1-2 Storeys)	21	707	411	276	1,415	1,410
Medium Rise (3-5 Storeys)	1	4	37	28	70	70
	<u>493</u>	<u>2,689</u>	<u>1,224</u>	<u>991</u>	<u>5,397</u>	<u>5,443</u>

H2 Housing Revenue Account Assets

The total Balance Sheet valuations of land, houses and other property within the HRA are as follows:-

<u>HRA Assets Existing Use - Open Market Value</u>	<i>Balance as at 1st April 2016 £'000</i>	<i>Balance as at 31st March 2017 £'000</i>
Dwellings	167,795	215,399
Other Land and Buildings	5,888	4,976
Investment Properties	1,145	1,001
Community Assets	0	0
Non Operational Assets	351	2,631
Vehicle, Plant and Equipment	2,710	2,610
Total	<u>177,889</u>	<u>226,617</u>

The vacant possession value of dwellings within the authority's HRA (values in accordance with the guidance) is shown below. The difference between the vacant possession value and the Balance Sheet value of dwellings within the HRA show the economic cost to the government of providing council housing at less than market rents.

	<i>Balance as at 1st April 2016 £'000</i>	<i>Balance as at 31st March 2017 £'000</i>
Houses	270,093	280,519
OAP Dwellings	223,422	232,336
Total	<u>493,515</u>	<u>512,855</u>

The council dwellings valuations have been arrived at using a valuation report prepared by David Bingham of Herbert Button and Partners. The valuation was carried out as at the 31 March 2017. The values have been applied to council houses on a beacon property base whereby similar properties in similar areas are all given the same value. Property valuations have moved in line with the current domestic property market.

H3 Movements on the Major Repairs Reserve

The council is required to transfer an amount equal to the depreciation charge to the Major Repairs Reserve. The reserve is then used to finance capital expenditure on Housing Revenue Account assets.

For 2016/2017 the Council chose to transfer additional funds into the Major Repairs Reserve. The reserve was partially used to finance capital expenditure incurred in the year.

	£'000
Balance Brought Forward 1st April 2016	(8,651)
Transfers to Reserve re Depreciation	
Dwellings	(2,393)
Non Dwellings	(410)
Additional transfer to Reserve	(6,481)
Transfers to the HRA:	
Amounts used to finance Capital Expenditure	8,226
Balance Carried Forward 31st March 2017	<u>(9,709)</u>

H4 Capital Expenditure and Financing

	2016/2017 £'000
Structural Maintenance	54
Roofing Works	550
Asbestos and Fire Safety	173
Kitchens and Bathrooms	1,497
Garage Forecourts	108
External Works	563
Electrical Works	642
Disabled Facilities Provision	573
Heating Systems	594
Energy Efficiency Works	469
Environmental Works	566
Affordable Housing	3,793
Other works	31
	<u>9,613</u>
<u>Financing</u>	
Major Repairs Reserve	8,226
Government Grants	1,125
Contributions	49
Capital Provision	2
Capital Receipts	211
	<u>9,613</u>

H5 Capital Receipts

	2016/2017 £'000
Land and Other Property	0
Sold Council Houses	1,787
Less administration costs on sale of Council Houses	(38)
Principal Mortgage Repayments	2
	<hr/>
	1,751
	<hr/>
Less paid to Government Pool	(448)
	<hr/>
	1,303
	<hr/>

Under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended, the Council has to make a payment to the Secretary of State in respect of housing capital receipts. The amount payable is dependent on a number of factors

- Sale price net of discount
- Debt value assumed for the property under the self-financing settlement
- Value of the authority's actual debt attributable to the property
- The respective values of the authority's and Government's share capital
- The number of properties sold in each quarter

The Council has signed an agreement allowing it to retain additional Right to Buy receipts to fund new or acquired affordable housing.

H6 Depreciation Charges

The total charges for depreciation for land, houses and other property within the authority's HRA are as follows:

	2016/2017 £'000
Council Houses	2,393
Land and Buildings	410
	<hr/>
	2,803
	<hr/>

H7 Impairment Charges

Impairment charges for the financial year in respect of land, houses or other property within the authority's HRA are shown in the table below.

	2016/2017 £'000
Council Houses:	
Impairment Gain	(47,555)
Impairment Loss	1,786
Other Land and Buildings:	
Impairment Gain	(409)
Impairment Loss	1,689
Investment Properties	
Impairment Gain	0
Impairment Loss	0
	<hr/> <u>(44,489)</u>

H8 Rent Arrears

The total amount of rent arrears as at 31st March 2017 was £567,160 (2015/2016 £626,480). Included in the doubtful debt provision is the amount of £286,220 (2015/2016 £353,450) relating to rent arrears.

H9 Contributions towards Expenditure

The income of £76,882 (£73,061 in 2015/2016) relates to contributions to the Housing Revenue Account from the General Fund for the upkeep of communal amenities.

H10 Arms-Length Management

The Housing Revenue Account includes a £7.7m management fee paid to Newark and Sherwood Homes Ltd (2015/2016 £7.7m) to manage the housing stock owned by the Council, under arms-length arrangements. This management agreement came into effect on 1st November 2004.

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

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

<u>Newark and Sherwood District Council</u>	Note	2016/2017	2015/2016
<u>Collection Fund Account for 2016/2017</u>		£'000	£'000
<u>Income</u>			
Income from Business Ratepayers	C2	39,836	39,491
Council Tax	C3	67,601	64,465
Government Grant		0	62
		107,437	104,018
<u>Expenditure</u>			
Precepts and Demands			
Nottinghamshire County Council		48,447	45,638
Nottinghamshire Police Authority		6,754	6,486
Nottinghamshire Fire Authority		2,772	2,664
Newark and Sherwood District Council		6,162	5,910
Parishes		2,577	2,488
Non Domestic Rates			
Non Domestic Rates:			
Payable to Government		19,275	19,532
Newark and Sherwood District Council		15,420	15,625
Nottinghamshire County Council		3,470	3,516
Nottinghamshire Fire Authority		385	391
Share of NDR1 deficit:			
Payable to Government		(2,342)	(353)
Newark and Sherwood District Council		(1,873)	(282)
Nottinghamshire County Council		(422)	(63)
Nottinghamshire Fire Authority		(47)	(7)
Transitional Payment Protection		32	146
Costs of Collection		164	164
Interest Payments on Refunds		0	0
Provision for Uncollectable Debts		296	594
Provision for Appeals		5,733	2,600
Renewable Energy Retention		198	65
		107,001	105,114
Net Surplus/(Deficit) for year		436	(1,096)
Fund Balance as at 1st April - Surplus/(Deficit)		(2,231)	(1,135)
Fund Balance as at 31st March - Surplus/(Deficit)		(1,795)	(2,231)

NEWARK AND SHERWOOD DISTRICT COUNCIL

COLLECTION FUND NOTES FOR THE YEAR 2016/2017

C1 Accounting Policies

- (a) Revenue Support Grant is paid directly to all billing and precepting authorities and will be included within Taxation and Non Specific Grant Income on the Comprehensive Income and Expenditure Statement.
- (b) Parish precepts are paid from the General Fund of billing authorities and will be included within Other Operating Expenditure on the Comprehensive Income and Expenditure Statement.
- (c) The year-end surplus of £2.6m on the Council Tax collection fund is distributed between billing and precepting authorities on the basis of estimates, made on 15 January, of the year-end balance.
- (d) The year end deficit of £4.4m on the Non Domestic Rate collection fund is distributed between billing and precepting authorities on the basis of prescribed shares between central government and precepting authorities.

C2 Income from Business Rates

Under the arrangements regarding Uniform Business Rates, the Council collects non domestic rates for its area which are based on local rateable values multiplied by a uniform rate which for 2016/2017 was 49.7p (2015/2016 49.3p). In 2016/2017 the Small Business Rate Relief reduced the multiplier to 48.4p where it applies. The system for funding Local Authority expenditure changed in 2013/2014 with a share of the proceeds of Non Domestic Rate income being retained by billing and precepting authorities.

The non-domestic rateable value at the 31st March 2017 was £92,949,337 (31st March 2016 £92,133,896).

C3 Council Tax

Council Tax is set by calculating the Council Tax base, and then dividing this into the precepts levied by the district, county, parish councils, Nottinghamshire Fire Authority and Nottinghamshire Police Authority. The tax base is the amount that setting a Council Tax of £1 for Band D properties (the standard band) would raise in revenue. The methodology and the factors taken into consideration are complex and are reported in detail when the tax base is set by the Council in December or January.

The Council Tax base for 2016/2017 is as follows:

Band	Total Dwellings	Adjusted for Discounts, Disabled Relief and Exemptions	Ratio	Band D Equivalents	2016/2017 Adjusted for Non Collection	2015/2016 Adjusted for Non Collection
A	22,599	15,896.10	6/9	10,597.40	10,491.40	10,282.92
B	7,818	6,334.59	7/9	4,926.90	4,877.63	4,784.17
C	8,474	7,452.00	8/9	6,624.00	6,557.76	6,440.25
D	5,663	5,178.40	9/9	5,178.40	5,126.62	5,065.83
E	4,012	3,721.50	11/9	4,548.50	4,503.01	4,442.62
F	2,539	2,404.87	13/9	3,473.70	3,438.96	3,400.55
G	1,395	1,320.96	15/9	2,201.60	2,179.58	2,150.68
H	126	103.50	18/9	206.00	203.94	203.94
Total	52,626	42,411.92		37,756.50	37,378.90	36,770.96

NEWARK AND SHERWOOD DISTRICT COUNCIL GROUP CONSOLIDATED ACCOUNTS

INTRODUCTION

The authority is required under the Local Government Act 2003 to produce a set of Group accounts where it has subsidiaries, joint ventures or associates. The criteria for deciding if the authority has such relationships is laid down by the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 based on International Financial Reporting Standards (referred to within these accounts as “the Code”). The Code has been developed to bring authority accounts in line with the International Financial Reporting Standards (IFRS) which other reporting bodies have to comply with and to assist users of the accounts to understand better the authority’s overall financial position.

The authority has undertaken a review of all its relationships with other bodies and is required to consolidate its accounts with Newark and Sherwood Homes Ltd (NSH) and Active4Today Ltd.

Newark and Sherwood Homes Ltd is a wholly owned subsidiary of the authority, using the merger method. NSH manages the housing stock owned by the Council, under an arms-length arrangement. The Housing Revenue Account includes a management fee paid to NSH to manage the stock owned by the Council under arms-length arrangements. This management agreement came into effect on 1 November 2004.

Newark and Sherwood Homes Ltd produce a set of company accounts with a year end of 31 March. The accounts for 2016/2017, which have been consolidated here, have been audited by NSH’s auditors and have been given an unqualified audit opinion. Newark and Sherwood Homes Ltd publish an Annual Report which may be viewed at their offices at Kelham Hall, Kelham, Newark on Trent, Notts, NG23 5QX. The company is limited by guarantee and does not have any share capital.

Active4Today Ltd is a wholly owned subsidiary of the authority, using the merger method. Active4Today Ltd manages and operates the Council’s leisure services including leisure centres and sports development activities. The General Fund includes a management fee paid to Active4Today Ltd. The management agreement came into effect on 1 June 2015.

Active4Today Ltd produces a set of accounts with a year end of 31 March. The accounts for 2016/2017 have been produced by Active4Today’s external accountant under the Financial Reporting Standard for Smaller Entities. Consolidation adjustments have been made to align these accounts with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/2017. Active4Today Ltd publishes an Annual Report which may be viewed at their offices at Newark Sports and Fitness Centre, Bowbridge Road, Newark on Trent, Notts, NG24 4DH. The company is limited by guarantee and does not have any share capital.

ACCOUNTING POLICIES

The following notes detail any variations from the accounting policies used by the authority and should be read in conjunction with the relevant notes within the authority’s accounts. The consolidation has been done on a merger basis as NSH and Active4Today Ltd are 100% owned by NSDC.

Taxation

NSH is subject to a charge for taxation which is based on the result for the year and takes into account taxation deferred because of timing differences between the treatment of certain items for taxation and accounting purposes. Except where otherwise required full provision is made without discounting in respect of all timing differences which have arisen but not reversed by the Balance Sheet date, except as otherwise required by IAS 12.

Active4Today Ltd is subject to a charge for taxation which is based on the result for the year and takes into account taxation deferred because of timing differences between the treatment of certain items for taxation and accounting purposes. Except where otherwise required full provision is made without discounting in respect of all timing differences which have arisen but not reversed by the Balance Sheet date, except as otherwise required by IAS 12.

GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Newark and Sherwood District Council Group Accounts		2016/2017	2016/2017	2016/2017	2015/2016	2015/2016	2015/2016
Comprehensive Income and Expenditure Statement		Gross	Gross	Net	Gross	Gross	Net
for the financial year 2016/2017	Note	Spend	Income	Spend	Spend	Income	Spend
		£'000	£'000	£'000	£'000	£'000	£'000
					<i>Restated</i>	<i>Restated</i>	<i>Restated</i>
Economic Development Committee		6,485	(5,375)	1,110	13,578	(5,235)	8,343
Homes and Communities Committee		4,117	(1,291)	2,826	4,672	(1,803)	2,869
Leisure and Environment Committee		9,001	(4,315)	4,686	7,919	(4,239)	3,680
Policy and Finance Committee		34,765	(27,923)	6,842	34,944	(30,350)	4,594
Housing Revenue Account		12,003	(21,636)	(9,633)	1,821	(20,667)	(18,846)
- Revaluation Gain on Council Dwellings		(47,555)	0	(47,555)			
(Surplus)/Deficit on Continuing Operations		18,816	(60,540)	(41,724)	62,934	(62,294)	640
Other Operating Expenditure		11,497	(2,545)	8,952	10,505	(1,737)	8,768
Financing and Investment Income and Expenditure		6,619	(576)	6,043	6,898	(617)	6,281
Taxation and Non Specific Grant Income		0	(21,284)	(21,284)	0	(21,450)	(21,450)
(Surplus)/Deficit on Provision of Services		36,932	(84,945)	(48,013)	80,337	(86,098)	(5,761)
Corporation Tax	8	13	0	13	4	0	4
Group (Surplus)/Deficit		36,945	(84,945)	(48,000)	80,341	(86,098)	(5,757)
(Surplus)/Deficit on Revaluation of Fixed Assets				(5,730)			(3,916)
Actuarial (Gains)/Losses on Pensions Assets/Liabilities				17,484			(12,364)
Other Comprehensive Income and Expenditure				11,754			(16,280)
Total Comprehensive Income and Expenditure				(36,246)			(22,037)

GROUP EXPENDITURE AND FUNDING ANALYSIS

<u>Newark and Sherwood District Council Group Accounts</u>	2016/2017	2016/2017	2016/2017	2015/2016	2015/2016	2015/2016
<u>Expenditure and Funding Analysis</u>	Net	Adjustments	Net Expenditure	Net	Adjustments	Net Expenditure
<u>for the financial year 2016/2017</u>	Expenditure	between the	in the	Expenditure	between the	in the
	Chargeable	Funding and	Comprehensive	Chargeable	Funding and	Comprehensive
	to the General	Accounting	Income and	to the General	Accounting	Income and
	Fund and HRA	basis	Expenditure	Fund and HRA	basis	Expenditure
	Balances		Statement	Balances		Statement
	£'000	£'000	£'000	£'000	£'000	£'000
Economic Development Committee	1,038	69	1,110	644	7,699	8,343
Homes and Communities Committee	1,929	677	2,826	2,296	573	2,869
Leisure and Environment Committee	3,361	1,285	4,686	2,771	909	3,680
Policy and Finance Committee	4,375	1,580	6,842	4,499	95	4,594
Housing Revenue Account	(8,461)	(47,577)	(57,188)	(8,751)	(10,095)	(18,846)
Net Cost of Services	2,242	(43,966)	(41,724)	1,459	(819)	640
Other Operating Income and Expenditure	(442)	(5,834)	(6,276)	(3,574)	(2,823)	(6,397)
(Surplus)/Deficit	1,800	(49,800)	(48,000)	(2,115)	(3,642)	(5,757)
Opening General Fund and HRA Balance	31,043			28,928		
Surplus/(Deficit) on General Fund and HRA Balance in year	(1,800)			2,115		
Closing General Fund and HRA Balance as 31 March	29,243			31,043		

GROUP MOVEMENT IN RESERVES STATEMENT

<u>Newark and Sherwood District Council Group Accounts</u> <u>Movement in Reserves Statement for the year 2016/2017</u>	General Fund Balance £'000	Housing Revenue Account £'000	Major Repairs Reserve £'000	Capital Grants & Contributions Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
Balance at 31 March 2016	29,043	2,000	8,651	3,958	2,757	46,409	37,841	84,250
Movement in Reserve during 2016/2017								
Surplus/(Deficit) on Provision of Services	61	48,133				48,194	(11,754)	36,440
Other Comprehensive Expenditure and Income						0		0
Total Comprehensive Expenditure and Income	61	48,133	0	0	0	48,194	(11,754)	36,440
Adjustments between Group accounts and Authority accounts	(194)					(194)		(194)
Net Increase/(Decrease) before Transfers	(133)	48,133	0	0	0	48,000	(11,754)	36,246
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>								
Depreciation and impairment of non current assets	1,351	(44,489)				(43,138)	43,138	0
Excess of depreciation charged to the Major Repairs Reserve			2,803			2,803	(2,803)	0
Use of Major Repairs Reserve to finance capital expenditure			(8,226)			(8,226)	8,226	0
Revenue contribution to Major Repairs Reserve		(6,481)	6,481			0		0
Capital grants and contributions	(3,863)			1,130		(2,733)	2,733	0
Capital receipts used to finance capital expenditure					(809)	(809)	809	0
Revenue expenditure funded from capital under statute	1,919					1,919	(1,919)	0
Net gain/loss on sale of non current assets	601	3,097			2,347	6,045	(6,045)	0
Amount by which finance costs are different	(4)					(4)	4	0
Amount by which pension costs are different	2,038	(260)				1,778	(1,778)	0
Collection Fund income adjustment	15					15	(15)	0
Statutory provision for repayment of debt	(776)					(776)	776	0
Capital expenditure charged to the General Fund balance	(4,285)					(4,285)	4,285	0
Transfer to unusable reserves	889					889	(889)	0
Transfer re Housing Pooled Receipts	448				(448)	0		0
	(1,667)	(48,133)	1,058	1,130	1,090	(46,522)	46,522	0
Increase/(Decrease) in year	(1,800)	0	1,058	1,130	1,090	1,478	34,768	36,246
Balance at 31 March 2017 carried forward	27,243	2,000	9,709	5,088	3,847	47,887	72,609	120,496

<u>Newark and Sherwood District Council Group Accounts</u>	<i>General</i>	<i>Housing</i>	<i>Major</i>	<i>Capital Grants &</i>	<i>Capital</i>	<i>Total</i>	<i>Unusable</i>	<i>Total</i>
<u>Movement in Reserves Statement for the year 2015/2016</u>	<i>Fund</i>	<i>Revenue</i>	<i>Repairs</i>	<i>Contributions</i>	<i>Receipts</i>	<i>Usable</i>	<i>Reserves</i>	<i>Authority</i>
	<i>Balance</i>	<i>Account</i>	<i>Reserve</i>	<i>Unapplied</i>	<i>Reserve</i>	<i>Reserves</i>		<i>Reserves</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>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>	<i>Restated</i>
Balance at 31 March 2015	26,928	2,000	5,980	5,332	6,700	46,940	15,273	62,213
<u>Movement in Reserve during 2015/2016</u>								
<i>Surplus/(Deficit) on Provision of Services</i>	(4,090)	10,487				6,397		6,397
<i>Other Comprehensive Expenditure and Income</i>						0	16,280	16,280
Total Comprehensive Expenditure and Income	(4,090)	10,487	0	0	0	6,397	16,280	22,677
<i>Adjustments between Group accounts and Authority accounts</i>	(640)					(640)		(640)
Net Increase/(Decrease) before Transfers	(4,730)	10,487	0	0	0	5,757	16,280	22,037
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>								
<i>Depreciation and impairment of non current assets</i>	8,365	(7,368)				997	(997)	0
<i>Excess of depreciation charged to the Major Repairs Reserve</i>			2,688			2,688	(2,688)	0
<i>Use of Major Repairs Reserve to finance capital expenditure</i>			(6,332)			(6,332)	6,332	0
<i>Revenue contribution to Major Repairs Reserve</i>		(6,315)	6,315			0		0
<i>Capital grants and contributions</i>	(3,875)			(1,374)		(5,249)	5,249	0
<i>Capital receipts used to finance capital expenditure</i>					(5,058)	(5,058)	5,058	0
<i>Revenue expenditure funded from capital under statute</i>	1,677					1,677	(1,677)	0
<i>Net gain/loss on sale of non current assets</i>	454	3,456			1,567	5,477	(5,477)	0
<i>Amount by which finance costs are different</i>	(4)					(4)	4	0
<i>Amount by which pension costs are different</i>	941	(260)				681	(681)	0
<i>Collection Fund income adjustment</i>	710					710	(710)	0
<i>Statutory provision for repayment of debt</i>	(718)					(718)	718	0
<i>Capital expenditure charged to the General Fund balance</i>	(1,999)					(1,999)	1,999	0
<i>Transfer re Housing Pooled Receipts</i>	452	0			(452)	0		0
<i>Transfer to unusable reserves</i>	842	0				842	(842)	0
	6,845	(10,487)	2,671	(1,374)	(3,943)	(6,288)	6,288	0
Increase/(Decrease) in year	2,115	0	2,671	(1,374)	(3,943)	(531)	22,568	22,037
Balance at 31 March 2016 carried forward	29,043	2,000	8,651	3,958	2,757	46,409	37,841	84,250

GROUP BALANCE SHEET

Newark and Sherwood District Council Group Accounts		31st March 2017	31st March 2016	1st April 2015
Balance Sheet as at 31st March 2017	Note	£'000	£'000	£'000
Property Plant and Equipment	6	280,444	223,684	209,418
Heritage Assets		1,844	1,579	1,580
Investment Property		1,994	2,340	2,686
Intangible Assets	7	380	362	162
Assets Held for Sale			0	0
Long Term Investments			0	0
Long Term Debtors		580	527	348
Long Term Assets		285,242	228,492	214,194
Short Term Investment		10,004	10,151	575
Inventories	9	317	364	277
Short Term Debtors	10	7,012	9,484	10,071
Cash and Cash Equivalents		17,056	4,679	17,128
Assets Held for Sale		0	0	163
Current Assets		34,389	24,678	28,214
Bank Overdraft			0	0
Short Term Borrowing		(5,410)	(11,423)	(6,420)
Short Term Creditors	11	(12,084)	(8,970)	(10,686)
Short Term Provisions		(799)	0	(45)
Short Term Grants Receipts In Advance		(518)	(1,294)	(85)
Current Liabilities		(18,811)	(21,687)	(17,236)
Long Term Creditors		(4,803)	(4,134)	(2,690)
Provisions		(2,786)	(1,396)	(640)
Long Term Borrowing		(82,603)	(77,623)	(84,642)
Other Long Term Liabilities		(83,855)	(63,680)	(74,557)
Capital Grants Receipts in Advance		(6,277)	(400)	(430)
Long Term Liabilities		(180,324)	(147,233)	(162,959)
Net Assets		120,496	84,250	62,213
Usable Reserves		47,887	46,409	46,940
Unusable Reserves		72,609	37,841	15,273
Total Reserves		120,496	84,250	62,213

GROUP CASH FLOW STATEMENT

Newark and Sherwood District Council Group Accounts		2016/2017		2015/2016		
Cash Flow Statement for the year 2016/2017		Note	£'000	£'000	£'000	£'000
Operating Activities	13			0		
Newark and Sherwood District Council			(6,742)			(5,496)
Newark and Sherwood Homes Ltd			(3)			(7)
Active4Today Ltd			<u>(560)</u>	(7,305)	<u>798</u>	(4,705)
Cash (Inflow)/Outflow from taxation				13		4
Investing Activities						
Cash outflows						
Purchase of Fixed Assets			9,060			14,678
Other Capital Expenditure			<u>55</u>		<u>181</u>	
			9,115		14,859	
Cash inflows						
Sale of Fixed Assets			(2,342)			(3,293)
Capital Grants Received			(9,743)			(3,844)
Other Capital Cash Income			<u>(2)</u>		<u>(2)</u>	
			(12,087)		(7,139)	
Investing Activities Net Cash Flow				(2,972)		7,720
Financing Activities						
Cash outflows						
Repayments of Amounts Borrowed			1,981			14,000
Agency Payments			0			0
New Investments Raised			<u>0</u>		<u>9,576</u>	
			1,981		23,576	
Cash inflows						
Agency Payments			(2,920)			(1,541)
Repayment of investments			70			(813)
New Loans Raised			<u>(1,244)</u>		<u>(11,792)</u>	
			(4,094)		(14,146)	
Financing Activities Net Cash Flow				(2,113)		9,430
Net Increase/(Decrease) in Cash and Cash Equivalents				(12,377)		12,449
Cash and Cash Equivalents at 1 April						
Cash			32			42
Bank Accounts			90			416
Cash Equivalents			<u>4,557</u>	4,679	<u>16,670</u>	17,128
Cash and Cash Equivalents at 31 March						
Cash			26			32
Bank Accounts			(838)			90
Cash Equivalents			<u>17,868</u>	17,056	<u>4,557</u>	4,679

NEWARK AND SHERWOOD DISTRICT COUNCIL

GROUP ACCOUNT NOTES FOR THE YEAR 2016/2017

Introduction

The following notes have been prepared on an exception basis with only those items which have changed from the District Council's Statement of Accounts being included. For all other items reference should be made to the Council's Comprehensive Income and Expenditure Statement on page 11 and Balance Sheet on page 15 and the appropriate note.

1 Prior Year Restatements

The financial institutions which govern how a local authority prepare and present their financial statements, CIPFA and CIPFA/LASAAC, have undertaken a review Telling the Story, Improving the Presentation of Local Authority Financial Statements (Telling the Story Review). This results of this review have been included in the Code of Practice 2016/2017 and are reflected in the new formats and reporting requirements for the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement and in the introduction of the new Expenditure and Funding Analysis. The Code requires the comparative statements for 2015/2016 to be restated in the new format.

The following tables show the final account figures for 2015/2016 reformatted into the new statements.

Comprehensive Income and Expenditure Statement									
	<u>Gross Expenditure</u>			<u>Gross Income</u>			<u>Net Expenditure</u>		
	2015/2016	Adjustment	2015/2016	2015/2016	Adjustment	2015/2016	2015/2016	Adjustment	2015/2016
	£'000	£'000	Restated £'000	£'000	£'000	Restated £'000	£'000	£'000	Restated £'000
Central Services to the Public	2,832	(2,832)	0	(1,718)	1,718	0	1,114	(1,114)	0
Cultural and Related Services	10,834	(10,834)	0	(3,346)	3,346	0	7,488	(7,488)	0
Environmental and Regulatory Services	7,416	(7,416)	0	(2,891)	2,891	0	4,525	(4,525)	0
Highways and Transport Services	481	(481)	0	(1,262)	1,262	0	(781)	781	0
Housing Services	28,301	(28,301)	0	(27,247)	27,247	0	1,054	(1,054)	0
Planning Services	6,178	(6,178)	0	(3,064)	3,064	0	3,114	(3,114)	0
Corporate and Democratic Core	2,349	(2,349)	0	(58)	58	0	2,291	(2,291)	0
Non Distributed Costs	2,109	(2,109)	0	(1,491)	1,491	0	618	(618)	0
Economic Development Committee		13,578	13,578		(5,235)	(5,235)	0	8,343	8,343
Homes and Communities Committee		4,672	4,672		(1,803)	(1,803)	0	2,869	2,869
Leisure and Environment Committee		7,919	7,919		(4,239)	(4,239)	0	3,680	3,680
Policy and Finance Committee		34,944	34,944		(30,350)	(30,350)	0	4,594	4,594
Housing Revenue Account	1,822	(1)	1,821	(20,658)	(9)	(20,667)	(18,836)	(10)	(18,846)
(Surplus)/Deficit on Continuing Operations	62,322	612	62,934	(61,735)	(559)	(62,294)	587	53	640
Other Operating Income and Expenditure	9,094	1,411	10,505	(267)	(1,470)	(1,737)	8,827	(59)	8,768
Financing and Investment Income and Expenditure	6,896	2	6,898	(621)	4	(617)	6,275	6	6,281
Taxation and Non Specific Grant Income			0	(21,450)		(21,450)	(21,450)	0	(21,450)
(Surplus)/Deficit on Provision of Services	78,312	2,025	80,337	(84,073)	(2,025)	(86,098)	(5,761)	0	(5,761)
Corporation Tax	4		4	0		0	4	0	4
Gross (Surplus)/Deficit	78,316	2,025	80,341	(84,073)	(2,025)	(86,098)	(5,757)	0	(5,757)
(Surplus)/Deficit on Revaluation of Non Current Assets									(3,916)
Actuarial (Gains)/Losses on Pensions Assets/Liabilities									(12,364)
Other Comprehensive Income and Expenditure									(16,280)
Total Comprehensive Income and Expenditure									(22,037)

<u>Movement in Reserves Statement</u>	General Fund Balance £'000	Earmarked General Fund Reserves £'000	Adjustment £'000	General Fund Balance Restated £'000 Restated	Grants & Contributions Unapplied £'000	Adjustment £'000	Capital Grants & Contributions Unapplied £'000 Restated
Balance at 31 March 2015	2,939	23,632	357	26,928	5,689	(357)	5,332
Movement in Reserve during 2015/16							
Surplus/(Deficit) on Provision of Services	(4,090)			(4,090)			0
Other Comprehensive Expenditure and Income							
Total Comprehensive Expenditure and Income	(4,090)	0	0	(4,090)	0	0	0
Adjustments between Group accounts and Authority accounts	197		(837)	(640)			0
Net Increase/(Decrease) before Transfers	(3,893)	0	(837)	(4,730)	0	0	0
<u>Adjustments between Accounting basis and Funding basis under Regulations</u>							
Depreciation and impairment of non current assets	8,365			8,365			0
Depreciation charged to the Major Repairs Reserve				0			0
Use of Major Repairs Reserve to finance capital expenditure				0			0
Revenue contribution to Major Repairs Reserve				0			0
Capital grants and contributions	(3,878)		3	(3,875)	(1,371)	(3)	(1,374)
Capital receipts used to finance capital expenditure				0			0
Movement in Donated Assets				0			0
Revenue expenditure funded from capital under statute	1,677			1,677			0
Net (gain)/loss on sale of non current assets	454			454			0
Amount by which finance costs are different	(4)			(4)			0
Amount by which pension costs are different	941			941			0
Collection Fund income adjustment	710			710			0
Statutory provision for repayment of debt	(718)			(718)			0
Capital expenditure charged to the General Fund balance	(128)	128	(1,999)	(1,999)			0
Transfer to unusable reserves	196		646	842			0
Transfer re Housing Pooled Receipts	452			452			0
	8,067	128	(1,350)	6,845	(1,371)	(3)	(1,374)
Net Increase/(Decrease) before Transfers to Earmarked Reserves	4,174	128	(2,187)	2,115	(1,371)	(3)	(1,374)
Net transfer (to)/from earmarked reserves	(4,174)	2,220	1,954	0	(236)	236	0
Increase/(Decrease) in year	0	2,348	(233)	2,115	(1,607)	233	(1,374)
Balance at 31 March 2016 carried forward	2,939	25,980	124	29,043	4,082	(124)	3,958

2 Inter Company Transactions

The Group Accounts exclude transactions between the two organisations; this ensures that expenditure and income is only reflected once within the accounts. The elements of the accounts adjusted for inter-company transactions are detailed below.

Comprehensive Income and Expenditure Statement				
	NSDC Adjusted £'000	Active4Today Adjusted £'000	NSH Adjusted £'000	2016/2017 Group £'000
(Surplus)/Deficit on Continuing Operations	(50,416)	459	8,233	(41,724)
Financing and Investment Income and Expenditure	5,600	0	443	6,043
(Surplus)/Deficit on Provision of Services	(57,148)	459	8,676	(48,013)

Balance Sheet					
	NSDC £'000	Active4Today £'000	NSH £'000	Adjustment £'000	2016/2017 Group £'000
Short Term Debtors	7,617	714	1,507	(2,826)	7,012
Cash and Cash Equivalents	17,034	10	3,097	(3,085)	17,056
Short Term Borrowing	(9,186)	0	0	3,776	(5,410)
Short Term Creditors	(11,825)	(529)	(1,865)	2,135	(12,084)

3 Reconciliation of the Single Entity (Surplus)/Deficit to the Group (Surplus)/Deficit

	2016/2017	2015/2016
(Surplus)/Deficit on the Council's Comprehensive Income and Expenditure Statement	(48,194)	(6,397)
Adjustments for transactions with other Group entities	(8,954)	(7,826)
(Surplus)/Deficit in the Group Comprehensive Income and Expenditure Statement attributable to the Council	(57,148)	(14,223)
(Surplus)/Deficit in the Group Comprehensive Income and Expenditure Statement attributable to Group Subsidiaries (adjusted for intra group transactions)	9,148	8,466
(Surplus)/Deficit for the year on the Group Comprehensive Income and Expenditure Statement	(48,000)	(5,757)

Note to the Expenditure and Funding Analysis

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2016/2017 Adjustments for Capital Purposes £'000	2016/2017 Net Change for the Pensions Adjustments £'000	2016/2017 Other Differences £'000	2016/2017 Total Adjustments £'000
Economic Development Committee	65	39	(35)	69
Homes and Communities Committee	659	27	(9)	677
Leisure and Environment Committee	1,070	209	6	1,285
Policy and Finance Committee	1,474	93	13	1,580
Housing Revenue Account	(47,873)	296	0	(47,577)
Surplus/Deficit on Continuing Operations	(44,605)	664	(25)	(43,966)
Other Income and Expenditure	(7,872)	2,027	11	(5,834)
Difference between General Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services	(52,477)	2,691	(14)	(49,800)

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2015/2016 Adjustments for Capital Purposes £'000	2015/2016 Net Change for the Pensions Adjustments £'000	2015/2016 Other Differences £'000	2015/2016 Total Adjustments £'000
Economic Development Committee	7,555	131	13	7,699
Homes and Communities Committee	482	78	13	573
Leisure and Environment Committee	597	302	10	909
Policy and Finance Committee	1,407	(1,309)	(3)	95
Housing Revenue Account	(10,227)	132	0	(10,095)
Surplus/Deficit on Continuing Operations	(186)	(666)	33	(819)
Other Income and Expenditure	(5,684)	2,154	707	(2,823)
Difference between General Fund surplus/deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services	(5,870)	1,488	740	(3,642)

Adjustments for Capital Purposes

- Service lines - adds in depreciation and impairment and revaluation gains and losses
- Other Operating Income and Expenditure – adjusts for capital disposals with a transfer of income on disposals of assets and the amount written off for those assets and the payment to government of the pooled housing capital receipts
- Financing and Investment Income and Expenditure – the statutory charges for capital charges financing ie Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices
- Taxation and Non Specific Grant Income – capital grants are adjusted for income not chargeable under general accepted accounting practices. The Taxation and Non Specific Grant Income line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Net Change for the Pension Adjustments

- Service lines – represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs
- Financing and Investment Income and Expenditure – the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement

Other Differences

- Financing and Investment Income and Expenditure – recognises adjustments to the General Fund for the timing differences for premiums and discounts
- Taxation and Non Specific Grant Income – the difference between what is chargeable under statutory regulations for council tax and non-domestic rates that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference is brought forward in any future Surplus/Deficit on the Collection Fund

Expenditure and Income analysed by nature

The authority's expenditure and income is analysed by the nature of the transactions as follows:

2016/2017	<u>Economic Development</u>	<u>Homes and Communities</u>	<u>Leisure and Environment</u>	<u>Policy and Finance</u>	<u>Housing Revenue Account</u>	<u>Corporate Amounts</u>	<u>Total</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, Charges and Other Service Income	(5,378)	(1,663)	(2,238)	(28,875)	(22,710)		(60,864)
Income on Joint Associates						(219)	(219)
Interest and Investment Income						(557)	(557)
Income from Council Tax						(8,824)	(8,824)
Income from Non Domestic Rates						(4,366)	(4,366)
Government Grants and Contributions						(8,094)	(8,094)
Disposal of Assets						(2,341)	(2,341)
Adjustments for Group transactions	3	372	(2,077)	952	1,074	(4)	320
Total Income	(5,375)	(1,291)	(4,315)	(27,923)	(21,636)	(24,405)	(84,945)
Employee Expenses	2,567	1,853	2,940	3,994	260	929	12,543
Other Service Expenses	3,816	1,743	2,563	29,362	8,679	810	46,973
Expenditure on Joint Associates						121	121
Support Service Recharges							0
Depreciation, Amortisation and Impairment	102	673	1,059	1,474	(41,686)		(38,378)
Interest Payments						6,175	6,175
Precepts and Levies						3,144	3,144
Payments to Housing Capital Receipts Pool						448	448
Disposal of Assets						6,045	6,045
Adjustments for Group transactions		(152)	2,439	(65)	(2,805)	457	(126)
Total Operating Expenses	6,485	4,117	9,001	34,765	(35,552)	18,129	36,945
(Surplus)/Deficit on Provision of Services	1,110	2,826	4,686	6,842	(57,188)	(6,276)	(48,000)

<u>2015/2016</u>	<u>Economic Development</u>	<u>Homes and Communities</u>	<u>Leisure and Environment</u>	<u>Policy and Finance</u>	<u>Housing Revenue Account</u>	<u>Corporate Amounts</u>	<u>Total</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Fees, Charges and Other Service Income</i>	(5,296)	(2,217)	(2,834)	(31,048)	(22,497)		(63,892)
<i>Income on Joint Associates</i>						(175)	(175)
<i>Interest and Investment Income</i>						(612)	(612)
<i>Income from Council Tax</i>						(8,528)	(8,528)
<i>Income from Non Domestic Rates</i>						(3,480)	(3,480)
<i>Government Grants and Contributions</i>						(9,442)	(9,442)
<i>Disposal of Assets</i>						(1,567)	(1,567)
<i>Adjustments for Group transactions</i>	61	414	(1,405)	698	1,830		1,598
Total Income	(5,235)	(1,803)	(4,239)	(30,350)	(20,667)	(23,804)	(86,098)
<i>Employee Expenses</i>	2,718	1,852	3,090	3,995	260	805	12,720
<i>Other Service Expenses</i>	3,305	2,430	2,962	29,545	8,509	863	47,614
<i>Expenditure on Joint Associates</i>						97	97
<i>Support Service Recharges</i>							0
<i>Depreciation, Amortisation and Impairment</i>	7,614	505	584	1,420	(4,644)		5,479
<i>Interest Payments</i>						6,481	6,481
<i>Precepts and Levies</i>						2,978	2,978
<i>Payments to Housing Capital Receipts Pool</i>						452	452
<i>Disposal of Assets</i>						5,478	5,478
<i>Adjustments for Group transactions</i>	(59)	(115)	1,283	(16)	(2,304)	253	(958)
Total Operating Expenses	13,578	4,672	7,919	34,944	1,821	17,407	80,341
(Surplus)/Deficit on Provision of Services	8,343	2,869	3,680	4,594	(18,846)	(6,397)	(5,757)

6 Property Plant and Equipment

Newark and Sherwood Homes Ltd hold properties in their own right which are rented out for social housing. These properties are included in the Balance Sheet at a net book value of £1,486k.

7 Intangible Assets

During 2016/2017 both the Council's and Newark and Sherwood Homes intangible assets consisted of computer software. These were considered to have significant long term value to justify inclusion within the Balance Sheet. They are amortised on a straight line basis over the estimated period of economic benefit to the Council which varies between 3 and 10 years depending on the particular system.

8 Corporation Tax

This arises from the operation of Newark and Sherwood Homes Ltd. The following note is included in NSH's accounts:-

HM Revenues and Customs have confirmed that ALMOs are exempt from corporation tax on activities with its Shareholder Council, and therefore Newark and Sherwood Homes does not pay corporation tax on the activities funded through the management fee. The company pays Corporation Tax on bank and loan interest at the rate applicable at 31 March 2017.

9 Inventories

The stocks held by the Group valued using the First in First out method of valuation can be analysed as follows:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Heritage and Visitor Centres	47	50	26
Administrative Stores	1	1	1
Transport Stores	53	46	73
Active4Today Leisure Centre Stocks	4	1	0
Newark and Sherwood Homes Raw Materials and Consumables	156	199	123
Newark and Sherwood Homes Van Stocks	56	67	54
	<u>317</u>	<u>364</u>	<u>277</u>

10 Short Term Debtors

The amounts due to the Group were:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Amounts falling due within one year:-			
Central Government Bodies	2,226	2,970	1,292
Other Local Authorities	391	1,673	1,633
NHS Bodies	0	0	0
Public Corporations and Trading Funds	0	0	0
Bodies external to General Government	6,084	5,893	7,665
	<u>8,701</u>	<u>10,536</u>	<u>10,590</u>
Less Provision for Doubtful Debt	(1,689)	(1,052)	(519)
	<u>7,012</u>	<u>9,484</u>	<u>10,071</u>

11 Short Term Creditors

The amounts owed by the Group were:-

	31st March 2017 £'000	31st March 2016 £'000	1st April 2015 £'000
Amounts falling due within one year:-			
Central Government Bodies	442	1,137	3,753
Other Local Authorities	3,786	1,869	867
NHS Bodies	0	0	0
Public Corporations and Trading Funds	0	0	0
Bodies external to general Government	7,856	5,964	6,066
	<u>12,084</u>	<u>8,970</u>	<u>10,686</u>

12 Retirement Benefits

Newark and Sherwood Homes Ltd's accounting policies include a note on the basis of preparation of its accounts. This states that Newark and Sherwood Homes Ltd implements FRS 102, relating to the employers liability in respect of the final salary pension scheme. The Newark and Sherwood scheme, like a number of such schemes, has a deficit. Measures are in place to address this deficit, by increasing employers' contributions in the medium term. However the requirement of FRS 102 is to show the deficit on the pension scheme as a liability on the balance sheet. As the Company aims to break even on its trading activities this has the effect of showing retained losses after the effects of FRS 102 of £751k, and a net balance on the pension reserve of £10,239k compared to a retained profit before FRS 102 changes of £879k. As the charge to the Council is allowed to vary to reflect the changes in employer's payments to the pension fund, the deficit is not considered to be detrimental to the long-term future of the Company.

A pension deficit of £1,324k for Active4Today Ltd has been consolidated into the group accounts.

13 Reconciliation of (Surplus)/Deficit on Provision of Services to Operating Activities Net Cash Flow

	2016/2017		2015/2016	
	£'000	£'000	£'000	£'000
<u>Comprehensive Income and Expenditure Statement</u>				
(Surplus)/Deficit on Provision of Services		(48,013)		(5,761)
<u>Non Cash Transactions</u>				
Net Movement on Pensions	(2,426)		(1,229)	
Capital Accounting entries	54,114		2,071	
Developers Contributions	<u>(669)</u>	51,019	<u>(1,146)</u>	(304)
<u>Items on an Accruals Basis</u>				
Increase/(Decrease) in Stock	(47)		87	
Increase/(Decrease) in Debtors	(2,472)		961	
(Increase)/Decrease in Creditors	(3,114)		1,840	
(Increase)/Decrease in Provisions	(2,189)		(711)	
(Increase)/Decrease in Capital Receipts in Advance	(5,101)		(1,179)	
Increase/(Decrease) in Long Term Debtors	<u>53</u>	(12,870)	<u>179</u>	1,177
<u>Items Classified elsewhere in the Cash Flow</u>				
Net Movement on Agency Payments	2,933		1,473	
Net Movement on Taxation	(13)		(4)	
Net Movement on Financial Instruments Interest	<u>(361)</u>	2,559	<u>(1,286)</u>	183
		<u>(7,305)</u>		<u>(4,705)</u>

ANNUAL GOVERNANCE STATEMENT

1 Scope of responsibility

Newark and Sherwood District Council is responsible for ensuring that the Authority's own and, with the addition of Newark and Sherwood Homes and Active4Today Ltd, its Group business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Newark and Sherwood District 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, Newark and Sherwood District Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

2 The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Newark and Sherwood District Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Newark and Sherwood District Council for the year ended 31 March 2017. Since May 2013 the Council has operated governance arrangements through the introduction of a Committee system and approved a new Constitution which is in place at the date of approval of the statement of accounts.

3 The governance framework

The key elements of the District Council's governance framework are as follows:

The District Council has adopted a constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is subject to periodic change either through national legislation or local decision and the Governance Framework may be amended accordingly. Within the Constitution, the Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*, which was revised in 2016. The Council's Code of Corporate Governance was also reviewed during 2016 to ensure it complied with the requirements of the revised Framework.

The Annual Governance Statement explains how the Council has complied with the code and also meets the requirements of *Regulation 6(1)(a) of the Accounts and Audit Regulations 2015* which require an authority to conduct a review at least once in a year of the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts (*England*).

The Council's strategic priorities are: Prosperity; People; Place; and Public Service. A process to review and refresh these priorities started after the election in May 2015 and these were agreed by full Council in July 2016. The delivery of these priorities is being conducted in accordance with the Governance framework.

During 2016/17 the Council facilitated policy and decision-making through a Committee system. Meetings are open to the public except where exempt or confidential matters are being disclosed. In addition, senior officers of the council can make decisions under delegated authority.

The District Council has a cross-departmental Risk Management Group that meets regularly to identify and evaluate all significant risks. Strategic, Corporate and Operational Risk Registers are in place and appropriate staff have been trained in the assessment, management and monitoring of risks. A Fraud Risk Register is in place and a full refresh took place during 2016/17.

Through reviews by external auditors, external agencies, Internal Audit, and its Performance Team the District Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Services are delivered by trained and experienced people. All posts have a detailed job description and person specification. Training needs are identified through the Performance Appraisal Scheme.

The Council has appointed the Deputy Chief Executive as Monitoring Officer. It is the function of the Monitoring officer to ensure compliance with established policies, procedures, laws and regulations. After consulting with the Head of Paid Service, the Monitoring Officer will report to the full Council if she considers that any proposal, decision or omission would give rise to unlawfulness or maladministration.

The standards of behaviour for members and employees are defined through Codes of Conduct and the Code of Corporate Governance. The Council also has an Anti-Fraud and Corruption Strategy and a Whistleblowing Policy that enables concerns to be raised confidentially by employees or persons doing business with the Council. A complaints system is also operated by the Council to enable comments on services to be received and investigated.

The Council had appointed the Director of Resources as the section 151 (s151) Officer and he fulfilled this role until his retirement on 16th March 2016. The Business Manager – Financial Services was subsequently appointed Interim S151 officer by an Appointments Panel consisting of all Members of the Policy & Finance Committee, and this appointment was confirmed at full Council on 17th May 2016. This arrangement has continued through 2016/17 whilst the Director of Resources post remained vacant until it was filled in July 2017. The s151 Officer is responsible for the proper administration of the Council's financial affairs including maintenance of financial records, presentation of statutory accounts and budgets, provision of effective internal audit and financial advice to Council. The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

The Council communicates with the community and its stakeholders by means of a periodic publication, "Voice", through its website and through social media and by specific consultation.

4 Review of effectiveness

Newark and Sherwood District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Audit Manager's annual report, and also by comments made by the external auditors and other review agencies and inspectorates. Business managers provide assurance to the s151 officer that service areas are compliant with the Council's governance arrangements.

The process that has been applied in maintaining and reviewing the effectiveness of the system of internal control includes:

The Deputy Chief Executive (the 'Monitoring Officer') has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution through a dedicated working party comprising, inter alia, all the group leaders, on a regular basis, and has formed a Councillors' Commission to consider any changes resulting from recent legislation and to consider changes to facilitate more effective governance of the Council.

During 2016/17 the overview & scrutiny function was undertaken through Committees with overview & scrutiny principles being embedded in the remits of the Policy and Finance Committee and the three functional committees as well as the Audit and Accounts Committee.

Internal Audit is responsible for reviewing the quality and effectiveness of systems of internal control. The internal audit function is carried out by Assurance Lincolnshire. During 2016, an independent external review of Assurance Lincolnshire was undertaken by CIPFA and no areas of non-compliance with the Public Sector Internal Audit Standards were identified. An annual audit plan is approved by the s151 Officer together with the Corporate Management Team and reported to the Audit and Accounts Committee. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant Chief Officer and Business Manager. The report includes recommendations for improvements that are included within an action plan and require agreement or rejection by service managers. The Audit and Accounts Committee receives executive summaries of all internal audit reports and is advised of progress in implementing recommendations. Internal Audit reports are considered

by the Council's Corporate Management Team. The Head of Internal Audit issues an annual opinion on the overall adequacy and effectiveness of the Council's governance, risk and control framework. For the 2016/17 financial year, her opinion is that the Council is performing well across the areas of Governance, Risk, Internal Control and Financial Control. Some improvements were identified in the arrangements for the Governance and Internal Control areas. Only one report gave limited and low assurance relating to appointment of consultants and contract management and procurement respectively. Recommendations have been implemented to address the issues raised.

External audit review reports produced by internal audit to inform their risk assessment.

Risk management policies and procedures are in place with the objective of ensuring that the risks facing the authority in achieving its objectives are evaluated, regularly reviewed and mitigation strategies developed.

A peer review was conducted during the year resulting in a very positive endorsement of the council and an action plan addressing the findings has been created and reported to Policy & Finance Committee. Progress on implementing the actions will be reported regularly.

Conclusion

The Council has assessed the governance arrangements in place throughout 2016/17 and whilst it is considered that the current arrangements provide a satisfactory level of assurance, following the peer review work is underway to ensure that the arrangements remain fit for purpose in a changing external environment.

5 Significant governance issues

Issue	Action	Responsible Officer
<p>Relocation of Council Headquarters The Council has taken a decision to relocate its headquarters. Kelham Hall has been sold (subject to contract) and a new site – Castle House – is almost complete. It is planned that the relocation will take place in September 2017. The move is being used as an opportunity to transform Council services</p>	<p>The Council has set aside dedicated resources to deliver this programme of change. External expertise has been identified and procured where necessary. A project Board is in place consisting of all CMT members and the s151 Officer. A separate risk log has been developed and will be maintained for this programme of work. Detailed planning relating to the move and decommissioning of Kelham Hall is underway with staff visits to the new offices and staff inductions planned for August 2017.</p>	<p>Corporate Management Team, with M. Finch, Director – Customers – assigned as lead officer</p>
<p>Organisational Change In common with all local authorities, the Council will need to continue to make significant changes to its budget to meet changing financial circumstances as a result of the national economic position.</p>	<p>The Council has a change programme led by the Chief Executive and involving all senior officers and Members. This has delivered significant savings and improvements. A full review of the Medium Term Financial Strategy has been completed, and Commercialisation and Investment Strategies are being developed to ensure the Council is able to deliver its objectives.</p>	<p>A. Muter Chief Executive</p>
<p>Housing Development Programme A programme to deliver 335 new houses across the District is underway</p>	<p>The programme has been approved by the relevant Committees and funding is available in the HRA Business Plan. Progress will be regularly monitored and reported to Committees.</p>	<p>K. White Director - Safety</p>
<p>Sports Hub The Council has determined that the YMCA is the preferred partner to deliver the Sports Hub</p>	<p>Officers are working with all stakeholders to ensure the Sports Hub is delivered and meets the needs of the community.</p>	<p>K. Cole Deputy Chief Executive</p>

<p>Estate Regeneration Programme The Council has been awarded capacity and enabling funding from CLG to consider the next steps in a project to redevelop the Yorke Drive estate and Lincoln Road Playing Fields</p>	<p>An indicative timetable of activities has been established, and work is underway to enhance the commercial capability of the Council and refresh the viability assessment. Results and progress will be reported to Committees. A further funding bid to CLG will be made dependent on the outcomes of this initial phase of work.</p>	<p>K. White Director - Safety</p>
<p>Partnership Working The Council has entered into a partnership with South Kesteven District Council and Rushcliffe Borough Council to deliver the Building Control service. Other partnerships are being considered. Other partners are relocating to Castle House with the Council.</p>	<p>Governance arrangements are in place for the Building Control partnership, with a Strategic Board consisting of the three Chief Executives and an operational Partnership Board on which the Director – Community and the S151 officer sit. Regular meetings are held to consider performance and risk.</p> <p>Appropriate governance arrangements will be put in place for all other partnerships.</p>	<p>A.Statham Director – Community</p> <p>Matt Finch Director – Customers</p>
<p>Business Continuity Arrangements The Council’s Business Continuity Plans are overdue for a refresh and with the move to the new offices, will need to be rewritten to ensure they are relevant to the change of location and new ways of working</p>	<p>Plans will be refreshed and tested during 2017/18</p>	<p>K. White Director - Safety</p>
<p>Counter-fraud arrangements In December 2015, the Council’s fraud investigators transferred to the DWP, as part of welfare reform, so the Council no longer has a counter-fraud resource. During 2016/17 Cyber-fraud has been identified as a significant risk to all public sector bodies</p>	<p>Consideration is being given to what proactive counter-fraud work could be carried out.</p>	<p>S151 Officer</p>

We propose over the coming year to take steps to address the above matters in order to further enhance our governance arrangements. We are satisfied that these steps will address the need for proper governance arrangements to be in place. We will undertake ongoing monitoring of the implementation of any improvements that were identified in our review of effectiveness, and as part of our next annual review.

Signed

A. Muter
Chief Executive

R.V. Blaney
Leader of the Council

INTERNAL AUDIT PROGRESS REPORT

1.0 Purpose of Report

1.1 To receive and comment upon the latest Internal Audit Progress Report which covers the period up to 30 June 2017.

2.0 Introduction

2.1 The purpose of the internal audit progress report (Annex A) is to provide a summary of Internal Audit work undertaken during 2017/18 against the agreed audit plan.

3.0 RECOMMENDATION

That the Audit & Accounts Committee consider and comment upon the latest internal audit progress report.

Background Papers

Nil

For further information please contact Lucy Pledge on 01522 553692.

Nicky Lovely
Business Manager - Financial Services



Internal Audit Progress Report June 2017



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Introduction

1. The purpose of this report is to:

- Advise of progress made with the 2017/18 Audit Plan as at 30 June 2017
- Provide details of the audit work undertaken since the last progress report.
- Provide details of the current position with agreed management actions in respect of previously issued reports
- Raise any other matters that may be relevant to the Audit and Accounts Committee role

Key Messages

2. There was one job remaining from the 2015/16 plan, Procurement. The revised draft report was passed to the auditee in July 2016 and we were awaiting comments from the auditee. No response was received by 31st March 2017 so we have now closed this audit and will follow-up the recommendations during a further audit this year.
3. We have completed six audit reviews from the 2016/17 audit plan since the last progress report and the details are recorded below under paragraph 7. We have also completed 2 jobs from the 2018/19 plan.
4. Work to finalise the 2016/17 audit plan is in progress with four audits currently at draft report stage and almost complete. There is one other outstanding audit from the 2016/17 plan which is currently in progress. Work at draft report stage includes:
 - ICT Database Management and the Visitor Centre (National Civil War Centre and Palace Theatre) both of which are with the auditees awaiting a response and have been since May.
 - Finance systems key control testing first draft is currently with the auditees.
 - Partnership – Active4Today is currently with CMT.
5. We have delivered 10% of the 2017/18 plan in terms of days, 7% of jobs. We currently have one job at draft report stage and three in progress. Progress has been made on all audits due to be started before the end of June. Appendix 1 shows our performance to date.
6. Progress has been made in implementing audit recommendations - there are currently 5 overdue actions for CCTV, Anti-Social Behaviour and the Civica ICT Application. Full details are attached in Appendix 3.

Internal Audit work completed at 30 June 2017

7. The following audit work has been completed and a final report issued:

High Assurance	Substantial	Limited	Low
<ul style="list-style-type: none"> ■ Human Resources 	<ul style="list-style-type: none"> ■ Civica ICT Applications ■ Counter Fraud ■ NNDR ■ Affordable Housing Growth 	<ul style="list-style-type: none"> ■ Security 	<ul style="list-style-type: none"> ■ None

Note The Audit Committee should note that the assurance expressed is at the time of issue of the report but before the full implementation of the agreed management action plan. Definitions levels are shown in Appendix 1.

Below are summaries of the audit reports issued:

Security – Limited Assurance

Overall our review highlighted that security awareness is not fully embedded into the culture, processes and policies of the organisation. There is a risk that without management support to change the culture, this may continue to the new building if not addressed.

We found that the Council has various policies and procedures in place which cover security, including Financial Regulations, but improvements are required to ensure that they are up-to-date, cover all aspects of security and are complied with.

Appendix 1 contains further information on this audit but due to the nature of this report it is to be treated as confidential and is exempt from publication.

Civica ICT Application – Substantial Assurance

The Civica Open Revenues system is actively maintained with responsibility for system administration allocated to a number of staff within Housing Benefits and Revenues. However, the Revenues system administrators are relatively new to this role and would benefit from corporate guidance on the role of the system administrator as well as wider knowledge on the capabilities of the system with regard to rationalising permissions and enhancing security. With this in mind we recommended that consideration for corporate IT to take control of the majority of the system admin functions, e.g. security configuration, user creation, change management and review the need for password rotation

Examination of user permissions within the Civica system indicated that Revenues staff had more permissions than was necessary for them to undertake their duties. These

permissions require paring back to ensure that the system is not open to misuse through either deliberate or inadvertent action. With the extended permissions afforded to Revenues Staff it could be possible for system parameters to be amended without approval. We were told that system parameter changes are subject to multiple checks although these are not always documented.

Password controls were found to be of a lower standard than those required by the Council's password protocol therefore this should be reviewed.

Counter Fraud (Follow-up) – Substantial Assurance

Most of the agreed action plans from the previous counter fraud reviews have been fully implemented and substantial progress made to partially implement the remainder. This improved our assurance overall from Limited to Substantial. The areas where further improvements are required include:-

- Independently reviewing the register of gifts and hospitality ensuring the Gift & Hospitality Policy and Guidance is complied with and causes of non-compliance identified and addressed.
- Strengthening and ensuring fraud concerns are confidentially reported to a telephone number designated to a Council employee under the Whistle Blowing policy arrangement.
- Ensuring Whistle Blowing policy is updated and the correct version published on the relevant website

NNDR – Substantial Assurance

There is a sound system in operation ensuring that that all chargeable properties are identified, correctly valued and billed so that NNDR revenues are maximised and are accurately reflected in the accounts. There were two recommendations made in the key controls report issued in 2015/16 which have not yet been implemented as the implementation date of March 2017 has not been reached. These include evidencing the independent check of inputting of standing data and putting in place a process of reconciling the bills produced to the number of properties on the system and to the number of bills dispatched to ensure that bills are sent to all properties for which NNDR is due.

There were some areas where we feel that the consistent application of controls could be strengthened:- .

- Retaining the spreadsheet showing zero rateable properties used in weekly reconciliation of VOA listing to CIVICA system to complete the audit trail.
- Writing off NNDR debts over £10,000 by Policy and Finance Committee in accordance with Council's Constitution.
- Maintaining evidence of authorisation of discretionary relief on CIVICA to confirm that it is processed correctly and applied in valid circumstances.

Affordable Housing Growth – Substantial Assurance

Overall, good arrangements and measures are in place to reduce the affordable housing supply shortfalls identified in both the Housing Market & Need Assessment (2014) and the

Strategic Market Housing Assessment (2015 & 2016). The governance arrangements and processes supporting the delivery of the measures are operating efficiently and effectively ensuring increased supply of affordable housing that will meet the needs of the residents of the Newark and Sherwood District.

Some areas were identified where improvements are required to strengthen the processes and governance arrangements including:-

- Monitoring progress on the appointment of the Shared Empty Homes Officer and delivery of activities to enable empty properties are brought back into use.
- Reviewing regularly the developer's performance to ensure they have the capacity to continue delivering the agreed construction work.
- Establishing contingent arrangements to ensure project continuity in the event that the developer is unable to fulfil their contractual obligations.
- Ensuring continued monitoring of the financial resources to meet the development work in progress.

Human Resources – High Assurance

The Human Resources service is adequately managed with effective support services being provided to business units, equipping managers with the skills, knowledge and competence to effectively manage and develop their teams in order to deliver the organisations' Strategic Priorities.

Other significant work

8. We have completed the two Final Account reviews within the 2017/18 audit plan – Mansfield Crematorium and Gilstrap. There were no points arising from either review.

Overdue Audit Recommendations

9. There are currently five overdue management actions that were due for completion by the 30 June 2017. Three of these relate to the Community Safety Business Unit, 1 relating to CCTV and 1 Anti-Social Behavior, all of which were outstanding within the previous progress report. The remaining two relate to an audit recently completed on the Civica ICT Application. Appendix 3 provides details of the outstanding recommendations.

Performance Information

10. Our performance is measured against a range of indicators. The table below shows our performance on key indicators as at 30 June 2017, as we are only in the first quarter many of the indicators cannot be reported on.

Performance Details 2017/18 Planned Work

Performance Indicator	Target	2016/17 Actual @ 30/06/17
Percentage of plan completed.	100% (Annual year end)	10%*
Percentage of key financial systems completed.	100% (Annual year end)	N/A
Percentage of recommendations agreed.	100%	N/A
Percentage of recommendations implemented (2017/18 plan).	100%	N/A
Timescales		
a) Draft report issued within 10 working days of completing audit.	■ 100%	■ N/A
b) Final report issued within 5 working days of closure meeting / receipt of management responses.	■ 100%	■ N/A
c) Draft report issued within 2 months of fieldwork commencing	■ 80%	■ N/A
Client Feedback on Audit (average)	Good to excellent	N/A

*Indicator based on the number of days spent against the total number of days within the revised annual plan (7% of jobs have been completed).

11. We have started all of the audits which we planned to start before the end of this quarter. Delays have been incurred in starting the audits mainly due to auditee availability in the first few months of the financial year. We would appreciate Committee assistance to minimise these delays going forward.

Changes to the 2017/18 Plan

12. We have been requested to cancel the audit on the Housing and Planning Act as the auditee is waiting for clarification and detail on implementing the Act and other related legislation which has come out since. Our conversations with staff provided assurance that they were keeping up-to-date with the Act and planning as far as possible for any changes which may affect the Council. This has been endorsed by the Business Manager Financial Services.

13. An additional consultancy audit was added to the plan covering a review of the proposals for a new debtors system within Transport and Waste Management. This was completed at the request of the client.
14. Following completion of the consultancy work on Business Continuity, which identified that significant work is required, we feel that as it is a Strategic Risk for the Council it would be beneficial for us to carry out a full assurance review in 2017/18 to document the progress made. We ask that Members of the Audit and Accounts Committee consider approving the use of some of the contingency budget within the 2017/18 Audit Plan for this however we are mindful of the capacity of the Business Unit as referred to above.

Other Matters of Interest

15. The CIPFA Better Governance Forum has issued some guidance for Audit Committees to help when considering the development of an effective Annual Governance Statement – this is attached in Appendix 5. It also includes the regular briefing on current developments and Audit Committee training.

Appendix 2 – Audit Plan 2017/18 Schedule

Area	Days	Indicative Scope	Planned Start Date	Actual Start Date	Final Report Issued	Progress %	Audit State
Corporate Governance	10	Requirements of the revised framework have been identified and implemented/plans put in place to implement.	Aug				
Corporate Policy	5	There are process in place which ensure the Council has relevant policies and these are kept up-to-date and published where necessary.	Nov				
Car Parks	8	Income security and collection processes are adequate. The potential reduction of income due to the loss of some spaces and the effect of the devolution of Markets is managed.	Oct				
Leisure Centres – Client Monitoring	5	Monitoring arrangements are in place to effectively monitor the performance of Active4Today and ensure compliance with the agreement.	Sept				
ICT - Operations	5	Network users are managed effectively with appropriate set-up, change and removal processes.	May	Jun		15%	Terms of Reference
ICT - Compliance	5	Follow-up of progress on PCIDSS compliance.	Jan	Jun		15%	Terms of Reference
ICT - Application	8	Review of one or more key applications	Dec				
Information Governance	10	The arrangements in place for Information Governance ensure that the relevant legislation is complied with and information held by the Council is secure. Arrangements are in place to ensure that General Data Protection Regulations are in place before the deadline.	Dec				
Moving Ahead	10	Final gateway review of the closure process including outcomes and lessons learned.	Dec				
Performance Management and Assurance	8	There are effective processes in place which ensure that the Council is measuring relevant performance and reporting to	Nov				

Area	Days	Indicative Scope	Planned Start Date	Actual Start Date	Final Report Issued	Progress %	Audit State
		stakeholders. Action is taken where assurance of compliance is not being provided.					
Risk Management	8	There are arrangements in place which ensure that the risks are identified, monitored and mitigated.	Nov				
Health and Safety	8	Compliance with policies and legislation.	Sept				
CCTV	5	Follow-up of the recommendations made in the 2015/16 audit review.	Mar				
Estates Management	8	Income is promptly collected and voids minimised. There is a business plan in place.	May	May		70%	Concluding Testing
Strategic Asset Management	8	There is an up-to-date Strategic Asset Management plan in place and reported. All Council assets are recorded and maintained by the Council or in accordance with any agreement.	Jan				
Key Control Testing	30	Delivery of key control testing to enable Head of Internal Audit to form an opinion on the Council's financial control environment.	Jan				
Income/ Banking arrangements	9	Revised processes in place for the collection, recording and reconciliation of income comply with Financial Regulations and ensure that all income is accounted for. Arrangements with the new bank are embedded.	Sept				
Funding	6	Processes are in place which ensure that changes to funding are identified and fed into relevant financial models and planning decisions.	Jul				
Procurement	5	Recommendations made within the previous report have been implemented and embedded.	Jul				
Housing Benefits/ Council Tax Support	15	Benefits are paid in accordance with the legislation and Council Tax Support awarded in accordance with policies.	May	Jun		50%	Requested to delay until June. Testing
Contract Management	8	There are arrangements in place which ensure that contracts are managed	Feb				

Area	Days	Indicative Scope	Planned Start Date	Actual Start Date	Final Report Issued	Progress %	Audit State
		effectively.					
Insurance	8	Insurance cover is in place, adequate and correctly recharged.	Aug				
Housing and Planning Act	0	Review of processes in place to ensure that the requirements of the Act are identified, implemented and the affects of the implementation reported (including the affect on the HRA)	Jun	N/A	N/A	N/A	Cancelled
Combined Assurance	15	Updating the assurance map and completing the Combined Assurance report.	Oct				
Active4Today	2	Assurance on creditors figures feeding into the group accounts.	Jan				
Gilstrap	1	Review of the Gilstrap accounts for the Charities Commission.	Aug		Jun	100%	Completed
Mansfield Crematorium	5	Completion of the audit of the Mansfield Crematorium Accounts	Apr		May	100%	Completed
Newark Cattlemarket	5	Completion of the rent calculation for 2016/17	Jun	Jun			Requested information
Emergency Planning	10	c/f from 2016/17 plan	TBC				
Debtors - Trade Waste	3	Review of the proposed new system, providing advice.	N/A	Jun		75%	Report
Contingency	25	Original budget 18, 3 allocated to Debtors work, 10 added cancelled audit.	N/A	N/A	N/A	N/A	N/A
Grand Total (Revised)	258						

Appendix 3 - Overdue Audit Recommendations

Summary of recommendations outstanding which were due to be implemented by 30 June 2017.

Audit Area	Date	Assurance	No.of Agreed Recs	Implemented /Closed	Outstanding		Revised Implementation Date	Not Due	Recommendations Outstanding
					H	M			
ICT									
ICT Applications CIVICA	Jun'17	Substantial	8	1	0	2		5	<p>1. The supplier of the Civica system is asked to provide guidance on the system administrator functions of the application.</p> <p>2. Every user should be formally authorized and registered to each information system, network or service for which they have a business requirement to access. Records of requests for access and approvals should then be retained. These records may help inform reviews of the user base.</p>
Safety									
Anti-Social Behaviour	Jul'16	Substantial	6	4	0	2	Revised to 31/03/17	0	<p>1.1 Formal training on the effective use of the iDox Uniform's Service Request module is given to staff within the Community Safety business unit responsible for administering the casework and to all other staff using the module where necessary to ensure effective use.</p> <p>1.2 All supporting documentation for the ASB casework is scanned and stored</p>

Audit Area	Date	Assurance	No.of Agreed Recs	Implemented /Closed	Outstanding		Revised Implementation Date	Not Due	Recommendations Outstanding
					H	M			
									in the iDox Uniform system to ensure they are accessible by relevant staff.
CCTV	Feb'16	Substantial	5	3	0	1	1 revised from 30/06/16 to 31/01/17 and again to 31/03/17. 1 revised from 30/06/16 to 30/09/16 and again to 31/07/17	1	An Annual Report is produced.
Total			19	8	0	5		6	

Appendix 4 - Assurance Definitions¹

<p>High Assurance</p>	<p>Our critical review or assessment on the activity gives us a high level of confidence on service delivery arrangements, management of risks, and the operation of controls and / or performance.</p> <p>The risk of the activity not achieving its objectives or outcomes is low. Controls have been evaluated as adequate, appropriate and are operating effectively.</p>
<p>Substantial Assurance</p>	<p>Our critical review or assessment on the activity gives us a substantial level of confidence (assurance) on service delivery arrangements, management of risks, and operation of controls and / or performance.</p> <p>There are some improvements needed in the application of controls to manage risks. However, the controls have been evaluated as adequate, appropriate and operating sufficiently so that the risk of the activity not achieving its objectives is medium to low.</p>
<p>Limited Assurance</p>	<p>Our critical review or assessment on the activity gives us a limited level of confidence on service delivery arrangements, management of risks, and operation of controls and / or performance.</p> <p>The controls to manage the key risks were found not always to be operating or are inadequate. Therefore, the controls evaluated are unlikely to give a reasonable level of confidence (assurance) that the risks are being managed effectively. It is unlikely that the activity will achieve its objectives.</p>
<p>Low Assurance</p>	<p>Our critical review or assessment on the activity identified significant concerns on service delivery arrangements, management of risks, and operation of controls and / or performance.</p> <p>There are either gaps in the control framework managing the key risks or the controls have been evaluated as not adequate, appropriate or are not being effectively operated. Therefore the risk of the activity not achieving its objectives is high.</p>

¹ These definitions are used as a means of measuring or judging the results and impact of matters identified in the audit. The assurance opinion is based on information and evidence which came to our attention during the audit. Our work cannot provide absolute assurance that material errors, loss or fraud do not exist.

CIPFA Better Governance Forum

Audit Committee Update

– helping audit committees to be effective

Issue 22

- Developing an Effective Annual Governance Statement
- Regular Briefing on Current Developments
- Audit committee training

March 2017

Introduction

Dear Audit Committee Member,

Welcome to Issue 22 of our briefings for audit committee members in public sector bodies.

It has been produced by the CIPFA Better Governance Forum and is free to our subscribing organisations. Its aim is to provide members of audit committees with direct access to relevant and topical information that will support them in their role.

This issue takes a fresh look at the annual governance statement in the light of the changes to the governance framework for local government bodies. Producing a statement each year can become a stale process rather than something more valuable, and audit committees can play a very helpful role in supporting their organisation to publish a more meaningful statement.

As always, there are links to new developments and resources of interest for audit committee members.

I hope you will find this issue helpful. Do let me know of any suggestions for future topics or feedback on the briefing.

Best wishes

Diana Melville
Governance Advisor
CIPFA Better Governance Forum
Diana.Melville@cipfa.org.uk

Sharing this Document

Audit Committee Update is provided to subscribers of the Better Governance Forum for use within their organisation. Please feel free to circulate it widely to your organisation's audit committee members and colleagues. It can also be placed on an intranet. It should not be shared with audit committee members of organisations that do not subscribe to the Better Governance Forum or disseminated more widely without CIPFA's permission.

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Receive our Briefings Directly

This briefing will be sent to the main contact of organisations that subscribe to the CIPFA Better Governance Forum with a request that it be sent to all audit committee members.

If you have an organisational email address (for example jsmith@mycouncil.gov.uk) then you will also be able to register on our website and download any of our guides and briefings directly. To register now, please visit www.cipfa.org/Register.

Previous Issues of Audit Committee Update

You can download all the previous issues from the CIPFA Better Governance Forum website. The earlier issues are on the archive site. Click on the links below to find what you need.

Issue	Principal Content	Link
Issues from 2010 – subsequent issues have updated the content in these issues.		
Issues from 2011		
4	Strategic Risk Management, Governance Risks in 2011, Role of the Head of Internal Audit	Issue 4
5	Understanding the Impact of IFRS on the Accounts, Key Findings from CIPFA’s Survey of Audit Committees in Local Government	Issue 5
6	Partnerships from the Audit Committee Perspective	Issue 6
Issues from 2012		
7	Assurance Planning, Risk Outlook for 2012, Government Response to the Future of Local Audit Consultation	Issue 7
8	Commissioning, Procurement and Contracting Risks	Issue 8
9	Reviewing Assurance over Value for Money	Issue 9
Issues from 2013		
10	Public Sector Internal Audit Standards and Updates to Guidance on Annual Governance Statements See Issues 21 and 22 for updated content.	Issue 10
11	Local Audit and Accountability Bill, the Implications for Audit Committees, Update of CIPFA’s Guidance on Audit Committees	Issue 11
12	Reviewing Internal Audit Quality, New CIPFA Publication, Audit Committees Practical Guidance for Local Authorities and Police, Regular Briefing on Current Issues	Issue 12
Issues from 2014		
13	Reviewing the Audit Plan, Update on the Local Audit and Accountability Act, Briefing on Topical Governance Issues	Issue 13
14	External Audit Quality and Independence, Government Consultation on Local Audit Regulations, CIPFA’s Consultation on a New Counter Fraud Code, Regular Briefing on Current Issues	Issue 14
15	CIPFA Code of Practice on Managing the Risk of Fraud and Corruption, the Audit Committee Role in Countering Fraud, Regular Briefing on Current Developments	Issue 15

Issues from 2015	
What Makes a Good Audit Committee Chair? Governance Developments in 2015	Issue 16
The Audit Committee Role in Reviewing the Financial Statements, Regular Briefing on Current Developments	Issue 17
Self-assessment and Improving Effectiveness, Appointment and Procurement of External Auditors, Regular Briefing on Current Issues	Issue 18
Issues from 2016	
Good Governance in Local Government – 2016 Framework, Appointing Local Auditors, Regular Briefing on Current Issues	Issue 19
CIPFA Survey on Audit Committees 2016, Regular Briefing on Current Issues	Issue 20
The Audit Committee and Internal Audit Quality, Briefing on Topical Issues	Issue 21

Workshops and Training for Audit Committee Members in 2017

CIPFA Internal Audit Conference

CIPFA's annual conference for internal auditors will cover professional developments and sharing of good practice.

- 11 May 2017, Oxford Spire Hotel, Oxford

Developments in police audit committees

These events are suitable for members of those joint audit committees supporting police and crime commissioners (PCCs) and chief constables. These events are run in conjunction with CIPFA's Police Network.

- 20 September 2017, London
- 21 September 2017, York

Development day for local government audit committees

This workshop is suitable for audit committee members or those working with the audit committee in local government. It will cover an update on new developments and legislation relevant to the audit committee role.

- December 2017 and January 2018, further details to be confirmed

Other CIPFA events information and dates are available on the [website](#).

In-house training and facilitation

In-house audit committee training and guidance tailored to your needs is available. Options include:

- key roles and responsibilities of the committee
- effective chairing and support for the committee
- working with internal and external auditors
- public sector internal audit standards
- corporate governance
- strategic risk management
- value for money
- fraud risks and counter fraud arrangements
- reviewing the financial statements
- assurance arrangements
- improving impact and effectiveness.

For further details contact or email diana.melville@cipfa.org or visit the [CIPFA website](#) where we have a brochure to download outlining the support we have available for audit committees.

Developing an Effective Annual Governance Statement

CIPFA and Solace introduced a new governance framework, *Developing Good Governance in Local Government: Framework*, in April 2016, with seven new governance principles. By adopting the new Framework local authorities should be ensuring that their governance arrangements in practice are in accordance with the principles. The annual governance statement (AGS) is a mandatory requirement for local government bodies set out in statutory regulations¹. In essence, it is an accountability statement from each local government body to stakeholders on how well it has delivered on governance over the course of the previous year. The benchmarks that are used to make that statement are the principles in the Framework.

What does the guidance say?

The guidance for the AGS is included along with the Framework and it builds on the previous requirements². In addition to the organisation acknowledging its responsibility for ensuring governance is effective, the AGS should:

- focus on outcomes and value for money
- evaluate against the local code and principles
- be in an open and readable style
- include an opinion on whether arrangements are fit for purpose
- include identification of significant governance issues and an action plan to address them
- be signed by the chief executive and leading member in a council. The PCC and chief constable should sign theirs.

There are also two new areas introduced for 2016/17. Some authorities already include a section that accounts for actions taken in the year to address the significant governance issues identified in the previous year's AGS. CIPFA felt that this was good practice and so has included it as a requirement for the AGS going forward. In addition, CIPFA has not established any 'set text' for authorities to use in acknowledging their responsibility for the governance framework. Many authorities have tended to use the original text from the 2007 guidance, but CIPFA has not included this in the latest guidance in order to encourage more flexibility.

Who is the audience?

The AGS is prepared to account to your stakeholders and they are wide and varied. They include:

- local citizens
- local businesses
- partners
- Department for Communities and Local Government (DCLG)
- external auditors, inspectorates and regulators.

In addition, it should also be a statement that is of value internally – to other members of the governing body and to staff.

What makes a meaningful statement?

¹ In England the [Accounts and Audit Regulations 2015](#), in Scotland [The Local Authority Accounts \(Scotland\) Regulations 2014](#), in Wales [The Accounts and Audit \(Wales\) Regulations 2014](#), in Northern Ireland [The Local Government \(Accounts and Audit\) Regulations \(Northern Ireland\) 2015](#)

² [Delivering Good Governance in Local Government: Framework \(Addendum\)](#) CIPFA 2012

The most important way to make the statement meaningful is to ensure that it is an open and honest reflection of your governance and your current challenges. It has been known for the AGS to contain 'window dressing statements' to gloss over areas of poor performance or to fudge the effectiveness of interventions. Where that is the case, the AGS adds little value and doesn't build confidence in the leadership of the organisation. One of the key aspects of the AGS is the identification of areas for improvement and the associated action plan. Where these are done, well the AGS becomes a meaningful tool for improving governance.

The AGS should also provide a clear evaluation against the principles of good governance and an opinion of whether the arrangements are fit for purpose or not. If the opinion is vague or not included then again the AGS does not send a clear message about accountability.

What can be done to make the statement more effective?

Effectiveness of an AGS will be improved if it more successfully communicates the key messages. There are a number of approaches that some authorities have taken to make their AGS more effective:

- keeping it short and focused – where an organisation has an up-to-date local code that sets out their arrangements, then the AGS can make reference to that rather than repeat the detail
- using diagrams to explain key elements
- using colour or pictures to engage the reader.

Regardless of how well the AGS is written, it will not be effective if it is not regarded as important by those charged with governance and the leadership team.

What shouldn't we do?

There are a number of pitfalls in preparing an AGS. These are some of the common ones:

- not ensuring that a range of perspectives support the AGS
- making it too long and wordy
- including too much description rather than evaluation
- omitting the opinion on whether the arrangements are fit for purpose or not
- not being explicit about the actions that will be taken to address the governance issues identified.

How can the audit committee help?

The audit committee can play a very valuable role in the development of the AGS and in the finished look of the statement. The committee should understand the process that has been undertaken to review governance and so should be able to see how the conclusions in the AGS have been arrived at. There should be no real surprises for the committee.

The committee can provide a valuable reality check for the draft document as well. Is it well written and clearly presented? Is the action plan adequate and realistic?

The committee can send an important message about the value and importance of the AGS, which will support those providing assurance to support its conclusions. Once the AGS has been approved, the committee can review progress in implementing the actions, so helping to ensure that the AGS is meaningful and is an effective tool for improvement in governance.

Other points to note

For the 2017/18 AGS in England the deadline for approval and publication of the statement will be brought forward to 31 July instead of 30 September as at present. This is a requirement of the [Accounts and Audit Regulations 2015](#). Many authorities are planning to approve their AGS and accounts earlier for the 2016/17 year as a preparation for this. As a

result, committees may find that the AGS is appearing on their agendas earlier than in previous years.

The Better Governance Forum held workshops in February and March 2017 on the AGS and developing local codes. Copies of the presentations are available to download from the [CIPFA website](#).

Diana Melville

Recent Developments You May Need to Know About

Legislation, Regulations and Consultations

Public Sector Internal Audit Standards

The responsible internal audit standard setters for the public sector (which includes CIPFA in respect of local authorities) have been consulting on whether the PSIAS should be updated to reflect the changes made to the International Professional Practices Framework on which PSIAS is based. The consultation period ended in January and a decision is expected before the end of March.

Any changes to the PSIAS are expected to be implemented from April 2017 for 2017/18. The changes will need to be adopted by all public sector internal audit teams, supported by their audit committees.

Audit committees should ask for an update on the standards, particularly any that impact on the reporting relationship between internal audit and the audit committee. Audit committees should also be aware that conformance with the standards will be assessed through the external quality assessment, known as an EQA, if one has not yet taken place. An EQA has to be completed for all local authority bodies before April 2018, as they must take place at least once every five years.

Emergency services collaboration

The [Policing and Crime Act 2017](#) includes a duty for all relevant emergency services (defined as police forces, fire and rescue services and the emergency aspects of the ambulance service) in England to consider collaboration with each other in their local area. This could take a range of forms including collaboration across the different services. The audit committees of emergency services bodies should therefore be aware of this duty and local plans. Where collaborative arrangements are proposed, then consideration will need to be given to the governance, risk, control and audit implications.

The Act also provides for a police and crime commissioner to be the fire and rescue authority for the local area. Where this is the case it is likely to have consequences for police audit committees and fire authority audit committees. The details of how the audit committee arrangements might work are being considered as part of ongoing work on the finance and governance implications of the proposals.

Audit committees in combined authorities

Combined authorities are required to have audit committees under the [Cities and Local Government Devolution Act 2016](#), including a requirement to appoint at least one independent member. DCLG has now issued [the Combined Authorities \(Overview and Scrutiny Committees, Access to Information and Audit Committees\) Order 2017](#), concerning the definition of independence of such audit committee members. While the regulations only apply to audit committee members appointed to combined authorities, other authorities considering the appointment of an independent member may want to take them into account.

Reports, Recommendations and Guidance

Financial reporting

There are changes to the 2016/17 financial statements which are designed to make them easier to understand. One principal change is that the income and expenditure account no longer has to follow a standard format, known as the Service Accounting Code of Practice

(SeRCOP). This means that authorities are free to set out their statements in a way that suits them, for example they can follow the structure of the budget monitoring reports that are used throughout the year to inform members on financial performance. CIPFA has produced a helpful guide, [Understanding Local Authority Financial Statements](#), which explains the key statements and features. It also includes a checklist designed to help the authority improve the presentation.

Local audit appointments

English authorities have until 9 March to inform the nominated sector body, Public Sector Audit Appointments (PSAA), if they wish to join the collective procurement and appointment arrangement. The decision must be made by full council, fire authority or police and crime commissioner as appropriate.

PSAA have published an [updated timetable and procurement strategy](#) plus frequently asked questions. All appointments, whether made independently or through PSAA, must be completed by 31 December 2017.

Auditors' work 2015/16: local government and health bodies

PSAA has published [annual reports](#) reviewing the results of auditors' work in local government and in health bodies in 2015/16. They cover the timeliness and quality of financial reporting, auditors' local value for money work, and the extent to which auditors utilised their statutory reporting powers. Half of NHS bodies and 6% of local government bodies received a qualified conclusion on their value for money arrangements.

National Audit Office good practice resource

The National Audit Office (NAO) has published a good practice guide to commissioning, procurement and contract management drawing on their findings from recent value for money studies. [Commercial and Contract Management: Insights and Emerging Best Practice](#) highlights control and performance issues across the commercial lifecycle, providing a useful resource when evaluating local plans and contracts.

Financial sustainability of schools

The NAO has published a report, [Financial Sustainability of Schools](#), that highlights the need for mainstream schools to make £3bn in efficiency savings by 2019/20 and highlights the risk that schools will make savings that impact on educational outcomes. The NAO calls for better oversight from the Education Funding Agency of financial management in schools.

The governance challenges posed by indirectly provided, publicly funded services in Wales

The Wales Audit Office (WAO) has published a [discussion paper](#) exploring the governance issues created by the delivery of public services by a range of organisations that are at arms-length from the public body providing funding. It highlights some of the areas of governance risk and discusses how effective governance can be put in place.

Local authority funding of third sector services

A [report](#) from WAO examines the effectiveness of local authorities' arrangements for funding third sector services. It finds that local authorities are neither making the best use of the third sector nor doing enough to ensure they are securing value for money. Authorities could do more to establish a strategic approach and evaluate the impact of their work.

Charging for services and generating income by local authorities

The WAO has published a [report](#) examining income generation and the extent to which authorities have adopted a strategic approach. It has concluded that despite raising more money from charging, authorities are not pursuing all options to generate income because of weaknesses in their policies and in how they use data and information to support decision making. The report also includes a helpful checklist to support a review of an authority's approach to income generation.

Look out for

CIPFA is currently updating its publication [Audit Committees Practical Guidance for Local Authorities and Police](#) (CIPFA 2013). The new edition will reflect the regulatory changes to governance, internal audit and the financial statements. It will also take into account the new external audit arrangements under which local authorities will be working, and the recommendations of the Financial Reporting Council over audit independence and ethical standards.

If you have any comments or suggestions for the improvement of the current edition please email diana.melville@cipfa.org

It is anticipated that the new publication will be available in the autumn.

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ANNUAL INTERNAL AUDIT REPORT

1.0 Purpose of Report

1.1 To receive and comment upon the Annual Internal Audit Report 2016/17.

2.0 Introduction

2.1 The purpose of the annual internal audit report (**Annex A**) is to provide a summary of Internal Audit work undertaken during 2016/2017 to support the Annual Governance Statement by providing an opinion on the organisation's governance, risk management and internal control environment.

2.2 The Annual Internal Audit Report:-

- Includes an opinion on the overall adequacy and effectiveness of the organisation's governance, risk and internal control environment.
- Discloses any qualifications to that opinion, together with the reasons for the qualification.
- Summarises audit work undertaken, including reliance placed on the work of other assurance bodies where applicable.
- Draws attention to any issues that are particularly relevant to the Annual Governance Statement.
- Summarises the performance of the internal audit function against its key performance measures.
- Comments on compliance with standards.

2.3 Whilst we cannot provide absolute assurance on the governance, risk and internal control environment we can provide reasonable assurance that it is working as intended.

2.4 The opinion should be considered as part of the process to prepare the Annual Governance Statement by the Audit and Accounts Committee and relevant Council officers.

3.0 RECOMMENDATION

That the Audit & Accounts Committee consider and comment upon the annual internal audit report.

Background Papers

Nil.

For further information please contact Lucy Pledge on 01522 553692.

Nicky Lovely
Business Manager – Financial Services

Newark & Sherwood District Council

Internal Audit Annual Report – 2016/17



What we do best...

Innovative assurance services

Specialists at internal audit

Comprehensive risk management

Experts in countering fraud

...and what sets us apart

Unrivalled best value to our customers

Existing strong regional public sector partnership

Auditors with the knowledge and expertise to get the job done

Already working extensively with the not-for-profit and third sector

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This report has been prepared solely for the use of Members and Management of Newark and Sherwood District Council. Details may be made available to specified external organisations, including external auditors, but otherwise the report should not be used or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose.

The matters raised in this report are only those that came to our attention during the course of our work – there may be weaknesses in governance, risk management and the system of internal control that we are not aware of because they did not form part of our work programme, were excluded from the scope of individual audit engagements or were not brought to our attention. The opinion is based solely the work undertaken as part of the agreed internal audit plan.

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Our opinion on governance, risk and the control environment	1
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Appendix 1 - Internal Audit Assurances Given 2016/17

Appendix 2 - Quality Assurance Framework

Appendix 3 - Continuous Improvement Plan

Appendix 4 - Glossary of Terms

Distribution List

Chief Executive

Directors

Audit and Accounts Committee

External Audit



Management Summary

Purpose of Annual Report

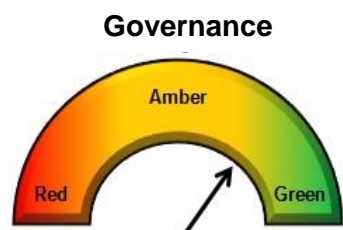
- The purpose of the Annual Internal Audit Report is to meet the Head of Internal Audit annual reporting requirements set out in the Public Sector Internal Audit Standards (PSIAS) and the Accounts and Audit Regulations 2015. In particular:-
 - Include an independent opinion on the overall adequacy and effectiveness of the Council's governance, risk and control framework and therefore the extent to which the Council can rely on it;
 - Inform how the plan was discharged and the overall outcomes of the work undertaken that supports the opinion;

- A statement on conformance with the PSIAS and the results of the internal audit quality assurance and improvement programme (QAIP);
- Draw attention to any issues particularly relevant to the Annual Governance Statement.

Annual Opinion

- For the twelve months ended 31 March 2017, based on the work we have undertaken and information from other sources of assurance, my opinion on the adequacy and effectiveness of Newark and Sherwood's arrangements for governance, risk management and control is shown in **Figure 1** below:-

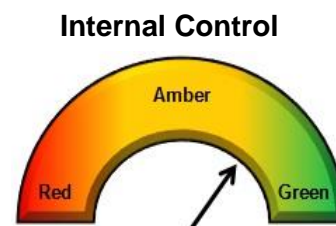
Figure 1 - Head of Internal Audit Opinion



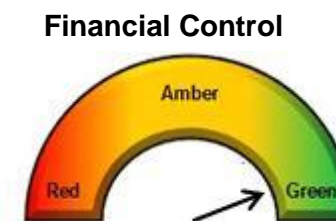
Performing Well – Some improvements identified over the Council's governance, risk and control framework or to manage medium risks across the Council.



Performing Well – No concerns that significantly affect the risk management framework and successful delivery of the Council priorities.



Performing Well – Some improvements identified over the Council's control framework or to manage medium risks across the Council.



Performing Well – No concerns that significantly affect the governance, risk and control framework and successful delivery of the Council priorities.

How we came to our opinion

Governance

3. Good Governance can mean different things to people – in the public sector it means:

"Achieving the Intended Outcomes While Acting in the Public Interest at all Times"

4. It is comprised of systems, processes and culture and values, by which the Council is directed and controlled and through which they account to, engage with, and where appropriate, lead their communities.
5. The Audit and Accounts Committee helps to ensure that these arrangements are working effectively. They regularly review the governance framework and consider the draft and final versions of the Annual Governance Statement.
6. Each year the Council is required to reflect on how its governance arrangements have worked – identifying any significant¹ governance issues that it feels should be drawn to the attention of the public – in the interests of accountability and transparency. Significant governance issues identified by the Council in the 2017 draft statement are:
 - relocation of Council Offices in September 2017
 - organisational change and the impact this has on budgets / service delivery
 - housing development programme to deliver 335 new homes
 - estate regeneration programme for 2 areas
 - delivery of the Sports Hub

- partnership working – maintaining and developing effective governance arrangements
- business continuity arrangements – update and testing of plans during 2017/18

7. In April 2016, CIPFA / SOLACE published an updated 'Delivering Good Governance in Local Government – Framework and Guidance'. This sets out the latest good practice operating in the current public sector environment. It defines seven core principals by which a Council can test out their governance arrangements. The Council is currently reviewing its arrangements to confirm that they are up to date and relevant to the environment it operates in.
8. It is crucial to the Council's success that its governance arrangements are applied in a way that demonstrates the spirit and ethos of good governance – this cannot be achieved by rules and procedures alone – the Council is expected to have a culture that places the public and integrity at the heart of its business. One key area of the new governance guidance is demonstrating the 'ethical mind set' in how decisions are made. We are currently working with the Council to undertake an ethical review – looking below the surface to help provide insight and assurance to the Corporate Management Team.
9. Taking the above information into account we have assessed the governance framework as **Green / Amber** - Performing well – some improvements identified over the Council's governance, risk and control framework or to manage medium risks across the Council.

¹ Significance = The relative importance of a matter within the context in which it is being considered, including quantitative and qualitative factors, such as magnitude, nature, effect, relevance and impact.

Risk and Internal Control

10. We took account of the outcome of our internal audit work during the year. We are pleased to report that our work identified no areas where a 'Low Assurance opinion was given. There was only one area where we gave 'Limited Assurance'. This was:-

Physical Security – we recommended improvements to increase security at Kelham Hall and promote good practice to keep people and data safe eg security over laptops, clear desk policy and locking confidential waste bins.

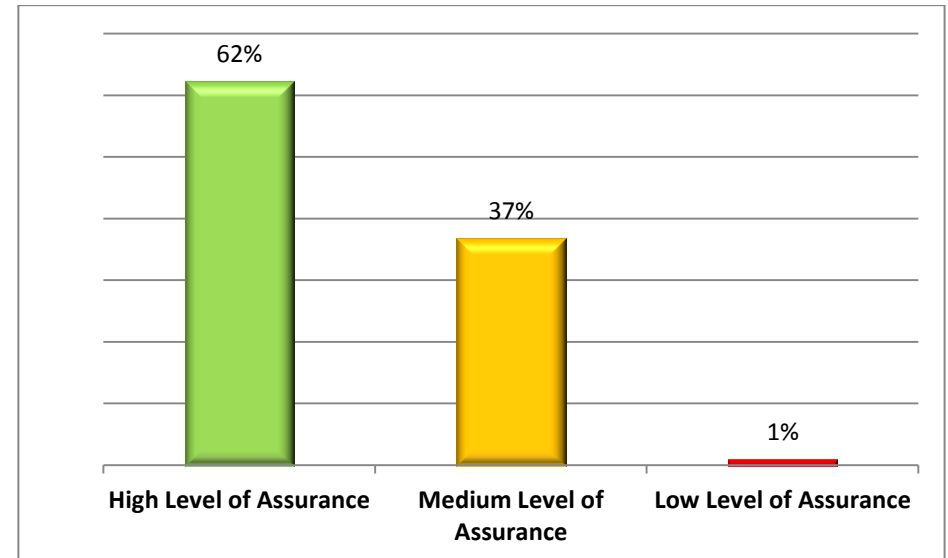
11. We also undertook a consultancy assignment around **business continuity / resilience**. Although we didn't provide an assurance opinion we did recommend a number of improvements to help resilience and recovery in an event of an incident.
12. There is still one job remaining from the 2015/16 plan - Procurement. The revised draft report was issued in July 2016 and we still await comments from Senior Management to finalise the report and agree improvement actions. We have provided additional information to the Chief Executive on the timelines, sequence of events and persons involved in the management of two procurements referred to in the audit report and further explained how the **low** audit opinion was reached
13. The opinion for this review was split between Low and Limited.
- Appointment of Consultants - **Low**
 - Contract Management and Procurement – **Limited**

Given the elapsed time we have now closed this audit down and will follow up the recommendations during a further audit this year.

Combined Status Report

14. The Council produced its Combined Assurance report in March 2017. **Figure 2** provides the summary of the overall assurance status on the Council's critical activities¹. Overall it shows a satisfactory level of assurance - giving predominately a medium (amber) or high (green) level of assurance. This helps reduce the likelihood of unknown risks / surprises occurring.

Figure 2 – Overall Assurance Status on Critical Activities



¹ Those identified by senior management as having significant impact on the successful delivery of Council priorities or whose failure could result in significant damage to reputation, financial loss or impact on people

15. Looking ahead - the report identified the following key area of focus for the Council:

Financial Sustainability – The Council is part way through an ambitious programme of projects to deliver increased financial savings, revenue generation and service delivery / transformation.

Growth – facilitating growth in the District where it can.

16. During the year we undertook a number of consultancy engagements and other work for the Council: These were:

- **Business Continuity** – there were a number of issues highlighted leading to a number of improvements actions being included within an action plan.
- **Car Park Machine Income theft** – following this theft a review was completed of the controls in place and suggestions made to reduce the risk of losses.
- **Active4Today revised Creditor Processing** – we reviewed the proposed process and made some suggestions for improvement.
- **Other areas included:**
 - Gilstrap accounts
 - Mansfield crematorium
 - Ethics
 - Cattle market – rent collection / fee modelling

17. Taking all of the above information into account we have assessed the internal control environment as **Green** / **Amber** - Performing well – some improvements identified over the Council's governance, risk and control framework or to manage medium

risks across the Council..

Risk Management

18. There is an established framework in place for the Council to manage the key risks facing services and successful delivery priorities with regular reporting to management and members.
19. The Audit and Accounts Committee continues to receive regular updates on how the Council manages its risks.
20. A 2015/16 audit of how the Council manages its strategic risk provided a 'substantial' audit opinion. An audit of the risk management system is planned for 2017 / 18.
21. On this basis we have assessed risk management as **Green** – performing well.

Financial Control

22. Our work provides an important assurance element to support the External Auditor's opinion on the Council's Statement of Accounts. During the year we reviewed:
 - Property Plant and Equipment
 - Housing Benefits
 - NNDR
 - Key Financial Controls
23. The Council has good financial management processes in place – that generally work well. We are pleased to report that we were able to provide 'substantial' assurance opinions on the areas we reviewed. Management assurances were also positive on all critical activities as part of the Combined Assurance exercise. On this basis we have assessed financial control as **Green** – performing well.

Roles and Responsibilities

24. The Council is responsible for establishing and maintaining risk management processes, control systems and governance arrangements. Internal Audit plays a vital role in providing *independent risk based and objective assurance and insight* on how these arrangements are working. Internal Audit forms part of the Council's assurance framework.
25. Where Internal Audit work has identified improvements, we have worked with management to agree appropriate corrective actions and a timescale for improvement. It is the responsibility of management to implement the agreed actions.
26. The Council is responsible for developing and publishing an Annual Governance Statement – reporting how they have monitored the effectiveness of their governance arrangements during the year – providing information on any significant governance issues.

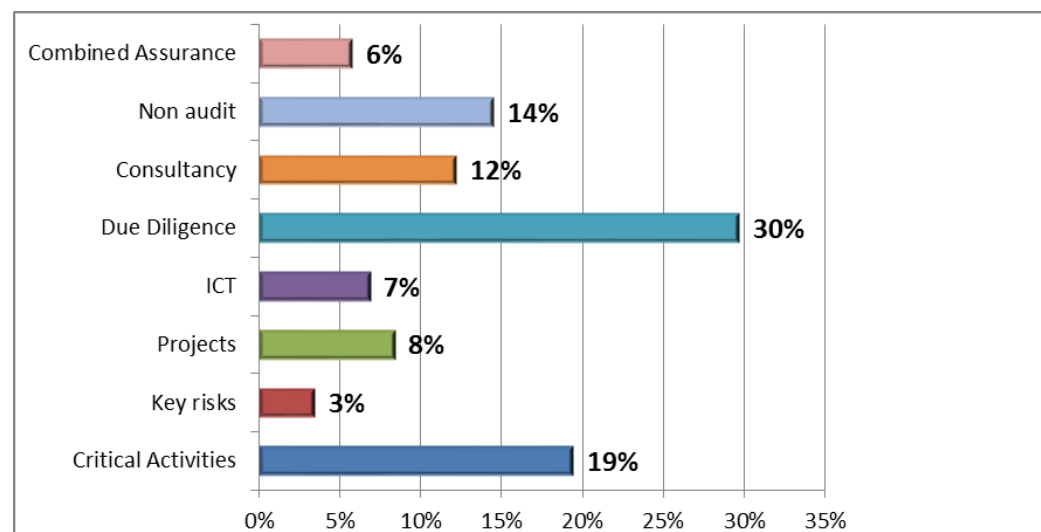
Annual Governance Statement

27. The Annual Internal Audit Report should help inform the Annual Governance Statement - we recommend that the following areas are considered as part of the development of the Statement:
 - Emergency Planning / Business Continuity
 - Procurement – use of consultants

Scope of Work

28. Our risk based internal audit plan was prepared taking into account the critical activities and key risks to support the basis of my annual opinion. It has remained flexible to enable us to respond to emerging risks and maintain effective focus.
29. Audit and Accounts Committee approved the 2016/17 original audit plan of 330 days in February 2016. We have delivered 283 days compared to the revised plan of 303 days and **96%** of the jobs within the revised plan. **Figure 3** shows the audit areas we covered during the year.

Figure 3 – Audit Areas covered in 2016/17 Plan



30. The charts in **Figure 4** shows the assurance opinions given in 2016/17 compared to those in 2015/16. Our audit plan includes different activities each year – it is therefore not unexpected that these vary; however, the assurance levels do give an insight on the application of the Council's control environment. We can see from the charts that the overall assurance levels have changed significantly from 2015/16 with more Substantial and less High and Limited assurance levels. There were no Low assurance opinions given this year. Details of systems reviewed can be found in **Appendix 1**.
31. The charts in **Figure 5** show the comparison of internal audit recommendations made 2015/16 and 2016/17. Details of systems reviewed can be found in **Appendix 1**.
32. We track the implementation of agreed management actions. Over the past year management have implemented **92%** of recommendations due by the 30th April 2017. Details of outstanding recommendations are shown in **Appendix 1**.

Figure 4 – Comparison of Assurances

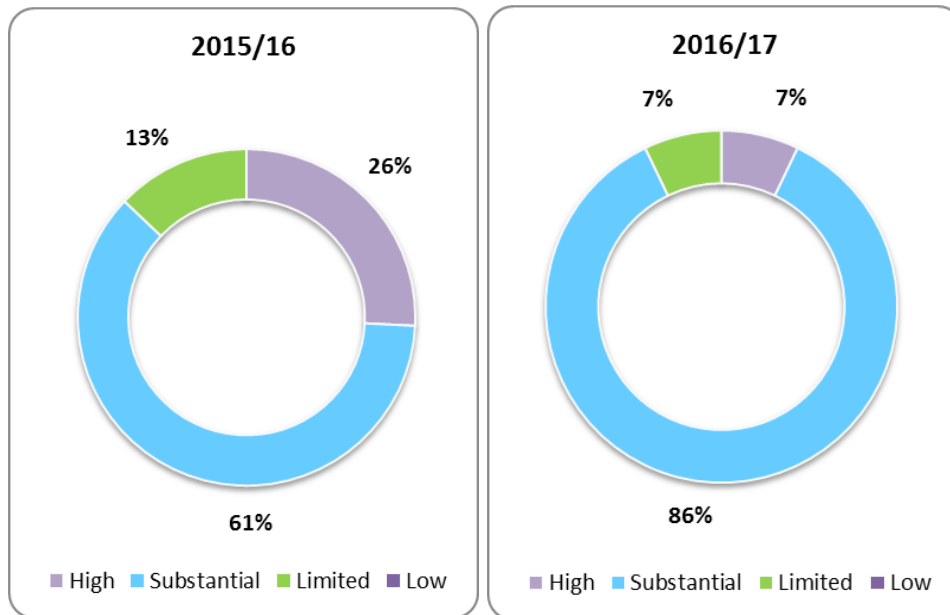
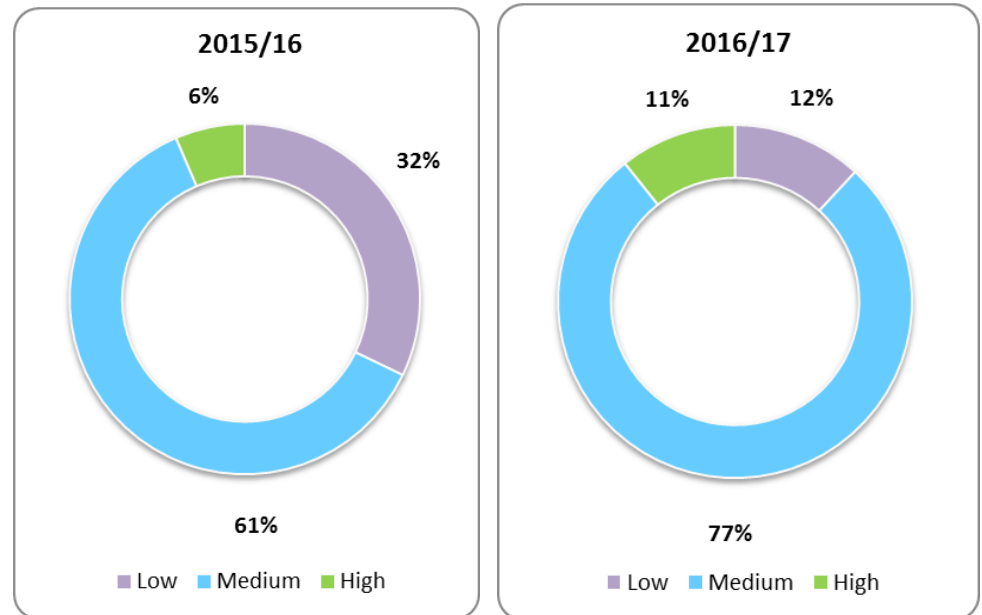


Figure 5 – Recommendations Made



Other Significant Work

Work completed for other related Bodies

33. We delivered the agreed annual internal audit plan for Newark and Sherwood Homes of 45 days and Southwell Leisure Centre of 5 days. The outcome of these audits has been reported to them with an annual report produced for Newark and Sherwood Homes.

Ethics

34. Some benchmarking work has been carried around the Good Governance Framework covering 'integrity and values'. We are currently working with Senior Management to undertake a self-assessment with the work planned to be completed during the Summer of 2017.

Fraud

35. We ran a workshop in January 2017 to help support the update of the Council's Fraud Risk Register. The Council continue to maintain a strong response to fighting fraud. During the summer of 2017 there is a planned review of existing arrangements against updated good practice.

Restrictions on Scope / Changes to plan

36. In carrying out our work we identified no unexpected restrictions to the scope of our work. We have had difficulties in gaining access to staff which resulted in some delay or inability to deliver planned work within the expected timescales.

37. Our audit plan for 2017/18 has been agreed. To support the audit process we will work with senior management and the Section 151 Officer to:

- early firm up the annual audit plan schedule
- minimise the number of audit scheduled for quarter 4
- whilst continuing to be responsive and flexible in delivery to requests for changes to the plan and audit schedule - report to the Corporate Management Team / Section 151 Officer and the Audit and Accounts Committee the rationale and impact of these changes to the :
 - i. delivery of the head of internal audit opinion and development of the Annual Governance Statement
 - ii. delivery of the agreed plan and performance targets
- escalate issues promptly to the Section 151 Officer and the Audit and Accounts Committee.

38. A number of changes were made to the revised plan resulting in a net reduction of 27 days (5%).

The key reductions to the plan were:-

Risk Management (8 days) – it was agreed with the client that this audit could be rescheduled to 2017/18 due to staff availability within the Community Safety Business Unit.

Project – Sports Hub (8 days) – there had been changes to the arrangements for managing and financing this project since it was put onto the plan and it was not at a point where it could be audited. It has now been removed as the role of the Council has changed significantly.

Housing and Planning Act (9 days) – still awaiting guidance and updates from the Government before it can be implemented and there is now other legislation going through which will also have an impact in this area. It was agreed to reschedule to 2017/18.

Corporate Governance (2 days) – this was a health check review but was rescheduled to 2017/18 so that a full audit could be completed.

Emergency Planning (10 days) – this had to be rescheduled to 2017/18 at the end of the year due to the inability to arrange a meeting with staff within the Community Safety Business Unit during 2016/17. It has been added onto the 2017/18 plan.

The key additions to the plan were:-

Car Park review (5 days) – we received a copy of a theft report which involved the theft of income from car park machines. On reviewing the details it was apparent that some of the controls which should have been in place were not in place. We discussed our concerns with the S151 Officer and it was agreed that we carry out some work to review process and make recommendations which could reduce the potential and impact of any further thefts.

Active4Today Creditors (3 days) – we were requested by the S151 officer to review the proposed changes to the creditors processing which Active4Today were planning to implement to ensure that the controls remained in place.

- 39. I do not consider these changes to have had an adverse effect on the delivery of my overall opinion.
- 40. We have not experienced any impairment to our independence or objectivity during the conduct and delivery of the Internal Audit Plan.

Delivery of internal audit plan 2016/17

- 41. The Audit and Accounts Committee approved the 2016/17 audit plan in February 2016. We have delivered **96%** of the revised plan.
- 42. Internal Audit's performance is measured against a range of indicators. The table below **Figure 6** shows our performance on key indicators at the end of the year. We are pleased to report a good level of achievement against our targets

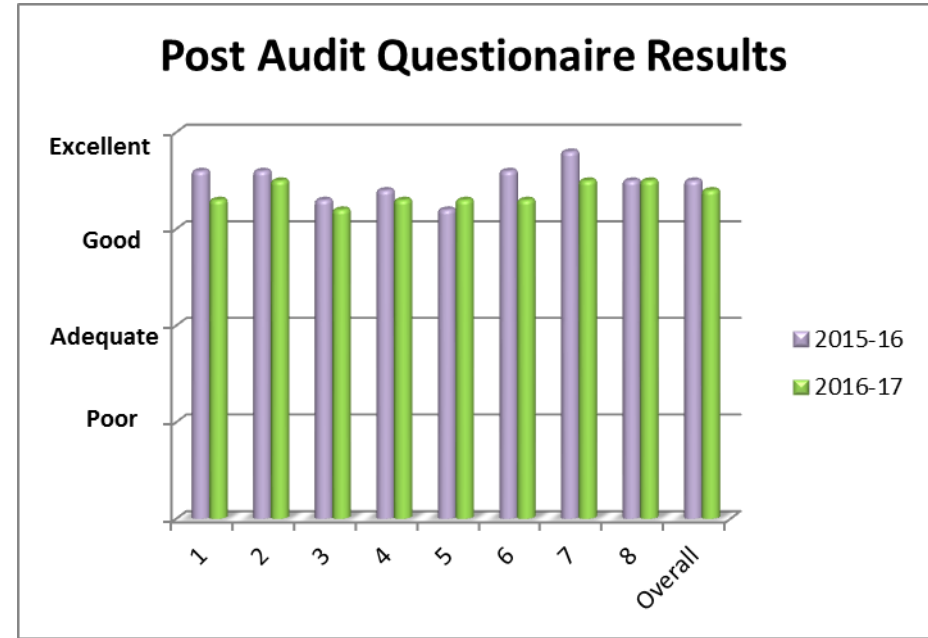
Figure 6 Performance on key indicators

Performance Indicator	Target	Actual
Percentage of plan completed - Days. Percentage of plan completed - Jobs	100% (revised plan)	91% 96% (1 audit)
Percentage of key financial systems completed.	100%	100%
Percentage of recommendations agreed.	100%	100%
Percentage of 2016/17 recommendations due implemented.	100% or escalated	92% (2 audits)
Timescales:		
Draft report issued within 10 working days of completing audit	100%	100%
Final report issued within 5 working days of closure meeting / receipt of management responses.	100%	92% (1 audit)
Period taken to complete audit within 2 months from fieldwork commencing to the issue of the draft report.	80%	85%
Client Feedback on Audit (average)	Good to excellent	Good

Effectiveness of Internal Audit

43. We regularly canvass opinions on audit planning, report and communication from management responsible for activities under review. They score the effectiveness of our service as excellent, good, adequate or poor.
44. The table in **Figure 7** outlines the responses by management on our service. For 2016/17 there was a 60% questionnaire return rate, the overall average rating for the service was good. .

Figure 7 – Client Feedback



Questions:

Audit Planning

1. Consultation on audit coverage
2. Fulfilment of scope and objectives

Audit Report

3. Quality of report
4. Accuracy of findings
5. Value of report

Communication

6. Feedback during the audit
7. Helpfulness of auditor (s)
8. Prompt delivery of report



Quality Assurance

45. We recognise the importance of meeting customer expectations as well as conforming to the UK Public Sector Internal Audit Standards. We continually focus on delivering high quality audit to our clients – seeking opportunities to improve where we can.
46. Our commitment to quality begins with ensuring that we recruit develop and assign appropriately skilled and experienced people to undertake your audits.
47. Our audit practice includes ongoing quality reviews for all our assignments. These reviews examine all areas of the work undertaken, from initial planning through to completion and reporting. Key targets have been specified - that the assignment has been completed on time, within budget and to the required quality standard.
48. Our Quality Assurance Framework (**Appendix 2**) includes all aspects of the Internal Audit Activity – including governance, professional practice and communication. We are able to evidence the quality of our audits through performance and delivery of audits, feedback from our clients and an annual self-assessment.
49. There is a financial commitment for training and developing staff. Training provision is continually reviewed through the appraisal process and regular one to one meetings. A training programme has been developed to ensure that staff are kept up to date with the latest technical / professional information and to ensure that they are equipped with the appropriate skills to perform their role.
50. Assurance Lincolnshire conforms to the UK Public Sector Internal Audit Standards. An External Quality Assessment was undertaken in September 2016. No areas of non-compliance with the standards that would affect the overall scope or operation of the internal audit activity were identified. One area of partial non-compliance on the lack of a specific audit of ethics and values was identified. This area has been included in the 2017/18 plan.
51. Our quality assurance framework helps us maintain a continuous improvement plan, which includes the following:
 - Update Internal Audit Charter and practice manual following revision of PSIAS in April 2017
 - Undertake planned Ethical Audits at each client
 - Working with management to improve progress and delivery monitoring / audit scheduling
 - Continuing professional development around new and emerging practice guidance eg PSIAS, Fighting Fraud Locally, CIPFA / SOLACE delivering good governance.

A copy of the detailed action plan can be found in **Appendix 3**.
52. Although internal and external auditors carry out their work with different objectives in mind, many of the processes are similar and it is good professional practice that they should work together closely. Wherever possible, External Audit will place reliance and assurance upon internal audit work.

Appendix 1

Internal Audit Assurances Given 2016/17

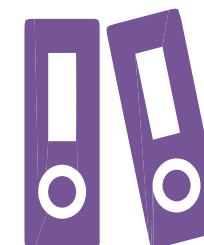
Audit Area	Date	Assurance	Total High / Med Recs	Implem'd	Outstanding			Not Yet Due	Notes
					High	Medium	Low		
Transport/Vehicle Fleet Maintenance	November 2016	Substantial	9	9	0	0	0	0	Completed
ICT Application	April 2017	Substantial	9	1	0	0	0	7	Completed
ICT – Database Management*	May 2017	Substantial	4	0	0	0	0	4	Draft Report with Auditee
Palace Theatre/ National Civil War Centre*	May 2017	Substantial	14	0	0	0	2	14	Draft Report with Auditee
Partnership – Active4Today*	May 2017	Substantial	3	0	0	0	0	3	Draft Report with Auditee
Security Audit	May 2017	Limited	10	0	0	0	1	10	Completed
Anti Social Behaviour and Domestic Violence Ethics	October 2016	Substantial	6	4	0	2	0	0	Completed
	April 2017	N/A Consultancy							Completed
Counter Fraud	April 2017	Substantial	3	1	0	0	0	2	Completed
Key Control Testing*	May 2017	Substantial	5	0	0	0	0	5	Draft Report
NNDR	April 2017	Substantial	4	4	0	0	0	0	Completed
Business Continuity	April 2017	N/A Consultancy	0	0	0	0	0	0	Completed
Human Resources	April 2017	High	0	0	0	0	0	0	Completed

Appendix 1

Internal Audit Assurances Given 2016/17

Audit Area	Date	Assurance	Total High / Med Recs	Implem'd	Outstanding			Not Yet Due	Notes
					High	Medium	Low		
Moving Ahead									Work in Progress
Affordable Housing Growth*	May 2017	Substantial	4	0	0	0	0	4	Draft with CMT
Mansfield Crematorium May	May 2016	N/A	0	0	0	0	0	0	Completed
Gilstrap Accounts	July 2016	N/A	0	0	0	0	0	0	Completed
Cattle Market 2015/16 Rent Calculation	August 2016	N/A	0	0	0	0	0	0	Completed
Combined Assurance	March 2017	N/A	0	0	0	0	0	0	Completed
Benefits	July 2016	Substantial	2	2	0	0	0	0	Completed
Property Plant and Equipment	September 2016	Substantial	2	1	0	0	0	1	Completed
Car Park Income Thefts	January 2017	N/A Consultancy	0	0	0	0	0	0	Completed
Active4Today – Creditors	January 2017	N/A Consultancy	0	0	0	0	0	0	Completed

* Indicative – Reports not yet finalised



Appendix 1

Internal Audit Assurances Given 2016/17

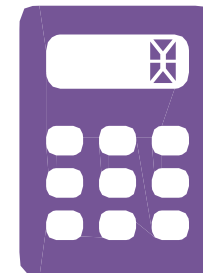
Total High / Medium 2016/17 Recs Made and Agreed = 45

Total not yet due = 21

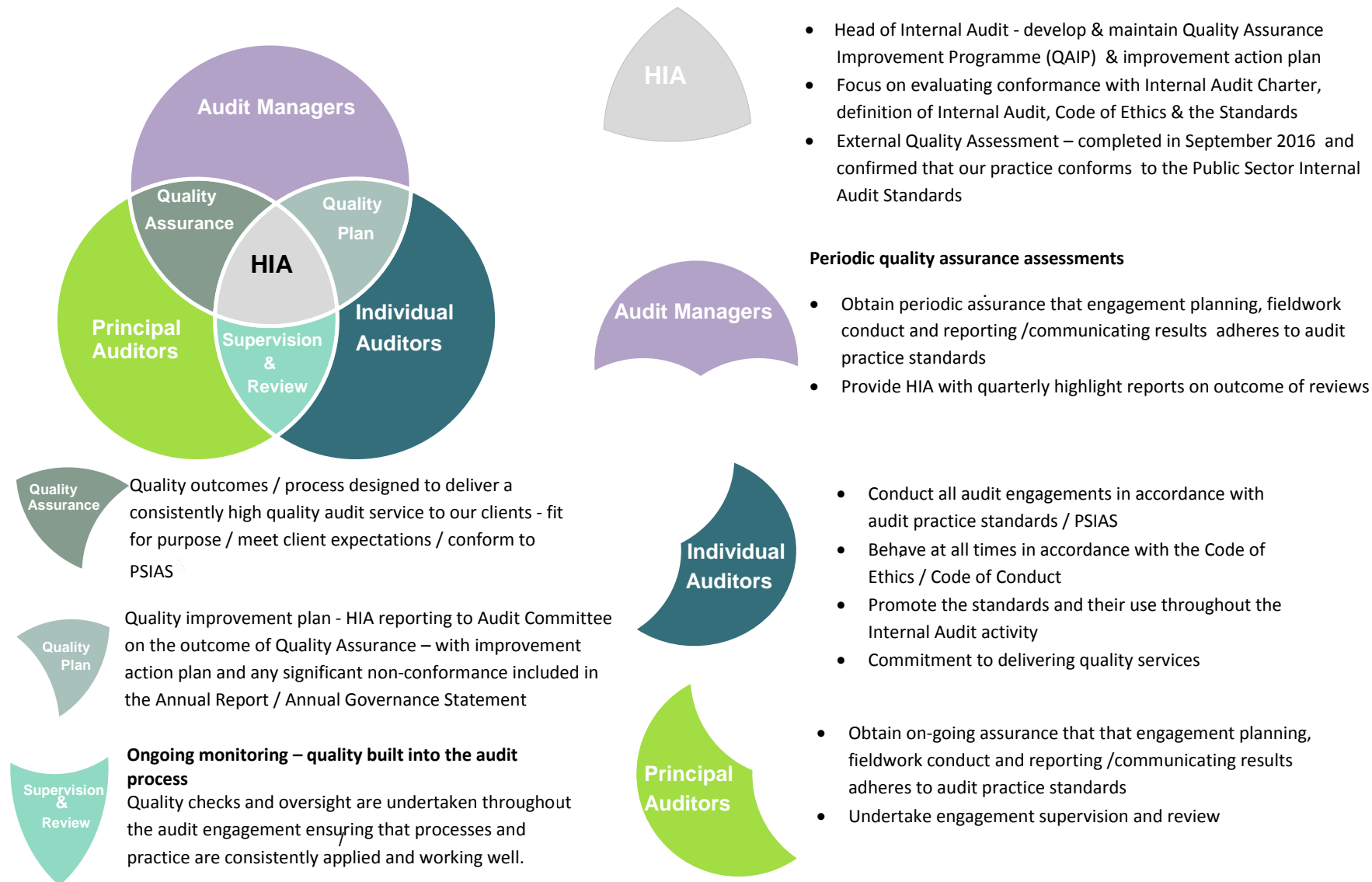
Net = 24

Implemented in full = 22

% Implemented = 92%



Appendix 2 - Quality Assurance Framework



Appendix 3 – Continuous Improvement Plan

The action plan below is for Assurance Lincolnshire whose primary employer is Lincolnshire County Council, therefore the actions may not apply to all Clients or Audit Committees.

Opportunities for Improvement		Actions	Timescale for tasks to be achieved	Person Responsible	Status
Governance					
1.	Ethical Audits	Complete phase 2 of the ethical audit at LCC	Phase 2 – March 2017	Head of Audit	Phase 2 – draft terms of reference to CMB November 2016 – scheduled May 2017
		Undertake governance audit at each client and discuss value and timing of an ethical audit – are the governance arrangements working well	March 2016 2016/17 audit plan	Head of Audit / Team leaders	Phase 1 completed at LCC – phase 2 scheduled.
2.	PSIAS	Regular practice discussions at team meetings – including: <ul style="list-style-type: none"> • Code of ethics • Audit process • Communicating results • Hot topic 	Ongoing	Management Team	Audit process covered through Pentana training
3.	Progress and Delivery Reporting	Improve in year reporting on the outcome of internal audit work and performance (as necessary)	Immediate	Head of Audit / Team Leaders	Progress reports will be shared with Management Teams
Practice					

Opportunities for Improvement		Actions	Timescale for tasks to be achieved	Person Responsible	Status
4.	Practice notes	Review and update: <ul style="list-style-type: none"> • Charter • Audit Process • Health Check and VfM practice note – review and sign off 	September 2017	Head of Audit	Not Due
Communication					
5.	Contemporary reporting	Improve timescales for delivery of audit and investigations from time fieldwork commences to issue of draft and final reports	Monitored through progress reports	Team Leaders	Revised targets and scheduling approaches agreed. An area where a watching brief is required.
6.	LCC only Managing client relationship	Take the opportunity given by the Senior Management restructure to rebuild relationship with IT service manager.	November 2016	Head of Audit	In progress

Appendix 3 – Continuous Improvement Plan

Continuing Professional Development (Service / Team)				
	Area / Activity	Outcome	Date Planned	Status
I.	IT Audit Awareness / Training General	Greater understanding of Computer Aided Auditing Techniques – benefits and use in determining testing strategies / analysing data	October 2017	Further guidance on CAAT's required after IdeA upgrade
II.	Internal Audit Update: <ul style="list-style-type: none"> • Horizon Scanning • Practice updates 		CIPFA Audit Conference – May 2017 CIPFA Audit Update – November 2017 Team briefings: <ul style="list-style-type: none"> • PSIAS 2017 • Ethical Audits • Thinking about Risk • Added Value and Insight • Good Governance – 2016 • Effective Audit Committees • Counter Fraud • Improving customer experience / the politics of Internal Audit 	Scheduled throughout the year

Appendix 4 - Glossary of Terms

<p>High</p>	<p>Our critical review or assessment on the activity gives us a high level of confidence on service delivery arrangements, management of risks, and the operation of controls and / or performance.</p> <p>The risk of the activity not achieving its objectives or outcomes is low. Controls have been evaluated as adequate, appropriate and are operating effectively.</p>
<p>Substantial</p>	<p>Our critical review or assessment on the activity gives us a substantial level of confidence (assurance) on service delivery arrangements, management of risks, and operation of controls and / or performance.</p> <p>There are some improvements needed in the application of controls to manage risks. However, the controls have been evaluated as adequate, appropriate and operating sufficiently so that the risk of the activity not achieving its objectives is medium to low.</p>
<p>Limited</p>	<p>Our critical review or assessment on the activity gives us a The controls to manage the key risks were found not always to be operating or are inadequate. Therefore, the controls evaluated are unlikely to give a reasonable level of confidence (assurance) that the risks are being managed effectively. It is unlikely that the activity will achieve its objectives.</p>
<p>Low</p>	<p>Our critical review or assessment on the activity identified significant concerns on service delivery arrangements, management of risks, and operation of controls and / or performance.</p> <p>There are either gaps in the control framework managing the key risks or the controls have been evaluated as not adequate, appropriate or are not being effectively operated. Therefore the risk of the activity not achieving its objectives is high.</p>

Assurance Definitions

Significance

The relative importance of a matter within the context in which it is being considered, including quantitative and qualitative factors, such as magnitude, nature, effect, relevance and impact. Professional judgment assists internal auditors when evaluating the significance of matters within the context of the relevant objectives.

Head of Internal Audit Annual Opinion

The rating, conclusion and/or other description of results provided by the Head of Internal Audit addressing, at a broad level, governance, risk management and/or control processes of the organisation. An overall opinion is the professional judgement of the Head of Internal Audit based on the results of a number of individual engagements and other activities for a specific time interval.

Governance

Comprises the arrangements (including political, economic, social, environmental, administrative, legal and other arrangements) put in place to ensure that the outcomes for intended stakeholders are defined and achieved.

Risk

The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood.

Control

Any action taken by management, the board and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management - plans, organises and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.

RESULTS OF THE ASSESSMENT OF EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION

1.0 Purpose of Report

1.1 To inform the members of the Audit & Accounts Committee of the results of the recent assessment of the effectiveness of the Internal Audit function including a self-assessment of the Committee.

2.0 Background Information

2.1 In 2015, the Public Sector Internal Audit Standards (PSIAS) were updated. One of the requirements of the PSIAS is that a regular review of the effectiveness of the Internal Audit function is carried out based on:

- i. an assessment of conformity to the Standards and the Local Government Advisory Note (LGAN);
- ii. an assessment of the performance of internal audit work and whether the aims and objectives set out in the Internal Audit Strategy have been achieved;
- iii. an assessment of progress with delivery of the annual audit plan.

2.2 A second requirement is that a self-assessment of the effectiveness of the Audit & Accounts Committee is carried out.

2.3 At the meeting of the Audit & Accounts Committee held on 26th April 2017, the Committee agreed that a group should be established to undertake a review and self-assessment. The group comprised the Chairman of the Committee - Cllr Mrs Sylvia Michael, Cllr Paul Handley, and the Business Manager – Financial Services.

2.4 The group met to carry out the review and the self-assessment on 19th June 2017.

3.0 Results of the Review of the Effectiveness of the Internal Audit Function

3.1 The review considered the results of the independent external assessment of the Internal Audit function against the PSIAS and the LGAN, which had been carried out by CIPFA during the latter half of 2016. The group considered the report and agreed that its conclusions corresponded with the Committee's experience of the Internal Audit service.

3.2 The group agreed that the Quality Assurance Improvement Programme provided by the Head of Internal Audit met the requirements of the Council, and that the aims and objectives of the Internal Audit Strategy had been achieved.

3.3 Some further queries were to be raised with the Head of Internal Audit, relating to delivery of the annual audit plan. Details of these together with the responses are attached at Appendix A.

4.0 Results of the Self-Assessment of the Effectiveness of the Audit & Accounts Committee

- 4.1 The self-assessment was undertaken using a questionnaire provided within CIPFA's Practical Guidance for Audit Committees. The questionnaire aims to determine whether the Audit Committee within a council meets with best practice as outlined in the guidance.
- 4.2 There were 30 questions requiring responses. For 28 of those, the group agreed that the Audit & Accounts Committee demonstrated best practice against the guidance (27 in 2015/16); there was one question where the group considered that the Committee did not meet best practice (0 in 2015/16), and one question was not applicable to the arrangements at Newark & Sherwood District Council. A table showing the results of the questionnaire is attached at Appendix B.
- 4.3 For the area assessed as not meeting best practice, and for some areas where it was felt small improvements could be made, actions have been included in the action plan attached at Appendix C. The group recommend that the action plan is adopted by the Committee.

5.0 Future Assessments

- 5.1 It is no longer a statutory requirement that an annual review of effectiveness be carried out, and the Audit & Accounts Committee has previously determined that an assessment should be carried out every two years. It is therefore proposed that the next self-assessment by Newark & Sherwood District Council is undertaken during June/July 2019.

6.0 RECOMMENDATIONS:

That the Committee:

- (a) notes the results of the review of the effectiveness of the Internal Audit Function;
- (b) notes the results of the Self-Assessment of the Effectiveness of the Audit & Accounts Committee;
- (c) adopts the action plan;
- (d) agrees that the next assessment should be undertaken in June/July 2019;

Background Papers

Public Sector Internal Audit Standards
Local Government Advisory Note
Audit Lincs Independent External Assessment report
Audit Lincs Quality Assurance Improvement Programme
Internal Audit Strategy
CIPFA Practical Guidance for Audit Committees

For further information please contact Nicky Lovely, Business Manager – Financial Services on Ext 5317

Andrew Muter
Chief Executive

Review of the Effectiveness of Internal Audit Functions

Response to request for information

Question 1

The performance of the PI’s “percentage of audit plan completed” and “percentage of current year audits completed to final report” have declined from that achieved at the same point last year. This is a further decline from the performance reported in the previous year. Please can you explain the reasons why performance has declined further, and give assurance that this is not indicative of a worsening medium term trend?

Performance Q4 and Year End 2014/15 to 2016/17

	2014/15	2015/16	2016/17
Q4	63%*	91%	68%
Year End	92%	97%	96%

*Figures for Q3 as there was no Q4 report in 2014/15.

In 2016/17 we did have a situation in the early part of the year that resulted in us doing fewer audits in the first half of the year than we would have normally. The main cause of the was the rotation and redeployment of existing resources at Newark and Sherwood within the Assurance Lincolnshire partnership. Whilst we had set up our resource plans for Newark and Sherwood these took longer than anticipated to implement.

Whilst buying in extra resources has been effective in the past - we created a pool of 'relief auditors'. This combined approach is a better solution – giving us more flexibility and resilience in the event of changes in our resource plans across the partnership. Last year we recruited one relief auditor and are in the process of recruiting two more. The pool auditor we recruited last year lives in Newark and did work for us at the Council between January and April this year enabling us to achieve a high level of completion of the plan overall.

It did take us longer than we thought to recruit to the pool of relief auditors but we were able to catch up in the last quarter.

What is often a challenge is dealing with work peaks and troughs created by client scheduling requirements and by planned audits being cancelled or rescheduled and/or clients requesting additional work at short notice. In previous years we have bought in additional resource as necessary using agency and contract audit staff.

We would also comment that we are mindful of the pressures on managers and staff and have always attempted to schedule audits to fit in with their work plans, and have been willing to change the schedule when requested and add work to the plan.

To help minimise the risk to delivery of the schedule we will continue to work with senior management / Section 151 Officer and the Audit & Accounts Committee to:

- ensure early firm up the annual audit plan schedule
- minimise the number of audit scheduled for quarter 4
- whilst continuing to be responsive and flexible in delivery to requests for changes to the plan and audit schedule - report to the Corporate Management Team / Section 151 Officer and the Audit and Accounts Committee the rationale and impact of these changes to the :
 - delivery of the head of internal audit opinion and development of the Annual Governance Statement
 - delivery of the agreed plan and performance targets
- escalate issues promptly to the Section 151 Officer and the Audit and Accounts Committee.

For 2017/18 we have the full complement of auditors for NSDC and we are expanding our audit relief pool and so have no concerns about completing the audit plan. We are mindful however that the move to the new office accommodation may result in a short period where it will be difficult to progress audits as both auditors and auditees will be tied up with the move. We are already making plans to try and ensure that any lost ground in completing audits in that period is regained in the month or two afterwards.

We are also aware that Nicola Lovely and Nicola Pickavance are both leaving the Council. Their loss and the time in appointing new staff and them settling may also impact on the delivery of the plan.

Question 2.

Further to this, is this level of delivery typical amongst Assurance Lincolnshire's other audit clients?

2016/17 Performance

	Q2	Q3	Q4	Y/E
Newark & Sherwood	6%	24%	68%	96%
Client 1	26%	56%	84%	88%
Client 2	17%	26%	98%	99%
Client 3	24%	61%	86%	99%

Note:

The above table shows how the delivery at NSDC compares to our other major clients in 2016/17 delivered by Lincolnshire County Council. Please note that because the dates of Audit Committees vary from client to client, and the lead in time for reports also varies the progress reports may not refer to the same time period, so a quarterly report may cover 2 months for one client, and 4 months for another.

We would make several points in connection with the table:

1. It is normal that audits are not profiled to be completed 25% each quarter, this is usually dictated by the clients scheduling requirements, and the tendency to push audits back does lead to a higher % of audits completed in Q4.
2. In making a comparison with our other clients one must appreciate that there are many differences between clients that impact on how their respective plans are scheduled and delivered.
3. Any audits not completed in year are delivered – normally finalised in April / May.

Question 3.

In the Internal Audit Strategy, the fifth key driver is listed as “Maintain a resilient and sustainable service.” In light of the first question above, and resourcing issues identified within progress reports during the year, is resilience an issue?

Our overall resilience is not an issue for us as we are fully staffed and have a budget to enable us to buy in additional resource as required. As a result we do have the resources available to complete our overall workload.

The creation of the pool of relief auditors as stated above has also strengthened our resilience.

Our workforce development policy also includes the creation of a number of apprenticeship posts at graduate level. Growing our own talent and encouraging people to work in the public sector and the Internal Audit profession all helps strengthen resilience and sustainability.

Question 4.

In the last progress report to the Committee in April, assurance was given that all audits that had been commenced were on target to be completed to report stage by the end of April 2017. Please can you confirm that this was achieved?

We can confirm that 96% of the 2016/17 plan has been delivered with most of the audits at draft report stage by the end of April - with the exception of the following:

- ICT Database Management – completed to draft report stage on 8th May, delay due to waiting on information from the ICT team.
- Active4Today Partnership – completed to draft report stage on 3rd May.

- Emergency Planning – audit was cancelled by management and included in the 2017/18 plan. Management have since requested further cancellation to 2018/19.
- Key Control Testing – the fieldwork and initial draft report were complete at the end of April, however a number of queries delayed the draft report
- Moving Ahead – in progress - not completed at the end of April

APPENDIX B

Self-assessment of Good Practice

This appendix provides a high-level review that incorporates the key principles set out in CIPFA's Position Statement: Audit Committees in Local Authorities and Police and this publication. Where an audit committee has a high degree of performance against the good practice principles then it is an indicator that the committee is soundly based and has in place a knowledgeable membership. These are the essential factors in developing an effective audit committee.

A regular self-assessment can be used to support the planning of the audit committee work programme and training plans. It can also inform an annual report.

Good practice questions		Yes	Partly	No
Audit committee purpose and governance				
1	Does the authority have a dedicated audit committee?	✓		
2	Does the audit committee report directly to full council? (Applicable to local government only.)	✓		
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?	✓		
4	Is the role and purpose of the audit committee understood and accepted across the authority?	✓		
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?	✓		
6	Are the arrangements to hold the committee to account for its performance operating satisfactorily?	✓		
Functions of the committee				
7	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?			
	■ good governance	✓		
	■ assurance framework	✓		
	■ internal audit	✓		
	■ external audit	✓		
	■ financial reporting	✓		
	■ risk management	✓		

Good practice questions		Yes	Partly	No
	<ul style="list-style-type: none"> ■ value for money or best value 			✓
	<ul style="list-style-type: none"> ■ counter-fraud and corruption. 	✓		
8	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?	✓		
9	Has the audit committee considered the wider areas identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?	✓		
10	Where coverage of core areas has been found to be limited, are plans in place to address this?	✓		
11	Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?	✓		
Membership and support				
12	Has an effective audit committee structure and composition of the committee been selected? This should include: <ul style="list-style-type: none"> ■ separation from the executive ■ an appropriate mix of knowledge and skills among the membership ■ a size of committee that is not unwieldy ■ where independent members are used, that they have been appointed using an appropriate process. 	✓ ✓ ✓ N/A		
13	Does the chair of the committee have appropriate knowledge and skills?	✓		
14	Are arrangements in place to support the committee with briefings and training?	✓		
15	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?	✓		
16	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?	✓		
17	Is adequate secretariat and administrative support to the committee provided?	✓		

Good practice questions		Yes	Partly	No
Effectiveness of the committee				
18	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work?	✓		
19	Has the committee evaluated whether and how it is adding value to the organisation?	✓		
20	Does the committee have an action plan to improve any areas of weakness?	✓		

APPENDIX A
**ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL AUDIT -
 ACTION PLAN**

Question	AREA OF REPORT	CONCERN	ACTION	RESULT
4	Is the role and purpose of the Audit & Accounts Committee understood and accepted across the authority?	Understood by officers and in essence understood by Members	None	
7g	Do the Committee's terms of reference explicitly address Value for Money arrangements?	The terms of reference are not explicit	Speak to Deputy Chief Executive about taking a report to Councillors Commission recommending that the Committee's Terms of Reference are updated to address its role in Value for Money assurance via reports from the Council's external auditors	
14	Are arrangements in place to support the Committee with briefings and training?	Most training is delivered regularly, but it is some time since a briefing or training on the role of the Committee and the roles of Internal and External Audit has been delivered	A briefing on the roles will be delivered prior to the next meeting of the Committee on 26th July 2017	
18	Has the Committee obtained feedback on its performance from those interacting with it or relying on its work?	Feedback has not been obtained	The Monitoring Officer and the S151 Officer have previously provided feedback, Internal and External Audit to be asked for feedback at the next meeting of the Committee	

SECTION 151 OFFICER AND FINANCIAL SERVICES STAFFING

1.0 Purpose of Report

- 1.1 This report updates members of the Audit and Accounts Committee about staffing changes within the Resources Directorate.

2.0 Background Information

- 2.1 At the meeting of the working group to assess the effectiveness of the Internal Audit Function, Committee members requested information about the discharge of the Section 151 role, other financial roles and any implications for the Council's future governance.

3.0 Proposals

- 3.1 An appointment was made to the role of Director of Resources (and Section 151 Officer) on 29 June 2017. Sanjiv Kohli is the successful appointee and he will formally take up the permanent role on 31 July. Up until that point he will continue to provide interim support to the Council under the existing contractual arrangements. His role will include deputising for the Chief Executive, alongside the current Deputy Chief Executive post.
- 3.2 A recruitment process is underway for the post of Business Manager, Financial Services. Interviews are scheduled for 18 July and a verbal update will be made to Audit and Accounts Committee. The Director of Resources will be reviewing the structure and staffing arrangements, including the post of Assistant Business Manager (Financial Systems and Accounting).
- 3.3 Committee members expressed a concern about the governance arrangements for the Council in the event that all three posts were vacant simultaneously. This is not the current situation but if it had occurred, the Council would have been able to rely on consultancy or interim appointments to bridge any gap. The Section 151 advisory duty can be undertaken by someone contracted to the Council who is not an employee of the Council.

4.0 Equalities Implications

- 4.1 The Council's recruitment policies are consistent with its equalities obligations under the law.

5.0 Impact on Budget/Policy Framework

- 5.1 Budget provision exists to meet the costs of the posts identified in this report.

7.0 RECOMMENDATION(S)

It is recommended that the Committee welcomes the appointment of the Director of Resources and notes the information set out in the report.

Background Papers

Nil

**Andrew Muter
Chief Executive**

WORK PLAN

Meeting at which action to be undertaken	Subject and Brief Description	Who will present the report	Intended Outcome
26 April 2017	Statement of Accounting Policies for 2016/17 accounts	Nicola Pickavance	Gain assurance that the Council has appropriate accounting policies in place that reflect the way items are treated in the annual Statement of Accounts
	IAS19 Pension Assumptions for 2016/17 accounts	Nicola Pickavance	Gain assurance that the pension assumptions used by the actuary to produce the figures in the Statement of Accounts are appropriate for the Council's circumstances
	Setting date for Statement of Accounts training session	Nicola Pickavance	
	Internal Audit Progress Report 2017/18	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Understand the level of assurance for audited activities and ensure management progress recommended actions to mitigate identified risks
	External Audit Plan for 2016/17 accounts	Jonathan Gorrie/Helen Brookes (KPMG)	Ensure that an appropriate plan is in place which will provide assurance on the Council's Statement of Accounts, Value for Money arrangements and Grant claims
	Initiating the Biannual Review of the Effectiveness of the Internal Audit Function	Nicky Lovely	To consider whether the Internal Audit function is operating effectively and produce an action plan to address any required improvements
	Counter-Fraud Activity Report	Nicky Lovely	Gain assurance that counter-fraud activity is appropriately targeted and effective
	Audit Committee Work Programme	Nicky Lovely	
19 June 2017	Biannual Review of the Effectiveness of the Internal Audit Function	Nicky Lovely	To consider whether the Internal Audit function is operating effectively and produce an action plan to address any required improvements

20 July 2017	Training session on Statement of Accounts	Nicola Pickavance	Ensure that the Committee has the appropriate skills to be able to review the Council's Statement of Accounts and consider the integrity of financial reporting
26 July 2017	Briefing session on the role of the Committee, and the role of Internal and External Audit	Nicky Lovely	Ensure that the Committee has the appropriate skills to perform its assurance and governance role
26 July 2017	Treasury Management Outturn Report 2016/17	Tara Beesley	Gain assurance that treasury management activities were in line with the Treasury Management Strategy for the past financial year
	External Audit Annual Governance Report 2016/17	Jonathan Gorrie/Helen Brookes (KPMG)	To gain assurance that the Council's Statement of Accounts are a true and fair representation of the Council's financial performance for the previous financial year and financial standing as at the Balance Sheet date, and that the Council has effective arrangements for achieving Value for Money
	Statement of Accounts 2016/17 & Annual Governance Statement	Nicky Lovely / Nicola Pickavance	Gain assurance on the integrity of financial reporting By considering the assurance gained through its activities throughout the previous year, to give assurance that the Council's Annual Governance Statement accurately represents governance arrangements, that future risks are identified, and that arrangements in place support the achievement of the Council's objectives
	Internal Audit Progress Report 2017/18	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Understand the level of assurance for audited activities and ensure management progress recommended actions to mitigate identified risks
	Annual Internal Audit Report 2016/17	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Gain assurance that the Council's Annual Governance Statement accurately represents governance arrangements, that

			future risks are identified and that governance arrangements support the achievement of the Council's objectives
	Results of the Review of the Assessment of Effectiveness of the Internal Audit Function	Nicky Lovely	Gain assurance that the Internal Audit function is operating effectively and that an action plan is in place to address any required improvements
	Report on interim arrangements for S151 Officer		Gain assurance that appropriate arrangements re financial governance are in place
	Audit Committee Work Programme	Nicky Lovely	
29 November 2017	Treasury Performance half-yearly report	Tara Beesley	Gain assurance that treasury management activities are in line with the current Treasury Management Strategy
	Internal Audit Progress Report 2017/18	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Understand the level of assurance for audited activities and ensure management progress recommended actions to mitigate identified risks
	Annual Audit Letter 2016/17	Jonathan Gorrie/Helen Brookes (KPMG)	Gain assurance on the Council's Statement of Accounts and arrangements for achieving Value for Money
	Counter-Fraud Activity Report	Nicky Lovely	Gain assurance that counter-fraud activity is appropriately targeted and effective
	Responses to questions raised at previous meeting	Nicky Lovely	
	Audit Committee Work Programme	Nicky Lovely	
TBA	Treasury Management Training Session	Arlingclose Ltd	Ensure that the Committee has the appropriate skills to be able to review the Council's Treasury Management Strategy and performance reports
7 February 2018	Draft Treasury Strategy 2018/19	Tara Beesley	Gain assurance that risks in relation to the Council's treasury management activities are to be managed in accordance with need and the Council's risk appetite
	Internal Audit Progress Report 2017/18	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Understand the level of assurance for audited activities and ensure management

			progress recommended actions to mitigate identified risks
	External Certification of Grant Claims and Returns 2016/17	Jonathan Gorrie/Helen Brookes (KPMG)	Gain assurance that claims and returns have been managed appropriately,
	Risk Management report	Richard Bates	Gain assurance that appropriate risk management arrangements are in place
	Strategic Risk Register	Richard Bates	Gain assurance that the Council considers its strategic risks and that these are being managed effectively
	Review of significant internal control issues highlighted in the Annual Governance Statement	Nicky Lovely	Gain assurance that the Council is making progress on any governance issues that were raised in the AGS
	Responses to questions raised at previous meeting	Nicky Lovely	
	Audit Committee Work Programme	Nicky Lovely	
25 April 2018	Statement of Accounting Policies	Nicola Pickavance	Gain assurance that the Council has appropriate accounting policies in place that reflect the way items are treated in the annual Statement of Accounts
	IAS19 Pension Assumptions	Nicola Pickavance	Gain assurance that the pension assumptions used by the actuary to produce the figures in the Statement of Accounts are appropriate for the Council's circumstances
	Internal Audit Progress Report 2017/18	Lucy Pledge/John Sketchley (Assurance Lincolnshire)	Understand the level of assurance for audited activities and ensure management progress recommended actions to mitigate identified risks
	Combined Assurance Report	Nicky Lovely	Understand the level of assurance for critical systems, due diligence activities, key risks and projects
	Draft Annual Internal Audit Plan 2018/19	Nicky Lovely	Ensure that an appropriate plan is in place which will provide assurance on the Council's activities
	Counter-Fraud Activity Report	Nicky Lovely	Gain assurance that counter-fraud activity is appropriately targeted and effective
	Responses to questions raised at previous meeting	Nicky Lovely	

	Audit Committee Work Programme	Nicky Lovely	
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