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GOVERNANCE & AUDIT COMMITTEE AGENDA

Membership: Councillor Smith K (Chairman)

Councillors Mackey, Hart, Perry, Pierce Jones, Pike and Rees

Meeting: Governance & Audit Committee

Date: Wednesday 23 September 2015

Time: 5.00 pm

Venue: Hollybank Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

15 September 2015

Contact Officer: *Tristan Fieldsend* 023 9244 6233
Email: tristan.fieldsend@havant.gov.uk

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1 Apologies	
To receive apologies for absence.	
2 Minutes	1 - 4
To confirm the minutes of the Governance and Audit Committee held on 1 July 2015.	
3 Matters Arising	
To consider any matters arising from the minutes of the previous meeting.	
4 Declarations of Interest	

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GENERAL INFORMATION

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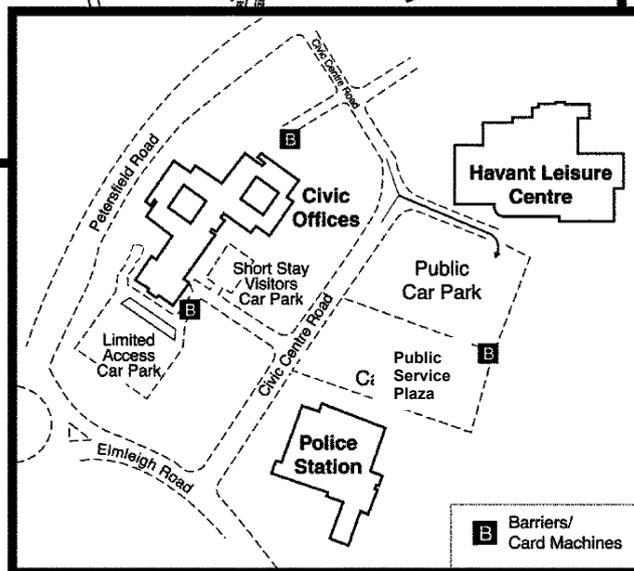
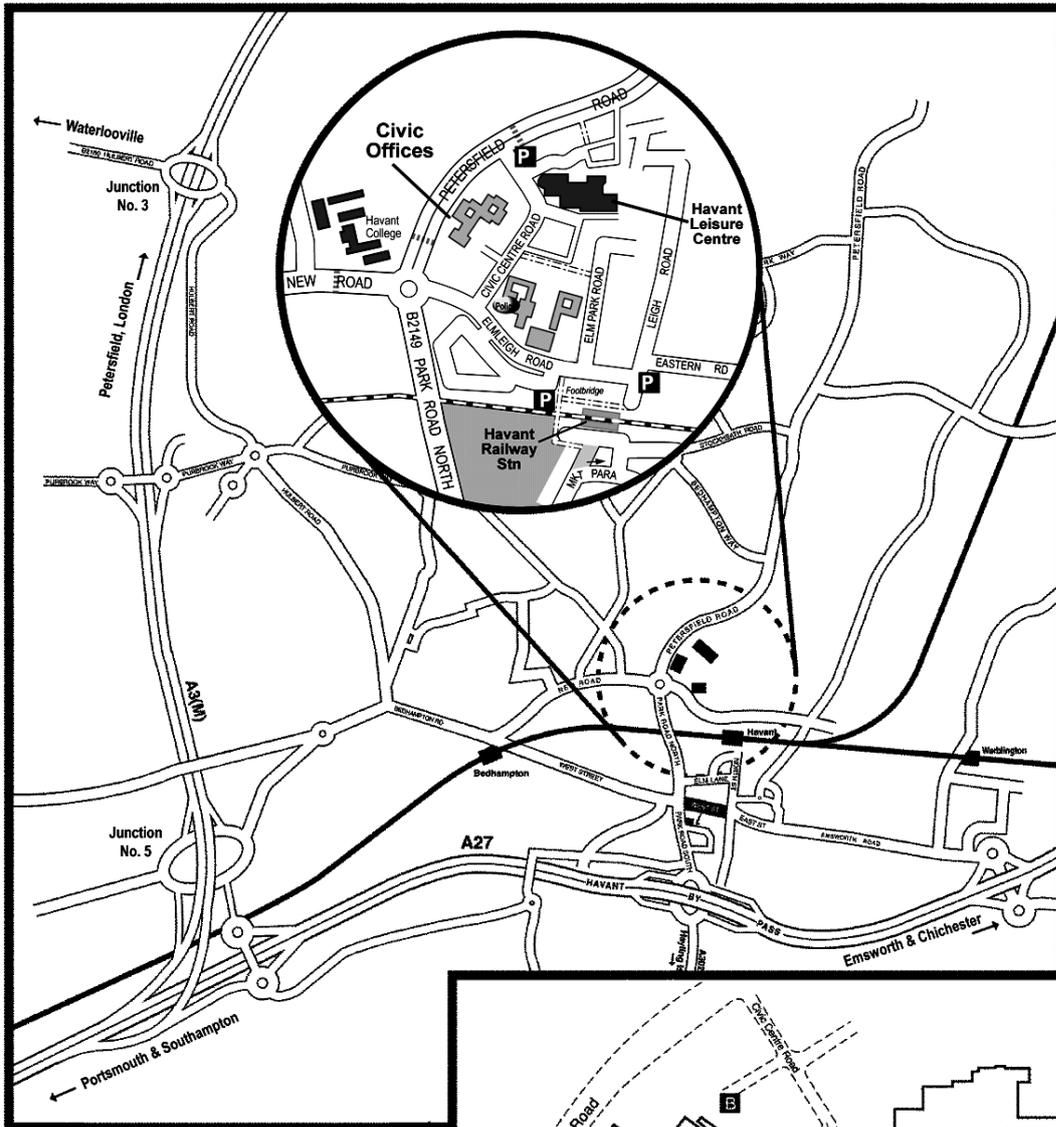
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HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 1 July 2015

Present

Councillor Smith K (Chairman)

Councillors Mackey, Hart, Perry, Pike and Rees

1 Apologies

Apologies for absence were received from Councillor Pierce Jones.

2 Minutes

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 3 March 2015 be approved as a correct record.

3 Matters Arising

The Committee requested an update on the planned training session on the new codes and protocols recently adopted by the Council.

It was confirmed that the Chairman had written a letter to the Leader of East Hampshire District Council expressing support for his recent meeting with Lord Bew to discuss strengthening the standards regime.

4 Declarations of Interest

There were no declarations of interests from any of the members present.

5 Chairman's Report

There were no matters the Chairman wished to report to the Committee.

6 External Audit Papers

The Committee considered four papers presented by Ian Young of Ernst and Young LLP who joined the meeting for the debate on this item and answered members' questions in connection with the papers.

The Audit Progress Report provided the Committee with an overview of the stage reached in the 2014/15 audit and an outline of their plans for the remainder of the year.

The Audit Plan 2014/15 provided a basis for the Committee to review the proposed audit approach and scope for the year. The areas due to be focused on were noted along with an assessment of the financial statement risks and any follow-up issues identified during the interim audit.

The Audit Fee Letter 2015/16 confirmed the audit work and associated fee proposed for the 2015/16 financial year. It was confirmed that the fee had been reduced by 25% following a tendering of contracts in March 2014. The fee had been set by the Audit Commission and agreed with the Executive Head of Governance and Logistics.

The Local Government Sector Briefing report summarised some of the current issues facing the sector. The section on accounting, auditing and governance was highlighted as being particularly relevant to the Committee.

RESOLVED that the papers be noted.

7 Internal Audit Report and Opinion 2014-15

The Committee considered a paper presented by Antony Harvey of the Southern Internal Audit Partnership who joined the meeting for the debate on this item and answered members' questions.

The paper provided the Committee with the Chief Internal Auditor's opinion on the adequacy and effectiveness of the Council's framework of risk management, internal control and governance for the year ending 31 March 2015. The Committee noted the following key points:

- Internal audit was compliant with the Public Sector Internal Audit Standards during 2014/15;
- The revised internal audit plan for 2014/15 had been substantially delivered;
- The Council's framework of governance, risk management and management control was considered to be 'Adequate' and audit testing had demonstrated controls to be working in practice; and
- Where internal audit identified areas where management controls could be improved or where systems and laid down procedures were not fully followed, appropriate corrective actions and a timescale for improvement had been agreed with responsible managers.

RESOLVED that the Chief Internal Auditor's annual report and opinion for 2014/15 be approved.

8 Review of the Council's Statement of Arrangements for Managing Risks and Quarterly Update on Corporate Risks from the Executive Board

The Committee noted a report from the Executive Head for Governance and Logistics providing an update on the highest corporate risks reviewed by the Executive Board, alongside the Health Check, in May. The report also provided an update on progress made following the Committee's request at the last meeting for more detail on the Council's risk register.

RESOLVED that

Governance & Audit Committee (1.7.15)

- (1) The Council's arrangements for the management of risk for the year 2015/16 be noted; and
- (2) The most serious corporate risks reviewed by the Joint Executive Board on 26 May 2015 be noted.

9 Code of Conduct Complaints

The Committee considered an update on the current situation regarding code of conduct complaints.

RESOLVED that the update be noted.

The meeting commenced at 5.00 pm and concluded at 5.53 pm

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

Governance & Audit Committee

23 September 2015

**ANNUAL RESULTS REPORT
ERNST & YOUNG LLP**

FOR INFORMATION

Portfolio: FINANCE - CLLR MIKE CHESHIRE

Key Decision: No

1.0 Purpose of Report

1.1 To outline the papers to be presented by Ernst & Young LLP.

2.0 Recommendation

2.1 We ask the Committee to note the content of the reports attached to this paper.

3.0 Summary

3.1 To fulfil our responsibilities as your external auditor we are required to present formally the papers attached to this report to those charged with governance.

4.0 Reports

4.1 Audit Results Report 2014/15

This report summarises our preliminary audit conclusion in relation to Havant Borough Council's financial position and results for year ended 31 March 2015.

5.0 Implications

5.1 Resources: No direct implications

5.2 Legal: No direct implications

5.3 Strategy: No direct implications

5.4 Risks: No direct implications

5.5 Communications: No direct implications

5.6 For the Community: No direct implications

6.0 Consultation:

Executive Head of Governance & Logistics
Corporate Accountancy team Leader

7.1 Appendices:

1. 2014/15 Audit Results Report

Agreed and signed off by:

Legal Services: 11 September 2015

Finance: 11 September 2015

Contact Officer: Kevin Harlow
Job Title: Corporate Accountancy Team Leader
Telephone: 01730 234126
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Havant Borough Council

Audit results report for the year ended 31 March 2015

September 2015

Ernst & Young LLP



Private and confidential

Governance and Audit Committee
Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant
PO9 2AX

14 September 2015

Dear Sirs

Audit results report

We are pleased to attach our audit results report for the Governance and Audit Committee. This report summarises our preliminary audit conclusion in relation to Havant Borough Council's (the Authority's) financial position and results of operations for the year ended 31 March 2015. We will issue our final conclusion after the Committee meeting scheduled for 23 September 2015.

The audit is designed to express an opinion on the 2014/15 financial statements, to reach a conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in the use of resources, and to address current statutory and regulatory requirements. This report contains our findings on the areas of audit emphasis, our views on the Authority's accounting policies and judgments, and any significant deficiencies in internal control.

This report is intended solely for the information and use of the Governance and Audit Committee and the Authority. It is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss the contents of the report with you at the forthcoming Governance and Audit Committee meeting.

Yours faithfully
For and on behalf of Ernst & Young LLP

Helen Thompson
Ernst & Young LLP
United Kingdom
Enc.

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Relevant parts of the Audit Commission Act 1998 are transitionally saved by the Local Audit and Accountability Act 2014 (Commencement No. 7, Transitional Provisions and Savings) Order 2015 for 2014/15 audits.

The Audit Commission's 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the Chief Executive of each audited body and via the [Audit Commission's website](#). This document serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Executive Summary

The Authority is responsible for preparing and publishing its Statement of Accounts, accompanied by an Annual Governance Statement. In this statement the Authority reports publicly on the extent to which it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in the year, and any planned changes in the coming period.

The Authority is also responsible for having proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

As auditors we are responsible for:

- ▶ expressing an opinion on:
 - ▶ the 2014/15 financial statements;
 - ▶ the consistency of other information published with the financial statements,
- ▶ reporting by exception where the Annual Governance Statement does not comply with relevant guidance;
- ▶ reviewing and reporting on the Authority's Whole of Government Accounts return;
- ▶ forming a conclusion on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources; and,
- ▶ discharging the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice.

This report also contains our findings on the areas of audit emphasis and any significant deficiencies in internal control or views on the Authority's accounting policies and judgements.

Summarised below are the conclusions from all elements of our work:

Financial statements

We have performed the procedures outlined in our Audit Plan and anticipate issuing an unqualified opinion on the Authority's financial statements.

Our main audit findings are set out below.

Scope update

▶ Property, plant and equipment restatement

Since issuing our audit plan, we received the Authority's draft financial statements and detailed working papers to support the prior year adjustment relating to the cleansing of the fixed asset register. On receipt of these papers we increased our assessment from 'other risk' to 'significant risk'. This resulted from our initial review which identified that:

- the prior year adjustment was higher in value than we had anticipated in our planning work; and
- there were a number of detailed technical questions that required further work by the Authority.

The combination of these factors increased the likelihood of a material misstatement in year and prompted our reassessment of the risk associated with this restatement. Our audit approach focused on designing specific substantive procedures to mitigate the risk, through understanding the controls in place to produce the information, testing a sample

Scope update

of transactions, and giving due consideration to the wider context of the proposed adjustments.

Our testing identified additional assets, totalling £257,000, which the Authority has added to the fixed asset register and included within the financial statements. All other adjustments proposed were assessed as reasonable.

Significant risk

Risk of Management Override:

Management has the primary responsibility to prevent and detect fraud. It is important that management, with the oversight of those charged with governance, has put in place a culture of ethical behaviour and a strong control environment that both deters and prevents fraud.

Our responsibility is to plan and perform audits to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatements whether caused by error or fraud.

There are no significant issues that we need to report to you.

Other risk

National Non-Domestic Rates (NNDR) rateable value appeals provision:

The Business Rates Retention Scheme came into force on 1 April 2013. Under the scheme half of the business rates collected by councils are retained locally and half paid over to central government. The potential cost of successful rateable value appeals is significant to the Council. There is also a high level of estimation uncertainty in determining an accurate provision for the cost in the financial statements.

Our work focussed on reviewing the accounting transactions made and assessing the reasonableness of the estimation made.

There are no significant issues that we need to report to you.

Control themes and observations

Our audit identified a number of control themes, the most significant of which are detailed within section three of this report. The issues reported did not result in any material misstatement within the financial statements.

Summary of audit differences

Our audit identified a small number of misstatements in the accounts presented for audit. The most significant of which are detailed in section three of this report.

Economy, efficiency and effectiveness

We have performed the procedures outlined in our Audit Plan and anticipate issuing an unqualified value for money conclusion.

Whole of Government Accounts

We have performed the procedures required by the National Audit Office on the accuracy of the consolidation pack prepared by the Authority for Whole of Government Accounts purposes. We have no issues to report.

Audit certificate

The audit certificate is issued to demonstrate that the full requirements of the Audit Commission's Code of Audit Practice have been discharged for the relevant audit year. We expect to issue the audit certificate at the same time as the audit opinion.

2. Scope update

Our 2014/15 audit work has been undertaken in accordance with the Audit Plan issued on 22 April 2015, the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland), and other guidance issued by the Audit Commission.

Our work comprises a number of elements. Our Audit Plan provided you with an overview of our audit scope and approach for:

- ▶ expressing an opinion on:
 - ▶ the 2014/15 financial statements;
 - ▶ the consistency of other information published with the financial statements,
- ▶ reporting by exception where the Annual Governance Statement (AGS) does not comply with relevant guidance;
- ▶ reviewing and reporting on the Authority's Whole of Government Accounts (WGA) return;
- ▶ forming a conclusion on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources; and,
- ▶ discharging the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice.

We carried out our work in accordance with our Audit Plan with the following amendments:

- ▶ a change in scope resulting from an increase in the classification of risk associated with the property, plant and equipment disclosures resulting from the Authority's cleansing exercise of the fixed asset register. The rationale and impact on our testing is explained in section three.

3. Significant findings from the financial statement audit

In this section of our report we outline the main findings from our audit of your financial statements, including our conclusions on the areas of risk/ audit emphasis outlined in our Audit Plan.

Significant risk 1 – Risk of management override

Risk

As identified in International Standards on Auditing 240 UK & Ireland (ISA 240 UK&I), management is in a unique position to perpetrate fraud because of their ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

We:

- ▶ tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements;
- ▶ reviewed accounting estimates for evidence of management bias; and
- ▶ evaluated the business rationale for significant unusual transactions

Our approach focussed on:

- ▶ Considering the representations from management, internal audit and the Governance and Audit Committee.
- ▶ Reviewing significant non-routine year end transactions and estimates including journals, accruals, provisions and cut off arrangements.

Our findings:

- ▶ We have received the requested assurances and our review of these has not identified any new risks.
- ▶ Our testing did not highlight any significant issues in this area.

Significant risk 2 – Property, plant and equipment restatement

Risk

To address the point raised in our 2013/14 audit results report, and in preparation for a system change in 2015/16, the Authority undertook a cleansing exercise of the fixed asset register. This exercise highlighted

- ▶ a number of assets owned by the Authority are currently not included on the asset register. The majority of these are likely to be under the 'de minimis' threshold, but need to be added to enable reconciliation between the asset register and the property system; and
- ▶ historic expenditure which has been capitalised to the asset register over a period of twenty years, and cannot be clearly linked to an Authority owned asset.

Since issuing our audit plan, we received the Authority's draft financial statements and detailed working papers to support the prior year adjustment relating to the cleansing of the fixed asset register. On receipt of these papers we increased our assessment from 'other risk' to 'significant risk'. This resulted from our initial review which identified that:

- the prior year adjustment was higher in value than we had anticipated in our planning work; and
- there were a number of detailed technical questions that required further work by the Authority.

The combination of these factors increased the likelihood of a material misstatement in year and prompted our reassessment of the risk associated with this restatement. Our audit approach focused on designing specific substantive procedures to mitigate the risk, through understanding the controls in place to produce the information, testing a sample of transactions, and giving due consideration to the wider context of the proposed adjustments.

Our approach focussed on:

- ▶ Reviewing the prior year adjustment and associated disclosures proposed by the Authority. This included giving due consideration to:
 - ▶ assets recorded on the asset register which had still been excluded from the Authority's fixed asset register; and
 - ▶ the disclosure requirements of the Code of Practice on Local Authority Accounting and relevant auditing standards.

Our findings:

- ▶ Our testing identified:
 - ▶ assets totalling a further £257,000 which had been incorrectly omitted from the fixed asset register and financial statements of the Authority. This error has been corrected and had no impact on income or expenditure; and
 - ▶ an additional disclosure was required in note 41 of the financial statements to explain why the Authority was unable to provide 2012/13 comparatives for the affected balances.

Other risk – National Non Domestic Rates (NNDR) rateable value appeals provision

Risk

The Business Rates Retention Scheme came into force on 1 April 2013. Under the scheme half of the business rates collected by councils are retained locally and half paid over to central government.

The level of NNDR paid on business property depends on its 'rateable value'. This is calculated by the Valuation Office Agency (VOA).

Where local businesses believe the current value for business properties is wrong they can:

- ▶ appeal to the VOA and ask them to correct details; and
- ▶ appeal the rates if the local business and the VOA can't agree.

The potential cost of successful rateable value appeals is significant to the Authority. There is also a high level of estimation uncertainty in determining an accurate provision for the cost in the financial statements. We:

- ▶ sought to understand and assess the reasonableness of the Authority's methodology in estimating any planned provision in respect of rateable value appeals outstanding at the balance sheet date.
- ▶ considered both the completeness and accuracy of the data on the number of appeals outstanding and the basis for the assumptions made by the Authority on the likelihood of success.

Our approach focussed on:

- ▶ Reviewing the assumptions the Authority used when calculating their estimate.
- ▶ Reviewing the completeness of the appeals included in the Authority's estimate.

Our findings:

- ▶ Our testing did not highlight any significant issues in this area.
- ▶ Given the nature of the calculation we recommend that the Authority revisits its calculation in 2015/16 to ensure the provision continues to be sufficient.

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

The matters reported below are limited to those deficiencies that we identified during the audit and that we concluded are of sufficient importance to merit being reported to you.

Additionally, as required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to bring to your attention any:

- ▶ significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures; and

- ▶ significant difficulties encountered during the audit.

Our findings in relation to these control themes are documented in the table below:

Area of testing	Details
Additions and cross checking	Our initial testing highlighted a number of casting and cross referencing issues. The errors were not of a material nature and the relevant corrections have been made.

3.1 Summary of Audit Differences

In the normal course of any audit, we identify differences between amounts we believe should be recorded in the financial statements and amounts actually recorded. These differences are classified as either 'known' or 'judgemental'. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

We determined planning materiality to be £1.332 million (2014: £1.151 million). This provided a basis for determining the nature, timing and extent of risk assessment procedures, identifying and assessing the risk of material misstatement and determining the nature, timing and extent of further audit procedures.

We consider gross expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Authority.

We set our tolerable error for the audit at the upper end of the available range. Tolerable error is the application of planning materiality at the individual account or balance level. It is set to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds planning materiality. The level of tolerable error drives the extent of detailed audit testing required to support our opinion.

We have asked the Authority to correct all misstatements over £66,575. We have included all amounts greater than approximately £0.998 million relating to the Authority in our summary of misstatements below.

Corrected Misstatements

We highlight below the following misstatements to disclosure notes in the draft financial statements which are material in value but had no impact on the Authority's reported out-turn position:

- ▶ Note 34 – Leases: our work identified a number of errors in the Authority's lease disclosure in note 34, both as lessee (finance leases) and lessor (operating leases). The errors are summarised below:
 - ▶ Authority as lessor - due to an error in the Authority's supporting working papers the operating lease disclosure was amended to ensure the minimum lease payments receivable were correct. The effect of the change was to reduce the amounts due. The amounts due 'later than five years' was reduced by £1.841 million. This change did not impact on the income or expenditure of the Authority.
 - ▶ Authority as lessee – the Authority has one finance lease where it is the lessee. The Authority failed to apply the retail price indexation value to the rental payments, thus the amounts due over the life of the lease were understated. The amount due 'later than five years' was increased by £1.192 million. Additionally, as this error has occurred since the inception of the lease

the Authority has restated the prior year comparatives and disclosed opening balances for this restatement.

Uncorrected misstatements

At the time of writing, there are no uncorrected misstatements included within the Authority's financial statements.

3.2 Control themes and observations

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control, we are required to communicate to you significant deficiencies in internal control identified during our audit.

The matters reported below are limited to those deficiencies that we identified during the audit and that we concluded are of sufficient importance to merit being reported to you.

3.2.1 Current year observations

Description	Impact
It is not possible for the Council to produce an aged debt report for Housing Benefit debtors retrospectively. The report for 2014/15 was produced in July 2015 which resulted in differences to the financial statements.	Additional procedures were undertaken to ensure the Housing Benefit debtors were not materially misstated. We recommend that the Authority run this report on 31st March each year and incorporate this into the working papers provided to audit.

3.2.2 Update on issues identified in the audit plan

Description	Finding
Bank reconciliations: at the time of our audit plan, the quarter 2 bank reconciliation had not been fully completed.	Bank reconciliations for the 2014/15 were fully complete and no issues were identified.
Aged debt analysis: due to a system change which took effect from 1st April 2014, all debt migrated from the old system is recorded as being raised on this date. Therefore when producing aged debt reports from the system the ageing of the debt is not accurate.	Ad hoc reports were produced to provide a sufficient audit trail for the financial statements.
Data analytics: in 2014/15 the Council made some significant changes to the chart of accounts in preparation for a system change in 2015/16. These mapping changes caused a number of differences in the opening and closing balances which were still being worked through at the time of issuing our audit plan.	All differences were resolved and there are no additional issues to report.

3.2.3 Challenges for the coming year

Description	Impact
The Authority will be implementing a new financial system in October 2015.	We will be required to test both old and new system and the transactions contained therein. We will also need to assure ourselves over the integrity of the data transfer process. Where possible we will seek to rely on the work of internal Audit.

4. Economy, efficiency and effectiveness

The Code of Audit Practice 2010 sets out our responsibility to satisfy ourselves that the Authority has proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining corporate performance management and financial management arrangements we consider the following criteria specified by the Audit Commission:

- ▶ arrangements for securing financial resilience – whether the Authority has robust systems and processes to manage financial risks and opportunities effectively, and to secure a stable financial position that enables it to continue operating for the foreseeable future; and
- ▶ arrangements for securing economy, efficiency and effectiveness – whether the Authority is prioritising its resources within tighter budgets, for example by achieving cost reductions or improving efficiency and productivity.

The table below presents the findings of our work in response to the risk areas in our Audit Plan.

Significant risk 1: Delivering efficiencies to secure financial resilience

Financial Resilience

Description

Like other local government bodies the Authority continues to face financial challenges over the medium term. A clear focus on addressing high cost areas is therefore essential to the economy, efficiency and effectiveness of services delivered and the overall financial resilience of the Authority.

Our approach focussed on:

- ▶ reviewing the reasonableness and robustness of medium term financial planning assumptions set out in the refreshed medium term financial strategy and the progress made with the Service Futures Programme.

Basis for conclusion

The Authority delivered a surplus of £0.553 million on its 2014/15 budget against a target surplus of £0.541 million. A budget has been set for 2015/16 to deliver a surplus of £0.18 million. This includes fully utilising the new homes bonus available to the Authority.

The future is more challenging and the current medium term financial strategy (MTFS) highlights a gap of £0.588 million in 2016/17, £0.888 million in 2017/18, rising to £1.5 million in 2019/20. These savings also make a number of assumptions regarding funding streams and currently fully include the new homes bonus within the base funding budget (£1.327 million in 2016/17 and £1.452 million in 2017/18). The Authority has made reasonable assumptions in their MTFS. However, it should ensure that there are plans in place should funding streams or methods of funding change in the future.

There are a number of projects in place which the Authority believes will contribute to bridging the gap, including the Five Districts Procurement Project, other commercial projects and the Service Futures Project. These projects are all in progress, however due to their timing, it is likely the Council will need to make use of general fund balances in 2016/17 and 2017/18 to pump prime these projects or bridge any residual savings gap. These assumptions have been fully disclosed within the MTFS of the Authority.

The Authority has a good track record of delivering its annual budget, including identifying and delivering savings targets and additional income streams. However, the size of the future financial challenge should not be underestimated and the Authority will need to ensure it clearly identifies the savings and service transformation targets; monitors delivery and continues to report progress transparently.

We propose to issue an unqualified conclusion on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources, but we expect to continue to review your arrangements for financial resilience in our 2015/16 audit.

5. Status of our work

5.1 Financial statement audit

Our audit work for our opinion on the Authority’s financial statements is substantially complete. The following items were outstanding at the date of this report.

Item	Actions to resolve	Responsibility
Letter of representation	To be tabled at the Governance and Audit Committee on 23 September 2015.	Management and Audit Committee
Annual accounts	<ul style="list-style-type: none"> ▶ Approval of accounts by Governance and Audit Committee ▶ Accounts re-certified by Executive Head of Governance and Logistics 	Management, Audit Committee and EY
Any other outstanding work	▶ Management and EY to work together to complete small number of queries	Management and EY

On the basis of our audit work to date, we anticipate issuing an unqualified auditor’s report on the Authority’s financial statements. However, until we have completed our outstanding procedures, it is possible that further matters requiring amendment may arise.

5.2 Economy, efficiency and effectiveness

Our work in respect of our conclusion on the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources is complete.

We expect to present an unqualified value for money conclusion on the Authority’s arrangements to ensure economy, efficiency and effectiveness in its use of resources.

5.3 Objections

At the date of writing this report we have received no objections from members of the public.

6. Fees update

A breakdown of our fee is shown below.

	Proposed final fee 2014/15 £'000	Planned fee 2014/15 £'000	Scale fee 2014/15 £'000
Total Audit Fee – Code work	TBC	62,400	62,400
Certification of claims and returns*	17,840	17,840	17,840

The Audit Commission published a scale fee for all authorities. The scale fee is defined as the fee required by auditors to meet statutory responsibilities under the Audit Commission Act in accordance with the Code of Audit Practice 2010. The scale fee for the audit of Havant Borough Council is £62,400 and assumes a normal risk profile.

We will review the extent of additional work required to review the prior year adjustment made to the property, plant and equipment disclosures at the completion stage of the audit, and discuss whether any changes to the audit fee are necessary.

**Our fee for certification of grants and claims is yet to be finalised for 2014/15 and will be reported to those charged with governance in December 2015 within the Annual Certification Report for 2014/15.*

7. Independence confirmation: update

We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated 22 April 2015. We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Audit Commission's Standing Guidance: in our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the Governance and Audit Committee on 23 September 2015.

Appendix A Required communications with the Governance and Audit Committee

There are certain communications that we must provide to the Governance and Audit Committee. These are detailed here:

Required communication	Reference
Terms of engagement	The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies.
Planning and audit approach Communication of the planned scope and timing of the audit including any limitations.	Audit Plan
Significant findings from the audit <ul style="list-style-type: none"> ▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures ▶ Any significant difficulties encountered during the audit ▶ Any significant matters, arising from the audit that were discussed with management ▶ Written representations we are seeking ▶ Expected modifications to the audit report ▶ Any other matters significant to the oversight of the financial reporting process 	Audit results report
Misstatements <ul style="list-style-type: none"> ▶ Uncorrected misstatements and their effect on our audit opinion ▶ The effect of uncorrected misstatements related to prior periods ▶ A request that any uncorrected misstatement be corrected ▶ In writing, corrected misstatements that are significant 	Audit results report
Fraud <ul style="list-style-type: none"> ▶ Enquiries of the Governance and Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the entity ▶ Any fraud we have identified or information we have obtained indicating that a fraud may exist ▶ A discussion of any other matters related to fraud 	Letter from Chair of Governance and Audit Committee.
Related parties Significant matters arising during the audit in connection with the entity's related parties including, when applicable: <ul style="list-style-type: none"> ▶ Non-disclosure by management ▶ Inappropriate authorisation and approval of transactions ▶ Disagreement over disclosures ▶ Non-compliance with laws and regulations ▶ Difficulty in identifying the party that ultimately controls the entity 	Audit results report
External confirmations <ul style="list-style-type: none"> ▶ Management's refusal for us to request confirmations ▶ Inability to obtain relevant and reliable audit evidence from other procedures 	Not Applicable

Required communication	Reference
<p>Consideration of laws and regulations</p> <ul style="list-style-type: none"> ▶ Audit findings regarding non-compliance where the non-compliance is material and believed to be intentional. This communication is subject to compliance with legislation on tipping off ▶ Enquiry of the Governance and Audit Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Committee may be aware of 	<p>Letter from Chair of Governance and Audit Committee.</p>
<p>Independence</p> <p>Communication of all significant facts and matters that bear on EY's objectivity and independence</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> ▶ The principal threats ▶ Safeguards adopted and their effectiveness ▶ An overall assessment of threats and safeguards ▶ Information about the general policies and process within the firm to maintain objectivity and independence 	<p>Audit Plan and update in section 8 of this report</p>
<p>Going concern</p> <p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> ▶ Whether the events or conditions constitute a material uncertainty ▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▶ The adequacy of related disclosures in the financial statements 	<p>Audit results report</p>
<p>Significant deficiencies in internal controls identified during the audit</p>	<p>Audit results report</p>
<p>Group audits</p> <ul style="list-style-type: none"> ▶ An overview of the type of work to be performed on the financial information of the components ▶ An overview of the nature of the group audit team's planned involvement in the work to be performed by the component auditors on the financial information of significant components ▶ Instances where the group audit team's evaluation of the work of a component auditor gave rise to a concern about the quality of that auditor's work ▶ Any limitations on the group audit, for example, where the group engagement team's access to information may have been restricted ▶ Fraud or suspected fraud involving group management, component management, employees who have significant roles in group-wide controls or others where the fraud resulted in a material misstatement of the group financial statements 	<p>Not Applicable</p>
<p>Fee reporting</p> <ul style="list-style-type: none"> ▶ Final, planned and scale fee broken down into the headings of Code audit work; certification of claims and returns; and any non-audit work (or a statement to confirm that no non-audit work has been undertaken for the body). 	<p>Audit Plan and Audit results report</p>
<p>Summary of certification work undertaken</p> <p>Annual report to those charged with governance summarising the certification work undertaken</p>	<p>Annual Certification Report – to be issued December 2015.</p>

Appendix B Letter of representation

Havant Borough Council - Audit for the year ended 31 March 2015

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other directors of Havant Borough Council, the following representations given to you in connection with your audit of the Council's financial statements for the year ended 31 March 2015:

A. Financial Statements and Financial Records

I have fulfilled my responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the CIPFA Code of Practice on Local Authority Accounting (CIPFA Code).

I acknowledge my responsibility for the fair presentation of the financial statements. I believe the financial statements referred to above give a true and fair view of the financial position, financial performance and cash flows of the Council in accordance with the CIPFA Code and are free of material misstatements, including omissions. I have approved the financial statements.

I confirm that as the Responsible Officer I have:

- ▶ reviewed the accounts;
- ▶ reviewed all relevant written assurances relating to the accounts; and
- ▶ made other enquiries as appropriate.

The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

I believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA Code that are free from material misstatement, whether due to fraud or error.

B. Fraud

I acknowledge that I am responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.

I have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

C. Compliance with Laws and Regulations

I have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. Information Provided and Completeness of Information and Transactions

I have provided you with:

- ▶ access to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement;
- ▶ additional information that you have requested from us for the purpose of the audit; and

- ▶ unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All material transactions have been recorded in the accounting records and are reflected in the financial statements.

I have made available to you all minutes of the meetings of the Council and its relevant committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on 23 September 2015.

I confirm the completeness of information provided regarding the identification of related parties. I have disclosed to you the identity of the Council related parties and all related party relationships and transactions of which I am aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

I have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

I have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

I have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that I have given to third parties.

F. Subsequent Events

Other than described in the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Accounting Estimates

I believe that the significant assumptions I used in making accounting estimates, including those measured at fair value, are reasonable.

In respect of accounting estimates recognised or disclosed in the financial statements:

- ▶ I believe the measurement processes, including related assumptions and models, used in determining accounting estimates is appropriate and the application of these processes is consistent.
- ▶ The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
- ▶ The assumptions used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.

- ▶ No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

H. Segmental reporting

I have reviewed the operating segments reported internally to the Board and I am satisfied that it is appropriate to aggregate these as, in accordance with IFRS 8: Operating Segments, they are similar in each of the following respects:

- ▶ The nature of the products and services
- ▶ The nature of the production processes
- ▶ The type or class of customer for their products and services
- ▶ The methods used to distribute their products

I. Going Concern

I have made you aware of any issues that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

Signed on behalf of Havant Borough Council

I confirm that this letter has been discussed and agreed by the Governance and Audit Committee on 23 September 2015.

Signed:

Name: Jane Eaton

Position: Executive Head of Governance and Logistics

Date: 23 September 2015

Signed:

Name: Councillor K Smith

Position: Chairman, Governance and Audit Committee

Date: 23 September 2015

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

Governance & Audit Committee

23 September 2015

STATEMENT OF ACCOUNTS 2014/15 AND LETTER OF REPRESENTATION - HAVANT BOROUGH COUNCIL
Corporate Accountancy Team Leader

FOR INFORMATION

Portfolio: FINANCE - CLLR MIKE CHESHIRE

Key Decision: No

1.0 Purpose of Report

- 1.1 To present the audited Statement of Accounts 2014/15 for signing and approval.
- 1.2 To present the Council's Letter of Representation for signing and approval

2.0 Recommendation

- 2.1 That the Committee agree the Statement of Accounts for 2014/15, that the Chairman certifies the approval of the accounts by signing page 5 of the Accounts, and that the S151 Officer certify the approval of the Accounts by signing page 5 and page 15 of the Accounts.
- 2.2 That the Committee agree the draft Letter of Representation, and the Chairman of the Committee and S151 Officer signs the letter

3.0 Summary

- 3.1 The Council is required to formally respond to the External Audit report. This is carried out in the Letter of Representation.
- 3.3 The Council is required to approve the audited 2014/15 Statement of Accounts for publication on or before 30th September.

4.0 Reports

Statement of Accounts 2014/15

- 4.1 The Accounts and Audit Regulations 2011 require the Chief Financial Officer to first sign the accounts no later than 30th June and certify that they present a true and fair view the financial position of the Council at the end of the year to which it relates and its income and expenditure for that year. The Chief Financial Officer is required to re-certify the presentation of the statement of accounts before the accounts are approved by the Governance and Audit Committee.
- 4.2 The accounts have been audited by Ernst & Young and their conclusions have been presented to the Committee.
- 4.3 The Council is committed to providing complete transparency of its financial transactions and as part of this process a thorough review of the Asset Register was undertaken. This will allow us to migrate an up to date set of data to the Council's new Finance system. This supports the disclosure of fixed assets under the Transparency agenda and in the Statutory Accounts, and also addresses concerns raised by officers and External Audit in the 2013/14 closedown.
- 4.4 A significant amount of work has been undertaken and a number of asset register entries have been removed, primarily historic capital expenditure that has not been directly linked to an asset, or historic capital expenditure on assets not directly owned by Havant Borough Council.
- 4.5 This work has resulted in a reduction in the overall asset value, and required a prior period adjustment. It is important to note that this does not change the Council's usable reserves or general fund. Asset values are representative of the Council's asset portfolio at the balance sheet date and have no cash implications unless assets are to be sold.
- 4.6 The external audit plan highlighted fixed assets as a key risk. The audit identified four assets owned by Havant that were not in the asset register. The assets concerned were valued in 2012 and the accounts were updated on the basis of those valuations. Narrative to explain the reasons for not providing a third balance sheet was also added following the audit.
- 4.7 The migration of the excel based asset register into the finance system, combined with the Council's 5 year rolling valuation programme and regular reconciliations between the finance system and property records will ensure fixed assets valuations are robust in future.

4.8 A disclosure error was identified relating to the finance lease for the Regional Business Centre. The calculation used for the purposes of the disclosure note did not take into account annual inflation in the rental payment. The disclosure note has therefore been restated and a prior year adjustment included.

5.0 Letter of Representation

5.1 The Letter of Representation is the Council's formal response to the Audit Results report. It outlines how the Council has complied with its statutory duties.

5.2 The draft Letter of Representation is attached as appendix B to this report.

Implications

7.1 Resources: No direct implications

7.2 Legal: The Council is required to publish Accounts within a statutory timescale. Robust year end processes mitigate the risk of not meeting these timescales.

7.3 Strategy: No direct implications

7.4 Risks: No direct implications

7.5 Communications: No direct implications

7.6 For the Community: No direct implications

8.0 Consultation:

Executive Head of Governance & Logistics
Corporate Accountancy team Leader

8.1 Appendices:
A. Statement of Accounts 2014/15
B. Draft Letter of Representation

Agreed and signed off by:

Legal Services: 11 September 2015

Finance: 11 September 2015

Contact Officer: Kevin Harlow
Job Title: Corporate Accountancy Team Leader
Telephone: 01730 234126
E-Mail: kevin.harlow@havant.gov.uk

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HAVANT BOROUGH COUNCIL

STATEMENT OF ACCOUNTS

2014 / 2015

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Enquiries regarding the contents of this report should be made to:-

The Finance Department,
Havant Borough Council,
Public Service Plaza, Civic Centre Road,
Havant, Hants. PO9 2AX
Telephone: Havant (023 9244 6309)

This report and further details of the Council's finances can also be viewed on the
Council's website
(<http://www.havant.gov.uk>)

EXPLANATORY FOREWORD

Introduction

The Statement of Accounts for 2014/15 has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.

The purpose of the published Statement of Accounts is to give electors, local taxpayers, Councillors and other interested parties clear information about the Council's finances. The statements inform readers of the cost of services provided by the Council in the year 2014/15, how services were paid for and the Council's assets and liabilities at the year end date of 31st March 2015.

The purpose of each of the main statements is explained below.

The following key statements are included:

The Movements in Reserves Statement (page 12-13)

The Movements in Reserves Statement reconciles the balance on the Comprehensive Income and Expenditure Statement to the movement on the Council's reserves, both usable and unusable.

The Comprehensive Income & Expenditure Statement (page 14)

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

The Balance Sheet (page 15).

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities of the Council.

The Cash Flow Statement (page 16)

The Cash Flow Statement reconciles the movement in cash and cash equivalents to the surplus or deficit on the Provision of Services within the Comprehensive Income & Expenditure Statement.

Notes to the Core Financial Statements (including pensions disclosures) (pages 17-76)

The Collection Fund (pages 77-79)

This account records all transactions relating to Council Tax and Business Rates.

Council Services

The Council's services and activities vary widely, covering homelessness and housing services, the collection of refuse, recycling, leisure and recreation, car parking, planning services, cemeteries, environmental health and many other services. More details of these services and the main achievements of the Council and its performance can be found in the Council's website. (www.havant.gov.uk)

EXPLANATORY FOREWORD

Review of the Year

During 2014/15 the Council continued to experience significant reductions in grant funding. Despite this, the Council budgeted a transfer of £541,000 to the General Fund to support investment in services, in anticipation of further reductions in funding. The paragraphs below outline the Council's performance against its budget plans.

2014/2015 Revenue Outturn

For the 2014/2015 financial year, the Council agreed its budget for net revenue spending on General Fund services at £14,496,000.

Net revenue spending is financed in part by Government Grant and retained business rates, with the remainder being raised through council tax, use of reserves and interest on external investments. The Council Tax charge for Council services was set at £192.78 for band D properties.

The table below compares the final outturn with the original budget. The basis for these figures is the Council's internal management accounts rather than the statutory published accounts which comply with International Financial Reporting Standards (IFRS).

	2014-15 Revised Budget	2014-15 Provisional Outturn	Forecast Deficit / (Surplus)
	£000	£000	£000
Executive	6	149	143
Economy and Communities	2,410	2,439	29
Environment and Neighbourhood Quality	5,073	5,024	(49)
Governance and Logistics	3,945	3,531	(414)
Marketing and Development	16	(32)	(48)
Planning and Built Environment	1,659	569	(1,090)
Financing Items	1,352	2,066	714
Langstone Harbour Board	35	35	-
Net Expenditure	14,496	13,781	(715)
Funding	(15,037)	(14,334)	703
Deficit/(Surplus)	(541)	(553)	(12)

EXPLANATORY FOREWORD

Council services were funded through the following:

	2014/15 Revised Budget	2014/15 Provisional Outturn	Deficit/ (Surplus)
	£000	£000	£000
Revenue Support Grant	(3,426)	(3,426)	-
Council Tax	(7,466)	(7,464)	2
Retained Business Rates	(3,207)	(1,742)	1,465
Retained Business Rates S31 Grant	-	(615)	(615)
New Homes Bonus	(784)	(793)	(9)
Other General Government Grants	(154)	(294)	(140)
TOTAL FUNDING	(15,037)	(14,334)	703

The table below summarises the main reasons for the surplus generated in 2014/15:

	Deficit/ (Surplus)	Total
	£000	£000
Additional Income		
Building Control, Land Charges and Development Management increased fee	(105)	
Cemetery income	(31)	
Civic Offices meeting room hire	(44)	
Other	(2)	(182)
Reduced Income		
Temporary car park closures and small reduction in parking fee income	40	
Materials Recovery Income	47	87
Reduced Expenditure		
Staffing - organisational change, including resource reviews and restructuring	(259)	
Legal	(90)	
Revenues & Benefits Contract Management	(156)	
Repairs & Maintenance - Civic Offices	(47)	(552)
Additional Expenditure		
Upgrade of vehicles for statutory purposes	61	
Transactional & Corporate Finance	187	248
Adjustments Due to Changes in Government Schemes		
Retained Business Rates	710	710
Movement in balances		
Agreed carry forward from 2013/14	(323)	(323)
		(12)

EXPLANATORY FOREWORD

At the end of the year, the Council's General Fund Balance has increased to £3,955,000 from £3,726,000. This reserve is held to provide financial stability to the Council, and enable it to meet unexpected demands.

Business Rates Retention Scheme

The principle behind the scheme is that local authorities retain a share of Business Rates collected from their local businesses. Authorities retain a share of growth in the business base, giving councils incentive to invest in local infrastructure.

The government announced the continuation of a number of Business Rate reliefs throughout 2014/15. The impact of these reliefs was to reduce collectible business rates, and this has been offset by cash grants paid to the Council.

The surplus or deficit on business rates will be redistributed between the Government, Havant Borough Council, Hampshire County Council, and Hampshire Fire and Rescue during 2015/16. The budget calculations for 2015/16 take into account this redistribution.

The table below demonstrates how the Council estimated its collectable business rates, how this is split between the participating authorities, the split of the 2014/15 surplus, and the impact on the General Fund in 2015/16, compared to actual performance in the year.

Collection Fund	Budget £000	Actual £000
Business Rates Yield		
Base Yield	31,247	37,348
Mandatory & Discretionary reliefs		(4,443)
Provision for backdated appeals		772
Adjustment for provision for bad debt		(750)
Transitional protection payment		(182)
Business Rates Yield	31,247	32,745
Distribution		
Central Government (50%)	(15,368)	(14,731)
Hampshire County Council (9%)	(2,858)	(2,652)
Hampshire Fire (1%)	(318)	(295)
	(12,703)	(11,785)
Total Distribution	(31,247)	(29,463)
Reallocation of prior year balance – Havant	(155)	(155)
Reallocation of prior year balance - other	(233)	(233)
	(31,635)	(29,851)
Business Rates Balance B/Fwd		(707)
2014/15 Surplus		2,894
Business rates balance C/Fwd		2,187

EXPLANATORY FOREWORD

Surplus Share Calculation

	£000
Central Government (50%)	(1,093)
Hampshire County Council (9%)	(197)
Hampshire Fire (1%)	(22)
Havant Borough Council (40%)	(875)
Total	(2,187)

Havant Borough Council

Retained Business Rates Calculation

	Budget £000	Actual £000
Havant Borough Council baseline	(12,703)	(11,785)
Tariff paid to Central Government	9,584	9,579
Levy for safety net paid to Central Government	67	619
Prior year surplus / deficit	(155)	(155)
Retained Business Rates	(3,207)	(1,742)

Capital Spending and Receipts

Capital expenditure is defined as expenditure which generates an asset that has a useful life of more than one year. The expenditure in the year amounted to £3.086m. The main items of capital expenditure are detailed in the table below.

Main Items of Capital Expenditure	Actual £000
Investment Property Purchases	1,201
Disabled facilities grants	886
Hambledon Parade enhancements	330
Hayling Billy Trail	193
Replacement finance system	116
Acquisition of vehicles	83
All other schemes	277
Total	3,086
Funded by:	
Revenue Reserves	1,346
Grants & Contributions	1204
Capital Receipts	481
Borrowing	47
Direct revenue contributions	8
Total	3,086

EXPLANATORY FOREWORD

Pension Costs

Information regarding assets, liabilities, income and expenditure relating to the Council's pension scheme is included in Note 37. The Council's share of assets and liabilities of the pension fund shows an estimated liability of £46.15m at 31st March 2015. The liability represents the difference between the value of the authority's pension fund assets and the estimated present value of payments which it is committed to make. Statutory arrangements for funding the liability mean that the financial position of the Council remains acceptable because a proportion of contributions made in 2014/15 relates to past service costs, which ensures that sufficient cash is available to cover current liabilities.

Overall Financial Position

The Council's overall financial position remains strong with good levels of reserves. There are robust processes in place for budget setting and forecasting, and the Council has in place a Medium Term Financial Strategy. There are sound systems in place to ensure cash is collected, that debtor balances are minimised and all funding streams are exploited.

2015/16 Onwards

Continued uncertainty in future funding for local authorities and the likely medium and long term impacts of the changes already in progress place a number of financial risks on the Council which need to be monitored and managed.

Past financial performance ensures that the Council can plan its response to the announcements already made on funding going forward which will reduce Central Government funding to the Council.

The Council's business plans set out an ambitious programme to ensure the long term financial resilience of the Council, transforming the way that the Council delivers its services and supports communities and businesses in Havant.

Jane Eaton
(S151 Officer)
30th June 2015

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Council's Responsibilities:

The Council is required to:

- ◆ make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Executive Head of Governance and Logistics (Section 151 Officer).
- ◆ manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- ◆ approve the Statement of Accounts.

Responsibilities of the Section 151 Officer:

The Executive Head of Governance and Logistics is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain.

In preparing this Statement of Accounts, the S151 Officer has selected suitable accounting policies and then applied them consistently, made judgements and estimates that were reasonable and prudent and complied with the Code of Practice on Local Authority Accounting in the United Kingdom.

The Section 151 Officer also:

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

I certify that the Statement of Accounts presents a true and fair view the financial position of the Council at the 31 March 2015 and its income and expenditure for the year then ended.



Signed:

Jane Eaton
S151 Officer

Date: 30th June 2015

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

Certification of the Audited Statement of Accounts:

I confirm that the Statement of Accounts have been audited and, in accordance with the Accounts and Audit Regulations (amendment) 2011, I certify that the Audited Statement of Accounts present a true and fair view of the financial position of the Authority and its income and expenditure for the year ended 31 March 2015.

Signed:

Jane Eaton
S151 Officer

Date: 23rd September 2015

Certificate of approval by the Council:

I confirm that the Audited Statement of Accounts were approved at the Governance and Audit Committee meeting of Havant Borough Council on 23rd September 2015.

Signed:

Chairman
Governance and Audit Committee

Date: 23rd September 2015

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HAVANT BOROUGH COUNCIL**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HAVANT BOROUGH COUNCIL**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
HAVANT BOROUGH COUNCIL**

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other unusable reserves. The surplus or (deficit) on the provision of services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The net increase / decrease before transfers to earmarked reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the council.

Movements in 2014-2015:

	General Fund Balance £000	Earmarked General Fund Reserves £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2014	3,726	5,274	455	1,461	10,916	6,277	17,193
Movement in reserves during 2014-15							
Surplus or (deficit) on the provision of services	243	-	-	-	243	-	243
Other Comprehensive Income and Expenditure	-	-	-	-		(5,521)	(5,521)
Total Comprehensive Income and Expenditure	243	-	-	-	243	(5,521)	(5,278)
Adjustments between accounting basis & funding basis under regulations (Note 7)	59	-	(452)	872	479	(479)	-
Net Increase /(Decrease) before Transfers to Earmarked Reserves	302	-	(452)	872	722	(6,000)	(5,278)
Transfers to/(from) Earmarked Reserves (Note 8)	(73)	(1,271)	-	-	(1,344)	1,344	-
Increase/(Decrease) in 2014-15	229	(1,271)	(452)	872	(622)	(4,656)	(5,278)
Balance at 31 March 2015	3,955	4,003	3	2,333	10,294	1,621	11,915

MOVEMENT IN RESERVES STATEMENT

Comparative movements in 2013-2014: The Comparative movements for 2013/14 have been restated to take into account a prior year adjustment relating to fixed assets. Further information on the prior period adjustment can be found at note 41.

	General Fund Balance £000	Earmarked General Fund Reserves £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2013	2,394	4,022	-	899	7,315	(15,195)	(7,880)
Movement in reserves during 2013-14							
Surplus or (deficit) on the provision of services	7,883	-	-	-	7,883	-	7,883
Other Comprehensive Income and Expenditure	-	-	-	-	-	17,190	17,190
Total Comprehensive Income and Expenditure	7,883				7,883	17,190	25,073
Adjustments between accounting basis & funding basis under regulations (Note 7)	(5,000)	-	455	562	(3,983)	3,983	-
Net Increase /(Decrease) before Transfers to Earmarked Reserves	2,883	-	455	562	3,900	21,173	25,073
Transfers to/(from) Earmarked Reserves (Note 8)	(1,551)	1,252	-	-	(299)	299	-
Increase/(Decrease) in 2013-14	1,332	1,252	455	562	3,601	21,472	25,073
Balance at 31 March 2014	3,726	5,274	455	1,461	10,916	6,277	17,193

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement. The Council has reviewed its reporting structures for 2014/15 and consequently the presentation of the cost of services has changed. The prior year has not been amended to take account of this. The comparative movements have been restated to take into account a prior year adjustment. Further information on the prior period adjustment can be found at note 41.

2013-14 (Restated)				2014-15		
Gross Expenditure £000's	Gross Income £000's	Net Expenditure £000's		Gross Expenditure £000's	Gross Income £000's	Net Expenditure £000's
1,619	(676)	943	Central services to the public	2,928	(1,152)	1,776
-	-	-	Childrens & Educational Services	38	-	38
3,454	(438)	3,016	Cultural and related services	3,702	(599)	3,103
6,580	(2,096)	4,484	Environmental and regulatory services	9,477	(4,217)	5,260
3,360	(1,165)	2,195	Planning services	3,339	(2,393)	946
-	-	-	Health	187	(62)	125
2,156	(1,793)	363	Highways and transport services	1,850	(1,843)	7
35,615	(33,071)	2,544	Housing services	35,225	(33,046)	2,179
28	-	28	Adult Social Care	-	-	-
1,624	(52)	1,572	Corporate and democratic core	4,468	(2,321)	2,147
10	-	10	Non distributed costs	100	-	100
54,446	(39,291)	15,155	Net Cost of Services	61,314	(45,633)	15,681
35	(460)	(425)	Other operating expenditure (Note 9)	35	(19)	16
5,819	(6,930)	(1,111)	Financing and investment income and expenditure (Note 10)	5,226	(4,777)	449
	(21,502)	(21,502)	Taxation and non-specific grant income (Note 11)		(16,389)	(16,389)
60,300	(68,183)	(7,883)	Surplus (-) or Deficit on Provision of Services	66,575	(66,818)	(243)
		-	Surplus (-)/deficit on revaluation of property, plant and equipment assets			1,561
		(17,190)	Actuarial gains(-)/losses on pension assets/liabilities			3,960
		(17,190)	Other Comprehensive Income (-) and Expenditure			5,521
		(25,073)	Total Comprehensive Income (-) and Expenditure			5,278

BALANCE SHEET

This Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Havant Borough Council. 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 is usable reserves, i.e. those reserves that 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 that 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 the reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'. The Balance Sheet has been restated to take into account a prior period adjustment. Further information can be found at Note 41.

31st March 2014 £000's	31st March 2014 Restated £000's	Balance Sheet as at 31st March 2015	31st March 2015 £000's
		Notes	
52,455	39,610	Property, plant and equipment	12 36,847
18,820	18,820	Investment property	13 20,469
32	32	Intangible assets	14 148
151	151	Long term debtors	15 164
71,458	58,613	Long term assets	57,628
94	94	Inventories	16 159
2,957	2,957	Short term debtors	17 3,322
9,975	9,975	Cash and cash equivalents	18 13,012
13,026	13,026	Current assets	16,493
-	-	Bank overdraft	18 (578)
(77)	(77)	Short term borrowing	15 (80)
(5,850)	(5,850)	Short term creditors	19 (7,755)
(97)	(97)	Short term provisions	20 (214)
(6,024)	(6,024)	Current liabilities	(8,627)
(233)	(233)	Long term creditors	19 (248)
(669)	(669)	Long term provisions	20 (419)
(3,823)	(3,823)	Long term borrowing	15 (3,751)
(40,450)	(40,450)	Other long term liabilities	37 (46,150)
(3,247)	(3,247)	Receipts in advance	30 (3,011)
(48,422)	(48,422)	Long term liabilities	(53,579)
30,038	17,193	Net assets	11,915
10,916	10,916	Usable reserves	21 10,294
19,122	6,277	Unusable reserves	22 1,621
30,038	17,193	Total reserves	11,915

I certify that this Statement of Accounts provides a true and fair view of the financial position of the Authority as at 31st March 2015 and its Comprehensive Income and Expenditure Statement for the year then ended. These financial statements replace the unaudited statements authorised for issue on 30th June 2015.

Signed

Jane Eaton, Section 151 Officer

Dated 23rd September 2015

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 (i.e. borrowing) to the authority. The Cashflow has been restated to take into account a prior period adjustment. Further information can be found at note 41.

2013/14 Restated £ 000's		2014/15 £ 000's
7,883	Net surplus or (deficit) on the provision of services	243
890	Adjustments to net surplus or deficit on the provision of services for non-cash movements (Note 23)	3,997
(6,023)	Adjustment for items included in the net surplus or deficit on the provision of services that are investing or and financing activities (Note 23)	(761)
2,750	Net cash flow from operating activities	3,479
677	Investing activities (Note 24)	(936)
1,310	Financing activities (Note 25)	(84)
4,737	Net increase or (decrease) in cash, cash equivalents and bank overdraft	2,459
5,238	Cash, cash equivalents and bank overdraft at the beginning of the reporting period	9,975
9,975	Cash, cash equivalents and bank overdraft at the end of the reporting period (note 18)	12,434

1. Accounting Policies

i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2014/15 financial year and its position at the year-end of 31 March 2015. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2003, as amended in 2011, which require it to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

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

ii. Accruals of Income and Expenditure

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

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

iii. Cash and Cash Equivalents

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

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

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

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, 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 Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

v. Charges to Revenue for Non-Current Assets

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

- depreciation attributable to the assets used by the relevant service
- revaluation and impairment losses on assets used by the service where there is no accumulated gain in the Revaluation Reserve against which the losses can be written off
- amortisation of intangible fixed assets attributable to the service.

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

vi. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits 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 estimated for the cost of holiday entitlements earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

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

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

Post Employment Benefits

Employees of the Authority can be members of the Local Government Pension Scheme, administered by Hampshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the authority.

The liabilities of the Hampshire County Council pension fund attributable to the authority 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 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 AA corporate bonds.

The assets of the pension fund attributable to the Authority 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 seven components:

- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
- past service cost – the increase or decrease in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
- interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- expected return on assets – the annual investment return on the fund assets attributable to the Authority, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- gains or losses on settlements and curtailments – the result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve
- contributions paid to the Hampshire County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund in the year, not the amount calculated

according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Authority 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.

vii. Events after the Balance Sheet Date

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

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

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

viii. Financial Instruments

Financial Liabilities

Financial liabilities are recognised on 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 are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

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

Financial Assets

Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.

Loans and Receivables

Loans and receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Authority has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

However, the Authority has made a number of loans to voluntary organisations at less than market rates, and offers employees an interest free loan to purchase a car (soft loans). When soft loans are made, under Accounting Standards a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement. However, these soft loans are not material to the Authority's accounts and consequently the amount presented in the Balance Sheet is the outstanding principal receivable and the interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

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

ix. Government Grants and Contributions

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

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

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

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

Grant Income (non-ring fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

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

Non-ring fenced government grants are general grants allocated by central government directly to local authorities as additional revenue funding. These grants are credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement.

x. Heritage Assets

Heritage assets are defined as those assets that are held specifically to increase the knowledge, understanding and appreciation of the Authority's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property, plant and equipment. However, some of the measurement rules may be relaxed in relation to heritage assets, where no reliable market value is available. The Authority currently has no asset meeting the definition of a heritage asset.

xi. Intangible Assets

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

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

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Authority's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service lines in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

xii. Inventories

Stocks and stores held in the Council's depot and Tourist Information Centre stock at the year end are included in the balance sheet at the latest purchase price. Inventories are included in the Balance Sheet at the lower of cost and net realisable value.

xiii. Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Receipts Reserve.

xiv. Interests in Companies and Other Entities

Local authorities are required to consider all their interests and to prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures. In order to assess whether the Council has interests relevant to group accounts, consideration has been given to involvement with companies, partnerships, voluntary organisations and other public bodies to determine whether:

- the authority has a formal interest in a body which gives it access to economic benefits or service potential and that the body is an identifiable entity carrying on a trade or business of its own.
- the interest constitutes control over the majority of equity capital or voting rights or over rights to appoint the majority of the governing body or the interest involves it exercising, or having the right to exercise, dominant influence over the entity, such that the entity is classified as a subsidiary of the authority.
- if the authority does not have control, whether its interest involves it being able to exercise a significant influence over the entity without support from other participants, such that the entity is classified as an associate of the authority.
- if the authority does not have control, whether its interest allows it to direct the operating and financial policies in conjunction and with the consent of the other participants in the entity, such that the entity is classified as a joint venture for the authority.

Consideration has been given to the relationship with all potential entities and the following disclosures have been made:-

- interests in other entities as shown in Note 32 to the Core Financial Statements

The relationship with the body disclosed is not material and therefore there is no entity where the Council's interest is such that it would give rise to the requirement to prepare group accounts.

This position will be reviewed and updated on an annual basis.

xv. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

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

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Authority as Lessee

Finance Leases

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

Lease payments are apportioned between:

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

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

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

Operating Leases

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

The Authority as Lessor

Finance Leases

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and

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Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases

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

xvi. 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 2014/15 (SeRCOP) .

The total absorption costing principle is used – the full cost of overheads and support services is shared between users in proportion to the benefits received, with the exception of:

Corporate and Democratic Core – costs relating to the Authority's status as a multi-functional, democratic organisation.

Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

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

xvii. Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

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

The Authority does not capitalise expenditure below a de minimis of £15,000, or borrowing costs incurred whilst assets are under construction.

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

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

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

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

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Where decreases in value are identified, they are accounted for by:

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

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

Impairment

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

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

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

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

Depreciation

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

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – straight line allocation over the assessed useful life of the asset concerned (life between 3 and 20 years) as advised by a suitably qualified officer
- infrastructure – straight-line allocation over assessed useful life of the type of asset (life between 10 and 50 years) as advised by a suitably qualified officer

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

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

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 previously 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

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had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell.

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. Receipts are required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

xviii. Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

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

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

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

Contingent Liabilities

A contingent liability 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

A contingent asset 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.

xix. Reserves

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

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in Note 22.

xx. Revenue Expenditure Funded from Capital under Statute

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

xxi. VAT

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

xxii. Exceptional Items

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

2. Accounting Standards that have been issued but have not yet been adopted

There have been a number of changes made to International Financial Reporting Standards that have not yet been adopted. However, none of the changes have a material impact on the Statement of Accounts.

3. Critical Judgements in applying accounting policies

In applying the accounting policies set out in Note 1, the Authority 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:

Future funding for local government - There is a high degree of uncertainty about future levels of funding for local government. However the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.

Asset reclassifications – the Council has made judgements on whether assets are classified as Investment Property or Property, Plant and Equipment. These judgements are based on the main reason that the council is holding the asset. If the asset is used in the delivery of services or is occupied by third parties who are subsidised by the council they are deemed to be Property, Plant and Equipment assets. If there is no subsidy and/or full market rent is being charged this would indicate that the asset is an Investment Property. The classification determines the valuation method to be used.

Lease classifications – the Council has made judgements on whether its lease arrangements are operating leases or finance leases. These judgements are based on a series of tests designed to assess whether the risks and rewards of ownership have been transferred from the lessor to the lessee. The results of the tests are taken “in the round” and a decision has been made. The accounting treatment for operating and finance leases is significantly different (see accounting policy on leases) and could have a significant effect on the accounts.

Contractual arrangements – the Council has made judgements on whether its contractual arrangements contain embedded leases (i.e. arrangements that are not legally leases but take the form of payments in return for the use of specific assets).

Providing for potential liabilities – the Council has made judgements about the likelihood of pending liabilities and whether a provision should be made or whether there is a contingent liability. The judgements are based on the degree of certainty around the results of pending legal actions.

Production of group accounts – the Council has an interest in another entity, Portchester Crematorium Joint Committee, which manages the operations of Portchester Crematorium. The accounts of this entity have not been consolidated into the financial statements of the Council based on the fact that grouping the accounts would not materially change the reported figures in the Statement of Accounts and it would confuse the reader of the accounts.

NOTES TO THE CORE FINANCIAL STATEMENTS

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 regarding other uncertainties. Estimates are made taking into account historical experience, current trends and other relevant factors. However, due to this uncertainty, there is a risk that actual results could vary from the assumptions made.

The items in the authority's balance sheet at 31 March 2015 for which there is a significant risk of material adjustment in the forthcoming year are as follows.

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Pension Liability	Estimation of the net liability to pay pensions depends on a number of complex judgments relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns from pension fund assets. A firm of actuaries is engaged by the pension fund administrator to provide expert advice about the assumptions to be applied.	Further information on the impact of changes to assumptions can be found at note 37.
Property, Plant & Equipment	When calculating the fair value of assets, assumptions are made around useful lives, level of repairs, and the impact of the current economic climate. Changes in these assumptions may result in a material change to the depreciation charges applied. In the current economic climate it is unlikely that the level of repairs and maintenance can be sustained and this would have an effect on the depreciation charges.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls.
Provisions	At 31-Mar-15, the authority had a balance of general fund sundry debtors of £968,000 (2013/14 £1,060,000) and of Overpaid Housing Benefits £2,095,000 (2013/14 £1,930,000). The authority has made allowances for doubtful debt on a sliding scale dependant upon the age of the debt.	If collection rates were to deteriorate or improve, a 5% change would require an adjustment to the allowance of £86,000 (2013/14 £80,000).
Business Rates Appeals Provision	The introduction of the Business Rates retention scheme from April 2013 means that the Council has assumed some of the liability for refunding business ratepayers who successfully appeal against the rateable value of their properties. The estimate is based on the latest list of outstanding rating list proposals provided by the Valuation Agency, and takes into account changes to comparable properties, historic trends and the likelihood that a number of appeals will be unsuccessful.	The Council has provided £349,000 for appeals within the collection fund (2013/14 £1.121m). Havant Borough Council's share of this is £140,000 (2013/14 £448,000). A 5% change in provision would require an adjustment of £7,000 (2013/14 £22,400)

5. Exceptional item

There are no exceptional items in 2014/15.

6. Material Items of Income and Expense

During 2014/15 the Pension Scheme recorded an actuarial loss of £3.96m which is reflected in the Comprehensive Income and Expenditure Account and is mostly responsible for the increase in the Council' s pension fund liabilities of £5.7m.

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between the accounting basis and funding basis under regulations

This note details the adjustment that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions.

2014/15	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account:				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non-current assets	(1,444)	-	-	1,444
Movements in the market value of Investment Properties	324	-	-	(324)
Amortisation of intangible assets	(10)	-	-	10
Capital Grants and contributions applied	-	-	-	0
Revenue expenditure funded from capital under statute	(1,382)	-	-	1,382
Non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(10)	-	-	10
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:				
Statutory provision for the financing of capital investment	775	-	-	(775)
Capital Expenditure charged against the General Fund	8	-	-	(8)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	2,077	-	(2,077)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	1,205	(1,205)

NOTES TO THE CORE FINANCIAL STATEMENTS

2014/15	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	29	(29)	-	-
Use of Capital Receipts Reserves to finance new capital expenditure	-	481	-	(481)
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited and credited to the Comprehensive Income and Expenditure Statement	(3,450)	-	-	3,450
Employer's pensions contributions and direct payments to pensioners payable in the year	1,710	-	-	(1,710)
Adjustments primarily involving the Collection Fund Adjustment Account:				
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	262	-	-	(262)
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from Business Rates income calculated for the year in accordance with statutory requirements	1,052	-	-	(1,052)
Adjustment primarily involving Accumulated Absences Account:				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	-	-	-	0
Total Adjustments	(59)	452	(872)	479

NOTES TO THE CORE FINANCIAL STATEMENTS

The restated comparative adjustments made between accounting basis and funding basis in 2013/14 are as follows. For further information on the prior period adjustment please refer to note 41.

2013/14 Restated	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account:				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non-current assets	(1,725)	-	-	1,725
Revaluation losses on Property Plant and Equipment	-	-	-	-
Movements in the market value of Investment Properties	2,727	-	-	(2,727)
Amortisation of intangible assets	-	-	-	-
Capital Grants and contributions applied	34	-	-	(34)
Impairment and Downward Revaluation	-	-	-	-
Revenue expenditure funded from capital under statute	(734)	-	-	734
Non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(14)	-	-	14
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:				
Statutory provision for the financing of capital investment	819	-	-	(819)
Capital Expenditure charged against the General Fund	-	-	-	-
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	6,227	-	(6,227)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	5,665	(5,665)

NOTES TO THE CORE FINANCIAL STATEMENTS

	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants and Other Contributions Unapplied £000	
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	455	(455)	-	-
Use of Capital Receipts Reserves to finance new capital expenditure	-	-	-	-
Contributions from the Capital Receipts Reserve to finance payments to the Government capital receipts pool	-	-	-	-
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited and credited to the Comprehensive Income and Expenditure Statement	(4,140)	-	-	4,140
Employer's pensions contributions and direct payments to pensioners payable in the year	1,490	-	-	(1,490)
Adjustments primarily involving the Collection Fund Adjustment Account:				
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	125	-	-	(125)
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from Business Rates income calculated for the year in accordance with statutory requirements	(283)	-	-	283
Adjustment primarily involving Accumulated Absences Account:				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	19	-	-	(19)
Total Adjustments	5,000	(455)	(562)	(3,983)

NOTES TO THE CORE FINANCIAL STATEMENTS

8. Transfers to/from earmarked reserves

This note sets out the amounts set aside from the General Fund in earmarked reserves to provide for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2014/15.

	Balance at 31 March 2013 £000	Transfers out 2013/14 £000	Transfers in 2013/14 £000	Balance at 31 March 2014 £000	Transfers out 2014/15 £000	Transfers in 2014/15 £000	Balance at 31 March 2015 £000
General Fund - earmarked	927	(22)	257	1,162	-	13	1,175
Legal Reserve	385	-	-	385	-	-	385
Insurance Reserve	627	(54)	-	573	-	56	629
LABGI Reserve	54	(15)	-	39	(25)	-	14
Asset Acquisition Reserve	597	(127)	734	1,204	(1,200)	-	4
Welfare Reform Reserve	35	(22)	-	13	(13)	-	-
Capital Reserve	800	(147)	648	1,301	(206)	104	1,199
Restructuring Reserve	597	-	-	597	-	-	597
Total	4,022	(387)	1,639	5,274	(1,444)	173	4,003

9. Other Operating Expenditure

Other Operating Expenditure, as shown in the Comprehensive Income & Expenditure Account, is made up of the following items of expenditure:

	2013/14 £000	2014/15 £000
Langstone Harbour Board levy	35	35
Loss / (Surplus) on disposal of non-current assets	(460)	(19)
Total	(425)	16

NOTES TO THE CORE FINANCIAL STATEMENTS

10. Financing and Investment Income and Expenditure

Financing and Investment income and Expenditure, as shown in the Comprehensive Income & Expenditure Account, is made up of the following items of expenditure:

	2013/14 £000	2014/15 £000
Interest payable and similar charges	190	177
Expenditure relating to investment properties	309	99
Pensions interest cost and expected return on pensions assets	5,320	4,950
Total Financing and Investment Expenditure	5,819	5,226
Interest receivable and similar income	(70)	(73)
Expected returns on pensions assets	(2,990)	(3,240)
Income and expenditure in relation to investment properties (Note 13)	(1,143)	(1,140)
Change in the fair value of investment properties (Note 13)	(2,727)	(324)
Total Financing and Investment Income	(6,930)	(4,777)
Total Financing and Investment Income and Expenditure	(1,111)	449

11. Taxation and non specific grant incomes

Taxation and non specific grant income, as shown in the Comprehensive Income & Expenditure Account, is shown in the table below. Specific revenue grants have been credited to the relevant service line in the Net Cost of Services. Specific grants received are disclosed in note 31.

	2013/14 £000	2014/15 £000
Council Tax income	(7,240)	(7,707)
Retained Business Rates -	(2,647)	(2,810)
Revenue Support Grant	(4,396)	(3,427)
New Homes Bonus	(477)	(784)
Non-ringfenced Government grants	(704)	(919)
Capital grants and contributions	(6,038)	(742)
Total	(21,502)	(16,389)

NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, plant and equipment

The table below analyses the movements in property, plant and equipment for the year. Further information on additions and enhancements to fixed assets can be found at note 33.

	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets under Construction £000	Total Property, Plant and Equipment * £000
Cost or Valuation:						
At 1 April 2014 (Restated)	35,836	13,616	967	1,841	175	52,435
Additions	-	83	193	104	-	380
Reclassifications	2	-	48	-	(175)	(125)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(1,396)	-	-	-	-	(1,396)
Revaluation increases/(decreases) recognised in the Surplus/(Deficit) on the Provision of Services	(1,335)	(184)	-	-	-	(1,519)
Derecognition - disposals	-	(193)	-	-	-	(193)
Other movements in cost or valuation	(2)	(1)	-	-	-	(3)
At 31 March 2015	33,105	13,321	1,208	1,945	-	49,579
Accumulated Depreciation and Impairment:						
At 1 April 2014 (Restated)	(2,277)	(9,405)	(239)	(904)	-	(12,825)
Depreciation Charge	(481)	(805)	(38)	(120)	-	(1,444)
Depreciation written out to the Revaluation Reserve	930	321	-	-	-	1,251
Depreciation written out to the Surplus/(Deficit) on the Provision of Services	-	103	-	-	-	103
Derecognition - disposals	-	183	-	-	-	183
At 31 March 2015	(1,828)	(9,603)	(277)	(1,024)	-	(12,732)
Net Book Value:						
as at 31 March 2015	31,277	3,718	931	921	-	36,847
as at 31 March 2014 (Restated)	33,559	4,211	728	937	175	39,610

NOTES TO THE CORE FINANCIAL STATEMENTS

Movements in 2013/14:

	Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Assets under Construction £000	Total Property, Plant and Equipment * £000
Cost or Valuation:						
At 1 April 2013 (Restated)	36,461	13,539	958	1,794	-	52,752
Additions (Restated)	-	416	-	47	184	647
Reclassifications	(625)	-	9	-	(9)	(625)
Derecognition - disposals	-	(339)	-	-	-	(339)
Other movements in cost or valuation	-	-	-	-	-	-
At 31 March 2014 (Restated)	35,836	13,616	967	1,841	175	52,435
Accumulated Depreciation and Impairment:						
At 1 April 2013 (Restated)	(1,705)	(8,777)	(192)	(819)	-	(11,493)
Depreciation Charge	(572)	(953)	(47)	(85)	-	(1,657)
Derecognition - disposals	-	325	-	-	-	325
At 31 March 2014 (Restated)	(2,277)	(9,405)	(239)	(904)		(12,825)
Net Book Value:						
as at 31 March 2014 (Restated)	33,559	4,211	728	937	175	39,610
as at 31 March 2013 (Restated)	34,756	4,762	766	975	-	41,259

* There was no PFI asset included in Property, Plant and Equipment in 2013/14 or 2014/15.

Depreciation:

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

- Buildings - 5-50 years
- Vehicles, Plant, Furniture and Equipment - 3-20 years
- Infrastructure - 10-50 years
- Community Assets - 4-30 years

Capital Commitments:

There were no capital commitments outstanding as at 31 March 2015.

NOTES TO THE CORE FINANCIAL STATEMENTS

Effects of changes in estimates:

The Authority's Accounting Policy requires the componentisation of properties valued at over £5,000,000. The purpose of componentisation is to identify the value of plant, equipment and engineering services within a building and depreciate these separately. Reconsideration of the useful lives and fair value of each component is required when an asset is subject to enhancement expenditure.

Revaluations:

The Authority carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured to fair value is revalued at least every five years. All valuations are carried out by Vail Williams LLP, with the exception of one farm asset valued by a specialist valuer, Bidwells LLP. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors, and the accounting policies set out in Note 1 (xvii).

	Land and Buildings £000	Other £000	Total £000
Carried at historical cost:			
Community assets	-	-	-
Infrastructure assets	-	-	-
Assets under construction	-	-	-
Vehicles, plant, furniture and equipment	-	1,455	1,455
Valued at fair value as at:			
31 March 2015	7,053	830	7,883
31 March 2014	-	-	-
31 March 2013	17,563	1,566	19,129
31 March 2012	8,532	800	9,332
31 March 2011	17,377	1,153	18,530
31 March 2010	-	-	-
31 March 2009	2,281	-	2,281
Total property, plant and equipment	52,806	5,804	58,610

NOTES TO THE CORE FINANCIAL STATEMENTS

13. Investment Properties

The following items of income and expenditure have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. Investment property income forms part of the Council's investment income and expenditure, which is detailed in note 10.

	2013/14 £000	2014/15 £000
Rental income from investment property	1,143	1,140
Direct operating expenses arising from investment property	(309)	(99)
Total direct income and expenditure	834	1,041
Change in fair value of investment property	2,727	324
Net gain/(loss)	3,561	1,365

There is no restriction on the Authority's ability to realise the value inherent in its investment property or on the Authority's right to the remittance of income and the proceeds of disposal. The Authority has no contractual obligation to purchase, construct, develop or enhance investment property. The following table summarises the movement in the fair value of investment properties over the year:

	2013/14 £000	2014/15 £000
Balance at the start of the year	15,468	18,820
Additions in the year	-	1,200
Disposals in the year	-	-
reclassification of investment property	625	125
Net gains/losses from fair value adjustments	2,727	324
Balance at the end of the year	18,820	20,469

14. Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include both purchased licences but not internally generated software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to the major software suites used by the Authority are 4-6 years.

The carrying value of intangible assets is cost less any accumulated amortisation and any accumulated impairment loss. The cost is amortised on a straight-line basis. The amortisation of £10,000 charged to revenue in 2014/15 was absorbed as an overhead across all the service headings in the Net Expenditure of Services.

NOTES TO THE CORE FINANCIAL STATEMENTS

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

	2013/14 £000	2014/15 £000
Balance at the start of the year:		
Gross carrying amounts	546	596
Accumulated amortisation	(505)	(564)
Net carrying amount at the start of the year	41	32
Additions in the year	50	126
Amortisation for the period	(59)	(10)
Net carrying amount at 31st March	32	148

One item of capitalised software that is individually material to the net carrying cost of intangibles at the end of the year is the new Civica finance system, the current net book value of which is £116,000

15. Financial Instruments

The following categories of financial instruments are carried in the Balance Sheet. This note has been revised to incorporate all financial instruments and therefore prior year comparatives have been revised.

	Current	Long Term		Current	Long Term
	2013/14 Restated £000	2013/14 Restated £000		2014/15 £000	2014/15 £000
Investments					
Cash Equivalents	9,975	-		12,434	-
Total Investments	9,975	-		12,434	-
Debtors					
Loans and Receivables	895	55		813	52
Financial Assets carried at contracted amounts	72	96		59	112
Total Debtors	967	151		872	164
Total Financial Assets	10,942	151		13,306	164
Borrowings					
Financial liabilities at amortised cost	(77)	(3,823)		(80)	(3,751)
Total Borrowings	(77)	(3,823)		(80)	(3,751)
Other Long Term Liabilities					
Finance Lease Liabilities	(15)	(233)		-	(248)
Total Other Long Term Liabilities	(15)	(233)		-	(248)
Long Term Creditors					
Financial liabilities at contracted amounts	(3,753)	-		(2,471)	-
Total Long Term Creditors	(3,753)	-		(2,471)	-
Total Financial Liabilities	(3,845)	(4,056)		(2,551)	(3,999)

NOTES TO THE CORE FINANCIAL STATEMENTS

Material Soft Loans

The authority makes loans for car purchases to employees in the authority who are in posts that require them to drive regularly on the authority's business. None of these loans are considered material for the purposes of this note.

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

	2013/14		2014/15	
	Financial Assets - Loans and Receivables £000	Financial Liabilities at amortised cost £000	Financial Assets - Loans and Receivables £000	Financial Liabilities at amortised cost £000
Interest expenditure	168	22	155	22
Fee Expenditure	-	-	-	-
Total Expense	168	22	155	22
Interest income (Cash)	(67)	-	(70)	-
Interest income (Accrued)	(3)	-	(3)	-
Total Income	(70)	-	(73)	-
Net Gain / Loss (-) for the year	98	22	82	22

Fair Value of Assets & Liabilities

Financial Assets & Liabilities, represented by loans and receivables and long term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

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

	31st March 2014		31st March 2015	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Financial Assets				
Cash Equivalents	9,975	9,975	12,434	12,434
Total value	9,975	9,975	12,434	12,434

NOTES TO THE CORE FINANCIAL STATEMENTS

On 16th March 2012 the Council borrowed £4,000,000 from the Public Works Loan Board at an interest rate of 4.04%. The loan matures in 30 years and is repayable in equal annual instalments, including interest, of £232,500. The amount presented in the Balance Sheet is the outstanding principal repayable plus accrued interest. The fair value of the loan at the Balance Sheet date is £3,900,000 against an amortised value of £3,844,000.

16. Inventories

	Fuel		Maintenance Materials		Other		Total	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
Balance outstanding at start of year	38	41	43	15	13	38	94	94
Purchases	342	318	289	-	89	81	720	399
Recognised as an expense in the year	(339)	(288)	(317)	-	(64)	(46)	(720)	(334)
Written off balances	-	-	-	-	-	-	-	-
Balance outstanding at end of year	41	71	15	15	38	73	94	159

NOTES TO THE CORE FINANCIAL STATEMENTS

17. Debtors

Long term debtors are amounts owed to the authority that are due after 12 months or more. Current debtors are amounts that are owed to the authority that are due during the next financial year. The presentation of this note has been improved for 2014/15, including prior year comparators.

	Balance 31st March 2014 £000	Balance 31st March 2015 £000
Amounts falling due within one year		
Prepayments and accrued income	1,245	1,466
Government departments	-	2
Collection Fund balance due from Central Government and Major Preceptors	-	-
HM Revenue and Customs (Value Added Tax)	108	154
Other Local Authorities	190	124
Collection Fund - Havant Borough Council	506	726
Debtors for services	1,060	968
Housing Benefit Debtors	1,930	2,095
Debtors due within one year	5,039	5,535
Doubtful debts allowance		
General Fund	(1,594)	(1,898)
Collection Fund	(488)	(315)
Total Debtors due within 1 year	2,957	3,322
Long Term Debtors		
Employee Car Loans	96	112
Loans to Local Organisations	55	52
Total Long Term Debtors	151	164

18. Cash and cash equivalents

The authority defines cash equivalents as any financial instrument that can be immediately converted into a known amount of cash without incurring any penalty. Cash Equivalents were made up of the following elements:

	31 March 2014 £000	31 March 2015 £000
Cash held by the Authority	404	-
Bank current accounts	101	157
Short term deposits	9,470	12,855
Total cash and cash equivalents	9,975	13,012
Bank overdraft	-	(578)
Total cash, cash equivalents and bank overdraft	9,975	12,434

NOTES TO THE CORE FINANCIAL STATEMENTS

19. Creditors

Creditors are amounts owed by the authority at 31st March. The presentation of this note has been improved for 2014/15, including prior year comparators.

	Balance 31st March 2014 £000	Balance 31st March 2015 £000
Amounts falling due within one year		
Accruals and income in advance	4,754	2,961
Government departments	350	937
Her Majesty's Revenues and Customs (Income Tax)	197	198
Collection Fund balance due from Central Government and Major Preceptors	-	2,441
Other Local Authorities	-	20
Collection Fund - Havant Borough Council	-	471
Creditors for goods and services	534	727
Short Term Finance Lease Capital Liability	15	-
Total Creditors payable within 1 Year	5,850	7,755
Amounts falling due over one year		
Finance Lease - Regional Business Centre (Note 34)	233	248
Total Creditors payable after 1 year	233	248

20. Provisions

Provisions at 31 March 2015 represent amounts set aside for the purpose of providing for liabilities, which are likely or certain to be incurred but are uncertain as to the amount or the date on which they will arise.

Insurance claims are met by an insurance fund operated by the Council. Insurance premiums are paid into the fund from the revenue account by services requiring insurance cover. Insurance claims less than the policy excesses, and policy excesses, are then met from the Insurance Fund. Risks covered by the fund include: Employer's Liability; Third Party Claims; Property; Motor Vehicles; Engineering; Terrorism; Officials Indemnity and Professional Indemnity within agreed excess levels.

Businesses in the Havant Borough Council area are entitled to appeal against the rating valuation of their property. The Council bears 40% of the cost of business rates appeals. The provision is created on the basis of known appeals that have yet to be settled.

A group of Property Search Companies are seeking to claim refunds of fees paid to the Council to access land charges data. Proceedings have not yet been issued. The Council has been informed that the value of those claims at present is £105,000. The claimants have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be as against the Council. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present.

NOTES TO THE CORE FINANCIAL STATEMENTS

Municipal Mutual Insurance (MMI) was a local authority owned mutual providing insurance to the Council which ceased business in 1992. However, MMI is still liable for certain insurance claims which, if not covered by MMI's remaining assets, will be apportioned between the member authorities. A Supreme Court ruling in March 2012 gave certainty that MMI will incur full liability for Mesothelioma claims, significantly increasing the likelihood that costs will be incurred by the Council. The latest estimate of potential liability is £131,000 and a provision has been created to ensure the council can meet this liability.

The Council is involved in litigation relating to subsidence caused by Council owned trees. The estimated value of the claim is £90,000.

	Insurance Fund £000	Business Rates Backdated Appeals £000	Land Charges £000	Tree works £000	MMI £000	Total £000
Balance outstanding at 1 April 2014	186	449	-	-	131	766
Additional provisions made during the year	1	-	105	90	-	196
Unused amounts reversed in the year	-	(204)	-	-	-	(204)
Amounts used in the year	(20)	(105)	-	-	-	(125)
Balance outstanding at 31 March 2015	167	140	105	90	131	633

Under one year	124	-		90	-	214
One year and over	43	140	105	-	131	419
Balance outstanding at 31 March 2015	167	140	105	90	131	633

21. Usable reserves

Movements in usable reserves are detailed in the Movement in Reserves Statement and Note 8.

	Balance at 31 March 2014 £000	Movement in year £000	Balance at 31 March 2015 £000
General Fund Balance	3,726	230	3,956
Earmarked Reserves	5,274	(1,271)	4,003
Capital Receipts Reserve	455	(452)	3
Capital Grants and other contributions unapplied	1,461	871	2,332
Total	10,916	(622)	10,294

NOTES TO THE CORE FINANCIAL STATEMENTS

22. Unusable reserves

	31 March 2014 (Restated) £000	31 March 2015 £000
Revaluation reserve	7,531	7,215
Capital adjustment account	39,482	39,528
Pensions reserve	(40,450)	(46,150)
Collection fund adjustment account	(182)	1,132
Accumulated absences account	(104)	(104)
Total unusable reserves	6,277	1,621

Revaluation reserve:

The revaluation reserve contains the gains made by the Authority arising from the 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 gain is realised.

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

	31 March 2014 £000	31 March 2015 £000
Balance outstanding at start of year	6,303	7,531
Upward revaluation of assets	-	-
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	-	(145)
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	-	(145)
Other reclassification	1,375	-
Difference between fair value depreciation and historical cost depreciation	(147)	(171)
Balance outstanding at end of year	7,531	7,215

NOTES TO THE CORE FINANCIAL STATEMENTS

Capital adjustment account:

	31 March 2014 (Restated) £000	31 March 2015 £000
Balance outstanding at start of year	33,639	39,482
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
- Charges for depreciation and impairment of non-current assets	(1,666)	(1,444)
- Amortisation of intangible assets	(59)	(10)
- Revenue expenditure funded from capital under statute	(129)	(1,382)
- Revaluation losses on Property, Plant and Equipment	-	(1,416)
- Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(14)	(10)
	(1,868)	(4,262)
Adjusting amounts written out of the Revaluation Reserve	(1,227)	171
Net written out amount of the cost of non-current assets consumed in the year	(3,095)	(4,091)
Capital financing applied in the year:		
- Use of the Capital Receipts Reserve to finance new capital expenditure	-	481
- Use of specific reserves to finance new capital expenditure	291	1,344
- Use of the General Fund to finance new capital expenditure	40	8
- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	5,061	1,205
- Statutory provision for the financing of capital investment charged against the General Fund	819	775
	6,211	3,813
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	2,727	324
Balance outstanding at end of year	39,482	39,528

NOTES TO THE CORE FINANCIAL STATEMENTS

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

The account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

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

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

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 Authority 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 Authority makes employer's contributions to pension funds, or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority 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.

	31 March 2014 £000	31 March 2015 £000
Balance outstanding at start of year	(54,990)	(40,450)
Actuarial gains or (losses) on pensions assets and liabilities	17,190	(3,960)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(4,140)	(3,450)
Employer's pensions contributions and direct payments to pensioners payable in the year	1,490	1,710
Balance outstanding at end of year	(40,450)	(46,150)

NOTES TO THE CORE FINANCIAL STATEMENTS

Collection Fund adjustment account

The Collection Fund adjustment account manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	31 March 2014 £000	31 March 2015 £000
Balance outstanding at start of year	(24)	(182)
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	126	262
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	(284)	1,052
Balance outstanding at end of year	(182)	1,132

Accumulated absences account

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

	31 March 2014 £000	31 March 2015 £000
Balance outstanding at start of year	(123)	(104)
Settlement or cancellation of accrual made at the end of the preceding year	123	104
Amounts accrued at the end of the current year	(104)	(104)
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	19	-
Balance outstanding at end of year	(104)	(104)

NOTES TO THE CORE FINANCIAL STATEMENTS

23. Net cash flow from operating activities

The cash flows for operating activities include the following items. The council has reviewed its process for the cashflow statement in order to provide more information from 2014/15.

	2013/14 £000	2014/15 £000
Net Surplus / Deficit (-) on the Provision of Services	7,883	243
Adjustments to net surplus / deficit on the provision of services for non-cash movements		
Depreciation and amortisation of fixed assets	1,716	1,454
Movement in Doubtful Debts Allowance	30	(51)
Increase / (-) Decrease in creditors	(283)	(339)
Increase (-) / Decrease in short term debtors	(405)	(496)
Increase (-) / Decrease in long term debtors	(27)	(16)
Increase (-) / Decrease in stock	-	(64)
Difference between pension contributions paid and amounts recognised in the income statement	2,650	1,740
Movements in provisions	(460)	(315)
Movements in value of investment properties	(2,727)	(324)
Collection Fund increase / (-) decrease in cash	(35)	1,869
Capital grants applied to capital financing	562	852
Reduction in Receipts in Advance	(131)	(236)
Other non cash movements	-	(77)
Total adjustments for non cash movements	890	3,997
Adjustments for items included in the net surplus / deficit on the provision of services that are investing and financing activities		
Profit / (-) Loss on disposal of fixed assets	15	(19)
Capital grants received	(6,038)	(742)
Total adjustments for investing and financing activities	(6,023)	(761)
Total Operating Activities	2,750	3,479

NOTES TO THE CORE FINANCIAL STATEMENTS

24. Net cash flow from investing activities

	2013/14 £000	2014/15 £000
Purchase of property, plant and equipment, investment property and intangible assets	(5,816)	(1,707)
Capital grants received	6,038	742
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	455	29
Net cash flows from investing activities	677	(936)

25. Net cash flow from financing activities

	2013/14 £000	2014/15 £000
Net increase / (decrease) in national non-domestic rates cash	636	-
Net increase / (decrease) in preceptors share of council tax cash	744	-
Cash payments for the reduction of the outstanding liabilities relating to finance leases	(15)	(15)
Repayments of short and long term borrowing	(55)	(69)
Net cash flows from financing activities	1,310	(84)

26. Amounts reported for resource allocation decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the *Service Reporting Code of Practice*. However, decisions about resource allocation are taken by the Authority's Cabinet on the basis of budget reports analysed across Service Heads. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charge is made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement)
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year
- income and expenditure from investment properties is included in Governance and Logistics but has been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement

NOTES TO THE CORE FINANCIAL STATEMENTS

The income and expenditure of the Authority's principal Service Heads recorded in the budget reports for the year is as follows:

Service Head Income and Expenditure 2014/15	CEO and Directors Office £000	Economy and Communities £000	Env't & Neighbourhood Quality £000	Governance & Logistics £000	Marketing and Development £000	Planning and Built Environment £000	Total £000
Total Income	(632)	(2,508)	(2,580)	(38,485)	(2,938)	(3,583)	(50,726)
Employee expenses	694	1,928	3,892	3,479	834	2,074	12,901
Other service expenses	87	3,019	3,712	39,100	2,071	2,079	50,068
Total Expenditure	781	4,947	7,604	42,579	2,905	4,153	62,969
Net Expenditure	149	2,439	5,024	4,094	(33)	570	12,243

The income and expenditure of the Authority's principal Service Heads recorded in the budget report for 2013/14 was as follows:

Service Head Income and Expenditure 2013/14	CEO and Directors Office £000	Economy and Communities £000	Env't & Neighbourhood Quality £000	Governance & Logistics £000	Marketing and Development £000	Planning and Built Environment £000	Total £000
Total Income	(105)	(585)	(4,640)	(35,644)	(461)	(2,354)	(43,789)
Employee expenses	328	1,105	5,303	2,681	1,299	2,156	12,872
Other service expenses	3	658	2,233	39,868	1,658	764	45,184
Total Expenditure	331	1,763	7,536	42,549	2,957	2,920	58,056
Net Expenditure	226	1,178	2,896	6,905	2,496	566	14,267

NOTES TO THE CORE FINANCIAL STATEMENTS

Reconciliation of Service Head Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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

	2013/14 (Restated) £000	2014/15 £000
Net expenditure in the Service Head analysis	14,267	12,243
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the analysis	55	2,063
Amounts included in the analysis not included in the Comprehensive Income and Expenditure Statement	833	1,375
Cost of Services in Comprehensive Income and Expenditure Statement	15,155	15,681

Reconciliation to Subjective Analysis

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

	Service Head analysis £000	Amounts not reported to management in the analysis £000	Amounts not included in the CI&E £000	Total £000
2014/15				
Total Income	(50,726)	-	-	(50,726)
Employee expenses	12,901	-	-	12,901
Other service expenses	50,068	-	-	50,068
Investment Property Income & expenditure	-	1,375	-	1,375
Depreciation	-	1,445	-	1,445
Revenue Expenditure Financed by Capital under Statute	-	1,382	-	1,382
Capital Grants and Contributions	-	(834)	-	(834)
IAS19 Pension Adjustment	-	70	-	70
Other operating expenditure (Note 9)	-	16	-	16
Financing and Investment Income and Expenditure (Note 10)	-	449	-	449
Taxation and non specific grant income (Note 11)	-	(16,389)	-	(16,389)
Total Net Expenditure	62,969	(12,486)	-	50,483
Surplus or deficit on the provision of services	12,243	(12,486)	-	(243)

NOTES TO THE CORE FINANCIAL STATEMENTS

The comparative table for 2013/14 is as follows:

	Service Head analysis £000	Amounts not reported to management in the analysis £000	Amounts not included in the CI&E £000	Total £000
2013/14 (Restated)				
Total Income	(43,789)	-	(43)	(43,832)
Employee expenses	12,872	-	-	12,872
Other service expenses	45,184	-	-	45,184
Investment Property Income & expenditure	-	833	-	833
Prior Period Adjustment - Depreciation	-	(553)	-	(553)
Capital Grants and Contributions	-	(187)	-	(187)
IAS19 Pension Adjustment	-	838	-	838
Other operating expenditure (Note 9)	-	(425)	-	(425)
Financing and Investment Income and Expenditure (Note 10)	-	(1,111)	-	(1,111)
Taxation and non specific grant income (Note 11)	-	(21,502)	-	(21,502)
Total Net Expenditure	58,056	(22,107)		35,949
Surplus or deficit on the provision of services	14,267	(22,107)	(43)	(7,883)

27. Officers' Remuneration

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

Post Holder information	Year	Salaries, fees & allowances £	Benefits in Kind £	Compensation for loss of office £	Employer's Pension Contributions £	Total £
Chief Executive	2014/15	128,144	-	-	16,787	144,931
	2013/14	126,250	-	-	16,539	142,789
Executive Head of Economy and Communities	2014/15	78,066	-	-	10,227	88,293
	2013/14	75,750	-	-	9,923	85,673
Executive Head of Environment and Neighbourhood Quality	To 31/12/14	57,665	-	15,000	63,081	135,746
	From 1/2/15	10,984	-	-	1,439	12,423
	2013/14	75,750	211	-	9,923	85,884

*A senior employee is defined as an officer who earns a salary of more than £150,000 per annum, or is the designated head of the paid service, or is a statutory chief officer, or is any person having responsibility for the management of the council, to the extent that the officer has power to direct or control the major activities of the council, in particular activities involving the expenditure of money, whether solely or collectively with other officers.

NOTES TO THE CORE FINANCIAL STATEMENTS

The contribution rate for pensions is 13.1% of pensionable pay plus an additional monetary amount relating to all scheme members of £563,400 in 2014/15 (£517,800 in 2013/14).

Note: The Joint Management Team is made up of the Chief Executive, two Executive Directors and five Executive Heads. All of these posts are shared with East Hampshire District Council, and the cost of these posts are split equally between both Councils. The Chief Executive is employed by Havant Borough Council. Both Executive Directors are employed by East Hampshire District Council, and two of the five Executive Heads are employed by Havant Borough Council.

The table below outlines the contributions between Havant Borough Council and East Hampshire District Council in respect of senior employees

Post Title	Contributions paid to East Hampshire District Council £		Contributions received from East Hampshire District Council £	
	2013/14	2014/15	2013/14	2014/15
Chief Executive	-	-	78,989	80,176
Executive Director	57,201	60,332	-	-
Executive Director	57,201	58,060	-	-
Executive Head of Economy & Communities	-	-	46,880	48,258
Executive Head of Environment & Neighbourhood Quality	-	-	46,948	42,498
Executive Head of Governance & Logistics	46,948	47,695	-	-
Executive Head of Marketing & Development	46,948	47,653	-	-
Executive Head of Planning & Built Environment	46,948	47,653	-	-
Total Contribution	255,246	261,393	172,817	170,932

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

Bands	Number of Employees			
	2013/14 exc termination benefits	2013/14 inc termination benefits	2014/15 exc termination benefits	2014/15 inc termination benefits
£50,000 - £54,999	2	2	1	-
£55,000 - £59,999	6	6	8	9
£60,000 - £64,999	-	-	-	1
	8	8	9	10

NOTES TO THE CORE FINANCIAL STATEMENTS

The numbers of exit packages with total cost per band are set out in the table below.

Cost band	Number of compulsory redundancies		Number of other departures agreed		Total cost of exit packages £	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
£0 - £20,000	5	-	-	-	46,657	
£20,001 - £40,000	-	2	-	1	-	49,122
£40,001 - £60,000	-	1	-	-	-	89,979
£60,001 - £80,000	-	-	-	1	-	70,528
Total	5	3	-	2	46,657	209,629

Havant Borough Council paid £14,555 to East Hampshire District Council as a contribution to the redundancy costs of officers employed by East Hampshire District Council for 2014/2015 (£16,692 for 2013/2014). Contributions of £4,833 were received from East Hampshire District Council in respect of restructuring in 2014/2015 (no contributions in 2013/2014).

28. Members' Allowances

The Authority paid the following amounts to members of the council during the year.

	2013/14 £000	2014/15 £000
Allowances	307	304
Expenses	6	21
Total	313	325

29. External audit costs

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

	2013/14 £000	2014/15 £000
Fees payable with regard to external audit services carried out by the appointed auditor for the year	62	62
Fees payable for the certification of grant claims and returns for the year	12	17
Total	74	79

NOTES TO THE CORE FINANCIAL STATEMENTS

30. Grant Income

The Authority credited the following grants, subsidies and contributions to the Net Cost of Services in 2014/15:

	2013/14 £000	2014/15 £000
Credited to services		
Bellwin funding - flooding	-	26
Broadmarsh revetment maintenance contribution	-	66
Business Rates Administration Subsidy	438	141
Council Tax Support Scheme Subsidy	-	164
Department for work and pensions: Housing Benefits Subsidy	33,041	32,452
Individual Electoral Registration Funding	-	29
Neighbourhood Planning Grants	-	20
Total	33,479	32,898

The Authority also credited the following general grants and contributions to the Comprehensive Income and Expenditure Statement, as outlined at note 10:

	2013/14 £000	2014/15 £000
Credited to taxation and non-specific grant income		
Business Rates main programme grant	-	35
Capitalisation grant - flooding	23	-
Council tax freeze grant	83	85
Council Tax flooding relief grant	-	1
Council Tax Family Annex grant	-	1
Environment Agency	8	-
New Burdens grant - Council Tax Support Scheme	76	111
New Burdens grant - Community Right to Challenge	9	9
New Burdens grant - Efficiency & Transformation	-	12
New Burdens grant - Assets of Community Value	8	8
New Burdens grant - Transparency	3	6
New Homes Bonus	477	784
New Homes Bonus surplus redistribution	-	10
Revenue support grant	4,396	3,427
Section 31 grant - Business rates inflation cap	-	36
Section 31 grant - Reoccupation relief	-	2
Section 31 grant - Retail Relief	-	163
Section 31 grant - Small Business Rate Relief	381	413
Section 31 grant - Flood relief	70	-
Section 31 grant - Electoral Registration	12	-
Severe Weather Recovery Grant	-	28
Transition grant - Council Tax Support Scheme	31	-
Total General Grants	5,577	5,131
Capital grants		
Disabled Facilities Grants	604	621
Environment Agency	5,350	-
Other external contributions	84	121
Total	6,038	742

NOTES TO THE CORE FINANCIAL STATEMENTS

The Authority has received a number of developers' contributions that have yet to be recognised as income as they have conditions attached to them that may require the monies or property to be returned to the contributors. The balances at the year-end included in receipts in advance are £954,000 (2013/14: £1,189,000).

The Council is holding a contribution of £2,057,053 from Hampshire County Council towards the cost of the refurbishment of the Public Service Plaza. With effect from 1st June 2012 the Council agreed that Hampshire County Council could occupy a proportion of the Public Service Plaza for 25 years. The contribution is held in the Balance Sheet as a receipt in advance to be amortised in equal annual instalments to the Comprehensive Income and Expenditure Account (CI&E) over the term of the occupancy agreement. £93,000 is due to be taken to the CI&E in 2015/16 and is included in the fair value of the loan.

31. Related Parties

The Authority is required to disclose material transactions with related parties. These are bodies or individuals that have the potential to control or influence the council or to be controlled or influenced by the authority. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Authority.

Central Government

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 a significant amount of funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties, for example council tax bills and housing benefits. Grants received from government departments are set out in the subjective analysis in note 26, and detailed in Note 30.

Members

Members of the council have direct control over the council's financial and operating policies. The total of members' allowances paid in 2014/15 is shown in Note 28. There was no known material related party transaction with councillors for 2014/15 or for 2013/14.

Officers

There was no known material related party transaction with officers for 2014/15 or for 2013/14.

Entities Controlled or Significantly influenced by the Authority

The Authority provided material assistance to Havant & District Citizens Advice Bureaux of £71,000 (£141,000 in 2013/14) and to Havant Council of Community Service of £62,000 (£70,000 in 2013/14).

32. Interests in Other Entities

The Council does not have, in aggregate, a material interest in any subsidiary companies, associated companies or joint ventures. Group accounts have therefore not been prepared.

The Council has an interest in Portchester Crematorium Joint Committee which manages the operations of Portchester Crematorium. The Joint Committee is represented equally by the four constituent authorities, Fareham Borough Council, Havant Borough Council, Gosport Borough Council and Portsmouth City Council. Further information can be obtained from: The Treasurer to the Joint Committee, Civic Centre, Civic Way, Fareham. The accounts of this entity have not been consolidated into the financial statements of the Council. Havant Borough Council's share of the net assets of Portchester Crematorium Joint Committee is £1,931,000 (£1,960,000 in 2013/2014). During 2014/2015 the Council received £150,000 from the Portchester Crematorium Joint Committee (£150,000 in 2013/2014) being its share of the distributable surpluses.

33. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

Capital Expenditure and Capital Financing

	2013/14 £000	2014/15 £000
Opening capital financing requirement	11,464	11,200
Capital investment:		
- Property, plant and equipment	5,817	1,707
Loans to local organisations	-	-
Revenue expenditure funded from capital under statute	734	1,382
Sources of finance:		
- Capital receipts	-	(481)
- Revenue Reserves	(291)	(1,344)
- Government grants and other contributions	(5,665)	(1,206)
Sums set aside from revenue:		
- Direct revenue contributions	(40)	(8)
- MRP	(819)	(775)
Closing capital financing requirement	11,200	10,475

	2013/14 £000	2014/15 £000
Explanation of movements in year:		
Increase / (decrease) in underlying need for borrowing (unsupported by government financial assistance)	(264)	(725)
Increase/(decrease) in capital financing requirement	(264)	(725)

NOTES TO THE CORE FINANCIAL STATEMENTS

34. Leases

Authority as Lessee

Finance Leases

The Council has acquired a 98 year interest in a regional business centre under a finance lease. The asset acquired under this lease is carried as Property, Plant and Equipment in the Balance Sheet at £255,000 (2013/2014 £261,000)

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

	31 March 2014 (Restated) £000	31 March 2015 £000
Finance lease liabilities (net present value of minimum lease payments):		
- current	30	30
- non-current	2,534	2,504
Finance costs payable in future years	(2,316)	(2,286)
Minimum lease payments	248	248

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

	Minimum Lease Payments			Finance Lease Liabilities		
	31 March 2013 (Restated) £000	31 March 2014 (Restated) £000	31 March 2015 £000	31 March 2013 (Restated) £000	31 March 2014 (Restated) £000	31 March 2015 £000
Not later than one year	-	-	-	30	30	30
Later than one year and not later than five years	-	-	-	120	120	120
Later than five years	248	248	248	2,444	2,414	2,384
	248	248	248	2,594	2,564	2,534

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2014/2015 £14,000 contingent rents were payable by the Authority (2013/2014 £14,000).

Operating Leases

The Authority leases land and property under operating leases for a number of purposes. These include the CCTV Control Room at the Meridian Centre, some recreation land and a car park.

NOTES TO THE CORE FINANCIAL STATEMENTS

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

Operating leases	31 March 2014 £000	31 March 2015 £000
Not later than one year	8	9
Later than one year and not later than five years	25	24

The minimum lease payments receivable do not include amounts that are contingent on future events, such as adjustments arising from rent reviews.

Expenditure on Operating Leases was charged to the following services on the Comprehensive Income and Expenditure Statement as follows:

The Council had no rental obligation as lessee under operating leases during 2013/14.

Service Heading	31 March 2014 £000	31 March 2015 £000
Cultural Services	6	6

Authority as Lessor

Finance Leases

The Authority does not lease any of its assets under a finance lease agreement.

Operating Leases

The Authority leases out property and equipment under operating leases for a number of purposes. These include the generation of income from investment properties, and the provision of community services including sports facilities and economic development purposes.

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

	31 March 2014 £000	31 March 2015 £000
Not later than one year	1,161	1,179
Later than one year and not later than five years	4,460	4,517
Later than five years	60,937	61,692
	66,558	67,388

The minimum lease payments receivable do not include amounts that are contingent on future events, such as adjustments arising from rent reviews.

35. Impairment losses

No impairment losses have been identified in 2014/15 or 2013/14.

36. Termination Benefits

The Authority terminated the contracts of five employees in 2014/2015, incurring liabilities of £209,628 (£46,657 in 2013/14), in the form of compensation for loss of office, of which £96,941 related to enhanced pension benefits.

NOTES TO THE CORE FINANCIAL STATEMENTS

37. Defined benefit pension schemes

The disclosures below relate to the funded liabilities within the Hampshire County Council Pension Fund (the "Fund"), which is part of the Local Government Pension Scheme (the "LGPS"). The LGPS is a funded defined benefit plan, with benefits earned up to 31st March 2014 being linked to final salary. Benefits after 31st March 2014 are based on a Career Average Revalued Earnings scheme. Details of the benefits to be paid for the period covered by this disclosure are set out in the LGPS (Benefits, Membership and Contributions) Regulations 2007. The funded nature of the LGPS requires Havant Borough Council and its employees to pay contributions into the Fund, calculated at a level intended to balance the pensions liabilities with investment assets. Information on the framework for calculating contributions is set out in LGPS regulations 2013 and the Fund's Funding Strategy Statement. The contributions to be paid until the date of the next actuarial valuation of the Fund is available are set out in the Rates and Adjustment certificate. The Fund Administering Authority, Hampshire County Council, is responsible for governance of the Fund.

Financial Assumptions	31st March 2013	31st March 2014	31st March 2015
Pension Accounts revaluation rate	n/a	n/a	1.8%
Rate of general increase of salaries	4.6%	3.8%	3.3%
Rate of increase to pensions in payment	2.7%	2.3%	1.8%
Discount rate for scheme liabilities	4.3%	4.3%	3.2%

The mortality assumptions are based on the recent actual mortality experience of members within the fund and allow for expected future mortality improvements.

Post Retirement Mortality	31st March 2014	31st March 2015
Male		
Member aged 65 at accounting date	24.4	24.5
Member aged 45 at accounting date	26.5	26.6
Female		
Member aged 65 at accounting date	26.2	26.3
Member aged 45 at accounting date	28.5	28.6

Asset Allocation

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below.

	Asset split as at 31/3/2014 (% pa)	Asset split as at 31/3/2015		
		Quoted (%)	Unquoted (% pa)	Total (%)
Equities	60.8	54.9	2.9	57.8
Property	7.5	1.1	6.9	8.0
Government Bonds	23.6	25.0	0.4	25.4
Corporate Bonds	1.6	1.5	0.1	1.6
Cash	3.8	3.7	0.0	3.7
Other	2.7	0.0	3.5	3.5
Total	100.0	86.20	13.80	100.0

NOTES TO THE CORE FINANCIAL STATEMENTS

The split of the defined benefit obligation at the last valuation date between the various categories of members was as follows;

Active members	25%
Deferred Pensioners	14%
Pensioners	61%

Reconciliation of funded status to the Balance Sheet

	Value as at 31st March 2013		Value as at 31st March 2014		Value as at 31st March 2015	
	Funded £m	Unfunded £m	Funded £m	Unfunded £m	Funded £m	Unfunded £m
Fair value of assets	70.52	-	76.59	-	84.91	-
Present value of defined benefit obligation	(124.83)	(0.68)	(116.37)	(0.67)	(130.36)	(0.70)
Funded status	(54.31)	(0.68)	(39.78)	(0.67)	(45.45)	(0.70)
Impact of minimum funding requirement / asset ceiling	-	-	-	-	-	-
Asset / (liability) recognised on the balance sheet	(54.31)	(0.68)	(39.78)	(0.67)	(45.45)	(0.70)

Breakdown of amounts recognised in the Surplus or Deficit on the Provision of Services and Other Comprehensive Income.

	Period Ending 31st March 2014		Period Ending 31st March 2015	
	Funded £m	Unfunded £m	Funded £m	Unfunded £m
Operating Costs				
Current Service Cost	1.83	-	1.64	-
Past Service Costs (including curtailments)	0.01	-	0.10	-
Settlement Costs	-	-	-	-
Financing Costs				
Interest on net defined benefit liability / (asset)	2.30	0.03	1.68	0.03
Pension expense recognised in Income & Expenditure	4.14	0.03	3.42	0.03
Remeasurements in Other Comprehensive Income				
Return on plan assets (in excess of) / below that recognised in net interest	(5.23)	-	(7.59)	-
Actuarial (gains) / losses due to changes in financial assumptions	(9.57)	(0.04)	12.34	0.04
Actuarial (gains) / losses due to changes in demographic assumptions	(1.20)	0.01	-	-
Actuarial (gains) / losses due to liability experience	(1.18)	0.02	(0.82)	(0.01)
Total amount recognised in Other Comprehensive Income	(17.18)	(0.01)	3.93	0.03
Total amount recognised	(13.04)	0.02	7.35	0.06

NOTES TO THE CORE FINANCIAL STATEMENTS

Changes to the Present Value of defined benefit obligation during the accounting period

This table reconciles the movement in the overall pension liability for the year.

	Period Ending 31st March 2014 £m		Period Ending 31st March 2015 £m	
	Funded	Unfunded	Funded	Unfunded
Opening defined benefit obligation	124.83	0.68	116.37	0.67
Current service cost	1.83	-	1.64	-
Interest expense on defined benefit obligation	5.29	0.03	4.92	0.03
Contributions by Participants	0.49	-	0.52	-
Actuarial Gains (-) / Losses - financial assumptions	(9.57)	(0.04)	12.34	0.04
Actuarial Gains (-) / Losses - demographic assumptions	(1.20)	0.01	-	-
Actuarial Gains (-) / Losses - experience	(1.18)	0.02	(0.82)	(0.01)
Net Benefits Paid out	(4.13)	(0.03)	(4.71)	(0.03)
Past Service Cost	0.01	-	0.10	-
Closing defined benefit obligations	116.37	0.67	130.36	0.70

Changes to the Fair Value of Assets during the Accounting Period

This table reconciles the movement in the fair value of pension assets for the year.

	Period Ending 31st March 2014 £m		Period Ending 31st March 2015 £m	
	Funded	Unfunded	Funded	Unfunded
Opening Fair Value of Assets	70.52	-	76.59	-
Interest return on Assets	2.99	-	3.24	-
Actuarial Gains / (-) Losses on assets	5.23	-	7.59	-
Contributions by the Employer	1.49	0.03	1.68	0.03
Contributions by Participants	0.49	-	0.52	-
Net Benefits Paid out	(4.13)	(0.03)	(4.71)	(0.03)
Closing Present Value of Liabilities	76.59	-	84.91	-

NOTES TO THE CORE FINANCIAL STATEMENTS

Actual Return on Assets

This table shows the total return on pension fund assets. This includes the impact of any changes in assumptions made by the actuary.

	Period Ending 31st March 2014 £m	Period Ending 31st March 2015 £m
Interest income on Assets	2.99	3.24
Remeasurement Gains / (-) Losses	5.23	7.59
Actual Return on Assets	8.22	10.83

Sensitivity Analysis

The results shown in the Accounts are sensitive to the assumptions used. The approximate impact of changing the key assumptions on the present value of the funded defined benefit obligation as at 31st March 2015 and the projected service cost for the year ending 31st March 2016 is set out below. In each case, the only assumption mentioned is altered; all other assumptions remain the same. Sensitivity on unfunded benefits are excluded on grounds of materiality.

Funded LGPS Benefits	+0.1% pa	-0.1% pa
Discount rate assumptions		
Present value of total obligation (£m)	128.26	132.49
% change in present value of total obligation	-1.60%	1.60%
Projected service costs (£m)	1.95	2.07
Approximate % change in service cost	-3.00%	3.10%
Rate of general increases in salaries		
Present value of total obligation (£m)	130.73	130.00
% change in present value of total obligation	0.30%	-0.30%
Projected service costs (£m)	2.01	2.01
Approximate % change in service cost	0.00%	0.00%
Rate of general increases in pensions in payment		
Present value of total obligation (£m)	132.14	128.61
% change in present value of total obligation	1.40%	-1.30%
Projected service costs (£m)	2.07	1.95
Approximate % change in service cost	3.10%	-3.00%
Post retirement mortality assumptions	+1 Year	-1 Year
Present value of total obligation (£m)	133.78	126.93
% change in present value of total obligation	2.60%	-2.60%
Projected service costs (£m)	2.08	1.94
Approximate % change in service cost	3.30%	-3.40%

NOTES TO THE CORE FINANCIAL STATEMENTS

Estimated Surplus or Deficit on the Provision of Services in future periods

Estimates of charges to the Comprehensive Income and Expenditure Account in future periods are based on assumptions in place as at 31st March 2015, plus an additional assumption to reflect that the projected cost is based on benefits being earned under a CARE scheme.

	2015/16		2016/17	
	Funded £m	Unfunded £m	Funded £m	Unfunded £m
Projected Service Cost	2.01	-	2.08	-
Past Service Costs	-	-	-	-
Net interest on the net defined liability / (asset)	1.43	0.02	1.48	0.02
Total	3.44	0.02	3.56	0.02

Pension costs in future periods

The pension costs shown in the next accounting period's accounts will be different to that shown above. Although it is not possible to give a reliable indication of the impact, the figures shown are subject to change. Reasons why the pension cost may change include:

1. Actual increase in payroll being different to that used in the calculations. The projected payroll figure is estimated from the implied payroll over the current accounting period. A figure of £7.8m has been used in the estimate (£7.339m in 2013/14). A difference in payroll will particularly affect current service costs.
2. Past service costs may not be zero. This cost is that resulting from benefit augmentations or early retirements before age 60 or on the grounds of efficiency.
3. Curtailment / settlement events may occur (for example, outsourcing, redundancy exercises, or bulk transfers)
4. Actual cash flows over the next accounting period may differ from those assumed.
5. The expected employer contributions in 2015/16 are £1.67m.

38. Contingent liabilities and contingent assets

At 31 March 2015 the authority has the following material contingent liabilities:

The council operates a rent deposit guarantee scheme under which it guarantees rent deposits payable by tenants to landlords in order to assist them to obtain rented accommodation as part of the council housing strategy. If all of these guarantees were called upon the council's potential liability would be in the order of £45,000.

The Council has made an estimate of known Business Rates appeals (note 20 refers). However, the Council has based its estimate on known appeals as at 31st March 2014. The Council is unable to make a reliable estimate of potential appeals, but recognises that there is a risk to the Council arising from future appeals.

There were no contingent assets.

39. Nature and extent of risks arising from financial instruments

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

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

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

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority'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, as laid down by Sector Treasury Services. This service also uses a number of overlays such as credit watches and credit outlooks to enhance the credit ratings of counterparties. The Council's priority when making these deposits is security of capital and liquidity of investments. Deposits are not made with banks and financial institutions unless they are rated independently with a minimum category green in the Sector credit rating system. The approved list of counterparties is amended immediately if any change in sector rating occurs.

Limits for investment with these counterparties are in place; the maximum investment up to 364 days deposited with any one institution in the highest rated category was £4 million. No more than £2 million can be invested for a period of more than 365 days without councillor involvement. No investment is to be made in an institution where it could be expected, at the time of investment, that the amount invested with that institution would at any time exceed 50% of the Authority's investments unless the total investments are below £3 million and with authority from the Head of Governance and Logistics.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies 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. Risks relating to recoverability applies to all of the Authority's deposits, but there was no evidence at the 31 March 2014 that this was likely to crystallise. The Council has experienced no loss arising from defaults on its investments during the last five years.

The Council does not generally allow credit for customers; if it does so the customers are assessed, taking into account their financial position, past experience and other factors wherever possible.

NOTES TO THE CORE FINANCIAL STATEMENTS

No credit limit was exceeded during the reporting period. The Council's sundry debt profile was as follows:

	2014/15 £
0-62 Days	670,481
64-182 Days	30,584
182-274 Days	30,800
274-365 Days	21,912
Over one year	113,198
Total	866,975

Liquidity Risk

The Council has £3,778,000 outstanding with the Public Works Loans Board at a fixed rate of 4.04% for 30 years. The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowing such that a rise in interest rates will lead to the fair value of the borrowing falling. In addition borrowings take place exceptionally to meet short term cash flow needs. In the event of an unexpected cash requirement the authority has ready access to borrowings from the money markets to cover any day to day cash flow need.

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. Consequently there is minimal liquidity risk exposure for the Council.

Market Risk

Interest Rate Risk

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

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

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

The Authority has a number of strategies for managing interest rate risk. The policy is to aim to keep a maximum of 70% of its borrowings in variable rate loans. Due to the nature of the investments held at 31 March 2012, the authority was not exposed to significant interest rate risk.

Price Risk

The Authority does not invest in equity shares.

Foreign Exchange Risk

The Authority has no financial asset or liability denominated in a foreign currency and thus has no exposure to loss arising from movements in exchange rates.

40. Agency Services

The Council is responsible for aspects of highway maintenance within the borough on behalf of Hampshire County Council. The Council spent £463,000 in respect of highway revenue works (£449,000 in 2013/2014). The County Council reimburses the Council for this work together with a contribution towards revenue administrative costs. Agency works expenditure is not included in the Comprehensive Income and Expenditure Account but administration costs and the associated County Council reimbursement are included.

The Council has entered into an agency agreement with Hampshire County Council for the enforcement of parking control. The net cost of this service was £164,000 during 2014/2015 (£276,000 in 2013/2014); all net costs are included within the Comprehensive Income and Expenditure Account.

The County Council does not reimburse Havant Borough Council for these net costs; however, any cumulative net costs can be reimbursed from any future surplus of income arising from parking enforcement.

41. Prior Period Adjustments

The Council has applied a Prior Period Adjustment in respect of asset valuations.

Accounting regulations require the Council to make a reasonable estimate of the value of its land and property assets, and to capitalise enhancements or additions specifically to those assets. Measurement of land and property assets is initially at historic cost, and subsequently revalued on the basis of fair value, derived either from market value, existing use value or depreciated replacement cost.

The Council's Fixed Asset Register is the primary document for recording asset values. The Asset Register is being fundamentally reviewed prior to inclusion in the new Finance System, and also in light of the Transparency agenda.

The review of the asset register has highlighted a significant amount of expenditure that has been capitalised since the asset register was introduced in 1994, which either cannot be directly linked to an asset belonging to the Council, or relates to assets that do not belong to the Council. The balance sheet valuation of assets was therefore overstated. The correct accounting treatment of expenditure of this nature is to expense the expenditure in the Council's Income & Expenditure Account, and transfer the expenditure to match capital funding sources through the Movement in Reserves Statement. The Prior Period Adjustment restates the accounts to reflect the correct accounting treatment. The adjustment does not impact on the General Fund balance or any other usable reserve.

The review has also highlighted a number of assets previously treated as de minimis, that are not disclosed on the asset register, and that the split between land and building values is not identified. These issues are not thought to be material, and therefore will be addressed through the Council's five year rolling revaluation programme.

NOTES TO THE CORE FINANCIAL STATEMENTS

The prior period adjustment is made in the 2013/14 financial year. It has not been practical to produce a restated opening balance sheet. This is because the scope of the restatement dates back to 1994, during which time there have been several changes to accounting treatments. In addition, older records have been disposed of under the Council's data retention policy. The impact of the adjustment on the primary statements is disclosed below.

Restatements to the Income and Expenditure Account

The Comprehensive Income and Expenditure Account has been restated to reflect the revised depreciation charges.

	Original Net Cost of Services £000	Restated Net Cost of Services £000	Amount of Restatement £000
Central Services to the Public	943	943	-
Cultural Services (Open Spaces)	3,081	3,016	(65)
Environmental & Regulatory Services	4,712	4,484	(228)
Planning Services	2,406	2,195	(211)
Highways Rds & Transport	408	363	(45)
General Fund Housing Services	2,544	2,544	-
Adult Social Care	28	28	-
Corporate & DC (Corporate Management)	1,576	1,572	(4)
Non Distributed Costs	10	10	-
Totals	15,708	15,155	(553)

Restatements to the Balance Sheet

The balance sheet has been restated to reflect the true asset valuation.

	Original balance Sheet £000	Restated Balance Sheet £000	Amount of Restatement £000
Property Plant & Equipment	52,455	39,610	(12,845)
Unusable Reserves	(19,122)	(6,277)	12,845

Restatements to the Cashflow Statement

The Cashflow Statement has been restated to reflect the changes made in the Comprehensive Income and Expenditure Account.

	Original Cashflow £000	Restated Cashflow £000	Amount of Restatement £000
Net Surplus / Deficit on the Provision of services	7,330	7,883	553
Adjustments to net Surplus / Deficit for non cash movements	(4,595)	(5,148)	(553)

Restatement of notes to the Accounts

Notes to the Accounts have been restated to reflect the changes made to the primary statements. Where this has occurred the note has been headed as restated.

Restatement of Finance Lease

The Council has also restated its finance lease for the Regional Business Centre. The reason for the restatement is that, in prior years, inflationary increases in the rental payment were not taken into account in the lease calculation for the purposes of the disclosure in note 34. The restated information relates to future periods and has no impact on the Balance Sheet or Comprehensive Income and Expenditure Account.

42. Events after the Balance Sheet Date

The Statement of Accounts was approved by the Responsible Finance Officer on 30th June 2015, and this is the date up to which events after the balance sheet date have been considered for inclusion in the Accounts.

The Government have stated their intention to amend the Levy and Safety Net Regulations to adjust the formula for calculating retained rates income, being the income figure against which the safety net threshold or funding baseline is compared to determine safety net or levy position respectively.

The changes will apply to the final calculations of levy and safety net made in respect of 2014/15 and will bring in prior year adjustments for Small Business Rate Relief and 'other' reliefs (localism act reliefs and discretionary reliefs funded by Section 31 grants). The prior year adjustments will be included back to 2013/14 for those compensated reliefs that existed in 2013/14 and back to the date of creation for those that came later. It is not possible to assess the impact on the Accounts at this stage.

43. Authorisation of the statement of accounts

The Statement of Accounts was approved by the Responsible Finance Officer on 23rd September 2015, and replaces the unaudited statements issued on 30th June 2015.

COLLECTION FUND

The Collection Fund (England) 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.

2013/14		2014/15	2014/15	2014/15
£000	<u>Income</u>	Business Rates	Council Tax	Total
		£000	£000	£000
55,017	Income from Council Tax	-	55,994	55,994
31,851	Income collectable from Business Ratepayers	33,046	-	33,046
86,868		33,046	55,994	89,040
	<u>Expenditure</u>			
53,696	Precepts paid to Police and Crime Commissioner, Fire Authority, County and Borough Councils	-	54,963	54,963
(218)	Distribution of previous year's estimated surplus	388	1,033	1,421
31,248	Business Rates paid to Government, Fire Authority, County and Borough Councils	29,463	-	29,463
1,121	Provision for Business rates appeals	(772)	-	(772)
124	Transitional Relief due to Central Government	182	-	182
141	Costs of collection	141	-	141
	Write-offs	570	248	818
529	Contribution to Bad Debt Provision	180	(1,426)	(1,246)
86,641		30,152	54,818	84,970
	<u>Movement on Fund Balance</u>			
177	Surplus (-) or Deficit brought forward	707	(757)	(50)
(227)	Surplus (-) or Deficit for the year	(2,894)	(1,176)	(4,070)
(50)	Surplus(-) or Deficit carried forward	(2,187)	(1,933)	(4,120)

NOTES TO THE COLLECTION FUND

1. Calculation of the council tax base

Council Tax is calculated by reference to the valuation band appropriate to each chargeable dwelling; the total yield being determined by what is known as the band D equivalent. The band D charge in 2014/2015 was £1,446.30. The Council Tax base was as follows:-

Tax Band	Property Value	Dwellings	Band D Equivalents	Weighting
A*	Reduced for exemptions	-	4	
A	Up to £40,000	2,789	2,718	6/9
B	Over £40,000 & up to £52,000	5,351	7,541	7/9
C	Over £52,000 & up to £68,000	11,866	8,743	8/9
D	Over £68,000 & up to £88,000	10,069	8,284	1
E	Over £88,000 & up to £120,000	8,389	6,011	11/9
F	Over £120,000 & up to £160,000	5,905	3,172	13/9
G	Over £160,000 & up to £320,000	4,435	1,422	15/9
H	Over £320,000	628	48	18/9
	MOD Contributions	-	59	
		49,432	38,002	

2. Non-Domestic Rateable Value and Rate Multiplier

The total non-domestic rateable value at the 31 March 2015 was £81,526,510 (£78,965,440 at 31 March 2014). The national non-domestic rate multiplier for the year was 48.2p (47.1p at 31 March 2014) and 47.1p for small businesses (46.2p at 31 March 2014).

3. Precepts and Demands on the Collection Fund

Hampshire County Council, Hampshire Police Authority, Hampshire Fire & Rescue Service and Havant Borough Council precept upon the collection fund. The amounts of these precepts, together with the distribution of surpluses or recovery of deficits as at the end of the financial year, were:-

2013/2014		-----2014/2015-----		
Total £000	Council Tax	Precept / Demand £000	Share of Deficit/ surplus £000	Total £000
38,456	Hampshire County Council	39,442	743	40,185
5,605	Hampshire Police Authority	5,862	108	5,970
2,274	Hampshire Fire & Rescue Service	2,333	44	2,377
7,143	Havant Borough Council	7,326	138	7,464
53,478		54,963	1,033	55,996

NOTES TO THE COLLECTION FUND

2013/2014		-----2014/2015-----		
Total £000	Business Rates	Share of Business Rates £000	Share of Deficit/ surplus £000	Total £000
15,624	Central Government	14,731	194	14,925
2,812	Hampshire County Council	2,652	35	2,687
312	Hampshire Fire & Rescue Service	295	4	299
12,499	Havant Borough Council	11,785	155	11,940
<u>31,247</u>		<u>29,463</u>	<u>388</u>	<u>29,851</u>

ANALYSIS OF 2014/15 SERVICE EXPENDITURE

	2014/15 Expenditure £000	2014/15 Income £000	2014/15 Net £000
<u>Central Services to the Public</u>			
Local tax collection	2,089	(831)	1,258
Elections	237	(74)	163
Electoral Registration	204	(25)	179
Emergency planning	98	(26)	72
Local land charges	300	(196)	104
	2,928	(1,152)	1,776
<u>Childrens & Educational Services</u>			
Services to Young People	38	-	38
	38	0	38
<u>Cultural Services</u>			
Cultural and heritage	527	(1)	526
Recreation and sport	879	(194)	685
Community parks and open spaces	1,909	(370)	1,539
Tourism	387	(34)	353
	3,702	(599)	3,103
<u>Environmental and Regulatory Services</u>			
Cemetery and cremation services	307	(341)	(34)
Coast protection	2,192	(1,654)	538
Flood Defences and Land Drainage	347	(1)	346
Environmental health	1,279	(309)	970
Community safety	625	(205)	420
Waste collection	3,363	(1,676)	1,687
Waste Minimisation	19	-	19
Street cleansing	1,345	(31)	1,314
	9,477	(4,217)	5,260
<u>Planning Services</u>			
Building control	258	(270)	(12)
Development control	1,744	(1,874)	(130)
Planning policy	504	(53)	451
Economic development	833	(196)	637
	3,339	(2,393)	946
<u>Highways, Roads and Transport Services</u>			
Transport planning policy and strategy	179	(109)	70
Highways/roads (routine)	51	-	51
Parking services	966	(1,449)	(483)
Public transport	654	(285)	369
	1,850	(1,843)	7
<u>Health</u>			
Miscellaneous Public Health Services	187	(62)	125
	187	(62)	125
<u>Housing Services</u>			
Private sector housing renewal	1,144	(1)	1,143
Homelessness	770	(172)	598
Housing benefits payments	32,278	(32,552)	(274)
Housing benefits administration	1,033	(321)	712
	35,225	(33,046)	2,179
<u>Corporate and Democratic Core</u>			
Corporate Management	3,660	(1,635)	2,025
Democratic representation and management	808	(686)	122
	4,468	(2,321)	2,147
<u>Non Distributed Costs</u>			
	100		100
<u>COST OF SERVICES BEFORE EXCEPTIONAL ITEM</u>			
	61,314	(45,633)	15,681

Accrual

This concept means that income and expenditure is accounted for as it is earned or incurred, not as the money is received or paid (cash basis).

Asset

A tangible or intangible item, that is of value to the Authority. Tangible assets include land and buildings, plant and machinery, vehicles, fixtures and fittings. Intangible assets include computer software licenses and in house software development.

Actuarial Gains & Losses (Pensions)

Over reporting period, these consist of:

- Experience gains and losses are the effects of differences between previous assumptions made when calculating overall pension liability, and what has actually occurred, and
- The effects of changes in actuarial assumptions such as salary inflation and life expectancy on the pension liability.

Billing Authority

The Council responsible for collecting Council Tax from residents. East Hampshire District Council is a billing authority.

Business Rates Retention Scheme

A government funding scheme launched in 2013/14 which allows the Council to retain a share of the Business Rates collected in the Borough.

Capital Expenditure

Expenditure on the acquisition or construction of assets, or expenditure that enhances an existing asset that has a long-term value to the authority, particularly land and buildings.

Capital Adjustment Account (CAA)

An accounting reserve which forms part of the capital accounting system and is not available for use. It represents amounts that have been set aside from revenue resources or capital receipts to finance expenditure on fixed assets or for the repayment of external loans.

Capital Programme

The authority's plan of capital projects and spending over future years. Included in this category is the purchase or enhancement of land and buildings, vehicle purchases and other major items of equipment.

Capital Receipts

Income from the sale of land or buildings which can be used to finance new capital expenditure, or to repay outstanding debt on assets originally financed through loans.

Carrying Amount

The cost or value of an asset, less depreciation incurred against that asset.

Cash and Cash Equivalents

Cash relates to the Council's bank balance or overdraft, petty cash and change floats as at 31st March. Cash equivalents relate to cash deposits that are readily convertible into cash at any given time, for example, balances held in the Council's overnight investment account.

Central Services to the Public

This covers services to the public that are often provided by central departments and includes Local Tax Collection, Elections, Emergency Planning, and Local Land Charges.

CIPFA

The Chartered Institute of Public Finance and Accountancy.

GLOSSARY OF TERMS

Collection Fund

Income and expenditure relating to the collection and distribution of Council Tax and National Non Domestic Rates.

Community Assets

Assets that the Council intend to hold in perpetuity for the benefit of the Community, that have no determinable useful life and that may have restrictions on their disposal. East Hampshire District Council's community assets relate mainly to open spaces.

Contingent Assets and Liabilities

A liability that, at the balance sheet date, can be anticipated to arise if a particular event occurs. A typical example is a court case pending against the Council, the outcome of which is uncertain, but if the judgement were to be awarded against the Council, could result in a financial cost being incurred (liability) or an award of income to the council (asset).

Creditors

A creditor is an organisation, body or individual from whom the Council has purchased goods or services but the payment for which has not yet been made.

Current Service Cost

The present value of pension benefits accrued to employees in the period of account.

Curtailment

Curtailments show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.

Debtors

Organisations, bodies or individuals who have received goods or services from the Council for which the payment has not yet been received.

Deferred Credit

This is income that has been received before the period or periods to which it relates. Deferred income is shown in the Balance Sheet.

Deficit

A deficit arises where expenditure exceeds income. A deficit can be financed by reserves.

Depreciation

An annual charge made in the Council's revenue account reflecting the reduction in value of an asset caused by the day to day operation of that asset.

Expected Rate of Return on Assets (Pensions)

The expected increase in the value of pension fund assets, based on valuations and long-term expected returns as at the start of the accounting period.

Existing Use Value

This is a method of valuing property that achieves a valuation based on the current use of the asset.

Fair Value

A methodology used to determine the value of Council assets. For land and buildings it is the amount that would be paid for an asset in its existing use or, where this is not available, the cost of replacing the asset in its existing use.

Financial Instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Financial Instruments include trade debtors and trade creditors, and treasury management transactions, for example, cash deposits, swaps, and embedded derivatives.

General Fund

The main revenue fund of the Council which contains the income and expenditure of all services provided by the District Council. The General Fund Balance represents the Council's minimum reserve balance to cover emergency expenditure.

Gross Book Value (GBV)

The GBV of a fixed asset is the value of the asset before depreciation has been applied.

Historic Cost

The historic cost of an asset is deemed to be the carrying amount of an asset as at 1 April 2007 (the date the revaluation reserve was created) or at the date of acquisition, whichever date is the later, and adjusted for subsequent depreciation or impairment (if applicable).

IFRS

International Financial Reporting Standards

Impairment Loss

A significant decline in the value of an asset that is specific to that asset which is caused through deterioration rather than a reduction in market value of the asset.

Interest Cost (Pensions)

Increase in present value of pension benefit obligations, which arise because the benefits are one year closer to payment.

Market Value

The Market Value of an asset is the value that could be achieved if the asset were offered for sale with no restrictions that could affect its value.

National Non-Domestic Rates (NNDR)

Tax charged on the rateable value of non-domestic properties (business properties). The rate of tax is set by the Government. The proceeds are pooled nationally and are redistributed on the basis of a fixed amount per head of population.

Net Book Value

The value of an asset, less the depreciation that has been applied to the asset since its purchase or revaluation.

Current Replacement Cost

The cost of replacing an asset, reduced to reflect obsolescence. This cost is often used to value assets where market values or existing use values are not available.

Net Realisable Value

The existing use value of an asset, less any additional costs likely to be incurred to bring the asset into use.

Non-Current Assets

Tangible and intangible assets that yield benefits to the authority for a period of more than one year, for example, land and buildings.

Past Service Cost

The increase in the present value of pension benefits for employee service before the year of account, which result in the current period from the introduction of, or changes to, post-employment benefits. Past service cost may either be positive (where benefits are introduced or improved) or negative (where existing benefits are reduced).

Precept

The levy (demand) made by the County Council, Parish and Town Councils, on the District Council's Collection Fund for their net expenditure requirements.

Present value of defined benefit obligation

The value, in today's money, of expected future payments required to settle the pension obligation resulting from employee service.

Provisions

Amounts set aside to meet liabilities or losses which are likely to occur, or certain to occur in the future, but where the exact amounts and/or dates are uncertain.

Reserves

Amounts set aside to meet planned future capital or revenue expenditure, particularly projects.

Revenue Expenditure

Day to day income and expenditure, relating to the provision of the Council's services.

Revaluation Reserve

An unusable reserve, that represents the amount by which the Council's assets have been revalued since April 2007.

Revenue Support Grant (RSG)

A general government grant in support of local authority expenditure. The grant is calculated by Central Government and is based on the relative needs of the district.

SeRCOP

The Service Reporting Code of Practice. This guide is used by Councils to ensure that service expenditure is accounted for consistently across all Councils, to enable comparisons between authorities to be made, and to allow the calculation of the total cost of services provided by all local authorities.

Settlement (Pension)

Settlement occurs when the council enters into a transaction that eliminates all further obligation for part or all of the benefits provided under a defined benefit pension, for example, when a lump-sum cash payment is made to, or on behalf of, participants in exchange for their rights to receive specified post-employment benefits.

Surplus

A surplus occurs where income exceeds expenditure. In some cases, a surplus will be transferred to an appropriate reserve.



If you would like to find out more about our accounts for the year 2014/2015 please contact:

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Havant
BOROUGH COUNCIL



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Enquiries to: Jane Eaton
Direct line: (023) 92 446305
Email: Jane.Eaton@havant.gov.uk
My reference:
Your reference:
Date: 23rd September 2015

Dear Helen,

Havant Borough Council - Audit for the year ended 31 March 2015

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other directors of Havant Borough Council, the following representations given to you in connection with your audit of the Council's financial statements for the year ended 31 March 2015:

A. Financial Statements and Financial Records

I have fulfilled my responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the CIPFA Code of Practice on Local Authority Accounting (CIPFA Code).

I acknowledge my responsibility for the fair presentation of the financial statements. I believe the financial statements referred to above give a true and fair view of the financial position, financial performance and cash flows of the Council in accordance with the CIPFA Code and are free of material misstatements, including omissions. I have approved the financial statements.

I confirm that as the Responsible Officer I have:

- ▶ reviewed the accounts;
- ▶ reviewed all relevant written assurances relating to the accounts; and
- ▶ made other enquiries as appropriate.

The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

I believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA Code that are free from material misstatement, whether due to fraud or error.

B. Fraud

I acknowledge that I am responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.

I have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

C. Compliance with Laws and Regulations

I have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. Information Provided and Completeness of Information and Transactions

I have provided you with:

- ▶ access to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement;
- ▶ additional information that you have requested from us for the purpose of the audit; and
- ▶ unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All material transactions have been recorded in the accounting records and are reflected in the financial statements.

I have made available to you all minutes of the meetings of the Council and its relevant committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on 23 September 2015.

I confirm the completeness of information provided regarding the identification of related parties. I have disclosed to you the identity of the Council related parties and all related party relationships and transactions of which I am aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

I have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

I have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

I have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that I have given to third parties.

F. Subsequent Events

Other than described in the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Accounting Estimates

I believe that the significant assumptions I used in making accounting estimates, including those measured at fair value, are reasonable.

In respect of accounting estimates recognised or disclosed in the financial statements:

- ▶ I believe the measurement processes, including related assumptions and models, used in determining accounting estimates is appropriate and the application of these processes is consistent.
- ▶ The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
- ▶ The assumptions used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
- ▶ No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

H. Segmental reporting

I have reviewed the operating segments reported internally to the Board and I am satisfied that it is appropriate to aggregate these as, in accordance with IFRS 8: Operating Segments, they are similar in each of the following respects:

- ▶ The nature of the products and services
- ▶ The nature of the production processes
- ▶ The type or class of customer for their products and services
- ▶ The methods used to distribute their products

I. Going Concern

I have made you aware of any issues that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

Signed on behalf of Havant Borough Council

I confirm that this letter has been discussed and agreed by the Governance and Audit Committee on 23 September 2015.

Signed:

Name: Jane Eaton

Position: Executive Head of Governance and Logistics

Date: 23 September 2015

Signed:

Name: Councillor K Smith

Position: Chairman, Governance and Audit Committee

Date: 23 September 2015

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Governance & Audit Committee

23 September 2015

ANNUAL GOVERNANCE STATEMENT
Corporate Accountancy Team Leader

FOR INFORMATION

Portfolio: Cllr Michael Cheshire

Key Decision: No

1.0 Purpose of Report

- 1.1 To present the Annual Governance Statement for Havant Borough Council. The Statement accompanies the 2014/15 Statement of Accounts.

2.0 Recommendation

That the Governance & Audit Committee note the Annual Governance Statements and action plans included.

3.0 Summary

- 3.1 This is the annual review of corporate governance arrangements for the Council, as required under the Accounts and Audit Regulation 2003 as amended by the Accounts & Audit [Amendment] [England] Regulations 2011. It is also part of the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, "Developing Good Governance in Local Government".

4.0 Subject of Report

- 4.1 The purpose of the Annual Governance Statement is to explain how the Councils comply with their Local Codes of Governance. The guidance contained in the Code of Practice on Local Authority Accounting in the UK states the following information to be included in the Statement:
- a) An acknowledgement of responsibility for ensuring there is a sound system of internal control

- b) An indication of the level of assurances that a system of internal control can provide
- c) A brief description of the key elements of the internal control environment
- d) A brief description of the process that has been applied in maintaining and reviewing the effectiveness of the system of internal control, including some comment on the role of the authority; the executive; the audit committee/ overview and scrutiny committee; risk management committee; internal audit and other explicit review / assurance mechanisms
- e) An outline of the actions taken, or proposed, to deal with significant internal control issues
- f) A statement on whether the financial management arrangements conform to the governance requirements of the CIPFA Statement on the role of the Chief Financial Officer in Local Government.

4.2 The Statement should also include details of significant events or developments relating to the system of internal control that occur between 31st March and the date on which the Statement is signed.

5.0 REVIEW OF EFFECTIVENESS

5.1 The Joint Executive Board is responsible for reviewing and updating the Assurance Framework the Council. This forms the basis of the annual review of effectiveness.

5.2 Assurances are gained from several sources, for example, Internal Audit, the Risk Management Group, and the Joint Executive Board. Pages 7 and 8 of the Governance Statement details these sources of assurance and how they contribute to the process.

6.0 RESULTS OF THE REVIEW OF EFFECTIVENESS

6.1 As part of the review of effectiveness undertaken during 2014/15 an assessment was made on progress with issues identified in the previous Annual Governance Statement. In addition, the review aimed to identify any actions that may be required to improve the Council's Governance arrangements.

- 6.2 The results of the review of effectiveness are detailed on pages 9 and 10 of the Governance Statement, along with the actions that Management have committed to improve corporate governance arrangements across each council.
- 6.3 The Annual Governance Statements will be published alongside the Statement of Accounts on or before 30th September 2015.

7.0 Implications

- 7.1 Resources: No implications other than staff time reviewing and progressing.
- 7.2 Legal: No implications
- 7.3 Strategy: Public Service Excellence
- 7.4 Risks: No implications
- 7.5 Communications: No implications
- 7.6 For the Community: No Implications

8.0 Consultation

Section 151 Officer
Internal Audit
Joint Executive Board

Appendices:

Appendix 1: Havant Borough Council – Annual Governance Statement 2014/15

Agreed and signed off by:

Executive Head of Governance & Logistics: 18 June 2015

Contact Officer: Kevin Harlow
Job Title: Corporate Accountancy Team Leader
Telephone: 01730 234126
E-Mail: kevin.harlow@havant.gov.uk

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HAVANT BOROUGH COUNCIL

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

Havant Borough Council is responsible for ensuring that its 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. Havant Borough 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, Havant Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Havant Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website at www.havant.gov.uk or can be obtained from the Council's offices. This statement explains how Havant Borough Council has complied with the code and also meets the requirements of regulation 4[2] of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2011 in relation to the publication of a statement on internal control.

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 Havant Borough 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 Havant Borough Council for the year ended 31 March 2015 and up to the date of approval of the Statement of Accounts.

The Governance Framework

The six key elements of good governance are:-

1. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
2. Members and Officers working together to achieve a common purpose with clearly defined functions and roles.
3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.
5. Developing the capacity and capability of members and officers to be effective.
6. Engaging with local people and other stakeholders to ensure robust public accountability.

The Governance Framework at Havant Borough Council is designed to reflect the six core principles of effective corporate governance. The way in which the Council meets these principles is outlined below.

1. Purpose and Vision

Following appropriate consultations Havant Borough Council has laid out its purpose, direction, vision and objectives in its Council Strategy 2015 - 2020. This document can be obtained either on the Council's website (www.havant.gov.uk) or from the Council's offices. Cluster business plans are prepared to support the Corporate Strategy. The Council's vision is clearly set out in the Strategy.

The Corporate Strategy, which is comprehensively reviewed regularly, sets out its priorities of Financial Sustainability, Economic Growth, Environmental Sustainability, Creativity and Innovation, and Public Service Excellence.

The Council's operational services are divided into Service Clusters. Business plans for each cluster are agreed annually and identify objectives and targets for all services. There is a close link between business planning and budgeting, with financial plans for the year being costed from business plan outcomes. Risk is considered and recorded as part of the business planning process.

The Council has a wide range of performance indicators, which are used to measure progress against the Council's priorities. Performance indicators are reported quarterly to the Joint Executive Board and informally to the Cabinet.

The Council has a Medium Term Financial Strategy, which is used to align resources to key priorities. The Financial Strategy is reviewed annually and forms the basis of the annual budgeting process. Quarterly financial forecasts are submitted to the Joint Executive Board and to Councillors alongside the Performance Indicator information.

2. Members and Officers Purpose, Functions and Roles

The Council ensures that the roles and responsibilities for decision making and governance arrangements are defined and allocated, so that there is clear accountability for decisions made and actions taken.

The Council does this by appointing a Leader and Cabinet, which allocates specific executive responsibilities.

There are also a number of committees appointed to discharge regulatory and scrutiny functions. Each committee has clear terms of reference setting out roles and responsibilities, and Councillor remuneration is reviewed and agreed by an independent remuneration panel.

All leadership roles, the roles of key officers and the Council's Scheme of Delegation are set out within the Council Constitution.

The Council has a Governance and Audit Committee to provide assurance to the Council on the effectiveness of Internal Audit and the robustness of the Council's Annual Accounts. The Committee also oversees risk management.

All Council employees have clear conditions of employment, and roles and responsibilities are set out in job descriptions. The first phase of a review of the Council's terms and conditions of employment was completed at the end of 2014/15 for implementation from 1st April 2015. Work on the second phase of the review is scheduled to commence in 2015/16.

The Council has a joint management team with East Hampshire District Council. This management team is made up of the Chief Executive, two executive directors, and five executive heads. The Council employs shared Service Managers, covering all services except Coastal Protection and Waste Collection. The costs of all shared management posts are shared equally between the two Councils. The senior officers meet weekly as the Joint Executive Board to lead the executive functions of the Council.

Statutory officer roles are the Chief Executive, as Head of Paid Service, the shared S151 Officer, who carries overall responsibility for the Council's financial administration and is a member of the Joint Executive Board, and a shared Monitoring Officer, who carries responsibility for legal compliance.

The Council's Constitution contains the standing orders, financial regulations and contracts procedure rules. The Constitution also contains the policies for anti fraud & corruption, anti bribery, and whistle blowing. These policies were updated in March 2015.

The Council has a performance management framework. This includes induction and performance appraisal processes for all employees including a competency framework that focuses on encouraging effective behaviours. Individual performance appraisals link to cluster business plans and the Corporate Strategy and are based on the Council's competency framework. The Competency framework has been fully reviewed and updated for 2015/16.

Performance indicators clearly link individual clusters to the corporate objectives and include details of national and local performance indicators and risk. Individual performance plans link to cluster business plans and the Corporate Strategy.

3. Values and Conduct

There are codes of conduct in place for all Councillors and Officers, and there is a requirement for Councillors to make any Declarations of Interest. The Governance & Audit Committee monitors the Code of Conduct for Councillors, and receives reports from the Council's appointed independent persons who investigate any allegations of misconduct.

The Council has in place a complaints procedure, including weekly reminders to managers responsible for the work. There are clearly defined disciplinary procedures for Officers.

Staff awareness training has been undertaken to ensure that the Council complies adequately with the provisions of the Data Protection and Freedom of Information Acts, Risk Management and Fraud Awareness, Health and Safety and Equalities requirements.

4. Robust Decision Making

Full Council is responsible for agreeing new policies and amendments to existing policies. It also sets out the policy and budget framework, and approves the annual budget. The Governance & Audit Committee approves the Statement of Accounts.

The Cabinet operates within the policy framework set by Council, and makes key decisions. All Cabinet meetings are held in public, with the exception of exempt items under the Access to Information Act. All decision records are publicly available, and the Forward Plan is published on the Council website. Decisions made by Cabinet can be called in for review by the Scrutiny Board.

The Governance & Audit Committee also acts as the Council's Audit Committee.

Decisions can also be made by officers under delegated powers and reported to Councillors in line with the Council Constitution. Authority to make decisions is given in the Scheme of Delegation and by specific agreement by Cabinet.

Decisions can also be made by officers under delegated powers and reported to Councillors in line with the Council Constitution. Authority to make decisions is given in the Scheme of Delegation and by specific agreement by Cabinet or Council.

The Council has in place a number of policies and procedures to ensure decisions made are robust. These are included in the Finance and Contracts Procedure rules in the Constitution. Compliance with these policies is the responsibility of all Officers.

The Internal Audit function has an annual audit plan, based on a risk analysis carried out by the auditors each spring. This minimises the risk of fraud and error, and provides management with assurance that policies and procedures are robust.

5. Skills and Training

Following the Borough Council Elections, all new Councillors are required to undertake a comprehensive and compulsory training programme. This includes Development Management training, Code of Conduct training and Licensing training. Councillors are not allowed to sit on the Planning or Licensing Committees until such training has been undertaken. The training programme ensures that they have an understanding of the procedures and protocols of the Council.

In addition to the compulsory training, a series of other courses and events are also offered. During the course of a Councillor's four year term of office, regular skills audits are undertaken to identify any new skills requirements or refresher training requirements.

Officers are asked to identify their training needs and professional development requirements as part of the performance appraisal process. The Council is also investing in Leadership and Management training for managers across the authority.

6. Public Accountability

We value the views of borough residents. We use a wide variety of methods to establish the views of stakeholders, and are working to understand our customers better using customer insight tools.

The Council Strategy is formulated following the results of a survey which seeks feedback from the public, Councillors, staff and other key stakeholders.

An important aspect of the Council Strategy, is the building of partnerships with various sectors including other local authorities, statutory agencies, voluntary groups, action groups, contractors and our citizens.

All decision making meetings are held in public, although some items are considered as exempt under the Access to Information Act. Minutes of all Council meetings are made available to the public, and members of the public have the opportunity to contribute to Council meetings.

The Council has a complaints and feedback system, which records and monitors customer comments, complaints and requests for information. Complaints are regularly monitored and reported to the Joint Executive Board.

The Council subscribes to the Government's transparency agenda and publishes information on remuneration for senior management, and information on items of expenditure over £500. The Council has expanded the information provided in line with new legislation in force from 2014/15

A conclusion on the arrangements the Council puts in place to provide value for money to its residents is made as part of the External Audit process. A positive Value for Money conclusion was reported in November 2014.

The Council publishes the Statement of Accounts annually within the statutory timescales. Accounting Statements incorporate the full requirements of best practice guidance in relation to corporate governance, risk management and internal control.

The Council is subject to independent audit by Ernst & Young. The External Audit plan outlines the work undertaken and the timing of external audit reports. The Council supplements this work with an internal audit team. The Governance & Audit Committee undertakes the core functions of an audit committee. The Council has appointed the Executive Head of Governance and Logistics as the Section 151 officer with the statutory responsibility for the proper administration of the Council's financial affairs.

Compliance with the CIPFA Statement on the Role of the Chief Finance Officer in Local Government (2010)

The CIPFA Statement on the role of the Chief Finance Officer was published during 2010 and outlines the governance requirements of the role. These governance requirements are divided into the following five key principles:

1. The Chief Finance Officer in a local authority is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest.
2. The Chief Finance Officer in a local authority must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's overall financial strategy.
3. The Chief Finance Officer in a local authority must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.
4. The Chief Finance Officer in a local authority must lead and direct a finance function that is resourced to be fit for purpose.
5. The Chief Finance Officer in a local authority must be professionally qualified and suitably experienced.

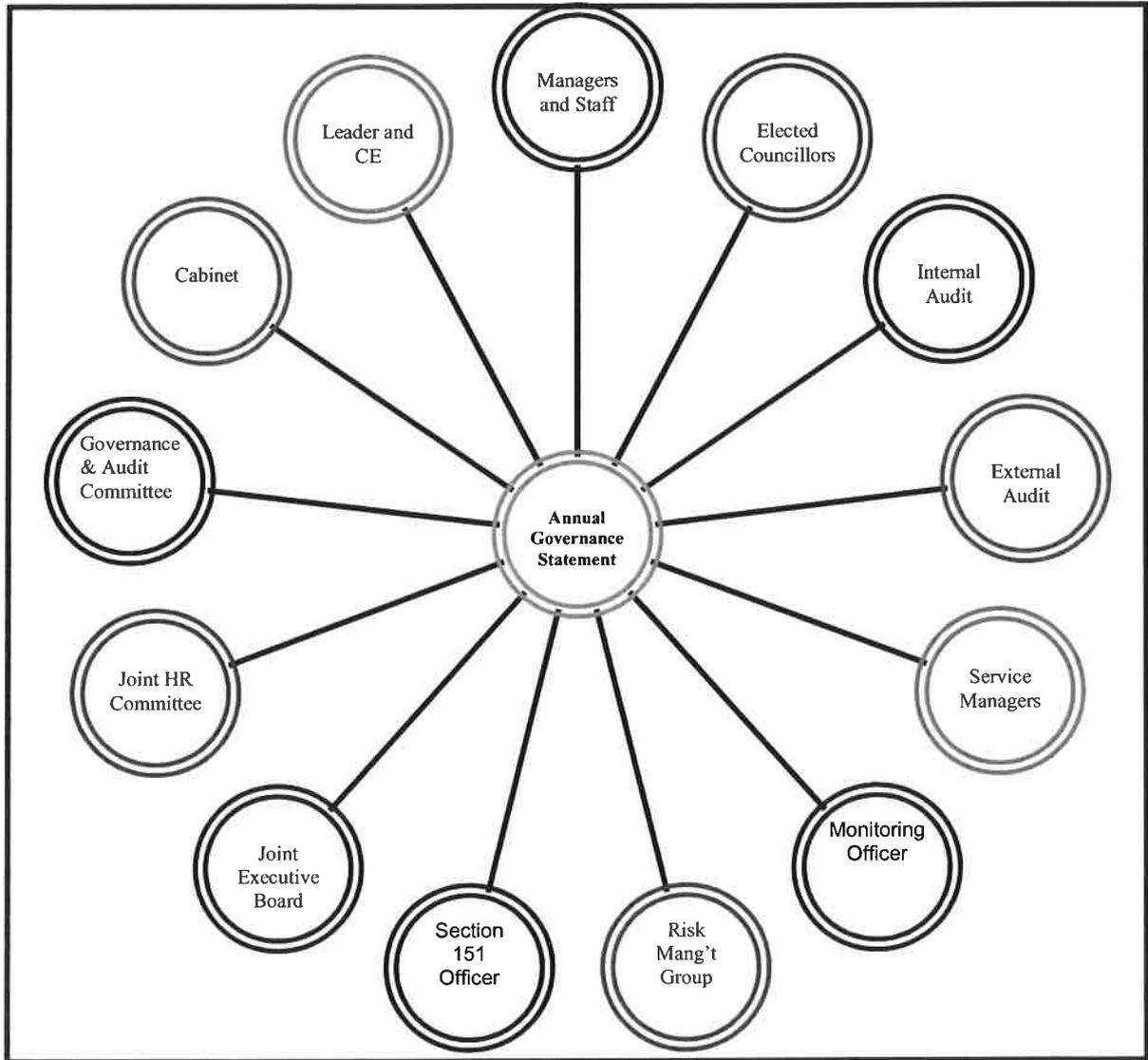
A new consultation draft has been issued by CIPFA, to advise the role of the Chief Finance Officer in the financial administration of the Local Government Pension Scheme and, if agreed, is to be used in conjunction with the 2010 Statement.

Havant Borough Council shares a Chief Finance Officer with East Hampshire District Council. The Chief Finance Officer role complies with 32 of the 33 requirements. The post did not report direct to the Chief Executive. The Chief Finance Officer reports to an Executive Director. The Chief Finance Officer has direct access to the Chief Executive through regular executive meetings.

Review of effectiveness

Havant Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The process that has been applied in maintaining and reviewing the effectiveness of the governance arrangements includes wide input:-

INPUTS TO THE ANNUAL GOVERNANCE STATEMENT



The **Executive** bodies are the **Council**, which is responsible for deciding policies and budgets including approval of the constitution, and the **Cabinet**, which is responsible for day to day decisions. In order to ensure transparency in the decision making process, decision making meetings are normally open to the public, a forward plan of decisions to be taken is published, and agendas and minutes of all meetings are available.

The **Governance & Audit Committee** meets four times per year as the Audit Committee for Havant Borough Council. The Audit Committee is responsible for monitoring and ensuring risk management arrangements are adequate; receives reports from Internal and External Audit; and ensures that the Internal and External Audit reports are robust.

The **Joint Human Resources Committee** is responsible for setting policy direction on employee related matters, agree termination payments and oversee appeals and dismissals, noting appointment of chief executive and supporting the appointment process for executive directors.

The Council's **Internal Audit** is provided by the Southern Internal Audit Partnership which is hosted by Hampshire County Council. An Audit plan, based on a full risk evaluation, is approved annually. Progress against the audit plan is reported quarterly to the Governance and Audit Committee. Any outstanding high risk actions are addressed as a matter of priority.

The Council's **External Audit** is provided by Ernst & Young. The role of External Audit is to ensure that the Council's Accounts are free from material error, to provide a value for money conclusion and to certify key grant claims.

Other governance arrangements include:

- **The Council Constitution.** This is a document which includes the roles, responsibilities, terms of reference and reporting arrangements of the Council and its committees, and the Council's Scheme of Delegation.
- **The Monitoring Officer** – This is a statutory role, shared with East Hampshire District Council, which has a duty to ensure legal compliance and to monitor and review the operation of the constitution to ensure its aims and principles are given full effect. The Monitoring officer also provides training and advice on the Councillor code of Conduct, and will investigate instances where the Code is not complied with.
- **The Section 151 Officer** – This is a statutory role, shared with East Hampshire District Council, which has a duty to make arrangements for the proper financial administration of the Council.
- **Joint Risk Management Group** – The Risk Management Group ensures that all corporate and service risks have been identified and recorded, and that mitigations are in place to address risk. The Joint Corporate Governance Group has been abolished and function has been taken on by JEB.
- **Policies and Procedures** – key areas of the Council's administration are covered by specifically approved policies which are reviewed appropriately. These include Treasury Management Policies and Practices and an annual review of Reserves and Balances and the Constitution.

Emerging Issues

The review of the effectiveness of internal control during 2014/15 was structured around the core principles of the Code of Local Governance. The table below outlines governance activities for development in 2015/16:

Governance Subject	Actions Required	Progress made in 2014/15	Actions for 2015/16
Procurement Review	Implement review of procurement processes.	The Council has employed a procurement specialist in partnership with East Hampshire District Council.	The procurement specialist will support the major procurement projects being undertaken by the Council between 2015 and 2017.
Training	Refresher training to be given on Anti-Fraud & Corruption	Mandatory training was provided in Quarter 4 of 2014/15. This review identified that some staff had not completed this mandatory course.	Management are to ensure that all officers complete training in all compulsory subject areas through the new e-learning system.
Succession Planning	Further development of succession planning.	The People Plan has been developed to include a Talent Management process. The position of each employee has been identified on a talent matrix by management.	The Service Manager HR will hold a moderation meeting with management in July to ensure consistency of the ranking and will roll out the work later in 2015/16 as part of the Organisational Development workstream.
Improving IT Systems	Shared systems/databases where appropriate	Replacement of out of date systems, and development of new systems to better meet the Council's needs.	Implementation of the Finance system in October 2015. A business case has been prepared to implement a Customer Relationship Management system and replace the Meridio document management system. In 2015 there will be a review of IT service provision and digital strategy, to explore future service delivery options.
Financial Climate	Uncertainty over the future of local government funding	Medium term financial framework currently assumes total loss of Revenue Support grant by 2020 and continuation of New Homes Bonus	Review of financial assumptions behind medium term financial planning; monitoring government policy.

Opinion

It is our opinion that corporate governance, along with supporting controls and procedures, is strong. We propose over the coming year to take steps to address the above matters to further enhance our corporate governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and we will monitor their implementation and operation as part of our next annual review.

Signed



Sandy Hopkins
Chief Executive
Havant Borough Council
Dated 30th June 2015

Signed



Councillor Michael Cheshire *MBE*
Leader of the Council
Havant Borough Council
Dated 30th June 2015

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Governance and Audit Committee

23 September 2015

**LOCAL GOVERNMENT OMBUDSMAN (LGO)
ANNUAL REVIEW LETTER 2015
Democratic Services Officer**

FOR INFORMATION

Key Decision: No

1.0 Purpose of Report

1.1 To outline the Local Government Ombudsman's (LGO) Annual Review Letter 2015.

2.0 Recommendation

2.1 To ask the Committee to note the content of the report attached to this paper.

3.0 Background

3.1 The LGO produces an Annual Review Letter in June of every year. The letter is their annual summary of statistics on the complaints made to them about the authority. This letter is sent to the Leader and Chief Executive of the authority and the administrator for LGO complaints.

3.2 The statistics that are produced are based on complaints that have been closed by 31 March 2015. This is why the number of complaints and enquires received can differ from decisions made.

4.0 Summary

4.1 16 complaints or enquiries were received by the Ombudsman, 6 of which were referred back to the Council as the complainant had not completed or used the stage 1 and stage 2 of the complaint system.

4.2 The one complaint upheld by the Ombudsman was a Planning and Development complaint. The Ombudsman concluded that there had been maladministration but no injustice to the complainant. Their findings stated that there was a fault by the Council in the advice it gave to owners of a neighbouring property about the need for planning permission but this has not caused significant injustice to the complainant.

5.0 Implications

- 5.1 Resources: There is no financial impact from the outcomes of the report.
- 5.2 Legal: No direct implications
- 5.3 Strategy: No direct implications
- 5.4 Risks: No direct implications
- 5.5 Communications: No direct implications
- 5.6 For the Community: No direct implications

6.0 Consultation:

Finance: 10 September 2015

Legal Services: 08 September 2015

Executive Head of Governance & Logistics: 08 September 2015

6.1 Appendices:

1. Annual Review Letter 2015
2. Complaints received in period April 2014 - Mar 2015
3. Decisions made in period April 2014 - Mar 2015

Contact Officer: Cynthia Haveron
Job Title: Democratic Services Officer
Telephone: 01730 234092
E-Mail: Cynthia.haveron@easthants.gov.uk

18 June 2015

By email

Ms Sandy Hopkins
Managing Director
Havant Borough Council

Dear Ms Hopkins

Annual Review Letter 2015

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2015. This year's statistics can be found in the table attached.

The data we have provided shows the complaints and enquiries we have recorded, along with the decisions we have made. We know that these numbers will not necessarily match the complaints data that your authority holds. For example, our numbers include people who we signpost back to the council but who may never contact you. I hope that this information, set alongside the data sets you hold about local complaints, will help you to assess your authority's performance.

We recognise that the total number of complaints will not, by itself, give a clear picture of how well those complaints are being responded to. Over the coming year we will be gathering more comprehensive information about the way complaints are being remedied so that in the future our annual letter focuses less on the total numbers and more on the outcomes of those complaints.

Supporting local scrutiny

One of the purposes of the annual letter to councils is to help ensure that learning from complaints informs scrutiny at the local level. Supporting local scrutiny is one of our key business plan objectives for this year and we will continue to work with elected members in all councils to help them understand how they can contribute to the complaints process.

We have recently worked in partnership with the Local Government Association to produce a workbook for councillors which explains how they can support local people with their complaints and identifies opportunities for using complaints data as part of their scrutiny tool kit. This can be found [here](#) and I would be grateful if you could encourage your elected members to make use of this helpful resource.

Last year we established a new Councillors Forum. This group, which meets three times a year, brings together councillors from across the political spectrum and from all types of local authorities. The aims of the Forum are to help us to better understand the needs of councillors when scrutinising local services and for members to act as champions for learning from complaints in their scrutiny roles. I value this direct engagement with elected members and believe it will further ensure LGO investigations have wider public value.

Encouraging effective local complaints handling

In November 2014, in partnership with the Parliamentary and Health Service Ombudsman and Healthwatch England, we published *'My Expectations'* a service standards framework document describing what good outcomes for people look like if complaints are handled well. Following extensive research with users of services, front line complaints handlers and other stakeholders, we have been able to articulate more clearly what people need and want when they raise a complaint.

This framework has been adopted by the Care Quality Commission and will be used as part of their inspection regime for both health and social care. Whilst they were written with those two sectors in mind, the principles of *'My Expectations'* are of relevance to all aspects of local authority complaints. We have shared them with link officers at a series of seminars earlier this year and would encourage chief executives and councillors to review their authority's approach to complaints against this user-led vision. A copy of the report can be found [here](#).

Future developments at LGO

My recent annual letters have highlighted the significant levels of change we have experienced at LGO over the last few years. Following the recent general election I expect further change.

Most significantly, the government published a review of public sector ombudsmen in March of this year. A copy of that report can be found [here](#). That review, along with a related consultation document, has proposed that a single ombudsman scheme should be created for all public services in England mirroring the position in the other nations of the United Kingdom. We are supportive of this proposal on the basis that it would provide the public with clearer routes to redress in an increasingly complex public service landscape. We will advise that such a scheme should recognise the unique roles and accountabilities of local authorities and should maintain the expertise and understanding of local government that exists at LGO. We will continue to work with government as they bring forward further proposals and would encourage local government to take a keen and active interest in this important area of reform in support of strong local accountability.

The Government has also recently consulted on a proposal to extend the jurisdiction of the LGO to some town and parish councils. We currently await the outcome of the consultation but we are pleased that the Government has recognised that there are some aspects of local service delivery that do not currently offer the public access to an independent ombudsman. We hope that these proposals will be the start of a wider debate about how we can all work together to ensure clear access to redress in an increasingly varied and complex system of local service delivery.

Yours sincerely



Dr Jane Martin
Local Government Ombudsman
Chair, Commission for Local Administration in England

Local authority report – Havant Borough Council

For the period ending – 31/03/2015

For further information on interpretation of statistics click on this link to go to <http://www.lgo.org.uk/publications/annual-report/note-interpretation-statistics/>

Complaints and enquiries received

Local Authority	Adult Care Services	Benefits and tax	Corporate and other services	Education and children's services	Environmental services and public protection	Highways and transport	Housing	Planning and development	Total
Havant BC	0	4	0	2	4	1	0	5	16

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Decisions made

Local Authority	<u>Detailed investigations carried out</u>		Advice given	Closed after initial enquiries	Incomplete/Invalid	Referred back for local resolution	Total
	Upheld	Not Upheld					
Havant BC	1	1	0	6	1	6	15

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Havant BC
Complaints received in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Received Date
1	14000095	Havant BC	Environmental Services & Public Protection & Regulation	02/Apr/2014
2	14000403	Havant BC	Environmental Services & Public Protection & Regulation	08/Apr/2014
3	14002051	Havant BC	Benefits & Tax	07/May/2014
4	14003574	Havant BC	Benefits & Tax	02/Jun/2014
5	14004269	Havant BC	Benefits & Tax	30/Jun/2014
6	14006472	Havant BC	Benefits & Tax	23/Jul/2014
7	14004344	Havant BC	Planning & Development	04/Aug/2014
8	14008525	Havant BC	Environmental Services & Public Protection & Regulation	20/Aug/2014
9	14009708	Havant BC	Planning & Development	10/Sep/2014
10	14010684	Havant BC	Education & Childrens Services	26/Sep/2014
11	14012643	Havant BC	Environmental Services & Public Protection & Regulation	30/Oct/2014
12	14014297	Havant BC	Planning & Development	28/Nov/2014
13	14014420	Havant BC	Planning & Development	01/Dec/2014
14	14015338	Havant BC	Planning & Development	18/Dec/2014
15	14015523	Havant BC	Education & Childrens Services	22/Dec/2014
16	14017827	Havant BC	Highways & Transport	02/Mar/2015

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Havant BC
Decisions made in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Decision date	Decision
1	14000403	Havant BC	Environmental Services & Public Protection & Regulation	08/Apr/2014	Referred back for local resolution
2	14000095	Havant BC	Environmental Services & Public Protection & Regulation	10/Apr/2014	Closed after initial enquiries
3	14002051	Havant BC	Benefits & Tax	07/May/2014	Referred back for local resolution
4	14004269	Havant BC	Benefits & Tax	14/Jul/2014	Closed after initial enquiries
5	14006472	Havant BC	Benefits & Tax	18/Aug/2014	Closed after initial enquiries
6	14003574	Havant BC	Benefits & Tax	09/Sep/2014	Closed after initial enquiries
7	14010684	Havant BC	Education & Childrens Services	26/Sep/2014	Referred back for local resolution
8	14008525	Havant BC	Environmental Services & Public Protection & Regulation	30/Sep/2014	Closed after initial enquiries
9	14009708	Havant BC	Planning & Development	30/Sep/2014	Incomplete/Invalid
10	14012643	Havant BC	Environmental Services & Public Protection & Regulation	27/Nov/2014	Closed after initial enquiries
11	14004344	Havant BC	Planning & Development	27/Nov/2014	Not Upheld
12	14015338	Havant BC	Planning & Development	18/Dec/2014	Referred back for local resolution
13	14015523	Havant BC	Education & Childrens Services	22/Dec/2014	Referred back for local resolution
14	14014420	Havant BC	Planning & Development	23/Dec/2014	Referred back for local resolution
15	14014297	Havant BC	Planning & Development	25/Mar/2015	Upheld

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NON EXEMPT

HAVANT BOROUGH COUNCIL

GOVERNANCE AND AUDIT COMMITTEE

23 September 2015

INTERNAL AUDIT PROGRESS REPORT 2015 - 16 (August 2015)

Head of Southern Internal Audit Partnership

FOR DECISION

Portfolio: Governance and Logistics – Cllr Michael Wilson

Key Decision: No

1.0 Purpose of Report

- 1.1** The purpose of this paper is to provide the Governance and Audit Committee with an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.

2.0 Recommendation

- 2.1** That the Governance and Audit Committee note the Internal Audit Progress Report (August 2015) as attached.

3.0 Summary

- 3.1** Under the Accounts and Audit (England) Regulations 2015, the Council is responsible for:

- ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of functions and includes arrangements for the management of risk; and
- undertaking an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.

- 3.2** In accordance with the Public Sector Internal Audit Standards and the Council's Internal Audit Charter, the Chief Internal Auditor is required to provide a written status report to the Governance and Audit Committee, summarising:

‘communications on the internal audit activity’s performance relative to its plan.’

3.3 Appendix 1 summarises the performance of internal audit for 2015-16.

4.0 Implications

4.1 Resources:

Internal Audit is provided through the Southern Internal Audit Partnership. The audit plan consists of 380 audit days and remains fluid throughout the year to meet the changing needs of the Council.

4.2 Legal:

Compliance with the Accounts and Audit (England) Regulations 2015.

4.3 Strategy:

Internal audit plays a vital role in helping the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

4.4 Risks:

The audit needs assessment follows a risk based audit approach taking cognisance of the Council’s risk register.

4.5 Communications:

None directly from this report.

4.6 Customers and Community:

None directly from this report although improvements to controls and governance arrangements will ensure more efficient and effective service delivery.

4.7 Integrated Impact Assessment (IIA):

N/A

5.0 Consultation

5.1 The report has been discussed and approved by the Management Team who met at the Executive Board on 1 September 2015.

Appendices:

Appendix 1 – Internal Audit Progress Report (August 2015)

Agreed and signed off by:

Legal Services: Nick Leach – Solicitor / Monitoring Officer

Finance: Jane Eaton - Executive Head of Governance & Logistics

Contact Officer: Neil Pitman
Job Title: Head of Southern Internal Audit Partnership
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E-Mail: neil.pitman@hants.gov.uk

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Internal Audit Progress Report

August 2015

Havant Borough Council

Havant
BOROUGH COUNCIL

**Southern Internal
Audit Partnership**

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1. Role of Internal Audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2015, which states that a relevant body must:

‘Undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control’.

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2013 [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisations operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisations objectives.

2. Purpose of report

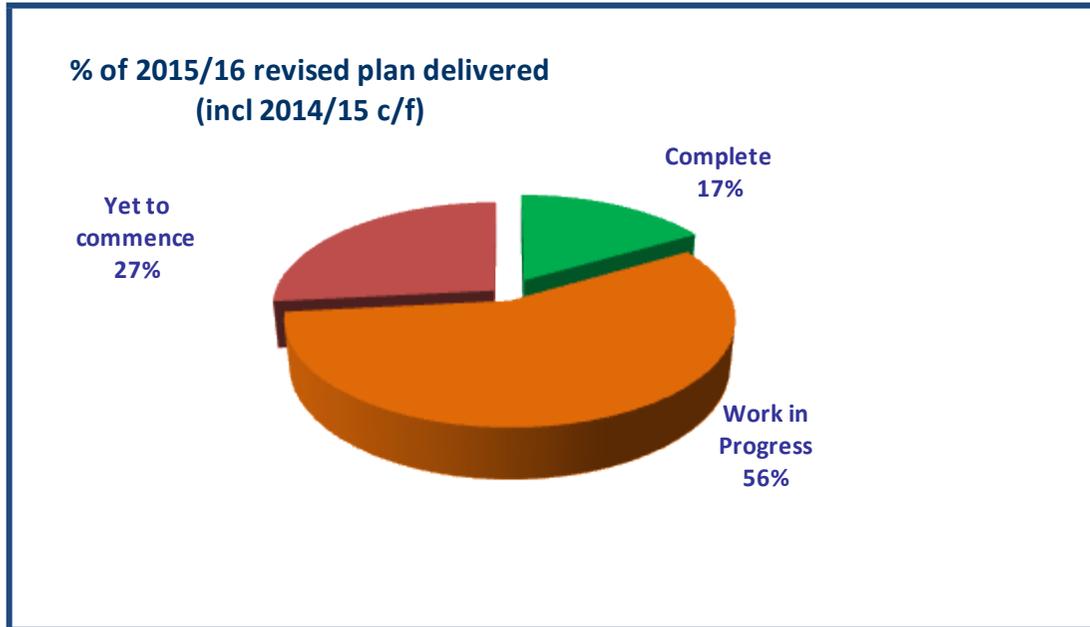
In accordance with proper internal audit practices (Public Sector Internal Audit Standards), and the Internal Audit Charter the Chief Internal Auditor is required to provide a written status report to ‘Senior Management’ and ‘the Board’, summarising:

- the status of ‘live’ internal audit reports;
- an update on progress against the annual audit plan;
- a summary of internal audit performance, planning and resourcing issues; and
- a summary of significant issues that impact on the Chief Internal Auditor’s annual opinion.

Internal audit reviews culminate in an opinion on the assurance that can be placed on the effectiveness of the framework of risk management, control and governance designed to support the achievement of management objectives of the service area under review. Assurance opinions are categorised as follows:

- | | |
|--------------------|---|
| Substantial | A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified. |
| Adequate | Basically a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified. |
| Limited | Significant weakness identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk. |
| No | Fundamental weaknesses identified in the framework of internal control or the framework is ineffective or absent with significant risk to the achievement of system objectives. |

3. Performance dashboard



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Compliance with Public Sector Internal Audit Standards / Local Government Application Note (LGAN)	
	<p>During 2014 – 15 The Head of the Southern Internal Audit Partnership undertook a self-assessment concluding overall compliance against the Standards and the LGAN. An external assessment is to be undertaken by the Institute of Internal Auditors (IIA) in September 15. In accordance with the Internal Audit Charter, outcomes of the external assessment will be reported to Governance and Audit Committee (December 2015).</p>

4. Status of 'Live' Reports

Audit title	Report date	Audit Sponsor	Audit Assurance		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
Vehicle maintenance	10/10/13	ES	Adequate	Adequate	5 (1)	3 (1)		2 (0)
Lease income	16/12/13	G&L	Adequate	Adequate	7 (0)	5 (0)	2 (0)	
Accounts payable	06/01/14	G&L	Adequate	Adequate	1 (0)		1 (0)	
Payroll	31/01/14	G&L	Adequate	Adequate	3 (0)	2 (0)		1 (0)
SCOPAC (Standing Conference on Problems Associated with the Coastline) accounts	20/02/14	G&L	Substantial	Substantial	1 (0)	1 (0)		
Partnership management	22/04/14	C	Limited	Adequate	6 (1)	4 (1)		2 (0)
Health and Safety at work	02/05/14	G&L	Adequate	Adequate	5 (0)	4 (0)		1 (0)
Asset Acquisition Strategy	13/05/14	G&L	Adequate	Adequate	2 (0)	1 (0)		1 (0)
Performance Management Systems	30/06/14	M&D	Adequate	Adequate	5 (5)	5 (5)		
Planning Development Fee Income	01/07/14	E&P	Adequate	Adequate	4 (0)	2 (0)		2 (0)
Finance - Budgetary Control	13/08/14	G&L	Adequate	Adequate	2 (0)		1 (0)	1 (0)
Capital Purchases	19/08/14	G&L	Adequate	Adequate	2 (0)	1 (0)	1 (0)	

Audit title	Report date	Audit Sponsor	Audit Assurance		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
Information Management	06/10/14	G&L	Adequate	Adequate	5 (0)		5 (0)	
Licensing	10/10/14	M&D	Adequate	Adequate	3 (2)		3 (2)	
Business Continuity Planning	17/10/14	G&L	Adequate	Adequate	3 (0)		3 (0)	
Fuel Management	27/10/14	ES	Adequate	Adequate	14 (0)	6 (0)	1 (0)	7 (0)
Project Management	05/11/14	M&D	Adequate	Adequate	6 (0)	3 (0)	3 (0)	
Developers Contributions and Obligations	21/01/15	E&P	Adequate	Adequate	8 (0)	4 (0)		4 (0)
Treasury Management	31/03/15	G&L	Limited	Adequate	5 (1)		5 (1)	
Accounts Receivable	14/04/15	G&L	Limited	Adequate	6 (2)		6 (2)	
Beach Huts	29/04/15	ES	Adequate	Adequate	3 (0)	2 (0)	1 (0)	
IT Security Protocol	27/05/15	M&D	Adequate	Adequate	3 (0)	1 (0)	1 (0)	1 (0)
IT Partnership Agreement	27/05/15	M&D	Adequate	Adequate	5 (0)	2 (0)	3 (0)	
Council Tax	17/06/15	G&L	Adequate	Adequate	2 (0)		1 (0)	1 (0)
Building Control	17/06/15	E&P	Adequate	Adequate	6 (0)	4 (0)	2 (0)	
Licensing	12/08/15	M&D	Adequate	Adequate	6 (0)	4 (0)	2 (0)	

Audit title	Report date	Audit Sponsor	Audit Assurance		Management Actions (of which are 'high' priority)			
			Original	Current	Reported	Cleared	Pending	Overdue
Depot Services (Stock Control)	26/08/15	ES	Limited	Limited	16 (2)	7 (1)	9 (1)	0 (0)
Code of Conduct	01/09/15	G&L	Adequate	Adequate	5 (1)	2 (0)	3 (1)	
Land Charges	04/09/15	E&P	Adequate	Adequate	2 (0)		2 (0)	

Audit Sponsor	
Executive Head Marketing and Development	M&D
Executive Head Governance and Logistics	G&L
Executive Head Environmental Services	ES
Executive Head Economy and Planning	E&P
Executive Head Communities	C

5. Executive Summaries of new reports published concluding a ‘Limited’ or ‘No’ assurance opinion

Depot Services (Stock Control) 2014-15

The review focussed on stock control within Depot Services including the stores for Open Spaces, Environmental Works & Cleansing Teams and the Workshop (vehicle parts).

Stock checks are not being carried out regularly and discrepancies identified are not being investigated. Material values of stock items are not recorded, making it difficult to prioritise items or assess the potential risk for losses. A number of items held in the stores and Depot yard are not currently included on the stock spreadsheet therefore records do not match the actual physical stocks held.

Policies and procedures are in place however there are several areas such as security, stock checks and investigation of discrepancies that are not included in these although a procedure for the disposal of excess stocks has recently been drafted in accordance with Financial Procedure Rules.

The Workshop operates an imprest stock system for replacement vehicle parts, owned and managed by nominated suppliers. Controls are in place for receipting goods when replenishing stock, however the receipted stocks are not matched against jobs previously completed which increases the risk of paying for replacement stock items which have not actually been used.

Vehicle Maintenance and Engineering Works team stocks are included in the annual stock valuation process to inform the Council’s financial accounts, but other Depot stores stocks are not. Current stock recording arrangements do not allow the overall stocks held to be valued and an assessment to be made regarding whether they should be included in the annual accounts.

6. Fraud and Irregularities

In accordance with the Local Government Transparency Code 2015 there is a requirement on local authorities to publish the following information with regard counter fraud work:

Local Government Transparency Code 2015	01.04.15 – 31.07.15
Part 2 Requirements – Fraud	
Number of occasions powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers have been used	Nil*
Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud	2 fte*
Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists	4 fte*
Total amount of time spent by the authority on the investigation and prosecution of fraud	0 days*
Total number of new fraud cases investigated	0**

*relates to internal audit staff within the wider SIAP only (does not include other areas of the Council that may affect reported figures i.e. legal, HR, departmental investigating officers, Housing Benefits etc.)

**the definition of fraud is as set out by the Audit Commission in *Protecting the Public Purse* - 'the intentional false representation, including failure to declare information or abuse of position that is carried out to make gain, cause loss or expose another to the risk of loss.'

7. Planning & Resourcing

The internal audit plan for 2015-16 was prepared following meetings with the Executive Heads and Service Managers and was presented to the Executive Board on 03 February 2015 and the Governance and Audit Committee on 03 March 2015. The audit plan remains fluid to ensure audit resource is effectively aligned to the Council's needs. Progress against the plan is detailed within section 8.

8. Rolling Work Programme

Audit title	Audit Progress					Final report issued
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued		
2014–15 Carry Forward Reviews						
HR	✓	✓	✓			
Code of Conduct	✓	✓	✓	✓		01/09/15
Depot Services	✓	✓	✓	✓		26/08/15
2015--16 Reviews						
Corporate cross cutting						
Asset Management						

Audit title	Audit Progress					Final report issued
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued		
Contract Management	✓					
Strategic Planning						
Performance Management Systems						
Procurement	✓	✓				
Corporate governance						
Proactive Fraud Initiatives	n/a	✓				
Annual Governance Statement	✓	✓	✓	✓		13/08/2015
Special Investigation (s)						
Local Government Transparency Code	✓	✓				
National Fraud Initiative (NFI)	n/a	✓				
Decision Making / Accountability	✓	✓	✓	✓		
Financial management						

Audit title	Audit Progress					Final report issued
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued		
Accounts Payable	✓	✓				
Accounts Receivable / Debt Management	✓	✓				
Financial Planning / Budgetary Control	✓	✓				
Finance – Main Accounting	✓	✓				
National Non-Domestic Rates (NNDR)	✓					
Standing Conference of Problems Associated with the Coastline Accounts (SCOPAC)						
Information technology						
New IT Applications / Finance System Access Controls						
ICT Hosted Services	✓	✓				
Computer implementations (Finance)					Advice role	
Corporate objectives						
Disabled Facilities Grants	✓	✓	✓			

Audit title	Audit Progress					Final report issued
	TOR issued	Fieldwork commenced	Fieldwork complete	Draft report issued		
Insurance	✓					
Land Charges	✓	✓	✓	✓		04/09/2015
Licensing	✓	✓	✓	✓		12/08/2015
Broadmarsh – Coastal Revetment Sea Defence Works	✓	✓				
Thematic Review / smaller services						
Legal Services (Trading Services)						

NON EXEMPT

HAVANT BOROUGH COUNCIL

GOVERNANCE & AUDIT COMMITTEE

23 September 2015

Quarterly Update on Corporate Risks from the Executive Board

Report by Cheryl Lincoln, Governance and Information Manager

FOR NOTING

Cabinet Lead for Governance & Logistics

Key Decision: No

1.0 Purpose of Report

1.1 This report tells the Committee about the Council's corporate governance and risk management arrangements and gives the Committee an update on the highest corporate risks reviewed by the Joint Executive Board in September.

2.0 Recommendation

2.1 The Committee notes the most serious corporate risks reviewed by the Joint Executive Board on 8 September

3.0 Summary

3.1 This report tells the Committee about the risks the Executive Board felt remained high after mitigation at their last review meeting.

4.0 Subject of Report

4.1 To oversee the effectiveness of risk management the Governance & Audit Committee note the most important risks facing the Council at the last quarterly review of the risk registers by the Executive Board. The last quarterly review was on 8 September.

4.2 There are several risks showing red on our corporate risk register after mitigation. The risks and the reasons are as follows:

- Partnership Arrangements – As a result of the diverging Business Strategies of the partner organisation this has raised the risk levels to red. Directors are currently working on mitigating any adverse effects however until mitigation has been fully developed the effects remain unknown/unquantifiable.

NON EXEMPT

- Contractual Arrangements and External Competition – Work is currently underway on re-letting the revenues, benefits and customer services contract, held by Capita. In addition Cabinet added in December 2014 and July 2015 new areas to the market testing including Finance, IT, facilities management, human resources and property. The contract let will achieve greater gains but also includes higher risks because it is being let as a joint procurement with a group of district councils to try and achieve greater savings.

In addition work continues on the business case to transfer services currently supplied from the depot to a Joint Venture.

As these projects proceed the risk remains very high until such time as the contracts are let/signed.

- Manpower/Resources – In addition to the Senior Management Review/restructure currently underway, the Planning Team is also under review/restructure and the Legal Team is understaffed due to a number of resignations. There is a risk to the organisation of losing key staff during a restructure and the loss of key Legal staff will impact the organisation until such time as interim solutions and/or recruitment drives have been completed.
- Welfare Reform & Changes to National Affordable Housing Policy – This a new risk added in July. It is anticipated there will be a reduction in the benefits cap and further national changes to the benefits and affordable housing policy. The Housing, Revenues and Benefits teams are reviewing the impact of the legislation and will be reporting back to JEB in the autumn. Until such time as the impact is known and mitigation in place this will remain a high risk to the organisation.

4.3 Following review the remaining risks are unchanged.

5.0 Implications

5.1 Resources: *(finance, staffing, property etc)*

There are no resource implications of this report because risk management is one of the regular funded functions of the management of the Council.

5.2 Legal:

There are no legal implications arising from this report.

5.3 Strategy:

Sound risk management supports the Council's objective of financial sustainability by ensuring financial risks are controlled and customer service excellence by ensuring the continuity of our services.

NON EXEMPT

5.4 **Risks:** (Environmental, Health & Safety and Customer Access Impact Assessment)

This report forms part of the Council's risk management arrangements.

5.5 **Communications:**

There is no need for communications following this report.

5.6 **For the Community:**

There is no community impact from this report but it will assist in ensuring the community continue to receive vital council services.

5.7 **The Integrated Impact Assessment (IIA)** is not needed for this report because it does not contain a decision.

6.0 **Consultation**

Executive Board and the Risk Management Group.

Background Papers:

None

Agreed and signed off by:

Legal Services: 1st September 2015

Executive Head of Governance & Logistics: 8th September 2015

Relevant Executive Head: 8th September 2015

Cabinet Lead: 11th September 2015

Contact Officer: Cheryl Lincoln
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