

Notice of Meeting

General Purposes Committee

Date: Wednesday, 30 September 2015

Time: 16:00

Venue: Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,
Andover, Hampshire, SP10 3AJ

For further information or enquiries please contact:

Emma Horbury - **01264 368001**

email ehorbury@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of General Purposes Committee

MEMBER

Councillor I Carr

Councillor M Hatley

Councillor N Adams-King

Councillor A Dowden

Councillor P Giddings

Councillor I Hibberd

Councillor A Hope

Councillor P Hurst

Councillor I Jeffrey

Councillor P North

Councillor G Stallard

WARD

Charlton

Ampfield and Braishfield

Blackwater

Valley Park

Bourne Valley

Romsey Extra

Over Wallop

Tadburn

Dun Valley

Alamein

Anna

General Purposes Committee

Wednesday, 30 September 2015

AGENDA

**The order of these items may change as a result of members
of the public wishing to speak**

- 1 Apologies**
- 2 Public Participation**
- 3 Declarations of Interest**
- 4 Urgent Items**
- 5 Minutes of the meeting held on 17 June 2015**
- 6 Statement of Accounts 2014/15 4 - 109**

This report presents Ernst & Young's Annual Audit Results Report and the 2014/15 Statement of Accounts for approval
- 7 Annual Corporate Health and Safety Report 2014/15 110 - 120**

This report details the Council's performance under the provisions of:

The Health and Safety at Work etc. Act 1974 and in accordance with the Health and Safety Executive Guidance publication "Leading Health and Safety at Work" and the four principles of Health and Safety Management

ITEM 6 Statement of Accounts 2014/15

Report of the Head of Finance

Recommended:

- 1. Ernst & Young’s Annual Audit Results Report (Annex 1 to the report):**
 - a. That the matters raised in the report be considered before authorising the financial statements for issue,**
 - b. That the proposed audit opinion and value for money conclusion be noted.**
- 2. That the letter of representation (Annex 2 to the report) be approved.**
- 3. That the audited Annual Statement of Accounts for the financial year 2014/15 (Annex 3 to the report) be approved.**

SUMMARY:

- The Council is required to prepare an Annual Statement of Accounts and have those accounts audited. This report presents the audited Annual Statement of Accounts for approval together with the Annual Audit Results Report of the Council’s external auditors, Ernst & Young.
- The Statement of Accounts is presented with an unqualified opinion; this means the auditors found no unadjusted material errors or misstatements in the accounts.

1 Introduction

- 1.1 The Council is required to produce and approve an Annual Statement of Accounts for each financial year.
- 1.2 The accounts for the year ended 31 March 2015 have now been audited by Ernst & Young and the Annual Statement of Accounts, together with the auditor’s Annual Audit Results Report are presented here for approval.

2 Ernst & Young’s Annual Audit Results Report

- 2.1 As part of the reporting process, an Ernst & Young director produces an Annual Audit Results Report (AARR). This is shown in Annex 1.
- 2.2 The AARR details findings in respect of the audit of the accounts and investigations into the Council’s arrangements for securing economy, efficiency and effectiveness in its use of resources.
- 2.3 An unqualified opinion has been given in respect of both the Annual Statement of Accounts and the Council’s value for money arrangements. This means that the auditors found no material areas of concern as part of their audit.

3 2014/15 Statement of Accounts

- 3.1 The accounts were prepared in accordance with statutory guidance and deadlines.
- 3.2 The Head of Finance approved the draft financial statements for audit on 30 June 2015. Following this, the accounts were submitted to Ernst & Young along with relevant working papers in order that the audit could be carried out.
- 3.3 With the exception of some small disclosure changes, there has been only one amendment to the accounts since the Head of Finance approved them for audit. This was in relation to provisions for Business Rate Appeals. This accounting adjustment had no effect on the “bottom line” position of the Council.
- 3.4 Before approving the Annual Statement of Accounts, Councillors should consider the Council’s Annual Governance Statement shown at the end of the Statement of Accounts (Annex 3). This remains unchanged from the statement approved by Council on 24 June 2015.

4 Conclusion and reasons for recommendation

- 4.1 The Statement of Accounts presented with this report is recommended to be approved by the General Purposes Committee as the Council’s audited Statement of Accounts for 2014/15.
- 4.2 Ernst & Young has issued an unqualified opinion in respect of both the Annual Statement of Accounts and on the Council’s ability to deliver value for money.
- 4.3 The reason for the recommendation is to comply with a statutory duty to approve the Council’s audited Statement of Accounts by 30 September each year.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	
(Portfolio: Economic) Councillor Giddings			
Officer:	Will Fullbrook	Ext:	8201
Report to:	General Purposes Committee	Date:	30 September 2015

Test Valley Borough Council

General Purposes Committee Summary

For the year ended 31 March 2015

Audit Results Report – ISA (UK and Ireland) 260

September 2015



Building a better
working world

Contents

		Page
Section 1	Executive summary	2
Section 2	Extent and purpose of our work	4
Section 3	Addressing audit risks	6
Section 4	Financial statements audit – issues and findings	9
Section 5	Arrangements to secure economy, efficiency and effectiveness	13
Section 6	Independence and audit fees	15
 Appendices		
Appendix A	Corrected audit misstatements	18

Section 1

Executive summary

Executive summary – key findings

Audit results and other key matters

The Audit Commission's Code of Audit Practice (the Code) requires us to report to those charged with governance – the General Purposes Committee – on the work we have carried out to discharge our statutory audit responsibilities together with any governance issues identified. This report summarises the findings from the 2014/15 audit which is substantially complete. It includes the messages arising from our audit of your financial statements and the results of the work we have undertaken to assess your arrangements to secure value for money in your use of resources.

Financial statements

- ▶ As of 15 September 2015, we expect to issue an unqualified opinion on the financial statements. Our audit results demonstrate, through the few matters we have to communicate, that the Council has prepared its financial statements well.

Value for money

- ▶ We expect to conclude that you have made appropriate arrangements to secure economy, efficiency and effectiveness in your use of resources.

Whole of Government Accounts

- ▶ We have not reported any significant matters to the National Audit Office (NAO) regarding the Whole of Government Accounts submission.

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.

Section 2

**Extent and purpose
of our work**

Extent and purpose of our work

The Council's responsibilities

- ▶ The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Council 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 on any planned changes in the coming period.
- ▶ The Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Purpose of our work

- ▶ Our audit was designed to:
 - ▶ Express an opinion on the 2014/15 financial statements and the consistency of other information published with them
 - ▶ Report on an exception basis on the Annual Governance Statement
 - ▶ Consider and report any matters that prevent us being satisfied that the Council had put in place proper arrangements for securing economy, efficiency and effectiveness in the use of resources (the Value for Money conclusion)
 - ▶ Discharge the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice

In addition, this report contains our findings related to the areas of audit emphasis and any views on significant deficiencies in internal control or the Council's accounting policies and key judgments.

As a component auditor, we also follow the NAO group instructions and report the results on completion of the WGA work through the Assurance Statement to the NAO and to the Council..

This report is intended solely for the information and use of the Council. It is not intended to be and should not be used by anyone other than the specified party.

Section 3

Addressing audit risks

Addressing audit risks – significant audit risks

We identified the following audit risks during the planning phase of our audit, and reported these to you in our Audit Plan. Here, we set out how we have gained audit assurance over those issues.

A significant audit risk in the context of the audit of the financial statements is an inherent risk with both a higher likelihood of occurrence and a higher magnitude of effect should it occur and which requires special audit consideration. For significant risks, we obtain an understanding of the entity’s controls relevant to each risk and assess the design and implementation of the relevant controls.

Audit risk identified within our audit plan	Audit procedures performed	Assurance gained and issues arising
<p>Significant risk 1: Risk of management override of controls</p> <p>As identified in ISA (UK and Ireland) 240, 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.</p>	<p>Our approach focused on:</p> <ul style="list-style-type: none"> • Testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; • Reviewing accounting estimates for evidence of management bias; and • Evaluating the business rationale for any significant unusual transactions. 	<p>From the work carried out we found no evidence of management override of controls.</p>

Addressing audit risks – other audit risks

- We identified the following audit risks during the planning phase of our audit, and reported these to you in our Audit Plan. Here, we set out how we have gained audit assurance over those issues.

Audit risk identified within our Audit Plan	Audit procedures performed	Assurance gained and issues arising
<p>Other audit risks</p> <p>Other financial statement risk 1: Changes to the accounts preparation team. The established financial statements preparing officer will no longer be in post for the 2014/15 financial statements preparation and audit process. Any changes to the preparing team, particularly the loss of an experienced and highly knowledgeable individual, creates a risk that the Council may not be able to deliver a set of financial statements to the high standards that have been delivered in prior years. The Council originally planned to procure the services of a contract accountant to prepare the accounts but has now decided to fill the gap by establishing an in-house team.</p>	<p>Our approach focused on:</p> <ul style="list-style-type: none"> • assessing the Council's new arrangements for producing the financial statements and responding to the risk accordingly; • assessing the Council's contingency arrangements; and • obtaining the closedown plan and monitoring progress against it between interim and final visit 	<p>The draft financial statements delivered for audit were of a high standard and show that the alternative arrangements the Council put in place were successful</p>
<p>Other financial statement risk 2: potential changes to asset valuations . The Council changed its valuation arrangements for 2014/15. Investment properties continue to be valued by the Council's in-house RICS valuer but all other land, buildings and infrastructure assets have been subject to external valuation. Any change in valuer creates an inherent risk of material changes in asset valuations and potential inconsistencies in the valuation methodology applied.</p>	<p>Our approach focused on:</p> <ul style="list-style-type: none"> • assessing the qualifications and gaining direct representation from the new valuer regarding his/her methodology; • examining material year-on-year differences and obtaining explanations for the variances; and • substantively testing material valuations for compliance with Code valuation methodology. 	<p>The external valuer was suitably qualified and used an appropriate valuation basis. The resultant valuations were materially in line with our expectations and our testing did not identify any errors.</p>

Section 4

Financial statements audit – issues and findings

Financial statements audit – issues and misstatements arising from the audit

Progress of our audit

- ▶ The following areas of our work programme remain to be completed. We will provide an update of progress at the General Purposes Committee meeting:
 - ▶ Receipt of a Letter of Representation
 - ▶ Representation from those charged with governance over internal control and knowledge of fraud
 - ▶ Completion of income testing
 - ▶ There are a number of disclosure notes that still require audit testing i.e. leases and financial instruments
- ▶ Subject to the satisfactory resolution of the above items, we propose to issue an unqualified audit report on the financial statements.

Uncorrected misstatements

- ▶ We have identified no misstatements within the draft financial statements, which management has chosen not to adjust.

Corrected misstatements

- ▶ Our audit identified a low number of misstatements which our team have highlighted to management for amendment. These have been corrected during the course of our work and further details are provided at Appendix B.

Other matters

- ▶ As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to communicate to you significant findings from the audit and other matters that are significant to your oversight of the Council's financial reporting process including the following:
 - ▶ Qualitative aspects of your accounting practices; estimates and disclosures;
 - ▶ Matters specifically required by other auditing standards to be communicated to those charged with governance. For example, issues about fraud, compliance with laws and regulations, external confirmations and related party transactions;
 - ▶ Any significant difficulties encountered during the audit; and
 - ▶ Other audit matters of governance interest

We wish to report the following:

- ▶ The payables balance on the balance sheet includes £177k of cheques dating back to 2004. Whilst these may remain true liabilities of the council, the balance should be reviewed and cheques written off as necessary; and
- ▶ We identified one material disclosure error where Interest on the pension fund asset of £3.26m was in the incorrect section of the comprehensive income and expenditure statement (CIES). Management has corrected this error and it has no impact on the 'bottom line' of the statement, or the council's reserve position.

Financial statements audit – application of materiality

Our application of materiality

- ▶ When establishing our overall audit strategy, we determined a magnitude of uncorrected misstatements that we judged would be material for the financial statements as a whole.

Item	
<p>Planning Materiality and Tolerable error</p>	<p>We determined planning materiality to be £1.45 million (2014: £1.36 million), which is 2% of gross operating expenditure reported in the accounts of £72.3 million.</p> <p>We consider gross expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Council.</p> <p>We set a tolerable error for the audit. 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.</p> <p>We have set tolerable error at the upper level of the available range because there were no corrected significant or material errors in the Council's 2013/14 financial statements and no significant uncorrected errors.</p>
<p>Reporting Threshold</p>	<p>We reported to you all corrected misstatements in excess of £1.085 million (2014: £1.015 million), and all uncorrected errors over £72k.</p>

Financial statements audit – internal control, written representations and whole of government accounts

Internal control

- ▶ It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.
- ▶ We walked through systems to confirm our understanding of the overall control environment. We have not tested the controls as we believe a fully substantive approach to be the most efficient for your audit. We are therefore not expressing an opinion on the overall effectiveness of internal control.
- ▶ We have reviewed the Annual Governance Statement and can confirm that:
 - ▶ It complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
 - ▶ It is consistent with other information that we are aware of from our audit of the financial statements.
- ▶ We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements.

Request for written representations

- ▶ We have requested a management representation letter to gain management's confirmation in relation to a number of matters.

Whole of Government Accounts

- ▶ Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review and the nature of our report are specified by the National Audit Office.
- ▶ We are currently concluding our work in this area and will report any matters that arise to the General Purposes Committee.

Section 5

**Arrangements to
secure economy,
efficiency and
effectiveness**

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Test Valley Borough Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Criteria 1 – arrangements for securing financial resilience

- ▶ 'Whether the Council has robust systems and processes to manage financial risks and opportunities effectively, and to secure a stable financial position that enables it to continue to operate for the foreseeable future'
- We did not identify any significant risks in relation to this criteria and we have no issues to report in relation to this criteria.
- The outturn for 2014/15 was £1.2m better than expected, enabling the Council to increase its reserves. We have noted that the Council is predicting a cumulative budget gap of around £1.5m at the end of 2017/18. Current plans are to bridge this with a combination of New Homes Bonus contributions and, as yet, unidentified efficiencies and/or contributions. However, we also note that the Council has already set aside over £4m of New Homes Bonus to reserves and has almost £20m of usable reserves (excluding the £32m Capital Receipts Reserve), so it is in a relatively good financial shape in the short to medium-term. However, uncertainty over future finances in local government means that the Council must continue to work hard to achieve its annual budgets, as well as respond to any changes in the funding streams it receives.

Criteria 2 – arrangements for securing economy, efficiency and effectiveness

- ▶ 'Whether the Council is prioritising its resources within tighter budgets, for example by achieving cost reductions and by improving efficiency and productivity'
- ▶ We did not identify any significant risks in relation to this criteria and have no issues to report in relation to this criteria.
- ▶ Our work did not identify any other matters relating to aspects of your corporate performance and financial management framework which are not covered by the scope of the two specified criteria above.

Section 6

Independence and audit fees

Independence and audit fees

Independence

- ▶ We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated 16 March 2015.
- ▶ We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Audit Commission's Code and 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 confirm that we are not aware of any relationships that may affect the independence and objectivity of the firm that we are required by auditing and ethical standards to report to you.
- ▶ 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 and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the General Purposes Committee on 30 September 2015.

- ▶ We confirm that we have met the reporting requirements to the General Purposes Committee, as 'those charged with governance' under International Standards on Auditing (UK and Ireland) 260 – Communication with those charged with governance. Our communication plan to meet these requirements were set out in our Audit Plan of 16 March 2015.

Audit fees

- ▶ The table below sets out the scale fee and our final proposed audit fees.

	Proposed final fee 2014/2015	Scale fee 2014/2015	Variation comments
	£	£	
Audit Fee: Code work	70,440	70,440	
Certification of claims and returns	16,750	16,750	
Non-Audit work	0	0	

- ▶ Our actual fee is in line with the agreed fee at this point in time, subject to the satisfactory clearance of the outstanding audit work.
- ▶ We confirm that we have not undertaken any non-audit work outside of the Audit Commission's Audit Code requirements.

Section 7

Appendices

Appendix A – corrected audit misstatements

- ▶ The following corrected misstatements, greater than £1.085mn have been identified during the course of our audit and warrant communicating to you.
- ▶ These items have been corrected by management within the revised financial statements.

Balance sheet and statement of comprehensive income and expenditure

Item of account	Nature	Type	Balance sheet	Comprehensive income and expenditure statement
	Description	F, P, J,	Debit/(credit)	Debit/(credit)
1. Collection Fund	The full provision for NDR appeals has been charged to collection fund income rather than just the 2014/15 element.	F	-	NDR income 3,635k NDR appeal provision (3,635k)
Cumulative effect of uncorrected misstatement	This adjustment has no effect on the 'bottom line' position of the council.		0	0

Key

- ▶ F – Factual misstatement
- ▶ P – Projected misstatement based on audit sample error and population extrapolation
- ▶ J – Judgemental misstatement

EY | Assurance | Tax | Transactions | Advisory

Ernst & Young LLP

© Ernst & Young LLP. Published in the UK.
All Rights Reserved.

ED None

The UK firm Ernst & Young LLP is a limited liability partnership registered in England and Wales with registered number OC300001 and is a member firm of Ernst & Young Global Limited.

Ernst & Young LLP, 1 More London Place, London, SE1 2AF.

ey.com

FAO Kate Handy, Director
Ernst & Young
Wessex House
19 Threefield Lane Southampton
Hampshire
SO14 3QB

Finance Service
Beech Hurst
Weyhill Road
Andover, Hampshire SP10 3AJ
Telephone 01264 368000
Fax 01264 368249
Minicom 01264 368052
Web site www.testvalley.gov.uk

Contact: Will Fullbrook
Telephone: 01264 368000
E-mail: Finance@testvalley.gov.uk
Your ref:
Our ref:
Date: 30 September, 2015

Dear Kate,

Letter of Representation – Test Valley Borough Council

This representation letter is provided in connection with your audit of the financial statements of Test Valley Borough Council (“Council”) for the year ended 31 March 2015. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the financial position of Test Valley Borough Council as of 31 March 2015 and of its income and expenditure for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

2. We acknowledge our responsibility for the fair presentation of the council financial statements. We believe the council financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and are free of material misstatements, including omissions. We have approved the council financial statements.
3. The significant accounting policies adopted in the preparation consolidated and council financial statements are appropriately described in the council financial statements.
4. We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 for the Council, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

B. Fraud

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We 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.
3. We have disclosed to you all significant facts relating to any frauds, suspected frauds or allegations of fraud known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by “whistle-blowers”), whether involving management or employees who have significant roles in internal control. Similarly, we have disclosed to you our knowledge of frauds or suspected frauds affecting the entity involving others where the fraud could have a material effect on the consolidated or council financial statements. We have also disclosed to you all information in relation to any allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others, that could affect the consolidated or council financial statements.

C. Compliance with Laws and Regulations

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

D. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we 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.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
 3. We have made available to you all minutes of the meetings of the Council, Cabinet, and other committees including the General Purposes Committee (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 the following date: 24 September 2015.
 4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are 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 consolidated and council financial statements.
 5. We have disclosed to you 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

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated and council financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 34 to the financial statements all guarantees that we have given to third parties.

F. Subsequent Events

1. There have been no events subsequent to period end which require adjustment of or disclosure in the consolidated and council financial statements or notes thereto.

G. Accounting Estimates

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. Accounting estimates recognised or disclosed in the financial statements:

- We believe the measurement processes, including related assumptions and models, we 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 we 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 Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours sincerely,

Head of Finance

I confirm that this letter has been discussed and agreed at the General Purposes Committee on 30 September 2015

Chairman of the General Purposes Committee



STATEMENT OF ACCOUNTS 2014/15

CONTENTS

	<u>Pages</u>
Foreword by the Head of Finance	1 - 5
Statement of Responsibilities	6
Independent Auditor's Report	7 - 9
Comprehensive Income & Expenditure Statement	10
Movement In Reserves Statement	11
Balance Sheet	12
Cash Flow Statement	13 – 14
Notes to the Financial Statements	15 – 61
Collection Fund	62
Notes to the Collection Fund	63 – 65
Glossary of Terms	66 – 68
<u>Annex to the Financial Statements</u>	
Annual Governance Statement	69 – 78

FOREWORD BY THE HEAD OF FINANCE

The Statement of Accounts and associated notes that follow are presented on a largely comparable basis to those prepared for 2013/14.

The Statement of Accounts

The accounts comprise the following key statements:

- **The Statement of Responsibilities** declares the respective responsibilities of the Council and the Head of Finance for the production of the Statement of Accounts.
- **The Comprehensive Income & Expenditure Statement** shows all income and expenditure incurred by the Council throughout the year; it includes day-to-day transactions from running the organisation as well gains / losses on assets and pension liabilities. The total comprehensive income and expenditure shown represents the total movement in the Council's reserves during the year.
- **The Movement in Reserves Statement** summarises the changes in balances on the Council's reserves in the year. Reserves are classified as either usable or unusable. Usable reserves include the unallocated General Fund Balance, Earmarked Revenue Reserves and the Capital Receipts Reserve. These are the reserves that the Council can apply to future expenditure subject to statutory conditions (e.g. the Capital Receipts Reserve can only be used to finance capital expenditure). Unusable reserves such as the Capital Adjustment Account and Revaluation Reserve generally reflect the timing differences between the purchase and the consumption of economic benefits of assets.
- **The Balance Sheet** shows the financial position of the Council and discloses the assets and liabilities for all Council Services. At the balance sheet date the net worth of the Council was £138.1M.
- **The Cash Flow Statement** summarises the Council's cash transactions for the year.
- **The Collection Fund** records all income from Council Tax and business rates. Expenditure includes payments to central government, Hampshire County Council (HCC), Hampshire Fire & Rescue (HFRA) and the Council's General Fund in respect of business rates' income; and precepts to HCC, HFRA, Hampshire Police Authority, local parish/town councils and the Council's own demand on the Collection Fund in respect of council tax. The Collection Fund is not incorporated within the Comprehensive Income & Expenditure Statement as it reflects the statutory requirement for billing authorities to maintain a separate Collection Fund.

The Independent Auditor's Report explains how the Council's auditors, Ernst & Young, plan their audit and the basis on which they provide an opinion on the Council's Statement of Accounts. It also gives the auditor's opinion on the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources in the year.

The Annual Governance Statement accompanies the Statement of Accounts and explains how the Council ensures that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. It is not covered by the auditor's opinion but is considered by the auditor and reported on by exception in the auditor's report if it is not compliant with proper practice.

Financial Performance

The Council monitors its budgets under two major headings: Revenue and Capital. Revenue spending relates to items consumed in the year and is financed from Council Tax, business rates, fees & charges, government grants and other income. Capital spending creates assets with a life of longer than one year and is financed from the sale of assets, government grants, contributions and revenue.

General Fund Revenue Activities

The initial forecast of General Fund revenue requirements began soon after the budget for 2013/14 was approved. A significant range of essential savings / improved income opportunities was identified and included in the budget and this is likely to be required again in the medium term.

The detailed budget was approved by Council on 21st February 2014. The net expenditure forecast for 2014/15 agreed at this stage totalled £10.452M. No draws from general reserves were included in the budget.

The revised budget for 2014/15 was approved by Council on 20th February 2015. The net expenditure was £10.993M, with no draws from general reserves.

The actual outturn for 2014/15 was £1.157M better than expected, enabling £300,000 to be transferred to the Asset Management Reserve, £300,000 to the Budget Equalisation Reserve, £300,000 to the Enterprise and Innovation Reserve and £257,000 to the Usable Capital Receipts Reserve.

A summary of the revised estimate and final outturn for revenue activities is shown in the table below.

	Revised Budget 2014/15	Actual 2014/15	Variance
	£'000	£'000	£'000
Service Expenditure (including Investment Property income and expenditure)	13,854	12,808	1,046
Corporate Items			
Reversal of capital charges including depreciation	(3,252)	(5,884)	2,632
Investment income and borrowing	(500)	(508)	8
Non-service related grants	(3,632)	(3,434)	(198)
Transfers to Earmarked / Capital reserves	4,523	6,823	(2,300)
Additional transfers to reserves arising from surplus in year	0	1,157	(1,157)
Transfer to Pension Reserve	0	131	(131)
Other	0	(20)	20
GENERAL FUND REQUIREMENTS	10,993	11,073	(80)
Met By			
Revenue Support grant	2,445	2,445	0
Locally retained business rates	2,121	2,201	(80)
Council Tax	5,870	5,870	0
Other Collection Fund	557	557	0
TOTAL REVENUE RESOURCES	10,993	11,073	(80)

Accounting for Business Rates

Under the new accounting arrangements for business rates introduced in 2013/14, the Council retains 40% of the business rates collected; this was estimated in the 2014/15 original estimate to be £18.137M for 2014/15. From this amount the Council was required to pay the government a 'tariff' of £16.016M, leaving net budgeted income in the year of £2.121M. The actual amount retained in 2014/15 was £2.201M following an adjustment to the forecast and the retention of £23,000 of business rates in respect of renewable energy schemes.

Asset Valuation Programme

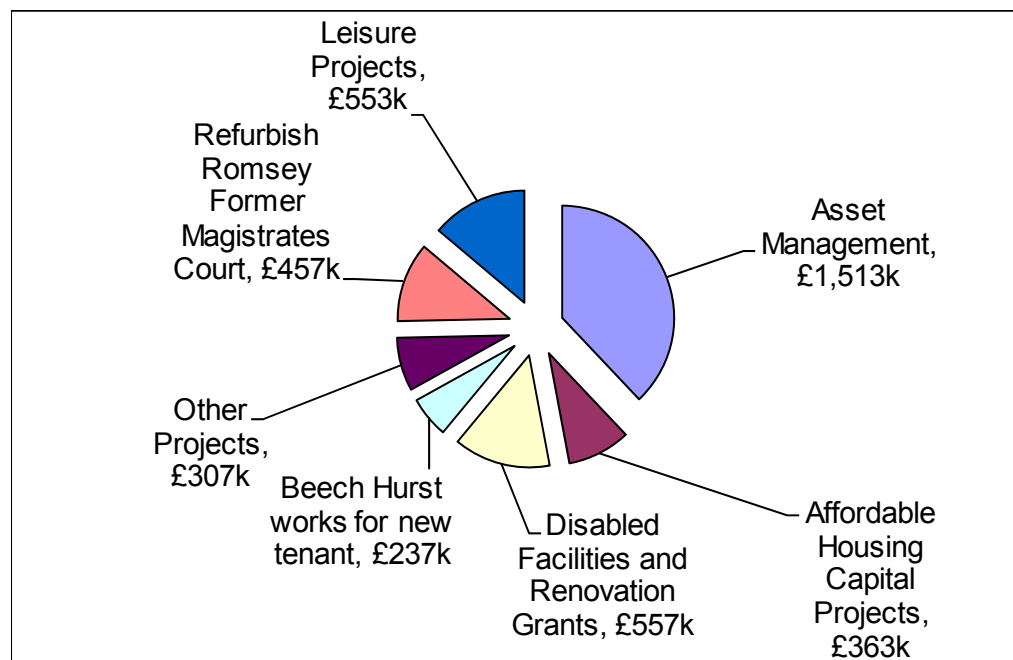
The Council's internal RICS qualified valuers and external valuers Hughes Ellard provided a valuation certificate for all of the Council's investment properties and certain land and buildings assets. They also carried out an impairment review on all other non-current assets as at 31st March 2015.

This involved reviewing leases and covenants and applying knowledge of local property markets to determine an accurate, up-to-date value for inclusion in the accounts.

The net impact of the valuation programme was a reduction in the value of the Council's investment properties, property, plant and equipment of £4.287M.

Capital Activities

Direct capital spending for the year totalled £3.987M, as summarised in the following chart:



The Council finances its capital expenditure from a mixture of usable capital receipts, capital grants and contributions. In 2014/15, the majority of funding (69%) came from contributions from revenue (£2.758M) with the remainder coming from capital grants (£946,000) and usable capital receipts (£283,000). The Council has set aside reserves for the future maintenance of its assets; budgeted asset management costs in 2015/16 and beyond will be funded from these reserves. The Council is debt free and has no long term borrowing.

Major capital investment is planned over the next financial year as follows:

	2015/16
	£'000
Affordable Housing capital projects	275
Community & Leisure projects	425
Relocate Youth in Romsey	324
Romsey War Memorial Park Kiosk	237
Disabled facilities and renovation grants	700
Asset Management projects	2,022
Romsey Town Centre Development	150
Purchase of Freehold Property	574
Land to the West of Romsey Abbey	106
Town Mill Access & Enhancement	100
Other capital projects	280
TOTAL	5,193

Financial Position at the Year End

General Fund reserves stood at £2M at 1st April 2014. I consider this to be a prudent minimum level of general reserves and this figure remains unchanged for the accounts at 31st March 2015.

In addition to the General Fund balances mentioned above, the Council held earmarked reserves of £17.584M available for specific revenue purposes and capital reserves of £32.272M available to spend on capital schemes.

Accounting for Defined Benefit Pension Schemes

The Council has adopted the requirements of International Accounting Standard 19 (IAS19) "Employee Benefits", as applicable to defined benefit pension schemes. IAS19 is a complex accounting standard, but is based on a simple principle – that an organisation should account for retirement benefits when it is committed to give them, even if the actual giving will be many years into the future.

The main features of this standard are:

- A recognition in the Balance Sheet of the Council's share of the pension fund's net liability and
- Entries in the Comprehensive Income & Expenditure Statement for the movements in the liability to ensure that there is no impact on the General Fund Balance.

Full details of these adjustments can be found in note 12 to the core financial statements.

This Council's liability at 31st March 2015 was £50.53M, but statutory arrangements for funding this liability are in place and the financial position of the Council remains healthy.

Impact of the current economic climate on the Council and its services

The Council remains committed to delivering high-quality services to all residents and is well positioned to continue to do this despite the current economic climate.

The surplus in 2014/15 has enabled the Council to bolster reserves held for the future maintenance and replacement of assets, enterprise and innovation projects, and capital reserves. This, together with a number of specific reserves held to ameliorate the impact of

cuts in government funding, will help ensure that the financial challenges that will be faced in coming years can be managed in a controlled manner.

The Council's budget setting process is robust and I expect it to be flexible enough to prevent significant changes to front-line services in the medium term.

Conclusion

For the year under review, the net financial result is pleasing. Due to a continuing drive for efficiency, the Council has been able to perform its services to a high level, and at the same time maintain its reserves at an adequate level to meet all known liabilities. In these circumstances the Council's finances continue to be in a stable and healthy condition, although there will be significant financial challenges in the years to come.

I would like to extend my appreciation to all those that have contributed to the timely production of this year's Statement of Accounts.

W. Fullbrook CPFA

Head of Finance

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS 2014/15

The Council's Responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Head of Finance.
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Statement of Accounts

The Head of Finance's Responsibilities

The Head of Finance is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing this Statement of Accounts, the Head of Finance has:

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

The Head of Finance has also:

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

Certification of the Head of Finance

I hereby certify that the Statement of Accounts gives a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for the year ended 31st March, 2015.

Signed Date.....
W Fullbrook, CPFA, Head of Finance

Signed Date.....
Cllr I Carr, Leader, Test Valley Borough Council

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TEST VALLEY BOROUGH COUNCIL

Opinion on the Authority's financial statements

We have audited the financial statements of Test Valley Borough Council for the year ended 31 March 2015 under the Audit Commission Act 1998 (as transitionally saved). The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the related notes 1 to 36, and the Collection Fund and the related notes.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

This report is made solely to the members of Test Valley Borough Council, as a body, in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Head of Finance and auditor

As explained more fully in the Statement of the Responsibilities for the Statement of Accounts 2014/15, set out on pages 6, the Head of Finance is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Head of Finance; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Statement of Accounts 2014/15 to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of

performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of Test Valley Borough Council as at 31 March 2015 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Opinion on other matters

In our opinion, the information given in the Statement of Accounts 2014/15 for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not comply with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007 (updated as at December 2012);
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects

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

Respective responsibilities of the Authority and auditor

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission in October 2014.

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

considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2014, as to whether the Authority has proper arrangements for:

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

The Audit Commission has determined these two criteria as those necessary for us to consider under its Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2014, we are satisfied that, in all significant respects, Test Valley Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

Certificate

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

Signature

*Kate Handy
for and on behalf of Ernst & Young LLP, Appointed Auditor
Southampton*

Date

COMPREHENSIVE INCOME & EXPENDITURE STATEMENT YEAR ENDED 31 MARCH 2015

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. The Council raises taxation to cover expenditure in accordance with regulations; this may be different to the accounting cost. The reconciliation to the Council Tax position is shown in the Movement in Reserves Statement and analysed in note 5.

	2013/14		Net Exp.	2014/15		Net Exp.	Note
	Exp.	Income	2013/14	Exp.	Income	2014/15	
Services	£'000	£'000	£'000	£'000	£'000	£'000	
Central Services	2,691	1,510	1,181	2,812	1,883	929	
Cultural & Related Services	6,810	2,001	4,809	8,446	3,448	4,998	
Environmental & Regulatory Services	7,783	1,486	6,297	6,873	1,497	5,376	
Planning & Development Services	6,335	3,313	3,022	7,478	2,960	4,518	
Highways & Transport Services	1,762	2,723	(961)	2,633	3,666	(1,033)	
Housing Services	31,875	30,724	1,151	32,434	31,122	1,312	
Corporate & Democratic Core	3,356	4	3,352	3,201	8	3,193	
Non - Distributed Costs	60	0	60	19	0	19	
Net Cost of Services	60,672	41,761	18,911	63,896	44,584	19,312	6
Other Operating Income and Expenditure							
Profit on disposal of Property, Plant & Equipment	0	1,324	(1,324)	0	503	(503)	18
Parish Precepts	1,044	1,044	0	1,104	1,104	0	
Financing and Investment Income and Expenditure							
Interest Income	0	557	(557)	0	535	(535)	29
Interest Payable	9	0	9	12	0	12	
Pension Fund Interest Costs (Note (i))	2,430	0	2,430	1,840	0	1,840	12
Changes in Fair Value of Investment Properties	0	2,839	(2,839)	1,691	0	1,691	15
Profit on Disposal of Investment Properties	0	0	0	0	1,926	(1,926)	18
Net Investment Property Income	508	5,802	(5,294)	499	6,351	(5,852)	15
Net Operating Expenditure	64,663	53,327	11,336	69,042	55,003	14,039	
Taxation and non-specific grant income							
Council Tax Income	0	5,866	(5,866)	0	6,006	(6,006)	7
Business Rates Income & Expenditure	16,018	17,786	(1,768)	17,409	18,695	(1,286)	7
Non Ringfenced Government Grants	0	5,638	(5,638)	0	5,878	(5,878)	7
Capital Grants and Contributions	0	699	(699)	0	3,483	(3,483)	7,19
Surplus on the provision of services	80,681	83,316	(2,635)	86,451	89,065	(2,614)	
Other comprehensive income and expenditure							
Net (gains) / losses on revaluation of Property, Plant & Equipment	682	0	682	0	98	(98)	14
Re-measurement of the net defined benefit pension liability (Note (i))	0	16,410	(16,410)	4,850	0	4,850	12
Total comprehensive income and expenditure	81,363	99,726	(18,363)	91,301	89,163	2,138	

Note (i) – The comparatives for the 2013/14 Pension Fund Interest Costs and Re-measurement of the net defined benefit pension liability have been amended due to a mis-classification of income. The net effect on the CIES is zero.

MOVEMENT IN RESERVES STATEMENT YEAR ENDED 31 MARCH 2015

This statement shows the movement in the year on the different reserves held by the Council, analysed into "usable reserves" and "unusable reserves".

The Deficit on the Provision of Services line shows the true economic cost of providing the Council's services. This is different from the statutory amounts required to be charged to the General Fund balance for Council Tax setting. The reconciliation between the true economic cost and the balances for Council Tax setting are shown in more detail in note 5.

	General Fund Balance £'000	Earmarked Reserves £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000	Note
Movements during 2013/14							
Balance as at 31st March 2013	2,000	11,649	34,349	47,998	73,841	121,839	
Surplus on the Provision of Services	2,635	0	0	2,635	0	2,635	
Other Comprehensive Income & Expenditure	0	0	0	0	15,728	15,728	
Total Comprehensive Income & Expenditure	2,635	0	0	2,635	15,728	18,363	
Adjustments between accounting basis and funding basis under regulations	(1,245)	0	(6,030)	(7,275)	7,275	0	5
Net increase before transfers to earmarked reserves	1,390	0	(6,030)	(4,640)	23,003	18,363	
Transfers to earmarked reserves	(1,390)	1,390	0	0	0	0	26
Increase / (Decrease) in Year	(0)	1,390	(6,030)	(4,640)	23,003	18,363	
Balance as at 31st March 2014	2,000	13,039	28,319	43,358	96,844	140,202	
Movements during 2014/15							
Surplus on the Provision of Services	2,614	0	0	2,614	0	2,614	
Other Comprehensive Income & Expenditure	0	0	0	0	(4,752)	(4,752)	
Total Comprehensive Income & Expenditure	2,614	0	0	2,614	(4,752)	(2,138)	
Adjustments between accounting basis and funding basis under regulations	1,931	0	3,953	5,884	(5,884)	0	5
Net increase before transfers to earmarked reserves	4,545	0	3,953	8,498	(10,636)	(2,138)	
Transfers to earmarked reserves	(4,545)	4,545	0	0	0	0	26
Increase / (Decrease) in Year	0	4,545	3,953	8,498	(10,636)	(2,138)	
Balance as at 31st March 2015	2,000	17,584	32,272	51,856	86,208	138,064	

BALANCE SHEET AS AT 31 MARCH 2015

The Balance Sheet summarises the assets and liabilities recognised by the Council as at the Balance Sheet date. The net assets are matched by a combination of usable and unusable reserves. These are shown in more detail in notes 26 and 27.

	2013/14		2014/15		Note
	£'000	£'000	£'000	£'000	
Land & Buildings	54,099		54,377		14
Vehicles, Plant & Equipment	3,217		3,601		14
Community Assets	3,612		3,993		14
Infrastructure Assets	678		703		14
Property, Plant & Equipment (PPE)		61,606		62,674	
Investment Properties		78,062		74,599	15
Intangible Assets		716		308	16
Long-Term Debtors	17		257		29
Long-Term Assets		17		257	
Cash and Cash Equivalents	9,948		13,445		20
Short-Term Investments	42,147		46,902		29
Inventories	168		182		
Debtors	8,443		8,243		21
Less: Bad Debt Allowance	(2,086)		(2,429)		21
Current Assets		58,620		66,343	
Creditors	(13,361)		(13,289)		22
Provisions	(1,454)		(2,298)		23
Current Liabilities		(14,815)		(15,587)	
Total Assets less Current Liabilities		184,206		188,594	
Creditors due after more than one year	34		0		13
Liability to Pension Fund	43,970		50,530		12
Long-Term Liabilities		(44,004)		(50,530)	
Net Assets		140,202		138,064	
Usable Reserves					
General Fund Balance	2,000		2,000		26
Revenue and Earmarked Reserves	13,039		17,584		26
Capital Receipts Reserve	28,319		32,272		26
Total Usable Reserves		43,358		51,856	
Unusable Reserves					
Revaluation Reserve	17,540		17,431		27
Capital Adjustment Account	123,445		120,795		27
Deferred Credits	7		7		27
Collection Fund Adjustment Account	15		(1,322)		27
Accumulated Absences Account	(193)		(173)		27
Pension Fund Reserve	(43,970)		(50,530)		27
Total Unusable Reserves		96,844		86,208	
Total Equity		140,202		138,064	

CASH FLOW STATEMENT YEAR ENDED 31 MARCH 2015

This statement summarises the movements in the Council's cash transactions. It shows the volume of financial activity that takes place between the Council and its stakeholders.

The Cash Flow Statement is different to the other statements because it is on a cash basis and some of the figures may not agree with other figures in the accounts which are all on an accruals basis (i.e. based on amounts payable and receivable rather than actually paid or received). The bottom section of the statement shows a reconciliation of the movement in Cash and Cash Equivalents in the year to the figures shown in the Balance Sheet.

	2013/14		2014/15		Note
	£'000	£'000	£'000	£'000	
Revenue Activities					
Net surplus on the provision of services		2,635		2,614	
Adjustments for non-cash transactions					
Depreciation of PPE / Amortisation of intangibles	2,037		2,064		14,16
Revaluation (Gains) / Losses on Investment Properties	(2,839)		1,691		15
Impairment & Downward Valuations of PPE & intangibles	465		2,694		14,16
Pension Fund Transfers	2,710		1,710		12
Other non-cash items (Note (a))	2,045		(1,447)		25
		4,418		6,712	
Adjustments in respect of Investing Activities (Note (a))		(2,023)		(3,375)	
Adjustments for items on an accruals basis					
(Increase) / Decrease in Debtors	(1,893)		254		
(Increase) / Decrease in Inventories	21		(14)		
(Decrease) / Increase in Creditors	3,755		(397)		
		1,883		(157)	
Net Cash Inflow from Operating Activities		6,913		5,794	25
Investing Activities					
Purchase of Short-term and Long-term Investments (Note (a))	(56,721)		(57,937)		
Proceeds from Short-term and Long-term Investments (Note (a))	54,615		52,942		
Purchase of Assets	(9,596)		(3,226)		
Sale of Assets	90		3,791		
Other Capital Cash Received	788		2,264		
Net Investing Activity Cashflow		(10,824)		(2,166)	
Financing Activities					
Cash payments to reduce outstanding finance lease creditors	(77)		(43)		
Other income / (payments) for financing activities	1,830		(88)		25
Net Financing Activity Cashflow		1,753		(131)	
Net Increase / (Decrease) in Cash and Cash Equivalents		(2,158)		3,497	
Cash and Cash Equivalents at the start of the reporting period		12,106		9,948	
Cash and Cash Equivalents at the end of the reporting period		9,948		13,445	

Note (a) – The comparative for 2013/14 Other Non cash items and Adjustments in respect of Investing Activities have been amended from the 2013/14 accounts to show a cash inflow (2013/14 outflow) and a cash outflow (2013/14 inflow) respectively. The 2013/14 comparative

has also been adjusted to show separately the purchase of and proceeds from short-term and long-term investments where previously it was shown as a net figure. The net effect on the cash flow statement is zero.

NOTES TO THE CORE FINANCIAL STATEMENTS

INDEX

1. Accounting Policies
2. Accounting Standards that have been issued but have not yet been adopted
3. Critical Judgements in Applying Accounting Policies
4. Assumptions made about the future and other major sources of estimation uncertainty
5. Adjustments between accounting basis and funding basis under regulation
6. Amounts reported for resource allocation decisions
7. Taxation and Non-Specific Grant Income
8. Special Expenses
9. External Audit Costs
10. Members' Allowances
11. Officers' Remuneration and Termination Benefits
12. Defined Benefit Pension Scheme
13. Leases
14. Property, Plant & Equipment
15. Investment Properties
16. Intangible Assets
17. Heritage Assets
18. Profit on Disposal of Assets
19. Capital Expenditure and Financing
20. Cash and Cash Equivalents
21. Analysis of Debtors
22. Analysis of Creditors
23. Provisions
24. Trust Funds
25. Notes to the Cash Flow Statement
26. Usable Reserves
27. Unusable Reserves
28. Net Assets Employed
29. Financial Instruments
30. Nature and Extent of Risks Arising from Financial Instruments
31. Related Party Transactions
32. Group Accounts
33. Contingent Assets
34. Contingent Liabilities
35. Events after the Balance Sheet Date
36. Date Accounts Authorised for Issue

NOTES TO THE FINANCIAL STATEMENTS

1. **Accounting Policies**

1.1. This note sets out the accounting policies followed in compiling the Council's accounts. The aim of the note is to explain the basis of the figures in the accounts and to disclose policies that are significant and relevant to the Council.

1.2. **General Principles**

The Statement of Accounts summarises the Council's transactions for the 2014/15 financial year and its position at the year-end of 31 March 2015. The Council is required to prepare an annual Statement of Accounts (by the Accounts and Audit regulations 2011) 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.

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

1.3. **Prior Period Adjustments**

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or performance.

There are no prior period adjustments for 2014/15.

1.4. **Accruals of Income & Expenditure**

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

- Fees, charges and rents due from customers and income from the provision of services are accounted for as income at the date the Council provides the relevant goods or services; i.e. when it is probable that the economic benefits associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services provided are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

1.5. **Cash and Cash Equivalents**

Cash is represented by cash in hand.

Cash equivalents are deposits with financial institutions payable without penalty or notice, maturing in not more than one day and are readily convertible to known amounts of cash with insignificant risk of change in value.

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

1.6. **Provisions, Contingent Liabilities and Contingent Assets**

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits and a reliable estimate of the potential liability can be reasonably calculated.

Provisions are charged as an expense to the Comprehensive Income & Expenditure Statement in the year that the Council recognises the obligation and are shown at the best estimate of the eventual outcome at the Balance Sheet date.

Payments to settle the obligation are charged against the provision. Any difference between the provision and the actual settlement figure are charged to the Comprehensive Income & Expenditure Statement when the obligation is settled.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

1.7. Reserves

The Council sets aside specific and general amounts as reserves for future purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to be included in the surplus / deficit on the provision of services in the Comprehensive Income & Expenditure Statement. The reserve is then appropriated back in to 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 and retirement benefits and do not represent usable resources to the Council. Transactions with these reserves are explained in the relevant accounting policies below.

1.8. Government Grants and Contributions

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

- the Council will comply with the conditions attached to the payments and
- the grants / contributions will be received.

Amounts recognised as due to the Council are not credited to the Comprehensive Income & Expenditure Statement until conditions attached to the grant / 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 / contribution are required to be consumed by the Council as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants / contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors.

When conditions are satisfied, the grant / contribution is credited to the relevant Service line or Taxation and Non-Specific Grant income in the Comprehensive Income & Expenditure Statement.

Where capital grants are credited to the Comprehensive Income & Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. When the grant has been applied, it is posted to the Capital Adjustment Account.

1.9. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within twelve 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 (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council.

An accrual is made for the cost of holiday entitlement and accrued flexible working hours (based on a sample of services) 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 the 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 that the absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the net cost of services in the Comprehensive Income & Expenditure Statement.

Post-Employment Benefits

The Council's employees are entitled to join the Local Government Pension Scheme administered by Hampshire County Council. This scheme provides defined benefits to members (retirement lump sums and pensions) earned as employees work for the Council.

The liabilities of the pension fund attributable to the Council are included in the Balance Sheet based on an actuarial valuation.

Full details of the valuation method are shown in note 12 to the core financial statements.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pension Reserve to remove notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners. The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

1.10. 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 end of the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

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

1.11. VAT

Income and expenditure excludes any amounts related to VAT to the extent that it is recoverable from HM Revenue & Customs.

1.12. **Overheads and Support Services**

The cost of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of CIPFA's *Service Reporting Code of Practice 2014/15* (SerCOP) with the exception of:

- Corporate and Democratic Core – costs relating to the Council's status as a multi-functional democratic organisation.
- Non-Distributed Costs - the cost of discretionary benefits awarded to employees retiring early and the cost of un-used office space.

These two cost categories are defined in SerCOP and accounted for as separate headings in the Comprehensive Income & Expenditure Statement as part of the net cost of services.

1.13. **Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council (e.g. software licences) is capitalised when it is expected that the future economic benefits will flow to the Council.

Intangible assets are measured initially at cost. The balance is amortised over the useful life of the asset to the relevant service line in the Comprehensive Income & Expenditure Statement to reflect the pattern of consumption of benefits.

Amortisation is not permitted to have an impact on the General Fund Balance. These charges are reversed out of the General Fund balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

1.14. **Investment Property**

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

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. Investment properties are not depreciated but are revalued annually according to market conditions. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income & Expenditure Statement. The same treatment is applied to gains / losses on disposal.

Rentals received in respect of leases on 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 / losses are not permitted to have an impact on the General Fund balance. The gains / losses are therefore reversed out of the General Fund balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for sale proceeds) the Capital Receipts Reserve.

1.15. **Property, Plant and Equipment**

Assets that have physical substance and are held for use in the provision of services, for rental to others or for administrative purposes on a continuing basis are classified as property, plant and equipment (PPE).

Recognition

Expenditure on the acquisition, creation or enhancement of PPE is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably.

Expenditure that secures but does not add to an asset's potential to deliver future economic benefits (i.e. repairs and maintenance) is charged as an expense when it is incurred.

A de minimus level of £10,000 is applied to capital expenditure. Any expenditure on land, equipment or other chattels below this amount is not recognised as an asset.

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

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

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

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

Where non-property assets 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. (Exceptionally, gains might be credited to the Comprehensive Income & Expenditure Statement where they arise from the reversal of a loss previously charged to a service.)

Where decreases in value are identified, they are accounted for as follows:

- 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 lines in the Comprehensive Income & Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 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 lines in the Comprehensive Income & Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to relevant service lines in the Comprehensive Income & Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would be charged if the loss had not been recognised.

Disposals

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to Other Operating Expenditure line in the Comprehensive Income & 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 & 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.

Depreciation

Depreciation is provided for on all 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 certain Community Assets).

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

Componentisation of an asset will be considered where:

- The carrying value of an asset is greater than £1M and
- The component is at least 20% of the carrying value of the asset and

- The change in depreciation after componentisation is greater than £10,000 per annum.

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.

1.16. **Heritage Assets**

Heritage assets are assets held primarily for their historical, artistic, scientific, technological, geophysical or environmental qualities and maintained for their contribution to knowledge and culture.

The Council does not have a policy in respect of the purchase, preservation, management and disposal of Heritage Assets.

Heritage assets are either excluded from the Balance Sheet or included within Community Assets, valued at historic cost. The Code requires Heritage Assets to be classified separately on the Balance Sheet and to be valued at fair value. The Council has not re-stated Heritage Assets in accordance with the Code due to their immaterial overall value. The impact of this is explained in note 17.

1.17. **Charges to Revenue for Non-Current Assets**

Service revenue accounts, support services and trading accounts are debited with the following amounts to record the real cost of holding assets during the year:

- Depreciation attributable to the assets used by the relevant service.
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which losses can be written off.
- Amortisation of intangible assets attributable to the service.

The Council is not required to raise Council Tax to cover depreciation, impairment losses, revaluation or amortisation. Depreciation, impairment losses, revaluation and amortisation are therefore replaced in the General Fund Balance by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserve Statement.

1.18. **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 & Expenditure Statement in the year. Where the Council has determined to meet the cost of these charges from existing capital resources, 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 there is no impact on the level of Council Tax.

1.19. **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.

Criteria for determining whether a lease is finance or operating in nature

A number of factors are considered in determining whether a lease should be classified as finance or operating. Three of these are over-riding, the remainder are considered holistically to assess the nature of a lease.

Leases of land will be considered operating leases unless the land will be permanently impaired as a result of the lease (e.g. the land is used for mining).

Where it is almost certain that the lessee will retain the asset in perpetuity, (e.g. where the Council leases wheeled bins) the lease will be classified as a finance lease.

Where the Council leases a building to a tenant, the building element of the lease will be considered to be operating in nature if the lessee is required to return the building in a repaired condition at the end of the lease.

Factors that indicate a lease might be a finance lease include:

- Where the net present value of lease payments is more than 80% of the asset's purchase price.
- Where the lease period is longer than 75% of the asset's useful life.
- Where there are options to extend the primary lease at rates substantially lower than market rents.
- Where ownership transfers to the lessor at the end of the lease or there are options to buy the asset at the end of the lease term on favourable conditions which are reasonably certain to be taken up.
- Terms included in the lease which penalise the lessee more than the lessor in the event that the lessee cancels the lease.

Council as Lessee – Finance Leases

Assets held under finance leases are recognised on the Balance Sheet at the commencement of the lease at 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.

Lease payments are apportioned between;

- a charge for the acquisition of the interest in the asset – 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 & Expenditure Statement).

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

The Council is not required to raise Council Tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in

accordance with statutory requirements. Depreciation, 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.

Council as Lessee – Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income & Expenditure Statement as an expense of the services benefitting from the use of leased assets. 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).

Council as Lessor – Finance Leases

There are no leases that qualify as finance leases where the Council is the lessor.

Council as Lessor – Operating Leases

Where the Council grants an operating lease over an asset, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income & 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).

1.20. **Financial Instruments**

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at their fair value and subsequently carried at their amortised cost.

In most cases the amount presented in the Balance Sheet is the outstanding principal repayable and interest charged to the Comprehensive Income & Expenditure Statement is the amount payable for the year.

Financial Assets

Financial Assets are divided into two categories; Loans & Receivables and Available for Sale assets. The Council has no Available for Sale Financial Assets.

Loans and receivables (e.g. cash investments) are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at their 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 & Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective interest rate for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income & Expenditure Statement is the amount receivable for the year in the loan agreement.

Where the Council makes a soft loan (ie. At less than market rate or with an interest free period), the loan will be shown in the balance sheet at carrying value rather than

amortised value unless the value of the advance is greater than £500,000 or there is significant discounting of interest rates.

1.21. Inventories

Inventories are included in the Balance Sheet at the lower of cost or net realisable value.

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

The Code requires the Council to identify Accounting Standards that have been issued but have yet to be adopted. The Council is also required to assess the possible impact that application of the Standards will have when they are applied.

There are no Accounting Standards that have been issued but not yet adopted that would have had a material effect on this year's Statement of Accounts were they in effect for the year ended 31st March 2015, nor are they expected to have a material effect on the 2015/16 statement of accounts.

3. **Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements that have the most significant effect on the amounts in the financial statements are:

Asset classifications – the Council has made judgements on whether assets are classified as Investment Property or PPE. 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 PPE assets whereas if full market rent is being charged this would indicate that the asset is an Investment Property. The classification determines how revalued amounts are shown in the accounts and whether depreciation is chargeable on the asset.

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

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 concerning future and past events and the Council's control over them.

Doubtful debts allowances – the Council has made judgements about the level of doubtful debts that it needs to provide for. These judgments are based on historical experience of debtor defaults adjusted for the current economic climate.

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 Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and

other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Council's Balance Sheet at 31st March 2015 for which there is a significant risk of material adjustment in the forthcoming financial year are explained in the table below.

Item	Uncertainties	Effect if actual results differ from assumptions
Bad Debt Allowance	The Council has made allowances for doubtful debts of £2.429M in 2014/15 (2013/14 £2.086M) based on what it believes to be a prudent but realistic level.	If collection rates were to deteriorate or improve, a 5% change would require an adjustment to the allowance of £121,400 (2013/14 £104,300).
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.	More information can be found in Note 12 about the sensitivity to changes in assumptions in respect of: <ul style="list-style-type: none"> • The discount rate used • Salary inflation • Rates of increase to pensions in payment • Mortality rates
Provisions	The Council has made a provision of £2.298M in 2014/15 (2013/14 £1.454M) in respect of its share of appeals made by ratepayers for past business rates' costs. It is not certain how many of the appeals will be upheld.	A 10% increase or decrease in the actual number of appeals upheld would result in a change to the provision of £229,800 (2013/14 £145,400).

5. Adjustments between accounting basis and funding basis under regulation

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

Transactions in 2014/15

	General Fund Balance	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Note
	£'000	£'000	£'000	£'000	
Adjustments primarily involving the Capital Adjustment Account					
Depreciation of non-current assets	2,009	0	2,009	(2,009)	14
Amortisation of intangible assets	55	0	55	(55)	16
Impairment of non-current assets	2,337	0	2,337	(2,337)	14
Impairment of intangible assets	357	0	357	(357)	16
Movement in the fair value of investment property	1,691	0	1,691	(1,691)	15
Profit on disposal of non-current assets	(2,429)	0	(2,429)	2,429	18
Revenue expenditure funded from capital under statute	692	(692)	0	0	27
Capital grants, contributions and income in relation to donated assets credited to the CI&ES	(2,537)	0	(2,537)	2,537	19
Adjustments primarily involving the Capital Receipts Reserve					
Proceeds from disposal of non-current assets	0	4,279	4,279	(4,279)	26
Financing of new capital expenditure	(3,270)	409	(2,861)	2,861	19
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits charged to the CI&ES	3,800	0	3,800	(3,800)	12
Employer's contribution to pension fund / directly to pensioners	(2,090)	0	(2,090)	2,090	12
Adjustments primarily involving the Collection Fund Adjustment Account					
Amount by which Council Tax and Business Rates income credited to the CI&ES is different from Council Tax and Business Rates income calculated for the year in accordance with statutory requirements.	1,337	0	1,337	(1,337)	27
Adjustments primarily involving the Accumulated Absences Account					
Amount by which officer remuneration charged to the CI&ES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements.	(20)	0	(20)	20	27
Insertion of items not shown in the Comprehensive Income & Expenditure Statement					
Voluntary provision for repayment of finance leases	0	(43)	(43)	43	27
Other adjustments	(1)	0	(1)	1	
	1,931	3,953	5,884	(5,884)	

Comparative Transactions for 2013/14

	General Fund Balance	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Note
	£'000	£'000	£'000	£'000	
Adjustments primarily involving the Capital Adjustment Account					
Depreciation of non-current assets	1,923	0	1,923	(1,923)	14
Amortisation of intangible assets	114	0	114	(114)	16
Impairment of non-current assets	465	0	465	(465)	14
Movement in the fair value of investment property	(2,839)	0	(2,839)	2,839	15
Profit on disposal of non-current assets	(1,324)	0	(1,324)	1,324	18
Revenue expenditure funded from capital under statute	538	(538)	0	0	27
Adjustments primarily involving the Capital Receipts Reserve					
Proceeds from disposal of non-current assets	0	1,328	1,328	(1,328)	26
Financing of new capital expenditure	(3,004)	(6,743)	(9,747)	9,747	19
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits charged to the CI&ES	4,680	0	4,680	(4,680)	12
Employer's contribution to pension fund / directly to pensioners	(1,970)	0	(1,970)	1,970	12
Adjustments primarily involving the Collection Fund Adjustment Account					
Amount by which Council Tax income credited to the CI&ES is different from Council Tax income calculated for the year in accordance with statutory requirements.	159	0	159	(159)	27
Adjustments primarily involving the Accumulated Absences Account					
Amount by which officer remuneration charged to the CI&ES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements.	11	0	11	(11)	27
Insertion of items not shown in the Comprehensive Income & Expenditure Statement					
Voluntary provision for repayment of finance leases	0	(77)	(77)	77	27
Other adjustments	2	0	2	(2)	
	(1,245)	(6,030)	(7,275)	7,275	

6. Amounts reported for resource allocation decisions

The purpose of this note is to reconcile the financial information reported internally to that reported in the Comprehensive Income & Expenditure Statement.

The analysis of income and expenditure on the face of the Comprehensive Income & Expenditure Statement (page 10) is that specified by the *Service Accounting Code of Practice*. However, decisions about resource allocation are taken by the Council's

Cabinet on the basis of budget reports analysed by Service. The most significant differences between these reports are:

- Income earned from the Council's property portfolio is shown as a service income in the Estates & Economic Development Service when reporting to Cabinet; however it is shown separately in the Comprehensive Income & Expenditure Statement as part of Financing and Investment Income & Expenditure.
- The Housing & Environmental Health Service outturn figure for 2014/15 included Disabled Facility Grants of £434,000 (2013/14 - £424,000). On the Comprehensive Income & Expenditure Statement this is shown as a capital grant received.

The tables below reconcile the revenue outturn report presented to Cabinet on 17th June 2015 to the net cost of services shown in the Comprehensive Income & Expenditure Statement.

Year ended 31st March 2015	Comm. & Leisure	Environmental Service	Estates & Economic Dev't	Housing, & Env. Health	Planning & Building	Planning Policy & Transport	Revenues & Benefits	Corporate & Support Services	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, Charges and Other Service Income	1,221	2,951	9,546	1,624	1,908	3,614	2,915	5,398	29,177
Government Grants	0	0	0	0	0	0	29,864	423	30,287
Total Income	1,221	2,951	9,546	1,624	1,908	3,614	32,779	5,821	59,464
Employee Expenses	1,247	3,603	1,093	1,659	1,729	1,477	2,018	3,440	16,266
Other Operating Expenses	2,276	2,793	3,139	376	352	1,326	30,846	2,463	43,571
Support Service Recharges	657	495	860	975	886	605	675	3,302	8,455
Impairment Costs	2,016	0	524	0	0	154	0	0	2,694
Capital Charges to Revenue	975	610	368	985	9	51	0	192	3,190
Total Expenditure	7,171	7,501	5,984	3,995	2,976	3,613	33,539	9,397	74,176
Net Cost of Services	5,950	4,550	(3,562)	2,371	1,068	(1)	760	3,576	14,712

Comparative Transactions for 2013/14

Year ended 31st March 2014	Comm. & Leisure	Environmental Service	Estates & Economic Dev't	Housing, & Env. Health	Planning & Building	Planning Policy & Transport	Revenues & Benefits (Note (b))	Corporate & Support Services	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, Charges and Other Service Income	1,752	2,581	8,647	1,677	1,848	3,452	2,269	6,199	28,425
Government Grants	0	0	0	10	0	0	29,984	27	30,021
Total Income	1,752	2,581	8,647	1,687	1,848	3,452	32,253	6,226	58,446
Employee Expenses	1,211	3,511	1,107	1,732	1,715	1,515	2,045	3,566	16,402
Other Operating Expenses	2,326	2,594	2,482	486	308	1,296	30,535	2,383	42,410
Support Service Recharges	720	560	742	1,096	952	685	784	3,687	9,226
Impairment Costs	294	0	172	0	0	0	0	0	466
Capital Charges to Revenue	954	520	318	892	9	51	49	206	2,999
Total Expenditure	5,505	7,185	4,821	4,206	2,984	3,547	33,413	9,842	71,503
Net Cost of Services	3,753	4,604	(3,826)	2,519	1,136	95	1,160	3,616	13,057

Note (b): The comparative for 2013/14 for Revenues and Benefits has been amended to include a correction to a mis-classification in the 2013/14 accounts of £148,000 between Fees, Charges and Other Service Income and Government Grants.

The following table reconciles the net cost of services identified above to the net cost of services shown in the Comprehensive Income & Expenditure Statement.

	2013/14 £'000	2014/15 £'000
Cost of Services in Expenditure Analysis	13,057	14,712
Amounts not reported to management	136	(1,686)
Amounts reported to management but not included in the CI&ES.	5,718	6,286
Cost of Services in the CI&ES	18,911	19,312

Commutated income from Section 106 grants was received in the year from developers but not included in the report to management. This is transferred to earmarked reserves to pay for future maintenance of community facilities, parks and open spaces under the Section 106 agreements. The amount shown in the Fees, Charges and Other Service income line in the following table is the net of the amount received in the year (£1.908M) and the amount used to pay for maintenance in the year (£242,000).

The two analysis lines above are analysed in the following tables.

Reconciliation to Subjective Analysis - 2014/15	Service Analysis £'000	Not Reported to Management £'000	Not Included in CI&ES £'000	Net Cost of Services £'000	Corporate and Financing Amounts £'000	Total £'000
Fees, Charges and Other Service Income	29,177	1,666	(5,852)	24,991	5,852	30,843
Interest and Investment Income	0	0	0	0	535	535
Changes in Fair Value of Investment Properties	0	0	0	0	(1,691)	(1,691)
Income from Council Tax	0	0	0	0	7,110	7,110
Income from Business Rates	0	0	0	0	1,286	1,286
Government Grants	30,287	0	(434)	29,853	9,361	39,214
Total Income	59,464	1,666	(6,286)	54,844	22,453	77,297
Employee Expenses	16,266	(20)	0	16,246	0	16,246
Other Operating Expenses	43,571	0	0	43,571	0	43,571
Support Service Recharges	8,455	0	0	8,455	0	8,455
Impairment Costs	2,694	0	0	2,694	0	2,694
Capital Charges to Revenue	3,190	0	0	3,190	0	3,190
Interest Payable	0	0	0	0	12	12
Precepts	0	0	0	0	1,104	1,104
Pension Fund Interest Costs	0	0	0	0	1,840	1,840
Gain on disposal of assets	0	0	0	0	(2,429)	(2,429)
Total Operating Expenses	74,176	(20)	0	74,156	527	74,683
Deficit on the Provision of Services	14,712	(1,686)	6,286	19,312	(21,926)	(2,614)

Comparative Transactions for 2013/14

Reconciliation to Subjective Analysis - 2013/14	Service Analysis	Not Reported to Management	Not Included in CI&ES	Net Cost of Services	Corporate and Financing Amounts	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Fees, Charges and Other Service Income	28,425	(127)	(5,802)	22,496	5,802	28,298
Interest and Investment Income	0	0	0	0	557	557
Changes in Fair Value of Investment Properties	0	0	0	0	2,839	2,839
Income from Council Tax	0	0	0	0	6,910	6,910
Income from Business Rates	0	0	0	0	1,768	1,768
Government Grants	30,021	0	(424)	29,597	6,337	35,934
Total Income	58,446	(127)	(6,226)	52,093	24,213	76,306
Employee Expenses	16,402	9	(12)	16,399	12	16,411
Other Operating Expenses	42,410	0	(384)	42,026	384	42,410
Support Service Recharges	9,226	0	(112)	9,114	112	9,226
Impairment Costs	466	0	0	466	0	466
Capital Charges to Revenue	2,999	0	0	2,999	0	2,999
Interest Payable	0	0	0	0	9	9
Precepts	0	0	0	0	1,044	1,044
Pension Fund Interest Costs	0	0	0	0	2,430	2,430
Gain on disposal of assets	0	0	0	0	(1,324)	(1,324)
Total Operating Expenses	71,503	9	(508)	71,004	2,667	73,671
Deficit on the Provision of Services	13,057	136	5,718	18,911	(21,546)	(2,635)

7. Taxation and Non-Specific Grant Income

The Council received income from Council Tax and revenue grants from the Department for Communities and Local Government (DCLG). These are summarised in the following table.

Taxation / Non-Ringfenced Grants	Awarding Body	2013/14 £'000	2014/15 £'000
Council Tax Income	Council Taxpayers	5,866	6,006
Revenue Support Grant	DCLG	3,127	2,381
New Homes' Bonus	DCLG	1,676	2,730
Business Flood Support	DCLG	350	0
Small Business Rate Relief	DCLG	451	521
Council Tax Support - Transition Grant	DCLG	14	0
Capital Provision Re-Distribution Grant	DCLG	17	0
Transparency Code Set-Up	DCLG	3	6
Council Tax Freeze Grant	DCLG	0	64
'Long Term Empty' Properties Relief	DCLG	0	2
Retail Relief	DCLG	0	115
Flooding Relief	DCLG	0	43
Multiplier Cap	DCLG	0	16
		11,504	11,884

The net income shown in the Comprehensive Income & Expenditure Statement for business rates is comprised of a number of transactions that are summarised in the table below.

Business Rates Income & Expenditure	2013/14 £'000	2014/15 £'000
Share of income transferred from Collection Fund	17,786	18,695
Tariff paid to government	(15,710)	(16,016)
Share of deficit on Collection Fund in the year	(169)	(1,393)
Levy payable to government in respect of growth in the year	(139)	0
Net Business Rates Income	1,768	1,286

Capital grants and contributions were received in the year as shown in the following table and includes £2.537M in donated assets (two community centres) under section 106 agreements.

Capital Grants and Contributions	Awarding Body	2013/14 £'000	2014/15 £'000
Disabled Facilities Grant	DCLG	425	434
Contributions to works on property	Tenants	125	251
Compulsory Purchase Order monies returned	Court Funds Office	0	40
Contributions under s106 agreements / capital grants	Developers	149	2,758
		699	3,483

Other grants received in the year are shown in the following table.

Specific Grants included in the Net Cost of Services	Awarding Body	2013/14 £'000	2014/15 £'000
Housing Benefit Subsidy	Dep't for Work & Pensions	28,912	28,834
Housing Benefit & Council Tax Administration Grant	Dep't for Work & Pensions	562	429
Localising Council Tax Admin Subsidy	DCLG	0	93
Discretionary Housing Payments	Dep't for Work & Pensions	128	153
Council Tax Reform New Burden Grant	DCLG	49	70
Business Rates Collection	DCLG	184	187
Business Rates New Burden Admin Costs Grant	DCLG	0	13
Community Right to Challenge	DCLG	9	9
Assets of Community Value	DCLG	8	8
Local Welfare Assistance	DCLG	10	0
Council Tax Flood Relief	DCLG	0	84
Individual Electoral Registration	DCLG	11	55
Bellwin Grant - Emergency Flood Assistance (Note (b))	DCLG	148	47
Repair and Renewal Administration Grant	DCLG	0	4
Flooding Repair and Renewal Grant	DCLG	0	301
		30,021	30,287

Note (b): The comparative for 2013/14 has been amended to include a correction to a mis-classification in the 2013/14 accounts of £148,000 between Fees, Charges and Other Service Income and Government Grants.

8. Special Expenses

Income from the special Council Tax Levy which applies in the Andover Town Council area was £287,400 in 2014/15 (£282,300 – 2013/14).

9. External Audit Costs

In 2014/15 Test Valley Borough Council incurred the following fees in relation to external audit and inspection.

Class of Work	2013/14 £'000	2014/15 £'000
External Audit Fees	70	69
District Council Rebate	(10)	(6)
Certification of Grants Claim and Returns	14	17
	74	80

10. Members' Allowances

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

	2013/14	2014/15
	£'000	£'000
Allowances	417	420
Expenses	12	13
Total Members' Allowances	429	433

11. Officers' Remuneration and Termination Benefits

The number of employees whose remuneration, excluding pension contributions was £50,000 or more in bands of £5,000 in 2014/15 was:-

Remuneration Band	2013/14 Number of Employees	2014/15 Number of Employees
£50,000 - £54,999	13	12
£55,000 - £59,999	3	2
£60,000 - £64,999	0	1
£65,000 - £69,999	8	8
£70,000 - £74,999	1	0
£75,000 - £79,999	0	0
£80,000 - £84,999	0	0
£85,000 - £89,999	0	0
£90,000 - £94,999	0	0
£95,000 - £99,999	1	1
£100,000 - £104,999	1	1
£105,000 - £109,999	0	0
£110,000 - £114,999	0	0
£115,000 - £119,999	0	0
£120,000 - £124,999	0	0
£125,000 - £129,999	0	1
£130,000 - £134,999	1	0

The following table sets out the remuneration of senior officers in the year. A senior officer is described as 'a person who has responsibility for the management of the Council to the extent that the person has power to direct or control the major activities of the body, whether solely or collectively with other persons.' For the purposes of these accounts, Test Valley Borough Council has determined that senior officers are those included in the Officers' Management Team.

The 'Total Remuneration excluding pension contributions' of the following officers is included in the pay bandings in the above table.

Post	Salary (Including Fees and Allowances)		Car Allowance and Other Expenses		Total Remuneration Excluding Pension Contributions		Pension Contributions		Total Remuneration Including Pension Contributions	
	13/14	14/15	13/14	14/15	13/14	14/15	13/14	14/15	13/14	14/15
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive - Note (c)	127	121	7	7	134	128	14	15	148	143
Corporate Director	94	96	7	7	101	103	12	12	113	115
Corporate Director	93	96	4	4	97	100	12	12	109	112
Head of Administration - Note (d)	63	47	5	4	68	51	8	6	76	57
Head of Community & Leisure	63	63	6	6	69	69	8	8	77	77
Head of Environmental Services	64	64	5	5	69	69	8	8	77	77
Head of Estates	63	63	4	4	67	67	8	8	75	75
Head of Finance	62	63	4	4	66	67	8	8	74	75
Head of Housing & Environmental Health	63	63	5	5	68	68	9	9	77	77
Head of IT - Note (e)	62	63	4	4	66	67	8	8	74	75
Head of Legal	50	58	5	5	55	63	7	8	62	71
Head of Planning & Building	62	64	4	4	66	68	8	8	74	76
Head of Planning Policy & Transport	64	63	10	5	74	68	8	9	82	77
Acting Head of Revenues - Benefits & Customer Services (Note (f))	0	11	0	1	0	12	0	1	0	13
Acting Head of Revenues - Local Taxation (Note (f))	0	11	0	1	0	12	0	1	0	13

Note (c) – The total remuneration of the Chief Executive includes both a salary for work carried out as Head of Paid Service for the Council and also fees payable as the Local Returning Officer for elections held in the year. Payments as returning officer in 2014/15 were £4,400 (2013/14 £13,700).

Note (d) – The Head of Administration retired during the year therefore the remuneration shows part year costs. This post has now been subject to a restructure.

Note (e) – The Council shared the Head of IT with Winchester City Council in the year and received £41,400 as a contribution towards the employment costs of the postholder (2013/14 £39,900).

Note (f) – Until 1st December 2014, the Council shared the Head of Revenues with Winchester City Council. The Council's contribution towards this post in 2014/15 was £24,800 (2013/14 £37,200) which covered salary and associated employer costs including pension contributions until 1st

December 2014. This arrangement has now ceased and with effect from 1st December 2014, the Head of Revenues post has been split into 2 half time posts. The officers in these posts also have non-senior officer roles for the other half of their time and the table above includes the costs for the two part time Senior Officer posts only.

The number of exit packages and total cost per band are set out in the following table.

Exit Package Band	Number of Redundancies		Number of Other Departures		Total Cost of Exit Packages by Band	
	2013/14	2014/15	2013/14	2014/15	2013/14 £'000	2014/15 £'000
£0 - £20,000	0	0	0	6	0	20
£20,001 - £40,000	0	1	0	0	0	33
Total	0	1	0	6	0	53

All the costs above were charged to the Comprehensive Income & Expenditure Statement in the year. None of the above costs relate to senior officers.

12. **Defined Benefit Pension Scheme**

As part of the terms and conditions of employment of its officers, the Council contributes towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments and this needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme, administered by Hampshire County Council – this is a funded defined benefit final salary scheme, meaning that the Council and its employees pay contributions into a fund, calculated at a level estimated to balance the pensions' liabilities with investment assets.

The accounts recognise the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against the Council Tax is based on cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund in the Movement in Reserves Statement.

The following transactions have been included in the Comprehensive Income & Expenditure Statement and Movement in Reserves Statement during the year:

Comprehensive Income & Expenditure Statement		2013/14	2014/15
		£'000	£'000
Cost of Services			
	Current Service Costs	2,470	2,180
	Unfunded Benefits Paid Out	(220)	(220)
Financing & Investment Income & Expenditure			
	Interest Cost	5,460	5,100
	Interest Income	(3,030)	(3,260)
Total amount included in the Deficit on Provision of Services		4,680	3,800
Other Comprehensive Income & Expenditure			
	Actuarial (gains) / losses due to change in financial assumptions	(9,470)	13,250
	Actuarial gains due to demographic assumption changes	(110)	0
	Experience gains on liabilities	(3,290)	(790)
	Remeasurement gains on assets	(3,540)	(7,610)
Total amount charged to the Comprehensive Income & Expenditure Statement		(11,730)	8,650
Movement In Reserves Statement			
	Reversal of net charges made to the deficit on the provision of services in accordance with the Code	(4,680)	(3,800)
	Actual employer's contributions payable	1,970	2,090
Total Amount included in the Movement in Reserves Statement (note 5)		(2,710)	(1,710)

In previous years, the Council awarded discretionary post-retirement benefits upon early retirement. This is an unfunded defined benefit arrangement, meaning that no assets exist to meet the ongoing liabilities.

The Council contributes to the Pension Fund at a common rate applicable to a group of employees which is set having regard to the assets and liabilities of the group as a whole. In 2014/15 the rate was 13.1% plus a fixed sum contribution of £664,000 (2013/14 13.1% plus £610,000 fixed sum contribution).

It is forecast that pension contributions payable by the employer in 2015/16 in respect of regular contributions will amount to £2.19M and in respect of unfunded liabilities will amount to £220,000.

Assets & Liabilities in relation to retirement benefits

The following tables show the Council's liabilities to the Pension Fund and its share of the Fund's assets at the year end. The net liability at 31st March 2015 was £50.53M (2013/14 - £43.97M).

Liabilities	2013/14	2014/15
	£'000	£'000
Opening present value of funded liabilities	125,080	116,690
Current Service Cost	2,470	2,180
Interest Cost	5,310	4,950
Contributions by Participants	680	760
Actuarial (gain) / loss on liabilities due to change in financial assumptions	(9,270)	13,030
Actuarial gain on liabilities due to change in demographic assumptions	(210)	0
Experience gains on liabilities	(3,280)	(760)
Net benefits paid out (including unfunded liabilities)	(4,090)	(4,130)
Closing present value of unfunded liabilities	116,690	132,720
Opening present value of unfunded liabilities	3,800	3,620
Interest Cost	150	150
Actuarial (gain) / loss on liabilities due to change in financial assumptions	(200)	220
Actuarial loss on liabilities due to change in demographic assumptions	100	0
Experience (gains) / losses on liabilities	(10)	(30)
Net Benefits Paid Out	(220)	(220)
Closing present value of unfunded liabilities	3,620	3,740
Total present value of scheme liabilities	120,310	136,460

Assets	2013/14	2014/15
	£'000	£'000
Opening fair value of assets	71,210	76,340
Interest income on assets	3,030	3,260
Actuarial gain on assets	3,540	7,610
Contributions by the employer	1,970	2,090
Contributions by Participants	680	760
Net benefits paid out	(4,090)	(4,130)
Closing fair value of assets	76,340	85,930

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on assets in the year is shown in the following table.

Assets	2013/14	2014/15
	£'000	£'000
Interest income on assets	3,030	3,260
Actuarial gains on assets	3,540	7,610
Actual return on assets	6,570	10,870

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.. The Fund's liabilities have been assessed by an independent firm of actuaries, based on the latest full valuation of the scheme carried out as at 31 March 2013.

The principal assumptions used by the actuary were:

	2013/14	2014/15
Discount rate for funded liabilities	4.3%	3.2%
Discount rate for unfunded liabilities	4.2%	3.2%
Rate of Inflation - RPI (funded)	3.3%	2.9%
Rate of Inflation - RPI (unfunded)	3.2%	2.9%
Rate of Inflation - CPI (funded)	2.3%	1.8%
Rate of Inflation - CPI (unfunded)	2.2%	1.8%
Rate of increase in salaries	3.8%	3.3%
Rate of increase in pensions in payment	2.3%	1.8%
Rate of increase in pensions in deferment	2.3%	1.8%
Mortality Assumptions		
Longevity at 65 for current pensioners (years)		
Men	24.4	24.5
Women	26.2	26.3

It is assumed that each member will surrender pension on retirement, such that the total cash received (including any accrued lump sum from pre-2008 service) is 70% of the permitted maximum.

The proportions of total assets held in each asset type, shown below, reflect the proportions held by the Fund as a whole at 31st March 2015.

	2013/14	2014/15
Equities	60.8%	57.8%
Bonds	25.2%	27.0%
Property	7.5%	8.0%
Other	6.5%	7.2%
Total	100.0%	100.0%

The figures in this note 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 in the following table. In each case, only the assumption mentioned is altered; all other assumptions remain the same.

Discount rate		
Adjustment to rate	+0.1% pa	-0.1% pa
Present value of total obligation (£M)	130.46	135.02
% change in present value of total obligation	-1.7%	1.7%
Projected service cost (£M)	2.58	2.74
Approx % change in projected service cost	-3.1%	3.2%
Rate of increase in salaries		
Adjustment to salary increase rate	+0.1% pa	-0.1% pa
Present value of total obligation (£M)	133.15	132.29
% change in present value of obligation	0.3%	-0.3%
Projected service cost (£M)	2.66	2.66
Approx % change in projected service cost	0.0%	0.0%
Rate of increase to pensions in payment		
Adjustment to pension rate	+0.1% pa	-0.1% pa
Present value of total obligation (£M)	134.64	130.83
% change in present value of obligation	1.4%	-1.4%
Projected service cost (£M)	2.74	2.58
Approx % change in projected service cost	3.2%	-3.1%
Post retirement mortality assumptions (follow pattern of person one year older or younger)		
Adjustment to pension rate	-1 year	+1 year
Present value of total obligation (£M)	136.2	129.23
% change in present value of obligation	2.6%	-2.6%
Projected service cost (£M)	2.75	2.57
Approx % change in projected service cost	3.4%	-3.4%

13. Leases

Finance Leases

The Council has acquired a number of items of plant and equipment under finance leases. The assets acquired under these leases are carried as Property, Plant & Equipment in the Balance Sheet at the following net book values.

	2013/14	2014/15
	£'000	£'000
Vehicles, Plant & Equipment	77	34

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the purchase of the asset and an interest cost payable while the liability remains outstanding. The minimum lease payments are made up of the following amounts.

	2013/14	2014/15
	£'000	£'000
Present value of lease payments		
Less than one year	43	34
One to five years	34	0
Finance Costs payable in future years	4	0
Minimum Lease Payments	81	34

Operating Leases

The Council has acquired certain vehicles and items of plant and equipment under operating leases. The future minimum lease payments due under these lease contracts are shown in the following table.

	2013/14	2014/15
	£'000	£'000
Leases expiring in less than one year	46	5
Leases expiring between one to five years	4	2
Total lease rentals payable	50	7

In 2014/15 total rental payments amounted to £81,000 (2013/14 - £231,000). All rental payments in the year were minimum lease payments (i.e. no contingent rents were payable) and have mainly been charged to the Cultural and Related (£62,000; 2013/14 - £98,000) and Environmental and Regulatory (£18,000; 2013/14 - £128,000) lines in the Comprehensive Income & Expenditure Statement.

The Council leases out land and property under operating leases for a number of purposes. These include generation of income from investment properties and for the provision of recreational facilities.

The future minimum lease rentals receivable under non-cancellable leases in future years are shown in the table below.

	2013/14	2014/15
	£'000	£'000
Receivable within one year	5,568	6,590
Receivable within one to five years	21,460	21,546
Receivable after five years	370,842	372,048
Total minimum lease rentals receivable	397,870	400,184

The minimum lease payments receivable do not include rents that are contingent on performance or based on a percentage of turnover.

In 2014/15 the Council recognised income from contingent rents of £773,000 (2013/14 - £798,000).

14. Property, Plant & Equipment (PPE)

These are assets which are held and occupied / used for the delivery of services for which the Council is responsible. For example, this includes offices, parks & open spaces, car parks and vehicles.

The following table shows the movement in balances of items of property, plant and equipment in the year.

2014/15	Land & Buildings	Vehicles, Plant & Equipment	Infra structure	Community	Total
Cost / Valuation	£'000	£'000	£'000	£'000	£'000
Historic Cost b/f	42,826	5,966	825	4,755	54,372
Revaluation Increases shown in the Revaluation Reserve b/f	18,096	11	0	0	18,107
Revaluation Decreases shown in the CI&ES b/f	(3,727)	(323)	0	(910)	(4,960)
Additions	3,669	1,191	18	438	5,316
Revaluations	44	0	54	0	98
Reverse depreciation on disposed / revalued assets	(3,449)	(427)	(134)	0	(4,010)
Impairments in year	(2,321)	0	(16)	0	(2,337)
Cost / Valuation at 31st March 2015	55,138	6,418	747	4,283	66,586
Depreciation					
Historic Cost Depreciation b/f	(2,528)	(2,433)	(147)	(233)	(5,341)
Depreciation on Revaluations b/f	(568)	(4)	0	0	(572)
Charge in year - Historic Cost	(907)	(806)	(31)	(57)	(1,801)
Charge in year - Revalued Amounts	(207)	(1)	0	0	(208)
Reverse depreciation on disposed / revalued assets	3,449	427	134	0	4,010
Depreciation at 31st March 2015	(761)	(2,817)	(44)	(290)	(3,912)
Net Book Value at 31st March 2015	54,377	3,601	703	3,993	62,674
Net Book Value at 31st March 2014	54,099	3,217	678	3,612	61,606

Comparative Information for 2013/14

2013/14	Land & Buildings	Vehicles, Plant & Equipment	Infra structure	Community	Total
Cost / Valuation	£'000	£'000	£'000	£'000	£'000
Historic Cost b/f	43,281	5,043	827	4,195	53,346
Revaluation Increases shown in the Revaluation Reserve b/f	19,675	11	0	0	19,686
Revaluation Decreases shown in the CI&ES b/f	(3,433)	(507)	0	(738)	(4,678)
Additions	842	1,753	4	560	3,159
Revaluations	(682)	0	0	0	(682)
Reclassifications	(1,585)	0	0	0	(1,585)
Disposals - Historic Cost	0	0	(6)	0	(6)
Reverse depreciation on revalued assets	(610)	(646)	0	0	(1,256)
Impairments in year	(293)	0	0	(172)	(465)
Cost / Valuation at 31st March 2014	57,195	5,654	825	3,845	67,519
Depreciation					
Historic Cost Depreciation b/f	(2,032)	(2,367)	(117)	(190)	(4,706)
Depreciation on Revaluations b/f	(537)	(3)	0	0	(540)
Charge in year - Historic Cost	(900)	(712)	(30)	(43)	(1,685)
Charge in year - Revalued Amounts	(237)	(1)	0	0	(238)
Reverse depreciation on disposed / revalued assets	610	646	0	0	1,256
Depreciation at 31st March 2014	(3,096)	(2,437)	(147)	(233)	(5,913)
Net Book Value at 31st March 2014	54,099	3,217	678	3,612	61,606
Net Book Value at 31st March 2013	56,954	2,177	710	3,267	63,108

Note (g) – The comparative for 2013/14 has been amended from the 2013/14 Statement of Accounts to reflect the correct split of the Reversal of depreciation on disposed / revalued assets between Land & Buildings and Vehicles, Plant & Equipment.

Depreciation is charged based on the following assumed useful economic lives

- Land – Not depreciated
- Buildings – 10 to 60 years
- Vehicles – 3 to 7 years
- Plant & Equipment – 3 to 15 years
- Infrastructure Assets – 10 to 30 years

The impairments shown above are due to changes in the market value of assets as a result of current market conditions or as a result of changes to lease conditions which have altered an asset's carrying value. No assets were materially impaired as a result of structural damage.

The following table shows, for each class of PPE asset, the value of assets based on their respective methods of valuation. Where assets are carried at revalued amounts, the value is shown based on the year of the most recent revaluation.

	Cost	Depreciated Cost	Reval 2010/11	Reval 2011/12	Reval 2012/13	Reval 2013/14	Reval 2014/15	Total value of PPE
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Land and Buildings	0	0	289	2,256	8,750	4,145	38,937	54,377
Vehicles, Plant & Equipment	140	3,461	0	0	0	0	0	3,601
Infrastructure	18	251	0	0	0	0	434	703
Community	3,395	598	0	0	0	0	0	3,993
Total PPE Assets	3,553	4,310	289	2,256	8,750	4,145	39,371	62,674

The Council carries out a rolling programme of valuations that ensures all PPE assets are valued at least once every five years. Revaluations in 2014/15 were carried out by the Council's internal RICS registered valuers and external RICS registered valuers, Hughes Ellard, and all revaluations were carried out as at 31st March 2015.

The majority of information for PPE valuations comes from assessing active markets for similar properties. However, there is still some need for estimation as no two properties can be treated the same. The Council's valuers make assumptions on certain areas including the asset's useful remaining life and degree of specialism in calculating the asset's value for the accounts.

At the 31st March 2015 contractual commitments on existing capital schemes totalled £416,000 (2013/14 £361,000).

15. Investment Properties

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

Valuations of Investment Property have been carried out by the Council's internal RICS registered valuers. Valuations are primarily based on market evidence of similar properties at the Balance Sheet date.

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

	2013/14	2014/15
	£'000	£'000
Balance at start of year	67,087	78,062
Purchase of new property	6,194	0
Expenditure on existing property	357	78
Net changes in fair value of property	2,839	(1,691)
Disposals	0	(1,850)
Reclassifications	1,585	0
Balance at end of year	78,062	74,599

Two investment properties were disposed of during 2014/15 and the figure in the table above represents the net book value of the properties (Duttons Road in Romsey £1.6M and Ford Cottage covenant in Andover £250,000). The profit from these disposals is shown in note 18.

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income & Expenditure Statement.

	2013/14	2014/15
	£'000	£'000
Rental income from Investment Property	5,802	6,351
Investment Property direct costs	(508)	(499)
Net Investment Property income	5,294	5,852

16. Intangible Assets

Intangible Assets represent the value of development costs and software licences for computer programmes used and the Council's right to hold markets in Andover Town Centre.

Market rights are not amortised as they are considered to have a life longer than 50 years; however a periodic impairment review is carried out on this asset to ensure the carrying value is prudent. This has resulted in an impairment of £357,000 in 2014/15.

Software licences are amortised over their estimated useful economic life on a straight line basis.

	Software Licences	Market Rights	Total
Cost or Valuation	£'000	£'000	£'000
Cost / Fair Value b/f	769	414	1,183
Additions	4	0	4
Impairments in year	0	(357)	(357)
Cost / Valuation at 31st March 2015	773	57	830
Amortisation			
Amortisation of Historic Cost b/f	(467)	0	(467)
Charge for the year	(55)	0	(55)
Amortisation at 31st March 2015	(522)	0	(522)
Net Book Value as at 31st March 2015	251	57	308
Net Book Value as at 31st March 2014	302	414	716

Comparative information for 2013/14

	Software Licences	Market Rights	Total
Cost or Valuation	£'000	£'000	£'000
Cost / Fair Value b/f	732	414	1,146
Additions	37	0	37
Cost / Valuation at 31st March 2014	769	414	1,183
Amortisation			
Amortisation of Historic Cost b/f	(353)	0	(353)
Charge for the year	(114)	0	(114)
Amortisation at 31st March 2014	(467)	0	(467)
Net Book Value as at 31st March 2014	302	414	716
Net Book Value as at 31st March 2013	379	414	793

17. Heritage Assets

The Council holds a number of heritage assets. Some of these are carried at historical cost and others are not included on the Balance Sheet. The total estimated value of Heritage Assets at the balance sheet date is shown in the table below split according to their treatment in the Balance Sheet.

	Carrying Value	Fair Value	Carrying Value	Fair Value
	2013/14	2013/14	2014/15	2014/15
	£'000	£'000	£'000	£'000
Included in Community Assets	83	258	172	347
Not included in the Balance Sheet	0	190	0	190
Total	83	448	172	537

The most significant Heritage Assets owned by the Council are the silver maces which form part of the Council's civic insignia. Other Heritage Assets include the war memorials in Andover and Romsey, a Japanese cannon in Romsey War Memorial Park and various pieces of public art.

FRS30 (Heritage Assets) requires that, where material, Heritage Assets be shown at valuation as a separate category of non-current asset on the Balance Sheet. The total estimated value of Heritage Assets is not material; therefore the Council has elected not to re-state the accounts to the extent required by the Standard.

18. Profit on Disposal of Assets

During the year, the Council made a net profit on the disposal of fixed assets of £2.429M (2013/14 £1.324M). An analysis of this profit is shown in the following table.

	2013/14	2014/15
	£'000	£'000
Right To Buy Contributions	1,238	489
Profit on disposal of property, plant & equipment	86	14
Profit on disposal of investment property	0	1,926
Total Profit on Disposal of Assets	1,324	2,429

19. Capital Expenditure and Financing

Total Capital Expenditure to be financed in 2014/15 amounted to £6.524M. This can be analysed as expenditure on new assets (£5.398M) and revenue expenditure funded from capital under statute (£1.126M).

	2013/14	2014/15
	£'000	£'000
Opening Capital Financing Requirement	(660)	(660)
Capital Expenditure		
Property, Plant & Equipment	3,159	5,316
Investment Property	6,551	78
Intangible Assets	37	4
Revenue Expenditure Funded from Capital Under Statute	963	1,126
Sources of Finance		
Capital Receipts	(7,281)	(283)
Government Grants and Other Contributions	(699)	(3,483)
Contributions from Revenue / Reserves	(2,730)	(2,758)
Closing Capital Finance Requirement	(660)	(660)

The Property, Plant & Equipment line and the Government Grants and Other Contributions line above include the assumed cost and contribution of two assets (Community Centres) valued at £2.537M which the Council did not purchase but which were adopted by the Council during the year as part of a S106 agreement.

The Government Grants and Other Contributions line shown above represents the total 'Capital Grants and Contributions' figure per the Comprehensive Income & Expenditure Statement.

Additions to assets and expenditure on revenue items funded from capital have been analysed on a service basis in the following table:

	2014/15 Long-Term Assets	2014/15 Revenue Expenditure Funded From Capital	2014/15 Total
	£'000	£'000	£'000
Community & Leisure	656	122	778
Environmental	1,070	0	1,070
Estates	3,436	64	3,500
Housing & Env. Health	0	938	938
IT	125	0	125
Planning Policy & Transport	111	2	113
Total Expenditure	5,398	1,126	6,524

20. Cash and Cash Equivalents

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

	2013/14 £'000	2014/15 £'000
Cash held by the Council	5	6
Bank Current Accounts	366	963
Short-term deposits	9,577	12,476
Total Cash & Cash Equivalents	9,948	13,445

21. Analysis of Debtors

	2013/14 £'000	2014/15		
		Debtor £'000	Bad Debt Allowance £'000	Net £'000
Central Government Bodies	589	77	0	77
Sundry Debtors	4,468	6,496	(1,777)	4,719
Collection Fund	1,171	1,506	(581)	925
Housing	7	63	(56)	7
Car Leasing and Loans	122	101	(15)	86
Total Debtors	6,357	8,243	(2,429)	5,814

Included within car leasing and loans above are loans to employees for vehicle purchases. At 31st March 2015, £78,000 (2013/14 - £106,000) was outstanding.

22. Analysis of Creditors

	2013/14	2014/15
	£'000	£'000
Sundry Creditors	4,926	4,972
Collection Fund	2,258	1,738
Central Government	1,775	1,213
Section 106 Balances	4,166	5,159
Compensated Absences Accrual	193	173
Finance Lease Creditors due in less than 1 year	43	34
Total Creditors	13,361	13,289

Section 106 balances relate to contributions made by developers as part of certain planning agreements. These sums are included as creditors because many contributions have time conditions within which expenditure must be made.

The section 106 balances are comprised of the following types of contribution.

	2013/14	2014/15
	£'000	£'000
Open Spaces / Recreation	2,722	2,950
Highways / Cycle Routes / Green Travel	423	508
Affordable Housing	226	298
Education & Skills' Development	328	376
Public Art	285	173
Community Facilities	0	676
Other	182	178
Total Section 106 balances	4,166	5,159

23. Provisions

The full balance of provisions shown on the Balance Sheet (£2.298M; 2013/14 £1.454M) represents the Council's share of backdated business rates appeals that are expected to be awarded in future years. It is not possible to determine when appeals will be settled; therefore the whole balance is shown in current liabilities.

The provision was calculated using information provided by the Valuation Office as at 31st March 2015 and took into account appeals lodged against the 2005 and 2010 ratings' lists.

An analysis of the success rate of previous appeals and the reduction in rateable value was carried out. This was then extrapolated over the outstanding appeals to arrive at the provision in these accounts.

24. Trust Funds

The Council operates a number of trusts for civic purposes. The balances at the end of the year were £102,000 (2013/14 £102,000). The most significant balance is in respect of the Romsey Walk and Pleasure Ground - £96,000 (2013/14 - £87,000).

25. Notes to the Cash Flow Statement

An analysis of items included in the Cash Flow Statement is shown in the following tables.

Cash flow from Operating Activities includes:	2013/14	2014/15
	£'000	£'000
Interest received	557	535
Interest paid	(9)	(12)

Other Non-Cash items	2013/14	2014/15
	£'000	£'000
Movement in Bad Debt Allowance	612	343
Movement in provision in respect of Business Rates appeals	1,454	844
Donated assets under s106 agreements	0	(2,537)
Other non-cash items	(21)	(97)
Other Non-Cash items	2,045	(1,447)

Other income / (payments) for financing activities	2013/14	2014/15
	£'000	£'000
Movement in Council Tax debtors	6	(8)
Movement in amounts owed to Council Tax preceptors	37	604
Movement in Government debtor for business rates	2,072	0
Movement in Business Rates debtors	(1,343)	183
Movement in amounts owed to Business Rates preceptors	1,058	(867)
Other income / (payments) for financing activities	1,830	(88)

26. Usable Reserves

The Council's usable reserves represent the level of funding the Council has at its disposal to allocate to future expenditure, subject to the requirement to retain prudent reserve levels for unforeseen future events.

The amounts making up the Council's usable reserves are summarised in the following table. More information on each reserve is given in the following paragraphs.

Reserve	2013/14	2014/15
	£'000	£'000
General Fund Balance	2,000	2,000
Revenue & Earmarked Reserves	13,039	17,584
Capital Receipts Reserve	28,319	32,272
Total Usable Reserves	43,358	51,856

General Fund Balance

The recommended minimum prudent level of General Reserves is considered to be £2M and is the level at which the General Fund Balance has been included in these accounts.

Revenue & Earmarked Reserves

Earmarked reserves are held for specific purposes for costs which will be incurred in future years.

A breakdown of the movement in Earmarked Reserves is shown in the following table.

	Balance as at 31/03/2013	Transfers In 2013/14	Transfers Out 2013/14	Balance as at 31/03/2014	Transfers In 2014/15	Transfers Out 2014/15	Balance as at 31/03/2015
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income Equalisation Reserve	600	0	(245)	355	0	0	355
Budget Equalisation Reserve	1,064	5	(434)	635	300	(238)	697
Investment Equalisation Reserve	600	0	(108)	492	0	0	492
Pension Equalisation Reserve	200	0	0	200	0	0	200
Collection Fund Equalisation Reserve	0	241	0	241	1,495	0	1,736
Capacity Building Reserve	112	5	0	117	0	0	117
Special Projects Reserve	80	35	0	115	0	(2)	113
New Homes' Bonus Reserve	1,260	1,676	(309)	2,627	2,730	(1,130)	4,227
Asset Management Plan	1,424	4,067	(2,502)	2,989	1,456	(1,896)	2,549
Vehicles and Equipment Replacement Reserve	1,111	0	(1,111)	0	0	0	0
Budget Carry Forward Reserve	104	192	(104)	192	58	(192)	58
Local Authority Business Growth Incentive	87	0	(2)	85	0	(10)	75
Borough Election Reserve	85	0	0	85	0	0	85
All Risks Self-Insurance Reserve	152	0	0	152	0	0	152
Business Support (Floods)	0	343	0	343	0	(196)	147
Planning Delivery Grant Reserve	274	0	(274)	0	0	0	0
Local Development Framework Reserve	395	0	(120)	275	0	(61)	214
Waste Performance & Efficiency Grant	94	0	0	94	0	0	94
Benefit reform reserve	102	58	0	160	0	0	160
Developer contribution for future years' maintenance costs	3,550	491	(239)	3,802	1,904	(243)	5,463
Enterprise and Innovation Reserve	0	0	0	0	550	(12)	538
Other Earmarked Reserves	355	0	(275)	80	70	(38)	112
Total Earmarked Revenue Reserves	11,649	7,113	(5,723)	13,039	8,563	(4,018)	17,584

The property insurance policy has an excess of £5,000 per claim. The Council self-insures 'All Risks' items for which an earmarked reserve of £152,000 (2013/14 £152,000) is set aside. In the case of car loans, the risk of default or death of the borrower is on a self-insured basis.

Capital Receipts Reserve

The movement of the balance of the Capital Receipts Reserve reflects the transactions in the year in generating capital receipts and incurring capital expenditure. These transactions are summarised in the following table.

	2013/14		2014/15	
	£'000	£'000	£'000	£'000
Balance at start of year		34,349		28,319
Capital Receipts				
Sale of Assets	90		3,790	
Right to Buy Receipts	1,238		489	
		1,328		4,279
Capital Expenditure				
Purchase of Assets	(6,743)		409	
Revenue Expenditure funded from Capital Under Statute	(538)		(692)	
Repayment of finance lease creditor	(77)		(43)	
		(7,358)		(326)
Balance at end of year		28,319		32,272

27. Unusable Reserves

There are a number of unusable reserves that make up part of the Council's net worth. The balances on these accounts are calculated according to proper accounting practices but the balance cannot be used by the Council for future expenditure on delivering services.

The amounts making up the Council's unusable reserves are summarised in the following table. More information on each reserve is given in the following paragraphs.

Reserve	2013/14	2014/15
	£'000	£'000
Revaluation Reserve	17,540	17,431
Capital Adjustment Account	123,445	120,795
Deferred Credits	7	7
Collection Fund Adjustment Account	15	(1,322)
Accumulated Absences Account	(193)	(173)
Pension Fund Reserve	(43,970)	(50,530)
Total Unusable Reserves	96,844	86,208

Deferred Credits

This represents the balance of the remaining mortgages given by the Council that will become usable capital receipts when they are repaid.

Revaluation Reserve

The balance on the Revaluation Reserve represents the unrealised gains made by the Council arising from increases in the value of its Property, Plant & 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
- disposed of and the gains realised
- reclassified as investment properties.

The reserve contains only revaluation gains accumulated since 1st 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.

	2013/14		2014/15	
	£'000	£'000	£'000	£'000
Balance at start of year		19,151		17,540
Upward revaluations of assets in the year	232		4,331	
Downward revaluations of assets in the year	(914)		(4,233)	
Depreciation of previous years' revaluation gains	(238)		(207)	
Reverse gains on reclassified assets	(691)		0	
		(1,611)		(109)
Balance at end of year		17,540		17,431

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the purchase, subsequent expenditure, depreciation and impairment of assets compared with the financing of those assets under statutory provisions.

	2013/14		2014/15	
	£'000	£'000	£'000	£'000
Balance at start of year		112,361		123,445
Transfer from Revaluation Reserve	929		207	
Revaluation gains / (losses) on Investment Property	2,839		(1,690)	
Assets purchased in the year	9,747		5,398	
Repayment of finance lease obligations	77		43	
Transfer from Capital Receipts Reserve	538		692	
		14,130		4,650
Disposal of assets	(6)		(1,850)	
Depreciation of non-current assets	(1,923)		(2,009)	
Amortisation of intangible assets	(114)		(55)	
Impairments	(465)		(2,694)	
Revenue expenditure funded from capital	(538)		(692)	
		(3,046)		(7,300)
Balance at end of year		123,445		120,795

Collection Fund Adjustment Account

The Comprehensive Income and Expenditure Statement shows the Council's share of the income generated from Council Tax and Business Rates in the year. However, statutory accounting arrangements require that any variances from budget cannot be treated as income or expenditure by the Council until later years. To ensure the correct accounting treatment for this, a transfer is made to the Collection Fund Adjustment Account for the movement in the surplus or deficit in the year.

This account shows the Council's share of the accumulated difference between the estimated and actual returns in the Collection Fund (see pages 62 to 65).

The surplus on the Council Tax part of the Collection Fund at 31st March 2015 was £2.147M, of which the Council's share is £241,000. The deficit in respect of business rates was £3.907M of which the Council's share was £1.563M.

	2013/14	2014/15
	£'000	£'000
Share of Council Tax Surplus b/f	174	185
Movement in the year	11	56
Share of Council Tax Surplus c/f	185	241
Share of Business Rates' Surplus b/f	0	(170)
Movement in the year	(170)	(1,393)
Share of Business Rates' Deficit c/f	(170)	(1,563)
Balance on Collection Fund Adjustment Account c/f	15	(1,322)

Accumulated Absences Account

This represents the reversal of the accrual for compensated absences (annual leave not taken at the year-end). The accrual is required under the Code but under regulations is not allowed to count as expenditure against the General Fund and the subsequent level of Council Tax.

Pension Fund Reserve

The Pension Fund Reserve absorbs the timing differences arising from the different arrangements for accounting for retirement benefits and for funding those benefits under statutory provisions.

The Council accounts for retirement benefits in the Comprehensive Income & Expenditure Statement as the benefits are earned by employees; however, statutory arrangements require that benefits are financed as the Council makes contributions to the pension fund.

The debit balance on this reserve therefore shows a substantial shortfall between the benefits earned by past and current employees of the Council and the resources set aside to meet them. Statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The transactions relating to the Council's pension liability are shown in more detail in note 12.

28. Net Assets Employed

The net assets (total assets less liabilities) of the Council in total are £138.064M (2013/14 £140.202M). This represents the total equity of the Council.

The net assets figure is net of the deficit on the pension fund of £50.53M (see note 12 above). Without this provision the Council's net assets would be £188.594M (2013/14 £184.172M).

The effect of the pensions reserve is to reduce the Council's net worth by 26.79% (2013/14 – 23.87%).

29. Financial Instruments

Financial instruments are contractual arrangements that give rise to a financial asset in one entity and a financial liability in another. For the Council this primarily relates to financial assets in the form of investments and debtors and financial liabilities in the form of creditors.

During the year all investment funds were managed internally.

Income earned on the Council's investments is credited to the Financing and Investment Income and Expenditure section of the Comprehensive Income & Expenditure Statement. This totalled £508,000 (2013/14 £554,000). The difference between this figure and the income shown on the Comprehensive Income & Expenditure Statement relates to other non-investment based income received in the year of £27,000.

The investment structure is based entirely on cash deposits over varying terms of maturity. At the Balance Sheet date the Council had investments (fixed-term deposits and call accounts) of £59.258M (2013/14 £51.605M), plus accrued interest of £119,000 (2013/14 £118,000).

Financial Instrument Balances

The Code requires that financial instruments (investment, lending and borrowing of the Council) shown on the Balance Sheet be further analysed into various categories.

	31st March 2014		31st March 2015	
	Current £'000	Long-Term £'000	Current £'000	Long-Term £'000
<u>Investments</u>				
Cash & Cash Equivalents	9,948	0	13,445	0
Loans and Receivables	42,147	0	46,902	0
<u>Debtors</u>				
Sundry Debtors	5,390	17	6,112	257
Housing	63	0	63	0
Car Leasing and Loans	136	0	101	0
<u>Creditors</u>				
Sundry Creditors	(3,828)	0	(3,406)	0
Finance Lease Creditors	(43)	(34)	(34)	(0)

The increase in long term sundry debtors shown in the table above represents the carrying value of a loan to Sparsholt College of £240,000.

Fair Value of Assets Carried at Amortised Cost

The fair value of each class of financial asset that is carried in the Balance Sheet at amortised cost is disclosed below. The fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the investments.

	31st March 2014		31st March 2015	
	Carrying Value £'000	Fair Value £'000	Carrying Value £'000	Fair Value £'000
Cash	5	5	6	6
Cash Equivalents	9,943	9,943	13,439	13,439
Deposits with banks and building societies	42,147	42,167	46,902	46,925
Total	52,095	52,115	60,347	60,370

The fair value is higher than the carrying amount because the Council's portfolio of investments includes a number of fixed rate loans where the interest rate receivable is higher than the rates available for similar loans at the Balance Sheet date. This shows a notional future gain (based on economic conditions at 31st March 2015) attributable to the commitment to receive interest above market rates.

It is considered that the carrying value is equal to the fair value for all other financial assets and liabilities not included in the table above.

The table below summarises the movements of the Council's investments over the year.

	2013/14	2014/15
	£'000	£'000
Temporary Investments Brought forward	40,041	42,147
Investments returned in the year	(54,558)	(52,959)
Investments purchased in the year	56,721	57,697
Accrued interest at start of year	(140)	(83)
Accrued interest at end of year	83	100
Temporary Investments Carried Forward	42,147	46,902

30. Nature and Extent of Risks Arising From Financial Instruments

Liquidity Risk

The Council is debt free and has ready access to borrowing from the Public Works Loans Board. There is a minimal risk that the Council will not be able to meet its commitments under financial instruments.

Market Risk

The Council does not have any variable rate deposits or available for sale assets (e.g. equity shares) and is therefore not prone to any gains or losses arising from movements in interest rates or market prices.

Credit Risk

Credit risk arises from the short-term lending of surplus funds to banks and building societies as well as credit exposures to the Council's customers. It is the policy of the Council to place deposits only with a limited number of institutions that meet strict criteria as defined in the Council's Treasury Management Strategy (Council February 2014). The Council also had a policy throughout the year of limiting deposits with institutions to a maximum of £14M.

The following table summarises the Council's potential maximum exposure to credit risk, based on past experience and current market conditions.

	Amount at 31st March 2015	Historical Experience of Default	Historical Experience Adjusted for Market Conditions	Estimated Maximum Exposure to Default
	£'000	%	%	£'000
Deposits with Banks and Building Societies	59,378	0.0	0.0	0
Debtors				
Long Term Debtors	257	0.0	0.0	0
Sundry Debtors	6,112	29.1	29.1	1,777
Housing Debtors	63	88.9	88.9	56
Other Debtors	101	14.9	14.9	15
Total	65,911			1,848

The historical experience of default represents the Council's estimation of debts that will not be paid. This amount is fully written down in the bad debt allowance. The Council is not aware of any wider market conditions that will alter the allowance already made.

The Council does not allow credit for customers. The following table provides a breakdown of amounts past due but not impaired included in Sundry Debtors.

	31st March 2014	31st March 2015
	£'000	£'000
Less than three months	390	1,483
Three months to one year	54	180
More than one year	324	272
Total	768	1,935

Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies and therefore has no exposure to loss arising from movements in exchange rates.

31. Related Party Transactions

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

Central Government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides significant funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties. Grants received from Government departments are set out in more detail in note 7.

Members of the Council have direct control over the Council's financial and operating policies. The amount paid to Councillors is disclosed in note 10. All 48 Councillors,

non-Council members and Heads of Service have confirmed that they have not had material transactions with the Council during the financial year.

During 2014/15 £360,000 (2013/14 £291,000) in grants was paid to voluntary organisations in which seven Councillors were officially appointed. The grants were made with proper consideration of declarations of interest. The relevant Members did not take part in any discussion or decision relating to the grants. The most significant of these grants are reported annually to Cabinet prior to the start of the financial year.

32. Group Accounts

For 2014/15 it is not considered that there are any bodies that meet the requirements for Group Accounting and as such these accounts solely represent Test Valley Borough Council's transactions and balances in the year.

33. Contingent Assets

As part of the Large Scale Voluntary Transfer Agreement (LSVT), the Council is entitled to receive income generated from Right-to-Buy sales of former Council properties. In 2014/15 the income generated from this source was £489,000 (2013/14 £1.238M). The generation of this income is outside of the Council's control and is not quantifiable for future years.

34. Contingent Liabilities

Large Scale Voluntary Transfer

As part of the LSVT the Council was required to provide environmental warranties to both Testway Housing and their lenders for a period of 36 years (to expire 19th March 2036). There was no local knowledge of serious problems in this regard, and considering the likely costs involved in obtaining insurance cover, it is currently not considered to be cost effective to purchase insurance against this risk.

The Council also provided a guarantee to Testway Housing in respect of any pension deficit arising in respect of staff transferred from the Council to Testway Housing in the event that Testway Housing is wound up. 164 staff were transferred as part of LSVT.

Testway Housing has since merged with two other Housing Associations to form a new company – Aster Communities. At the time of the merger in 2011 the Council re-affirmed its commitment in respect of this guarantee. At that time the guarantee related to 63 staff (11 active members and 52 deferred pensioners).

There is no information to suggest that Aster Communities is not a going concern, neither is it possible to assess the potential deficit. As a result it is not considered appropriate to provide for any liability in this regard.

Municipal Mutual Insurance Ltd – Scheme of Arrangement

In 1992 Municipal Mutual Insurance Ltd. (MMI), which the Council and many other local authorities had insured with, experienced trading difficulties. The Company's creditors agreed a "Scheme of Arrangement" which allowed the Company to work towards a solvent run-off (of the company) until all outstanding claims were settled.

On 28th March 2012, the Supreme Court ruled the Employers' Liability Policy Trigger Litigation relating to mesothelioma claims which found against MMI. The judges ruled that the insurer who was on risk at the time of an employee's exposure to asbestos was liable to pay compensation for the employee's mesothelioma.

On 13th May 2013, the Scheme Administrator estimated that an initial Levy of 15% of the maximum liability (£46,000) would be applicable to the Council; this was paid in 2013/14 and shown in non-distributed costs in the Comprehensive Income and Expenditure Statement. No further levy has been requested to be paid in 2014/15, and no indications have been given as to whether future levies will be necessary. The Council's maximum remaining liability is £258,000.

35. Events After the Balance Sheet Date

There are no events after the balance sheet date which would have a material effect on the accounts.

36. Date Accounts Authorised for Issue

The pre-audited Statement of Accounts was authorised for issue by the Head of Finance on 30th June 2015.

THE COLLECTION FUND

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund which 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 Business Rates.

INCOME AND EXPENDITURE ACCOUNT					
		2013/14		2014/15	
		£'000	£'000	£'000	£'000
COUNCIL TAX					
Opening Balance			1,579		1,652
<u>Income</u>	Council Tax		62,014		63,778
<u>Expenditure</u>					
	Hampshire County Council	44,986		45,837	
	Hampshire Fire Authority	2,660		2,711	
	Hampshire Police Authority	6,556		6,813	
	Test Valley Borough Council	5,761		5,870	
	Parishes	1,044		1,104	
	Payments to preceptors in respect of previous surpluses	864		715	
		61,871		63,050	
	Bad & Doubtful Debts Written Off	70		100	
	Increase in Bad debt Allowance	0		133	
		70		233	
Total Expenditure			61,941		63,283
Council Tax Surplus For The Year			73		495
Closing Balance			1,652		2,147
BUSINESS RATES					
Opening Balance			0		(424)
<u>Income</u>	Business Ratepayers		48,224		46,658
<u>Expenditure</u>					
	Central Government	22,232		22,864	
	Hampshire County Council	4,001		4,116	
	Hampshire Fire Authority	445		457	
	Test Valley Borough Council	17,786		18,292	
	Payments to preceptors in respect of forecast surplus	0		1,193	
	Provision for backdated appeals	3,635		2,111	
	Transitional Protection Payments	166		177	
	Bad & Doubtful Debts Written Off	402		580	
	Increase / (Reduction) in Bad Debt Allowance	(203)		141	
	Cost of Collection Allowance	184		187	
	Amount retained in respect of renewable energy schemes	0		23	
Total Expenditure			48,648		50,141
Business Rates' Deficit For The Year			(424)		(3,483)
Closing Balance			(424)		(3,907)
COLLECTION FUND SUMMARY					
Deficit for the year			(351)		(2,988)
Balance at the start of the year			1,579		1,228
Surplus/ (Deficit) at the end of year			1,228		(1,760)

NOTES TO THE COLLECTION FUND

The starting point for the income from Business Ratepayers is the Rateable Value of each hereditament multiplied by the (national) Business Rating Multiplier for the year, which was 48.2p in 2014/15.

Net income is derived following adjustments in respect of:

- Transitional Relief
- Mandatory and Discretionary Relief in respect of charities and kindred organisations
- Small Business Relief
- Hardship Relief
- Empty Property Relief and
- Bad debts

The total non-domestic rateable value at the 31st March 2015 was £117,682,776.

The Collection Fund balance on the 31st March 2015 in respect of Non Domestic Rates was a deficit of £3.907M which is included within the Balance Sheet. Amounts in respect of Test Valley Borough Council are contained within the reserves section of the Balance Sheet; amounts due to the other major preceptors are shown within creditors.

The deficit will be shared amongst the major preceptors (Test Valley's share is 40%) in 2015/16 and 2016/17.

Major Preceptors on the Non Domestic Rates Collection Fund				
2013/14		2014/15		
Total		Precept	Share of 2013/14 Forecast Surplus	Total
£'000		£'000	£'000	£'000
22,232	Central Government	22,864	597	23,461
4,001	Hampshire County Council	4,116	107	4,223
445	Hampshire Fire Authority	457	12	469
17,786	Test Valley Borough Council	18,292	477	18,769
44,464	Total	45,729	1,193	46,922

The income from Council Tax is directly linked to the banding of properties based on their valuations. The number of chargeable dwellings in each valuation band was converted to an equivalent number of Band D dwellings, which was used to calculate the Council Tax base of 44,164 for 2014/15.

The Collection Fund balance on the 31st March 2015 in respect of Council Tax was a surplus of £2.147M which is included within the Balance Sheet. Amounts in respect of Test Valley Borough Council are contained within the reserves section of the Balance Sheet; amounts due to the other major preceptors are shown within creditors.

The surplus will be shared amongst the major preceptors (Test Valley's share is 11.2%) and will be included in the Council Tax calculations for 2015/16 and 2016/17.

Major Preceptors on the Council Tax Collection Fund				
2013/14		2014/15		
Total		Precept	Share of 31/03/14 Surplus	Total
£'000		£'000	£'000	£'000
45,628	Hampshire County Council	45,837	527	46,364
2,698	Hampshire Fire Authority	2,711	31	2,742
6,646	Hampshire Police Authority	6,813	77	6,890
5,855	Test Valley Borough Council	5,870	80	5,950
60,827	Total	61,231	715	61,946

COUNCIL TAX BASE - ANALYSIS OF PROPERTIES

BAND	A*	A	B	C	D	E	F	G	H	TOTAL
Full Charge	0	1,022	4,396	8,788	6,809	6,232	3,798	2,965	431	34,441
10% Discount	0	0	0	0	0	0	0	0	0	0
25% Discount	0	1,399	3,836	4,035	2,346	1,492	662	479	35	14,284
50% Discount	0	8	3	5	3	4	18	18	3	62
100% Exempt	0	169	159	560	242	126	96	64	5	1,421
50% Premium	0	13	15	14	17	12	5	2	2	80
Net Adjustment for Properties Charged at a Lower Band	1	28	61	(26)	(12)	(19)	10	(29)	(14)	0
Total Number of Properties	1	2,639	8,470	13,376	9,405	7,847	4,589	3,499	462	50,288
Chargeable Number of Properties	1	2,517	8,413	12,831	9,189	7,722	4,522	3,415	445	49,055
Equivalent Number of Properties after discounts, exemptions, premiums and disabled relief	1	2,152	7,419	11,786	8,571	7,333	4,331	3,278	434	45,305
Ratio to Band D	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	2	
Band D Equivalents	1	1,435	5,770	10,476	8,571	8,963	6,256	5,463	868	47,803
Provision for Council Tax Support										(3,836)
Provision for Bad Debts										(499)
Crown Contributions										696
Total Band D Equivalents										44,164

GLOSSARY OF TERMS

Accounting Period	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 st April for local authority accounts.
Accruals	This is the accounting concept that income and expenditure are recorded as they are earned or incurred, rather than when money is received or paid.
Actuarial Gains & Losses	Actuaries assess financial and non-financial information provided by the Council to project levels of future pension fund requirements. Changes in actuarial deficits or surpluses can arise leading to a loss or gain because: - events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses) - the actuarial assumptions have changed.
Assets	Items of worth which are measurable in terms of value.
Bad Debt Allowance	An allowance that is made against income that is due to the Council that it is considered is unlikely to be recovered.
Current assets	Assets which may change in value on a day to day basis (e.g. stocks), or which are expected to be fully recovered within one year (e.g. short-term deposits with banks).
Balances	The reserves of the Council, both revenue and capital, which represent the accumulated surplus of income over expenditure on any of the funds.
Business Rates	Businesses pay Business Rates instead of Council Tax. Each year, the Government sets the charge based on a fixed percentage of the business's rateable value, and the charge is collected by the Council. Since 1 st April 2013, the Council retains a proportion of the rates collected.
Capital Expenditure	Expenditure on the acquisition or improvement of tangible assets which yield benefits to the Council for more than one year.
Capital Receipts	Monies received from the sale of non-current assets, which may be used to finance new capital expenditure.
Cash and Cash Equivalents	Cash and deposits held in banks that are readily convertible into known amounts of money without penalty or time delays.
Collection Fund	This is a statutory fund separate from the main accounts of the Council. It records all income due from Council Tax and Business Rates. It shows all precepts and statutory payments to other bodies.
Contingent Assets	Future income owed to the Council arising from a past event for which the amounts cannot be accurately quantified at the balance sheet date.
Contingent Liabilities	Amounts potentially payable to individuals or organisations which may arise in the future but which at this time cannot be determined accurately.
Contingent Rent	A rent income that is based on performance. This could be as a % of turnover of net profit.
Creditors	Amounts owed by the Council for work done, goods received or services rendered within the accounting period, but for which payment was not made by the year end.
Current Service Cost	The increase in the present value of the pension scheme liabilities expected to arise from employee service in the current period.
Debtors	Amounts owed for work or services rendered by the Council within the financial year which were not paid by the year end.
Depreciated Replacement Cost	A valuation method used as a proxy for market value of assets of a specialised nature where no market exists to gauge fair value. It is based on the estimated cost to replace the asset less an allowance for the age of the asset being valued.

Depreciation	The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset.
Effective Interest Rate	The average rate of interest over the life of a loan. It takes into account known changes in interest rates over the period of a loan, e.g. discounted rates in early periods.
Expenditure	Amounts paid by the Council for goods received or services rendered of either a capital or revenue nature. This does not necessarily involve a cash payment since expenditure is deemed to have been incurred once the goods or services have been received even if they have not been paid for.
Fair Value	The value an asset or liability could reasonably be transferred for in an arm's length transaction with another party who is properly informed about that item.
Financial Instruments	These represent any item that will cause the Council to receive or pay money. This ranges from sundry debtors and creditors to cash investments. The only items that are excluded from this are Council Tax and Business Rates.
General Fund	This is the main revenue fund of the Council includes the net cost of all services financed by local taxpayers and government grants.
Heritage Assets	Assets held primarily for their historical, artistic, scientific, technological, geophysical or environmental qualities and maintained for their contribution to knowledge and culture.
IFRS	International Financial Reporting Standards are the guidelines within which the Council's accounts have to be prepared.
Impairment of Assets	The reduction of the value of an asset through either market price changes or reduction in the asset's ability to deliver services e.g. if affected by fire or flood. Impairments as a result of market price changes from previous years may be reversed as market conditions change.
Income	Amounts due to the Council for goods supplied or services rendered of either a capital or revenue nature. This does not necessarily involve cash being received since income is deemed to have been earned once the goods or services have been supplied even if cash has not been received.
Intangible Assets	Assets that have no physical form but which provide economic benefits to the Council. Examples include software licences (that last over one year) and rights to hold markets in Andover High Street.
Inventories	Stocks and work-in-progress are included under this heading.
Investment Property	Properties owned by the Council which are held solely for income generation purposes or for appreciation in sale value.
Leases	Where a rental is paid for the use of an asset for a specified period of time. Two forms of lease exist. Under a Finance Lease the asset is treated as the property of the lessee. Under an Operating Lease the asset remains the property of the lessor and the lease costs are a revenue expense of the Council.
Liabilities	Amounts due to individuals or organisations which will have to be paid at some time in the future. Current liabilities are usually payable within one year of the Balance Sheet date.
Non-Current Assets	Assets which are owned by the Council which have a useful life of more than one year.
Past Service Cost	Discretionary benefits awarded on early retirement are treated as past service costs.

Precepts	The method by which an authority obtains the income it requires by making a levy on an appropriate billing authority. The billing authority (this Council) must then charge for the precepted amount. For example, the Council Tax bills raised by the Council include the amounts precepted by Hampshire County Council, Fire and Police Authorities and Parish Councils.
Present Value	The current estimated value of future assets or liabilities taking into account the estimated effects of the time value of money.
Property Plant and Equipment	Tangible assets which yield benefit to the Council for a period of more than one year. They can be further classified into:
Land and Buildings	Property assets held and occupied, used or consumed by the Council in the direct delivery of services for which it has either statutory or discretionary responsibility e.g. Council offices.
Vehicles and Equipment	Items of plant and machinery used by the Council in the delivery of services e.g. refuse vehicles, grounds maintenance equipment.
Community assets	Assets that the Council intends to hold in perpetuity, which have no determinate finite useful life and may have restrictions on their disposal e.g. parks, works of art.
Infrastructure assets	These are inalienable assets, the benefit of which is received only by their continued use e.g. cycle routes, footpaths.
Provision	An amount set aside for expenditure in a future financial period as a result of an obligation arising from a past event. The obligation must be expected to result in a payment that can be reasonably estimated.
Reserves	
Usable	Amounts set aside for future purposes over which the Council has full discretion, subject to statutory regulations which require capital reserves to be used only to finance new capital expenditure.
Unusable	Amount included in the balance sheet that the Council is not able to apply to future expenditure.
Revenue Contributions to Capital	The method of financing capital expenditure directly from the General Fund.
Revenue Expenditure	Expenditure incurred on the day to day running of the Council. This mainly includes employee costs, general running expenses and contract payments.
Revenue Expenditure Funded From Capital Under Statute	Items of expenditure that are categorised as capital expenditure but do not generate new assets for the Council. The main examples of this are Disabled Facilities' Grants and grants to affordable housing projects.
Revenue Support Grant	This is a Central Government Grant paid each year as a contribution towards the cost of the Council's services in general.
SerCOP	The Service Accounting Code of Practice is published by CIPFA and defines where different items of income and expenditure should be shown on the Comprehensive Income & Expenditure Statement.

Test Valley Borough Council

Annual Governance Statement 2014/15

Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

The Council has approved and adopted a local 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 the Council's website at:

<http://www.testvalley.gov.uk/aboutyourcouncil/corporatedirection/local-code-corporate-governance>, or can be obtained from the Head of Legal and Democratic Services. This statement explains how the Council has complied, and continues to comply, with the principles underlying this code and also meets the requirements of regulation 4 of the Accounts and Audit (England) Regulations 2011, which requires all relevant bodies to prepare an annual governance statement.

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 Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, value for money services.

The system of internal control is a significant part of that framework and is designed to manage risk at 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 on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks occurring and the impact should they happen, and to manage them efficiently, effectively and economically.

The governance framework has been in place at the Council for the year ended 31 March 2015 and will continue to be developed during the coming year.

The governance framework

The key elements of the systems and processes that comprise the Council's governance arrangements are as follows:

- The Council has fulfilled the following key roles (now formally adopted as part of the Local Code of Governance):
 - To promote the well-being of the area and provide leadership to the community;
 - To ensure the provision of high quality services provided in-house, by private sector companies, jointly with other Councils or agencies, or by the voluntary sector;
 - To be accountable and provide stewardship for the use of public funds and resources;
 - To build a strong sense of community.

In fulfilling these roles the Council is committed to following the six core principles of good corporate governance identified in the CIPFA/SOLACE Guidance and how the Council is working towards achieving these principles is set out in the document "Principles of Good Governance" which is attached to the code.

- The Council has a clear vision of its purpose and desired outcomes for the short, medium and long term. These are encapsulated in its Corporate Plan through a range of corporate and service strategies and through four areas of focus as part of the Council's commitment to the Test Valley Partnership. There has been considerable consultation and stakeholder involvement in the development and progression of these plans and strategies and they are made available to the public through a variety of means including the Council's website and Test Valley News.
- The Council has developed a new Corporate Plan for 2015 / 2019 "Investing in Test Valley" which was approved by the Council on 15/04/2015. It has four main aims and an action plan is currently being developed detailing how these aims will be delivered. It is supported by a performance management framework (including performance indicators) to measure progress. In developing the plan previous priorities were reviewed, extensive consultation was undertaken with local people and elected Councillors whilst also considering external influences on the borough such as government policy.
- The Council formally reviews its progress and performance against its corporate priorities through an Annual Corporate Action Plan Report which is presented to Overview and Scrutiny Committee (OSCOM) and

the Cabinet. The four lead Members of OSCOM each have responsibility for a Corporate Plan Priority. Once an area for review has been identified, the Lead Member gives a presentation to the full committee seeking contributions to the scope of the review. A full report is then subsequently presented to the Committee. This has ensured the introduction of more effective and focused reviews.

- Task and Finish Panels also continue to be an option for OSCOM to perform scrutiny as and when required. In addition, there are standing panels; the Audit Panel, the Budget Panel and the Economic Panel which meet regularly throughout the year and cover scrutiny of all the financial activities of the Council. The standing panels report to OSCOM on a regular basis and bring any issues of concern to the attention of the Committee.
- A single strategic partnership for the Borough is in place called the Test Valley Partnership. It brings together the key partner agencies from across the public and voluntary and community sector. It meets twice a year and provides a place in which the key strategic issues facing the borough can be discussed, joint work developed and statutory duties met.
- The Council has in place a Medium Term Financial Strategy, updated annually, which supports the aims of the Corporate Plan.
- The quality and value for money of services provided to users is measured through the Authority's performance management system. This includes the measurement and review of performance against national and local performance indicators and actions taken to address areas for improvement. Performance is monitored regularly throughout the year by Performance Boards.
- The roles of the Cabinet, OSCOM, and other committees of the Council as well as specific roles assigned to the Leader, Deputy Leader, Portfolio Holders and senior officers of the Council are defined and documented within the Council's Constitution. The Constitution also clearly identifies the powers, duties and responsibilities delegated to the Deputy Leader, Portfolio Holders and Officers, and includes rules for how Council and committee meetings should operate and the relationship between Members and Officers.
- The conduct of Members and Officers is regulated by separate codes of conduct within the Council's Constitution. The Council's General Purposes Committee together with the Ethics Sub-Committee promote high standards of conduct by Members and consider complaints made against Members. A comprehensive set of Human Resources policies ensures compliance with employment legislation and promotes good personnel practices. These include disciplinary and capability processes to deal with conduct or performance which is unacceptable. These policies and procedures are regularly reviewed and revised.

- The conduct of day to day Council business is regulated through policies and procedures such as Contract Standing Orders and Financial Regulations. These accord with good professional practice and were fully revised in 2012. The delegations to Members and Officers are kept continually under review and revised as appropriate.
- Elected members and all officers are aware of their obligations under equality legislation, as well as the standards of behaviour and language which are expected from representatives and employees of the Council. Equality impact assessments are an important and integral part of the Council's decision-making process. In March 2012, the Council published its Corporate Equalities Objectives for 2012-2016. It has two main objectives: (a) To improve the Council's evidence-base in respect of residents and staff and (b) To make sure that residents can have involvement in how we develop and deliver our services.
- Section 11 of the Children Act 2004 places key responsibilities on district councils (as a statutory partner) with regard to safeguarding children and young people. No Secrets 2000 and The Vulnerable Groups Act 2006 also place an obligation on the Council, as a partner agency working with vulnerable adults, to ensure that it pays due regard to their safeguarding. As a result, the Council has adopted a Safeguarding Children and Vulnerable Adults Policy to help ensure its compliance with these duties. Every two years, as a statutory partner of the Hampshire Safeguarding Children's Board (HSCB), the Council is required to complete a Section 11 audit as a self-assessment tool to indicate the position in respect of its safeguarding duties. The 2014 Audit identified that Test Valley Borough Council is compliant with Section 11 of the Children Act.
- The Council's approach to risk management is outlined in its Risk Management Strategy. Corporate risks are reviewed on a quarterly basis and progress in managing the corporate risk register is reported to OSCOM on an annual basis. The Economic Portfolio Holder is the Council's Member Champion for risk management and risk management is embedded within the Council's processes e.g. reports to decision-making committees (Cabinet and General Purposes) use a template which includes a section on risk assessment which must be completed before the report can be considered.
- The Council's OSCOM Audit Panel meets quarterly to undertake the core functions of an "audit committee". The terms of reference for the Audit Panel include:

Audit Activity

- To consider the Internal Audit Partnership Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- To consider summaries of specific internal audit reports as requested.

- To consider reports dealing with the management and performance of the providers of internal audit services.
- To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To commission work from internal and external audit.

Regulatory Framework

- To maintain an overview of the Council's constitution in respect of contract standing orders, financial regulations and codes of conduct and behaviour.
 - To review any issue referred to it by the chief executive or a director, or any Council body.
 - To monitor the effective development and operation of risk management and corporate governance in the Council.
 - To monitor Council policies on whistleblowing and the anti-fraud, anti-corruption and anti-bribery strategies and the Council's complaints process.
 - To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.
 - To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
 - To consider the Council's compliance with its own and other published standards and controls.
- The Chief Executive is the Council's Head of Paid Service and has overall corporate management and operational responsibility for the way in which the Council delivers its services. The Head of Legal and Democratic Services is designated as the Council's Monitoring Officer and is responsible for ensuring that the Council complies with relevant laws and regulations and internal policies such as Contract Standing Orders. The Head of Finance is designated as the Council's Section 151 Officer with responsibility for ensuring the "proper administration of financial affairs". The Head of Finance also has responsibility under section 114 of the Local Government Finance Act 1988 for reporting to the Council and the external auditor if the Council has made, or is about to make, expenditure which is unlawful. These three statutory officers meet as necessary during the year to discuss significant corporate issues as they arise.
 - The CIPFA statement on the Role of the Chief Financial Officer in Local Government (2010) requires the Chief Finance Officer to report directly to the Chief Executive and be a member of the 'Leadership Team', of equal status to other members. The Council does not strictly comply with this requirement in that the Head of Finance is not part of the Strategic Management Team (Chief Executive and two Corporate Directors) and reports to one of the Corporate Directors. However, in

practice, the Head of Finance is able to report directly to the Chief Executive and Members as and when required, is a member of the Officers' Management Team, and is involved and consulted in all matters which have financial implications for the Council.

- The Council's Constitution contains a Confidential Reporting Code for Employees which safeguards "whistle-blowers" who raise legitimate concerns about the Council's actions and specifies how their concerns should be addressed. Financial Regulations require all staff to raise concerns about the use or misuse of Council resources with the Head of Finance or Internal Audit who will carry out an independent investigation of the circumstances. Internal Audit also actively encourages staff to raise matters of concern through "Speak Up" campaigns. A form is available on the Council's Intranet for staff to raise concerns (anonymously if desired) about the use of Council resources and this facility has been extended to the website so that members of the public can raise concerns in this area. The Council also has a formal complaints procedure for members of the public to raise issues, e.g. where they are dissatisfied with the service they have received, and an annual report is prepared for OSCOM summarising these complaints and how they were resolved.
- The Council has a detailed Anti-Fraud and Corruption Policy which sets out the roles, responsibilities of officers and Members and actions to be taken when fraud or corruption is discovered. In addition, an Anti-Bribery Policy has been approved to address the requirements of the Bribery Act 2010.
- The Democratic Services Manager is responsible for identifying and providing for Members' training needs. All new Members are provided with induction training to assist them with understanding and successfully carrying out their different roles and training is provided on specific issues where appropriate e.g. planning. During 2014, a Members' Group, as part of the Local Government Association's "Keep it Real" programme worked with officers to design the induction programme for 2015. This includes a brand new element that will seek to provide training and support to councillors in fulfilling their community role. All officers also receive induction training and appropriate professional and skills training and development identified, for instance, through annual performance discussions.
- The Council has in place various channels of communication with the community and other stakeholders. The Council's Consultation Portal provides a single link to all our current 'live' consultations, giving residents the opportunity to get involved, as well as access to details of the feedback from previous consultations:
(<http://www.testvalley.gov.uk/aboutyourcouncil/consultation-portal>).
The portal also enables residents to record their satisfaction with some of our key services, such as CSU and building control. The consultation portal is supported by Community Engagement Quality Standards which provide the guiding principles that inform the way we

carry out our activities to inform, involve and consult local people. The purposes of the quality standards are to support the Council in developing the most appropriate methods of engaging with local people and to ensure a consistent approach. Publications such as Test Valley News are sent to all households and the Council's website is an important source of information about the Council and its services. The Council's website has been designed to make it more accessible to residents and businesses of Test Valley and to make it easier to undertake transactions online. The Council has an External Communications Strategy, which is currently under review, and has adopted a set of Quality Standards for community engagement.

- The Council has identified its key partnerships and promotes good governance in those. The Council's Contract Standing Orders and Financial Regulations contain specific sections on partnerships and identify officer responsibilities in relation to the management and involvement in partnerships. Protocols and agreements are put in place for the management of significant partnerships.

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Authority who have responsibility for the development and maintenance of the governance environment, the annual report of the Internal Audit Partnership Manager, and also by comments made by the external auditor and other review agencies and inspectorates.

The effectiveness of the governance framework is maintained and reviewed through a number of mechanisms and processes:

- Full Council is ultimately responsible for maintaining, revising and ensuring compliance with the Council's Constitution. The Head of Legal and Democratic Services reviews the Constitution at least annually to ensure that it is up to date with current legislation and best practice.
- The Cabinet has responsibility for the day to day operation of the Council's business unless that business is delegated specifically to another committee (e.g. Planning, Licensing) and ensuring that governance arrangements and compliance is adequate for the conduct of that business.
- As part of the Council's open and transparent approach, Overview and Scrutiny Committee has responsibility for scrutinising the decisions of the Cabinet and reviewing the Council's policies and functions and making recommendations to the Cabinet as appropriate.

- The Council's OSCOM and its Audit Panel takes responsibility for audit and risk management issues, reviewing the Council's work in these areas and monitoring the progress and performance of both Internal and External Audit.
- The Council's General Purposes Committee together with the Ethics Sub-Committee have the role of promoting and maintaining high standards of conduct amongst Members and assisting them to observe the Authority's Code of Conduct. The work of the Ethics Sub-Committee is supported by the appointment of three Independent Persons and Parish representatives as required by the Localism Act 2011, The General Purposes Committee may receive reports as to the operation of the Code of Conduct in addition to which the Ethics Sub-Committee will receive complaints about Member conduct and determine such complaints and direct or recommend any further action required consistent with the Localism Act 2011 and associated regulations.
- The Council's Internal Audit team, located within the Finance Service, carries out a continuous review of the Council's systems to provide independent assurance that the control environment is effective in achieving the Council's objectives. The team objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of the Authority's resources. The performance of the Internal Audit team is monitored by the Council's Audit Panel and Section 151 Officer. The Internal Audit Partnership Manager presents the Internal Audit Strategy and Annual Audit Plan to the Audit Panel and produces an Annual Report giving an opinion of the adequacy of the Council's systems of internal control.

On the basis of Internal Audit work completed in 2014/15, the Internal Audit Partnership Manager is able to provide Substantial assurance in respect of the Council's risk management, control and governance arrangements. "Substantial Assurance" means that systems in place are generally sound, but some weaknesses have been identified which may put some of the control objectives at risk. These weaknesses have been identified and form the basis of the action plan appended to this Statement.

- The Council is regularly reviewed by the External Auditor (Ernst and Young LLP) who independently examines the Council's accounts and financial systems and who presents an [Annual Governance Report](#) to Members, the latest available covering the financial year 2013/14. This was a positive report with an unqualified opinion on the Council's accounts, system of internal control and arrangements to achieve value for money.

DECLARATION

We have been advised on the implications of this review of the effectiveness of the governance framework and of any significant governance issues. A plan to address weaknesses and ensure continuous improvement of the system is in place as shown in the attached annex 1.

We propose over the coming year to take steps to address these matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed: **Signed:**

Leader of the Council

Chief Executive

Significant governance issues

Annex 1

The following identifies the significant governance issues to be addressed, the proposed action, timescale and lead officer.

Issue	Action to be Taken	Timescale	Lead Officer
The IT Shared Services agreement with Winchester City Council has not been formally agreed and signed.	The Shared Services agreement to be agreed and signed. (NB: this is dependent upon and awaiting agreement by WCC).	30/09/15	Carol Moore, Corporate Director
Potential conflicts of interest could arise where Members of the Council act as Trustees of community groups receiving grants from the Council.	Review inclusion of Cabinet Members on outside bodies. Raise awareness in Member training programme.	30/09/15	Bill Lynds, Head of Legal & Democratic Services
The extent of involvement by members in the formulation of planning policy and reviewing its impact and effectiveness.	Develop the framework for member involvement in the formulation of planning policy as recommended by Overview and Scrutiny Committee and as agreed by Cabinet in April 2015.	30/11/15	Steve Lees, Head of Planning Policy & Transport Services
Contract Standing Orders have not been updated to take account of the new Public Contract Regulations 2015.	Update Contract Standing Orders	31/08/15	Bill Lynds, Head of Legal & Democratic Services
	Training to be given to officers procuring goods and services.	30/09/15	Will Fullbrook, Head of Finance
The Council is working towards meeting the requirements of the new Local Transparency Code 2015, but is not yet fully compliant.	Ensure full disclosure of public information on the Council's website as required by the Code.	31/07/15	Carol Moore, Corporate Director

ITEM 7 Annual Corporate Health and Safety Report 2014/15

Report of the Housing and Environmental Health Portfolio Holder

Recommended:

That the Annual Corporate Health and Safety Report 2014/15 be approved

SUMMARY:

The report covers the year 2014/2015 and demonstrates the Council's compliance with its statutory responsibilities under the Health and Safety at Work etc Act 1974 and its commitment to:

- Protecting the health, safety and welfare of its employees, contractors, volunteers, clients, service users and members of the public.
- The on-going effective implementation of the Council's health and safety policy, organisation and arrangements in accordance with the provisions of The Health and Safety at Work etc. 1974 and the Health and Safety Executive guidance on "Leading health and safety at work" and the 4 Principles of health & safety management."
- The monitoring and measurement of the Council's health & safety performance, with a view to highlighting areas of good performance and areas for improvement.
- Fulfilling its obligations under the Corporate Manslaughter and Corporate Homicide Act 2007
- Openness and accountability in all the services the Council provides
- Making public the organisation's performance in health and safety matters

1 Introduction

- 1.1 The Council is required to fulfil its statutory obligations under the Health and Safety at Work etc. Act 1974. In addition it is suggested by the Health and Safety Executive that it is good health and safety management practice to produce an Annual Report of the organisation's health and safety performance. This in turn should be approved by Senior Management and Members before being publicised to show a commitment to accountability and transparency.

- 1.2 Compliance with the provisions of the Health and Safety legislation and a high standard of safety management and performance effectively maximises an organisation's ability to meet its obligations as specified in the Corporate Manslaughter and Corporate Homicide Act 2007.

2 Background

- 2.1 As in previous years, a Corporate Annual Report has been prepared and circulated to Senior Management. The next stage is to pass the Annual Report to elected Members for approval in order that it can be made available to stakeholders. The Health and Safety Executive guidance on "Leading health and safety at work" and the 4 Principles of health and safety management" requires that an organisation's performance for health and safety compliance be made public and reported and in the case of a local authority, this includes the elected Members.

3 Corporate Objectives and Priorities

- 3.1 In presenting the Corporate Annual Report to the General Purposes Committee, the Council is fulfilling its statutory obligations, adhering to Health and Safety Executive guidance, fulfilling its responsibilities to staff and stakeholders and making its commitment to health and safety transparent to all.

4 Consultations/Communications

- 4.1 The nature of this report does not require consultation to take place. However it will be communicated to stakeholders and afford them the opportunity to give their comments.

5 Options

- 5.1 The examination of potential Options is not applicable under these circumstances. The Health and Safety Executive expects that an organisation such as the Council would comply with the guidance given by the Health and Safety Executive on health and safety management and therefore publicise its health and safety performance.

6 Option Appraisal

- 6.1 There is no scope for Option appraisal however the publication of the Corporate Annual Report will ensure the Council's compliance with legal requirements and guidance.

7 Risk Management

- 7.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors (General Purposes Committee 29 September 2010 Minute 199 "Annual Corporate Health & Safety Report 2009-2010")

8 Resource Implications

8.1 There are no additional resource implications.

9 Legal Implications

9.1 Failure to produce such an Annual Report would potentially expose the Council to action being taken by the Health and Safety Executive.

10 Equality Issues

10.1 An EQIA is not needed because the issues covered have previously been considered by Councillors (General Purposes Committee 29 September 2010 Item 199 “Annual Corporate Health & Safety Report 2009-2010”.) An EQIA was produced for this report.

11 Other Issues

11.1 Community Safety - No direct issues

11.2 Environmental Health/Sustainability Issues - No direct issues

11.3 Property Issues - No direct issues

11.4 Wards/Communities Affected - No direct issues

12 Conclusion and reasons for recommendation

12.1 The approval of the Corporate Annual Health and Safety Report 2014/15 will show the Council’s commitment to the Health Safety Executive Guidance and to fulfilling its obligations under the Health and Safety at Work etc. Act 1974 and the Corporate Manslaughter and Corporate Homicide Act 2007.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	
(Portfolio: Housing and Environmental Health Portfolio Holder) Councillor Sandra Hawke			
Officer:	Carol Ruddle	Ext:	8461
Report to:	General Purposes	Date:	30 September 2015

Test Valley Borough Council's Corporate Annual Health and Safety Report 2014 - 2015

1.0 Introduction

- 1.1 This report covers the year April 2014 to the end of March 2015 and its aim is to demonstrate Test Valley Borough Council's commitment to:
- a. Protecting the health, safety and welfare of its employees, contractors, volunteers, clients, service users and members of the public.
 - b. The on-going effective implementation of the Council's health and safety policy, organisation and arrangements.
 - c. The monitoring and measurement of the Council's health and safety performance, with a view to highlighting areas of good performance and areas for improvement.
 - d. The Government's "Revitalising" and "Securing Compliance Together" strategies.
 - e. The Health and Safety Executive's agenda for the "Effective leadership of Health and Safety".
 - f. Making public the organisation's performance in health and safety matters.

2.0 Risk Exposure and Risk Control

- 2.1 Health and safety is part of the Council's Risk Management Strategy, focussing on the risks of injury and ill-health potentially arising from the range of activities which deliver the Council's services.
- 2.2 The range of health and safety risks identified includes;
- Lone Working
 - Violence and aggression towards staff, from the public
 - Transport and road risk
 - Electrical safety
 - Fire
 - Manual Handling
 - The use of Display Screen Equipment
 - Slips, trips and falls
 - Work related ill health, including work related stress
 - The health and safety management of contractors

2.3 Risks are controlled using both proactive and reactive monitoring of the Council's health and safety performance. Proactive monitoring includes audits, risk assessments with the continued development of e-forms for this purpose, site inspections coupled with appropriate health and safety training. Reactive monitoring involves incident recording and investigations.

2.4 Management within the organisation is supported by a number of specialists including the Environmental Health Manager, the Council's Health and Safety advisor (0.5FTE), the Environmental Services's Health, Safety and Welfare Officer, Occupational Health specialists, counsellors, ergonomists, professional trainers, consultants and the Hampshire Fire and Rescue Service.

3.0 Employee awareness, involvement and consultation

3.1 The Council's Health, Safety and Well Being Group is composed of Service representatives from, Management, Staff and the Trade Unions and it is chaired by the Strategic Human Resources Manager. The Group meets quarterly to discuss health and safety issues and review accident statistics. A reminder is issued annually to advise employees to raise any issues with their manager and/or health and safety representative. A reminder is also issued approximately 2 weeks prior to each meeting.

3.2 Details of the Council's Health and Safety Policies, Procedures and documentation are available to all employees on the organisation's Intranet. In addition, employees receive specific health and safety induction training, as appropriate, when joining the organisation.

3.3 The list of potentially violent and/or abusive person is reviewed regularly and in conjunction with the Police. The list is available on the Intranet to those Services who have indicated a need, along with the Aggressive Dogs list. These lists are regularly updated and with each update new passwords are issued. The procedure involves offenders receiving a letter, from the Corporate Director, advising them that they are being placed on the list. The names of offenders are removed from the list after a period of one to three years, depending on the type of abuse, as long as there is not a recurrence of the unacceptable behaviour during that period. To ensure that employees are aware of the risks and how to protect themselves, a reminder is issued annually regarding lone working.

3.4 It is appreciated that some employees do not have access to the Council's Intranet. In these cases managers ensure that employees are provided with hard copies of information or safety information is communicated in an appropriate manner.

4.0 **Financial Resources**

4.1 The Environmental Health Business Unit, within the Housing and Environmental Health Service holds a corporate budget for health and safety. This sum is used to fund Council activities such as staff training in health and safety matters and to enable the Council’s Safety Advisor to be trained and kept abreast of developments in health and safety law and safety management practice.

4.2 The expenditure of this budget for the last 3 years is given in Table 1 below.

Table 1 – Expenditure on Health & Safety

Purpose	2012/2013	2013/2014	2014/2015
First Aider training & equipment	£892.00	£1230.00	£1436.00
Equipment	£1,295.00	£832.44	£185.00
Fire Awareness training	£895.00	-	-
Safety Management training	£1,301.20	£810.00	£550.50
Subscriptions	£425.00	£425.00	£595.00
Dealing with Aggressive people training	-	£1506.00	-
Occ. Health	-	£356.92	£138.99
Safety Adviser training	£449.94	£290.00	£125.00
Total	£5,258.14	£5,449.92	£3,030.49

*NOTE: The estimated budget for Health and Safety for 2014/2015 was £6700
The under spend was due in part to the long term absence and subsequent retirement of Council’s Safety Advisor during this period. Her Continued Professional Development needs did not have to be provided for and her absence resulted in certain planned training for Council staff not being organised.*

5.0 **Monitoring and Reviewing Performance**

5.1 **Corporate Achievements**

- The Introduction to Health & Safety e-learning module is available on the Intranet.
- Continued development of the E-Form for Risk Assessments.
- Continued implementation and evaluation of e-learning
- Continued review of Health and Safety Manual.
- Regular use of the Staff Information Bulletin to increase health & safety awareness.
- An ongoing review of the Council’s Lone Working policy and procedures, including a new Risk Assessment approach.

- The establishment of a multi Service working group to explore and implement a suitable corporate Lone Worker Monitoring system.

5.2 Corporate Training provided

- The Council has continued to provide training for new First Aiders and refresher training, where appropriate.
- The Environmental Service carries out its own specific health and safety training on a regular basis.
- Staying Safe when Lone Working
- E-learning for induction is available for new starters to complete and is also available as a refresher for established employees.
- There is e-learning available for fire awareness, personal safety and DSE workstation assessment.
- Health & Safety training in specialist areas

Table 2 – Number of Incidents*

Type of incident	2012/13	2013/14	2014/15
Total number of non-reportable incidents	53	59	52
Total number of incidents reported to the HSE	7	6	4
Total number of abusive/violent incidents	19	23	11
Total number of near miss incidents	14	5	8

*Incidents includes accidents, dangerous occurrences & cases of abuse/violence

Chart 1 - Accidents and incident trends

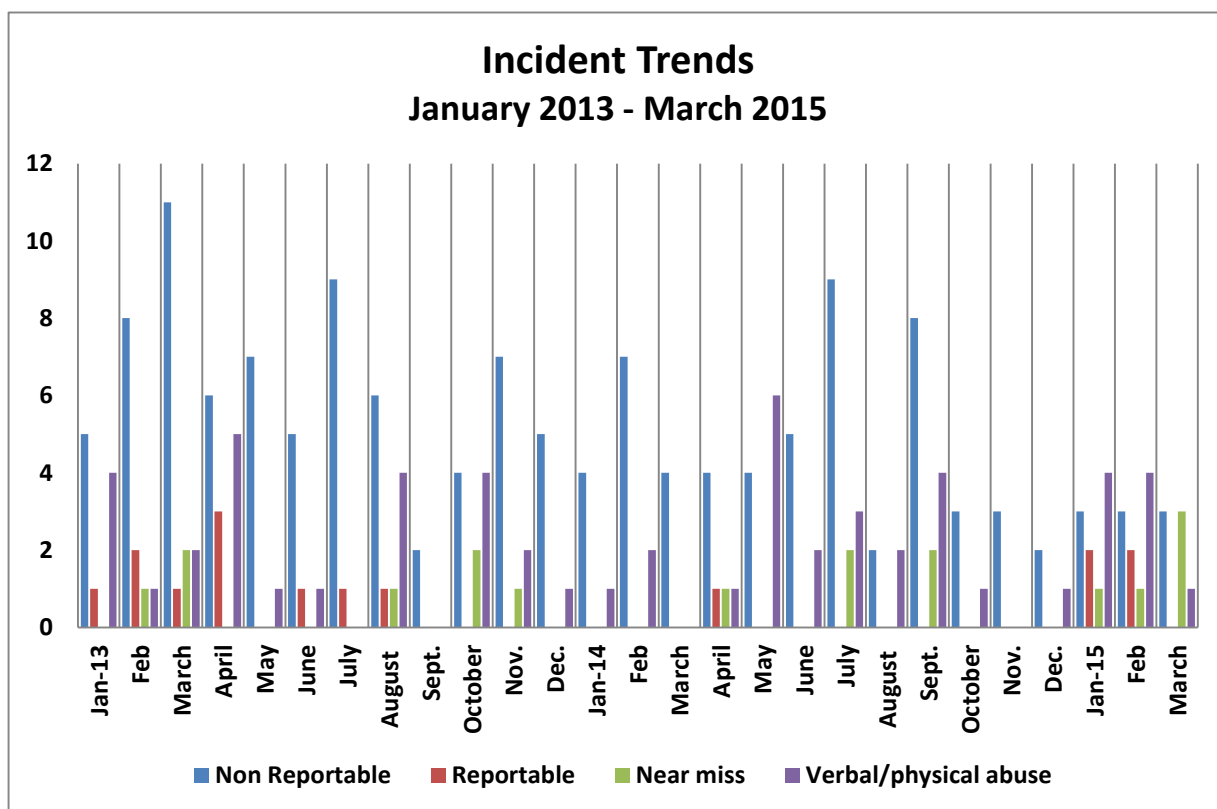


Table 3 – Accidents by Service 2014/2015 (2013/2014 figures)

Service	Non reportable		Reportable		Abusive/Violent		Near misses	
	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014
Finance	0	(1)	0	(0)	0	(0)	0	(0)
Chief Executives (incl. HR)	2	(1)	0	(0)	0	(0)	0	(0)
Community & Leisure*	10	(8)	0	(0)	1	(3)	1	(0)
Customer Services**	0	(8)	0	(0)	2	(2)	1	(0)
Planning Policy & Transport	0	(5)	0	(1)	3	(11)	0	(1)
Estates & Economic Development ***	2	(2)	1	(2)	0	(1)	0	(0)
Housing & Environmental Health	3	(0)	0	(0)	3	(4)	0	(1)
IT	1	(0)	0	(0)	0	(0)	0	(0)
Legal & Democratic	1	(2)	0	(0)	0	(0)	0	(0)
Planning & Development Control	2	(2)	0	(0)	1	(1)	1	(0)

Revenues	0	(0)	0	(0)	0	(1)	1	(0)
Environmental Services	31	(30)	3	(3)	1	(0)	4	(3)

** Includes incidents to the public at TVBC owned leisure facilities and at the Lights*

*** Includes incidents to the public whilst in the reception areas*

**** Includes incidents to the public at TVBC owned properties e.g. the Lights, sport grounds*

5.4.1 One of the Reportable incidents, notified to the HSE, involved an employee being struck by a moving vehicle at one of the Council's premises. The HSE did not elect to visit; nevertheless a full investigation was undertaken by the Council and its insurers. Incidents notifiable to the HSE always require investigation but it is important that all accidents and near misses are reported to managers so that proportionate action can be taken and where appropriate control measures implemented. As a learning organisation accurate incident reporting allows trends to be identified which in turn can highlight training needs or changes in working practices. For these reasons a reminder regarding accident reporting is issued via the Staff Information bulletin.

5.4.2 For the year 2014/15, 75 accidents/incidents occurred. Of this total, 4 were reportable to the HSE, (accidents/incidents which involve a worker being incapacitated for more than 7 consecutive days, major injuries, death, prescribed occupational health conditions or prescribed dangerous occurrences). Eleven were abusive/violent incidents and 60 non-reportable (this included 5 near misses). The overall trend continues to be a reduction in the numbers of incidents, near misses and notifiable accidents with a 19% decrease compared with the year 2013/14.

5.4.3 As would be expected there are more incidents within Environmental Services due to the hazards and risks associated with the work they undertake.

6.0 Key Challenges for 2015/16

- Continued implementation and evaluation of e-learning
- Continued review of violence to staff list – To ensure the protection of employees but also compliance with the Data Protection Act and the Human Rights Act.

7.0 The Four Principles of Health and Safety Management.

7.1 The Council has regard of the Health and Safety Executive guidance - *“Leading health and safety at work”*. This publication lists the four Principles which an organisation should fulfil in order to achieve good health and safety management. Therefore Table 4 lists these Principles and identifies those actions which the Council will continue to undertake to ensure good health and safety management within the organisation for the year 2015/16.

Table 4

Principle	Areas of focus	Actions to be taken
1. Plan the direction of health and safety	Health and safety should appear regularly on the agenda of senior management meetings	Health and safety to be reported to Corporate Management Team & General Purposes Committee annually
	Visible and active leadership from the top	Continued involvement of the Corporate Director as the Council’s Health and Safety champion
	The health and safety arrangements of partners, key suppliers and contractors should be assessed	Where partners, suppliers or contractors are engaged then the Service responsible follows the procedure given in the Council’s Health and Safety Manual.
	The provision of specific health and safety training as necessary to some members of the senior management can promote understanding of the key issues	Briefing session to be provided, upon request, to Corporate Management Team
2. Monitor health and safety	The impact of changes such as new procedures, work processes or any major health and safety failure is reported to the senior management as soon as possible	(Actions as for Principle 1) plus The development of health surveillance, where identified through Risk Assessment
3. Review health and safety	Performance on health and safety is being recorded in the organisation’s annual reports to stakeholders. Good health and safety performance can be celebrated at all levels	Publication of Corporate health and safety report on the Council’s website

8.0 Conclusion

- 8.1 The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of Test Valley Borough Council having a routine inspection by the HSE. HSE inspectors focus their resources on certain high risk industry sectors or on those businesses with a poor compliance track record.
- 8.2 The absence of regulatory inspections makes it ever more important for the Council's positive approach to continue and that new legislation and good practice are incorporated into the organisation's day to day management and culture.