

Notice of Meeting

General Purposes Committee

Date: Wednesday, 27 September 2017

Time: 16:00

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

For further information or enquiries please contact:

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Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
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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 Hibberd

Councillor K Hamilton

Councillor N Adams-King

Councillor G Bailey

Councillor A Dowden

Councillor M Flood

Councillor P Giddings

Councillor P Hurst

Councillor I Jeffrey

Councillor C Lynn

Councillor P North

WARD

Chairman

Vice Chairman

Romsey Extra

Harroway

Blackwater

Blackwater

Valley Park

Anna

Bourne Valley

Tadburn

Dun Valley

Winton

Alamein

General Purposes Committee

Wednesday, 27 September 2017

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 21 June 2017
- 6 Minutes of the Employment and Ethics Sub-Committee held on 15 December 2016, and the Appointment Sub-Committees held 20 June 2017 and 27 June 2017
- 7 Annual Health and Safety Performance Report 2016 - 2017 4 - 11
To approve the Annual Health and Safety Report 2016 - 2017.
- 8 Statement of Accounts 2016/17 12 - 141
To present Ernst & Young's Annual Audit Results Report and to approve the 2016/17 Statement of Accounts.

ITEM 7 Annual Health and Safety Performance Report 2016 - 2017

Report of the Head of Environmental Service

Recommended:

That the Annual Health and Safety Report 2016-2017 be approved.

SUMMARY:

- Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.
- This report covers the year 2016/17 and demonstrates the Council's compliance with its statutory responsibilities under the Health and Safety at Work etc. Act 1974 and subsequent regulations.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the council performs well and also areas for improvement;
- Openness and accountability in all of the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

1 Introduction

- 1.1 The Council is required to fulfil its statutory obligations under the Health and Safety at Work Act 1974 and supplementary regulations.
- 1.2 In the guidance '*Leading Health and Safety at Work*', the Health and Safety Executive (HSE) state that a formal review of health and safety performance is an essential principle and that the production and subsequent publication of an annual report shows a commitment to transparency and accountability.

2 Background

- 2.1 As in previous years, an annual report has been prepared and circulated to senior management for comment. The report is then passed to elected members for approval before being made public.

3 Corporate Objectives and Priorities

- 3.1 In presenting the health and safety performance report to the General Purposes Committee, the Council is fulfilling its statutory obligations under health and safety legislation and also adhering to HSE best practice guidance. The report ensures that the Council is fulfilling its obligations to staff and stakeholders and strengthens its commitment to health and safety.

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 any comment.

5 Options

- 5.1 The examination of potential options is not applicable in this circumstance. The HSE will expect a leading organisation such as the Council to comply with its management guidance and would therefore publicise its performance.

6 Option Appraisal

- 6.1 As above, there is no scope for potential options.

7 Risk Management

- 7.1 An evaluation of the risks indicate that the existing controls in place mean that no significant risks have been identified at this time.

8 Resource Implications

- 8.1 There are no additional resource implications.

9 Legal Implications

- 9.1 Failure to produce and publish an annual report would not necessarily expose the Council to action being taken by the HSE, but it would be viewed negatively should the HSE be looking into any other aspect of the council business and operation.

10 Equality Issues

- 10.1 This report is for information only. Therefore, an Equality Impact Assessment is not applicable

11 Other Issues

- 11.1 Community Safety - None
- 11.2 Environmental Health/Sustainability Issues - None
- 11.3 Property Issues - None
- 11.4 Wards/Communities Affected - None

12 Conclusion

- 12.1 The approval of the Annual Health and Safety Report 2016-2017 will fulfil the council's obligation to health and safety legislation and will reinforce its commitment to following HSE best practice guidance.

<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: Corporate) Councillor Flood			
Officer:	Julia Scarrott	Ext:	8377
Report to:	General Purposes	Date:	27 September 2017

**Test Valley Borough Council
Annual Health and Safety Performance Report
2016 - 2017**

1.0 Introduction

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

The Government's 'Revitalising Health and Safety' strategy document requires all public bodies to summarise their health and safety performance plans in annual reports, and that government (including local government) be exemplars of best health and safety practice.

This report summarises significant health and safety management activities over a twelve month period (April 2016 to March 2017) covering key achievements, council-wide statistics and developments for the year ahead.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the council performs well and also areas for improvement;
- Openness and accountability in all of the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

2.0 Executive Summary

The Council's Health and Safety Function has delivered on its objectives during the year.

- The total number of accidents and violent incidents remain unchanged on the previous year. An increase in near misses points towards an improvement in reporting procedures.
- Improvements made within the first aid function with the training of additional first aiders and the issuing and subsequent use of aspirin, used to lessen the effects of a heart attack.
- The Health and Safety Manual together with the Intranet pages have been comprehensively reviewed.

- The installation of Automated External Defibrillators (AEDs) placed in a number of council owned buildings.

The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of a routine inspection by the Health and Safety Executive (HSE).

3.0 Risk Exposure and Strategies for Control

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. 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

The council continues to develop and implement appropriate strategies and systems to identify and record foreseeable risks and reduce them to as low a level as is reasonably practicable. These strategies are subject to periodic review and appropriate remedial measures or adjustments are made as necessary.

3.1 Monitoring

Risks are controlled using both proactive and reactive monitoring of the council's health and safety performance.

Reactive monitoring is triggered by events including injuries, ill health, reports of damage or complaints whereby action is taken to prevent a reoccurrence. (See section 3.4 for a breakdown of incidents)

Proactive monitoring includes audits, risk assessments, site inspections and appropriate health and safety training. A couple of key areas are detailed below.

Annual Health and Safety Questionnaire Findings

The annual questionnaire was sent to Heads of Service and all forms were returned confirming that procedures were in place to maintain good health and safety standards.

A number of services had a few outstanding actions:

Action	Service(s)	Action completed?
Further work required to on task risk assessments	P&B	Lone working assessments confirmed as complete
	Estates	Work ongoing
Further training required to ensure that staff were aware of the risk assessment findings and control measures	H&EH (Housing options)	Completed 7 March
	H&EH (Private housing)	Due to be completed Oct 17
	H&EH (Health protection)	Confirmed as complete
Issuing of Personal Protective Equipment (PPE) currently under review	H&EH (Private housing)	Work ongoing
Improvements in staff training records required	Leisure	Confirmed as complete
Further work required to ensure all staff complete DSE assessments	H&EH (Housing options)	Confirmed as complete
	Finance	Confirmed as complete
	P&B	Confirmed as complete

Workplace Inspections

The council's Health, Safety and Wellbeing Group members were trained this year and tasked with performing regular inspections of their respective working areas. Regular inspections of the operational depots at Portway and Bourne House are conducted on a monthly basis by the Health and Safety Officer.

3.2 Corporate Training

- The council has continued to provide training for new first aiders and refresher training, where appropriate.
- An e-learning induction course is available for new starters to complete and is also available as a refresher for established employees.
- E-learning courses are also available for fire awareness, personal safety and DSE workstation assessment.
- The Environmental Service carries out its own specific health and safety training on a regular basis.
- Health and safety training in specialist areas is arranged on request.

3.3 Financial Resources

The annual budget 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. The expenditure of this budget for the last 3 years is given in the table below:

Expenditure on Health and Safety

Purpose	2014/2015	2015/2016	2016/2017
First Aider training and equipment	£1436.00	£2609.21	£2026.55
Equipment	£185.00	£3125.00	£6877.70
Safety Representative training	£550.50	3697.07	£1920.59
Subscriptions	£595.00	£435	£540.40
Occupational Health	£138.99	-	-
Safety officer training	£125.00	-	-
Total	£3030.49	£6866.28	£11365.24

It should be noted that the increased equipment spend in 2016/17 includes the defibrillators and brackets which cost £6729.70.

3.4 Accident/Incident Data

For the year 2016/17, there were a total of 88 incidents. Of this total, 4 were accidents reportable to the HSE, 23 were abusive/violent incidents and 61 were non-reportable incidents (these included 15 near misses). All of the reportable incidents were notifiable to the HSE due to the length of absence from work rather than the severity of any injury.

Comparisons for the last 3 years are given in the table below:

Overview of incidents

Type of incident	2014/15	2015/16	2016/17
Total number of non-reportable accidents	53	51	46
Total number of accidents reported to the HSE	5	3	4
Total number of abusive/violent incidents	28	19	23
Total number of near miss incidents	8	8	15

3.4.1 The total number of accidents and reports of verbal abuse remain the same as the previous year. The reports of near misses has increased which can be seen as a positive move – near misses are able to be investigated and procedures put in place to prevent future accidents.

3.4.2 As would be expected, there are more incidents within the Environmental Service due to the hazards and risks associated with the work that is undertaken. A full breakdown by service is given in the table below:

Overview of incidents by service

Service	Non Reportable		Reportable		Abusive/Violent		Near Misses	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
Chief Executives (incl. HR)	0	0	0	0	0	0	0	0
Community &	3	9	0	0	2	2	2	1

Leisure*								
Customer Services**	5	0	0	0	3	3	0	0
Environmental Service	30	31	2	2	2	4	5	13
Estates & Economic Development ***	2	3	1	1	0	0	0	0
Finance	1	0	0	0	0	0	0	0
Housing & Environ. Health	6	0	0	1	5	6	0	0
IT	0	1	0	0	0	0	0	0
Legal & Democratic	0	1	0	0	0	0	0	0
Planning & Building	3	0	0	0	1	1	1	0
Planning Policy & Transport	1	1	0	0	5	7	0	1
Revenues	0	0	0	0	1	0	0	0

* 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 Guildhall and tenants within TVBC run buildings e.g. Beech Hurst

4.0 Reviewing Performance

There have been a number of corporate health and safety achievements over the last year including:

- The installation of defibrillators at council owned buildings
- The implementation of a revised 'accident report form'
- The implementation of a revised lone working policy and procedure based on a risk assessment approach
- Specialist training for service Health and Safety Representatives highlighting their roles and responsibilities
- Establishing a core group within high-risk services to communicate best practice and drive forward health and safety policies
- Issuing of aspirin guidance and medication for use by council first aiders
- The annual health and safety audit questionnaire was completed by all services
- Regular use of the Staff Information Bulletin to increase health and safety awareness.

5.0 Key Challenges for 2017/18

Focuses for the current year include:

- Ensuring that health and safety remains a focus for all and that staff use the resources available to them
- Revision and implementation of a driving policy, including a driver's handbook for lease car and grey fleet drivers
- Implementation of lone worker control measures where required
- Evaluation and revision of e-learning packages
- Review of information provided to new starters on induction.

ITEM 8 Statement of Accounts 2016/17

Report of the Head of Finance

Recommended:

- 1. Ernst & Young’s Annual Audit Results Report (Annex 1):**
 - 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) be approved.**
- 3. That the audited Annual Statement of Accounts for the financial year 2016/17 (Annex 3) 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 2017 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 2016/17 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 29th June 2017. 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 There have been a small number of presentational amendments to the accounts since the Head of Finance approved them for audit. These are all fairly minor and relate to disclosures in the notes to the accounts. None of these changes have affected the "bottom line" position of the Council as reported to the Cabinet in June.
- 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 28th June 2017 (Minute 86.3.2.3 refers).

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 2016/17.
- 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 30th September each year.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

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: Finance) Councillor Giddings			
Officer:	Will Fullbrook	Ext:	8201
Report to:	General Purposes	Date:	27 September 2017

Test Valley Borough Council
Audit results report

Year ended 31 March 2017

Private and Confidential

14 September 2017

Dear Audit Panel and General Purposes Committee Members

We have substantially completed our audit of Test Valley Borough Council for the year ended 31 March 2017.

Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form that appears in Section 3 before the deadline of 30 September 2017. We also have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of the Audit Panel and General Purposes Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We look forward to discussing with you any aspects of this report or any other issues arising from our work.

Yours faithfully

Maria Grindley
Executive Director

For and on behalf of Ernst & Young LLP

United Kingdom

Contents



In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued "Statement of responsibilities of auditors and audited bodies". It is available from the via the PSAA website (www.PSAA.co.uk).

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment (updated February 2017)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Audit Panel and General Purposes Committee, other members of the Authority and management of Test Valley Borough Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit Panel and General Purposes Committee, other members of the Authority and management of Test Valley Borough Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Audit Panel and General Purposes Committee, other members of the Authority and management of Test Valley Borough Council for this report or for the opinions we have formed. It should not be provided to any third-party without obtaining our written consent.



01

Executive Summary



Executive Summary

Executive summary

Overview of the audit

Scope and materiality

In our Audit Plan presented to the March 2017 Audit Panel meeting, we gave you an overview of how we intended to carry out our responsibilities as your auditor. We carried out our audit in accordance with this plan.

We planned our procedures using a materiality of £1.358 million. We reassessed this using the actual year-end figures, which have increased this amount to £1.396 million. The threshold for reporting audit differences has increased from £67,900 to £69,800. The basis of our assessment of materiality has remained consistent with our Audit Plan at 2 % of gross revenue expenditure.

Status of the audit

We have substantially completed our audit of Test Valley Borough Council's financial statements for the year ended 31 March 2017 and have performed the procedures outlined in our Audit plan. Subject to satisfactory completion of the following outstanding items we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 3. However until work is complete, further amendments may arise:

- review of work completed on a small number of areas of substantive testing;
- completion of subsequent events review; and
- receipt of the signed management representation letter.



Executive Summary

Executive summary (continued)

Status of the audit (continued)

We expect to issue the audit certificate at the same time as the audit opinion.

Objections

We have received no objections to the 2016/17 accounts from members of the public.

Audit differences

There are no unadjusted audit differences arising from our audit

We identified a small number of audit differences which have been adjusted by management. These were principally in relation to disclosures and none are considered individually of sufficient significance to warrant reporting here.



Executive Summary

Executive summary (continued)

Areas of audit focus

Our Audit Plan identified key areas of focus for our audit of Test Valley Borough Council's financial statements. This report sets out our observations and conclusions. We summarise our consideration of these matters, and any others identified, in Section 2 of this report.

We ask you to review these and any other matters in this report to ensure:

- there are no other considerations or matters that could have an impact on these issues;
- you agree with the resolution of the issue; and
- there are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit Panel and General Purposes Committee.

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Plan we identified the following significant risk:

- Informed decision making and sustainable resource deployment – procurement of a new contract for the provision of leisure services.

On completion of our work, we have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.



Executive Summary

Executive summary (continued)

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no inconsistencies to report as a result of this work.

We have performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission. We had no issues to report.

We have no other matters to report.

Control observations

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.

Independence

Please refer to Appendix B for our update on Independence. There are no issues that we need to report.

We would like to take this opportunity to thank management and the staff at Test Valley Borough Council for their assistance over the period of the audit.



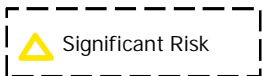
02 Areas of Audit Focus



Areas of Audit Focus

Audit issues and approach: Risk of management override

Management override



What is the risk?

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

What did we do?

We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.

We reviewed accounting estimates for evidence of management bias.

We evaluated the business rationale for significant unusual transactions.

We have reviewed and tested transactions shown in the Movement in Reserves Statement

What are our conclusions?

We have not identified any evidence of management override. We did not identify any errors in the financial statements or indications of fraud. We did not identify any inappropriate journal entries (or other adjustments) that impacted on the financial statements.

We have not identified any instances of inappropriate judgements being applied in making estimates. We gave specific consideration to bad debt provisions.


We did not identify any transactions during our audit which appeared unusual or outside the Council's normal course of business.

We did not identify any indications of management override through our testing of the Movement in Reserves Statement.



Audit issues and approach: Expenditure Funding Analysis

Expenditure and Funding Analysis and Comprehensive income and expenditure statement

 Other non-significant Risk

What is the risk?

Amendments were made to the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code) this year changing the way the financial statements are presented.

The new reporting requirements impact the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statement (MiRS), and include the introduction of the new 'Expenditure and Funding Analysis' note as a result of the 'Telling the Story' review of the presentation of local authority financial statements.

The Code no longer requires statements or notes to be prepared in accordance with Service Reporting Code of Practice. Instead the Code requires that the service analysis is based on the organisational structure under which the authority operates. We expected this to show the Council's segmental analysis.

This change in the Code required a new structure for the primary statements, new notes and a full retrospective restatement of impacted primary statements.

What did we do?

We reviewed the 'Expenditure and Funding Analysis', CIES, MiRS and new notes to ensure disclosures are in line with the Code.

We reviewed the working papers supporting the derivation of these figures, how the ledger system has been re-mapped to reflect the Council's organisational structure, and how overheads are apportioned across the service headings reported.

We agreed the restated comparative figures back to the Council's segmental analysis, supporting working papers and ledger.

What are our conclusions?

The disclosures made were generally in line with the Code. We have identified a small number of presentational changes and additional disclosures that management have agreed to make in the final statement of accounts. The main points identified were the need to add a narrative note explaining the prior period adjustments resulting from the Telling the Story changes, and to show prior period comparators as "restated".

We have reviewed the working papers supporting the derivation of these figures, how the ledger system has been re-mapped to reflect the Council's organisational structure, and how overheads are apportioned across the service headings. We have no matters to report. Good quality working papers were provided which allowed us to understand the manual process undertaken to format data from the ledger in line with the new presentation of the financial statements for 2016/17.

We have agreed the restated comparative figures back to the Council's supporting working papers and ledger.



03 Audit Report



Audit Report

Draft audit report

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 2017 under the Local Audit and Accountability Act 2014. The financial statements comprise the Comprehensive Income and Expenditure Statement; Movement in Reserves Statement; Balance Sheet; Cash Flow Statement; related notes 1 to 38 and the Expenditure and Funding Analysis; 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 2016/17.

This report is made solely to the members of Test Valley Borough Council as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. 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 Head of Finance's Responsibilities set out on page 8, 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 2016/17, 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 2016/17 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.



Audit 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 2017 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 2016/17.

Opinion on other matters

In our opinion, the information given in the Statement of Accounts 2016/17 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 is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Conclusion on Test Valley Borough Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's responsibilities

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.

Auditor's responsibilities

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 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 National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

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.



Audit Report

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 criterion issued by the Comptroller and Auditor General in November 2016, as to whether Test Valley Borough Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Test Valley Borough Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

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, Test Valley Borough Council 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 issued by the Comptroller and Auditor General in November 2016, 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 2017.

Certificate

We certify that we have completed the audit of the accounts of Test Valley Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Maria Grindley (senior statutory auditor)
for and on behalf of Ernst & Young LLP, Appointed Auditor
Reading
xx September 2017

The maintenance and integrity of the Test Valley Borough Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



04 Audit Differences



Audit Differences

Audit differences

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

Summary of adjusted differences

We have included all known amounts greater than our calculated "performance materiality" (as set out in the International Standards on Auditing) relating to Test Valley Borough Council in our summary of misstatements below. We have set performance materiality at £1.047m, which is 75% of our headline materiality of £1.396m, and is based on an assessment of risk in relation to the financial statements.

We identified no misstatements above this threshold. We identified a small number of disclosure errors, all of which have been corrected by management.

Summary of unadjusted differences

There are no unadjusted audit differences above £69,800.

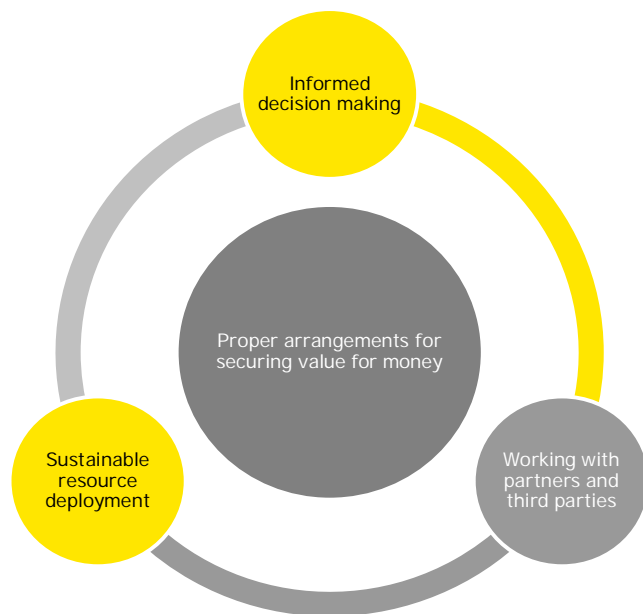


05 Value for Money



Value for Money

Value for Money



Economy, efficiency and effectiveness

We must consider whether you have 'proper arrangements' to secure economy, efficiency and effectiveness in your use of resources. This is known as our value for money conclusion.

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- take informed decisions;
- deploy resources in a sustainable manner; and
- work with partners and other third parties.

In considering your proper arrangements, we use the CIPFA/SOLACE framework for local government to ensure that our assessment is made against an already existing mandatory framework which you use in documents such as your Annual Governance Statement.

Overall conclusion

We identified one significant risk to these arrangements. The section below presents our findings in response to the risk in our Audit Plan.

We expect to have no matters arising to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.



Value for Money

VFM risks

We are only required to determine whether there is any risk that we consider significant within the Code of Audit Practice, where risk is defined as:

“A matter is significant if, in the auditor’s professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public”

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The section below presents the findings of our work in response to the risks areas in our Audit Plan.

What is the significant VFM risk?

The procurement of a new contract for the provision of leisure services.

What arrangements did this affect?

Informed decision making

Background

During 2016/17, the Council has undertaken a process to let a new long-term contract for the provision of leisure services in the Test Valley area. The contract will run for 30 years from 1 April 2017 and will include significant investment to improve the Borough’s leisure facilities.

The contract award was made in November 2016 and will see Places for People taking over the running of these services from the previous provider, Valley Leisure.

As a significant and high value contract, there is a need to ensure a robust process for the financial planning and implications around the contract.



Value for Money

Our audit approach

Our approach focused on:

- Reviewing the financial plans underpinning the contract and its financial impact; and
- Reviewing the robustness of arrangements around the transition between providers.

What are our findings?

We have held discussions with the Head of Finance to understand the contract procurement process and matters arising in relation to the transition between providers.

We have reviewed all committee papers pertaining to the leisure contract to further understand the contract award process, and the information provided to members to allow them to make informed decisions. This has furthermore allowed us to review the robustness of arrangements around the transition between providers and how issues relating to this element of the process were addressed.

We have reviewed the revenue projections and capital financing plans underpinning the contract, to understand its impact on the Council's future financial position and how this is being factored into the Council's medium term financial plans

No significant weaknesses in arrangements have been identified. From the evidence provided we concluded that officers maintained robust processes to inform members of developments and seek their approval at all key stages of the contract award process. The Council made appropriate use of external advisors and internal staff in establishing and running the tendering and contract evaluation processes. Some difficulties were encountered in the handover from the old provider to the successful bidder; these were dealt with reasonably given the realities of the situation. The new contract is forecast to bring significant net revenue benefit to the Council over its 30 year life, and as such is expected to strengthen the Council's overall financial position in the medium and longer term. This will need to be kept under review in the coming years as the contract is implemented.

As a result of the work undertaken, our value for money conclusion for 2016/17 will be unmodified.



06

Other reporting issues



Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Financial Statements 2016/17 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Financial Statements 2016/17 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

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, is specified by the National Audit Office.

We have no issues to report with regard to your Whole of Government Accounts return.



Other reporting issues

Other reporting issues

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any relevant issues.

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Council’s financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Findings and issues around the opening balance on initial audits (if applicable);
- Related parties;
- External confirmations;
- Going concern;
- Consideration of laws and regulations; and
- Group audits.

We have not noted any issues relating to the above areas.



Control Environment observations



Assessment of Control Environment

Control environment observations

Financial controls

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 Authority has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. We have adopted a fully substantive approach other than for housing benefits, and have therefore not tested the operation of controls of your other financial systems.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

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 of which you are not aware.



8

Appendices



Appendix A




Required communications with the Audit Panel and General Purposes Committee

There are certain communications that we must provide to the audit committees of UK clients. We have done this by:

		Our Reporting to you
Required communications	What is reported?	When and where
Terms of engagement	Confirmation by the Audit Panel and General Purposes Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Planning and audit approach	Communication of the planned scope and timing of the audit, including any limitations.	March 2017 Audit Plan
Significant findings from the audit	<ul style="list-style-type: none"> • Our view of the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Any significant difficulties encountered during the audit • Any significant matters arising from the audit that were discussed with management • Written representations we have requested • Expected modifications to the audit report • Any other matters significant to overseeing the financial reporting process 	September 2017 Audit Results Report
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> ▶ Whether the events or conditions constitute a material uncertainty ▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▶ The adequacy of related disclosures in the financial statements 	No conditions or events were identified, either individually or together to raise any doubt about Test Valley Borough Council's ability to continue for the 12 months from the date of our report.
Misstatements	<ul style="list-style-type: none"> ▶ Uncorrected misstatements and their effect on our audit opinion ▶ The effect of uncorrected misstatements related to prior periods ▶ A request that any uncorrected misstatement be corrected ▶ Significant corrected misstatements, in writing 	September 2017 Audit Results Report







Appendix A

		 Our Reporting to you
Required communications	What is reported?	  When and where
Fraud	<ul style="list-style-type: none"> ▶ Asking the General Purposes Committee whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority ▶ Unless all those charged with governance are involved in managing the entity, any fraud identified or information obtained indicating that a fraud may exist involving: <ul style="list-style-type: none"> (a) management; (b) employees with significant roles in internal control; or (c) others where the fraud results in a material misstatement in the financial statements. ▶ A discussion of any other matters related to fraud, relevant to General Purposes Committee responsibility. 	We have asked management and the Chairman of the General Purposes Committee about arrangements to prevent or detect fraud. We have not become aware of any fraud or illegal acts during our audit.
Related parties	<p>Significant matters arising during the audit in connection with the Authority's related parties including, where applicable:</p> <ul style="list-style-type: none"> ▶ Non-disclosure by management ▶ Inappropriate authorisation and approval of transactions ▶ Disagreement over disclosures ▶ Non-compliance with laws and/or regulations ▶ Difficulty in identifying the party that ultimately controls the entity 	We have no matters to report.
Subsequent events	<ul style="list-style-type: none"> ▶ Where appropriate, asking the General Purposes Committee whether any subsequent events have occurred that might affect the financial statements. 	We have asked management and those charged with governance. We have no matters to report.
Other information	<ul style="list-style-type: none"> ▶ Where material inconsistencies are identified in other information included in the document containing the financial statements, but management refuses to make the revision. 	We have no matters to report.
External confirmations	<ul style="list-style-type: none"> ▶ Management's refusal for us to request confirmations ▶ We were unable to obtain relevant and reliable audit evidence from other procedures. 	We have received all requested confirmations.
Consideration of laws and/or regulations	<ul style="list-style-type: none"> ▶ Audit findings of non-compliance where it is material and believed to be intentional. This communication is subject to compliance with legislation on "tipping off" ▶ Asking the General Purposes Committee about possible instances of non-compliance with laws and/or regulations that may have a material effect on the financial statements, and known to the General Purposes Committee. 	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.



Appendix A

		 Our Reporting to you
Required communications	 What is reported?	  When and where
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> ▶ Significant deficiencies in internal controls identified during the audit. 	September 2017 Audit Results Report
Independence	<p>Communication of all significant facts and matters that have a bearing on EY’s objectivity and independence.</p> <p>Communicating key elements of the audit engagement partner’s consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> ▶ The principal threats ▶ Safeguards adopted and their effectiveness ▶ An overall assessment of threats and safeguards ▶ Information on the firm’s general policies and processes for maintaining objectivity and independence <p>Communications whenever significant judgments are made about threats to objectivity or independence and the appropriateness of safeguards,</p>	March 2017 Audit Plan September 2017 Audit Results Report
Fee Reporting	<p>Breakdown of fee information when the audit plan is agreed</p> <p>Breakdown of fee information at the completion of the audit</p> <p>Any non-audit work</p>	March 2017 Audit Plan September 2017 Audit Results Report
Certification work	Summary of certification work	Certification Report (due early 2018)



Appendix B

Independence

We confirm that there are no changes in our assessment of independence since our confirmation in our audit plan taken to the March 2017 Audit Panel.

We complied with the APB Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meetings of the Audit Panel on 21 September 2017 and the General Purposes Committee on 27 September 2017.

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2017.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements.

	Planned Fee 2016/17 £	Scale Fee 2016/17 £	Final Fee 2015/16 £	Scale Fee 2015/16 £
Total Audit Fee - Code work	52,830	52,830	52,830	52,830
Certification of claims and returns	11,210 ^a	14,012	10,980 ^b	9,042
Total	64,040	66,842	63,810	61,872

^aWe have agreed that the Council will perform some of the initial Housing Benefit certification testing itself in 2016/17. This is in return for an approximate 20% reduction in our fee. We will do sufficient checking to satisfy ourselves that this testing has been performed appropriately.

^bIn our 2015/16 certification report, we informed you that we had raised an additional fee for additional work performed in certifying the 2015/16 housing benefit subsidy claim. This additional fee was agreed with management and PSAA.



Appendix C

Accounting and regulatory update

Name	Summary of key measures	Impact on Test Valley Borough Council
<p>Earlier statutory deadline for production and audit of the financial statements from 2017/18</p>	<p>The Accounts and Audit Regulations 2015 introduced a significant change in statutory deadlines from the 2017/18 financial year. From that year the timetable for the preparation and approval of accounts will be brought forward with draft accounts needing to be prepared by 31 May and the publication of the audited accounts by 31 July.</p>	<p>These changes provide challenges for both the preparers and the auditors of the financial statements.</p> <p>As auditors, nationally we have:</p> <ul style="list-style-type: none"> • Issued a thought piece on early closedown; • As part of the strategic Alliance with CIPFA jointly presented accounts closedown workshops across England, Scotland and Wales; and • Presented at CIPFA early closedown events and on the subject at the Local Government Accounting Conferences in July 2017. <p>To prepare for this change both we and the Council have targeted achievement of the earlier completion of work in 2016/17. This clearly represents significant progress.</p> <p>Moving forward, we will need to continue to work together collaboratively to ensure the necessary changes are made to working practices both at the Council and among the audit team, to ensure the new statutory deadlines are met in 2017/18.</p>



Appendix C

<p>IFRS 16 Leases</p>	<p>IFRS 16 will be applicable for local authority accounts from the 2019/20 financial year.</p> <p>Whilst the definition of a lease remains similar to the current leasing standard; IAS 17, for local authorities who lease in a large number of assets the new standard will have a significant impact, with nearly all current leases being included on the balance sheet.</p> <p>There are transitional arrangements within the standard, although as the 2019/20 Accounting Code of Practice for Local Authorities has yet to be issued it is unclear what the impact on local authority accounting will be or whether any statutory overrides will be introduced.</p>	<p>Until the 2019/20 Accounting Code is issued and any statutory overrides are confirmed there remains some uncertainty in this area.</p> <p>However, what is clear is that the Council will need to undertake a detailed exercise to classify all of its leases and therefore must ensure that all lease arrangements are fully documented.</p>
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Appendix D

Draft management representation letter

[To be prepared on the entity's letterhead]

27 September 2017

Maria Grindley
Ernst & Young LLP
Apex Plaza
Forbury Road
Reading
RG1 1YE

This letter of representations is provided in connection with your audit of the financial statements of Test Valley Borough Council (“the Council”) for the year ended 31 March 2017. 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 2017 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

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 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the 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 Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.



Appendix D

4. As members of management of the Council, 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 2016/17, that are free from material misstatement, whether due to fraud or error.

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 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 financial statements.

C. Compliance with Laws and Regulations

1. We have disclosed to you all identified or suspected non-compliance with laws and regulations whose effects should be considered when preparing the 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;
 - 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 and Cabinet (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:
 - Full Council – 06 September 2017
 - Cabinet – 13 September 2017



Appendix D

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 period end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

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 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 all guarantees that we have given to third parties.
4. No other claims in connection with litigation have been or are expected to be received.

F. Subsequent Events

1. Other than as described in Note 37 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

H. Comparative information – corresponding financial information

1. There have been changes to the structure of the Financial Statements during 2016/17 with the introduction of the Expenditure and Funding Analysis (EFA). The financial statements for 15/16 have been restated to incorporate these changes. The comparative amounts have been correctly restated to reflect the above matter and appropriate note disclosure of this restatement has also been included in the current year's financial statements.



Appendix D

I. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of property, plant and equipment, and the pension fund liability, and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

J. Estimates

Valuation of property, plant and equipment, and valuation of pension fund liability

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. We confirm that the significant assumptions used in making the estimate of the valuation of property, plant and equipment, and valuation of pension fund liability appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

K. 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 faithfully,

Will Fullbrook

(Head of Finance and Section 151 Officer)



Appendix D

I confirm that this letter has been discussed and agreed at the General Purposes Committee on 27 September 2017

Councillor I Hibberd

(Chair of the General Purposes Committee)

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ED None

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Contact: Will Fullbrook
Telephone: 01264 368000
E-mail: Finance@testvalley.gov.uk
Your ref:
Our ref:
Date: 27th September, 2017

Dear Maria,

Letter of Representation – Test Valley Borough Council

This letter of representations is provided in connection with your audit of the financial statements of Test Valley Borough Council (“the Council”) for the year ended 31 March 2017. 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 2017 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

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 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the 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 Council in accordance with the CIPFA LASAAC Code of Practice on Local

Authority Accounting in the United Kingdom 2016/17. We have approved the financial statements.

3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, 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 2016/17, 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 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 financial statements.

C. Compliance with Laws and Regulations

1. We have disclosed to you all identified or suspected non-compliance with laws and regulations whose effects should be considered when preparing the 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;
 - 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 and Cabinet (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:
 - Full Council – 6th September 2017

- Cabinet – 13th September 2017

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 period end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

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 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 all guarantees that we have given to third parties.
4. No other claims in connection with litigation have been or are expected to be received.

F. Subsequent Events

1. Other than as described in Note 37 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

H. Comparative information – corresponding financial information

1. There have been changes to the structure of the Financial Statements during 2016/17 with the introduction of the Expenditure and Funding Analysis (EFA). The financial statements for 2015/16 have been restated to incorporate these changes. The comparative amounts have been correctly restated to reflect the above matter and appropriate note disclosure of this restatement has also been included in the current year's financial statements.

I. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of property, plant and equipment, and the pension fund liability, and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any

instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

J. Estimates

Valuation of property, plant and equipment, and valuation of pension fund liability

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. We confirm that the significant assumptions used in making the estimate of the valuation of property, plant and equipment, and valuation of pension fund liability appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

K. 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,

Will Fullbrook

(Head of Finance and Section 151 Officer)

I confirm that this letter has been discussed and agreed at the General Purposes Committee on 27th September 2017

Councillor I. Hibberd

(Chairman of the General Purposes Committee)



STATEMENT OF ACCOUNTS 2016/17

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NARRATIVE REPORT

The Statement of Accounts

The purpose of the Council's Statement of Accounts is to give interested parties clear information about the Council's finances.

There have been no major changes in accounting policy in 2016/17.

The accounts for 2016/17 consist of 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 Expenditure and Funding Analysis** is a note to the financial statements, rather than a key statement. It shows all income and expenditure incurred by the Council throughout the year under statutory funding provisions and the adjustments that are required to these figures to produce the Comprehensive Income & Expenditure Statement under generally accepted accounting practices.
- **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 as 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 £152.4M.
- **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.

The accounts are supported by the notes to the financial statements. These notes include a summary of significant accounting policies, further detail relating to matters in the main financial statements, assumptions made about the future and major estimations made.

This narrative report provides a brief explanation of the Council's overall financial position and some key messages and aims to assist the readers in the interpretation of the accounting statements.

The Borough of Test Valley

Test Valley is a mainly rural borough covering 62,758 hectares on the western side of Hampshire. Test Valley contains 24 different ward areas and though largely rural in character, a large proportion of the borough's residents live in towns and urban areas with a significant amount living in towns and villages scattered across the borough.

Test Valley's population was estimated to be 123,160 in 2016 and is expected to rise to 127,920 by 2020.

Council Priorities and Corporate Plan

Test Valley's Corporate Plan '*Investing in Test Valley*' seeks to outline the Council's vision and priorities for the four years 2015 – 2019. The Corporate Plan sets out four priority aims which focus on ensuring that the Borough remains a great place to:

- *LIVE* where the supply of homes reflects local needs
- *WORK* and do business
- *ENJOY* the natural and built environment
- *CONTRIBUTE* and be part of a strong community

The Corporate Plan is underpinned by a Corporate Action Plan which will run for the lifetime of the plan and be updated annually. It shows in detail how the Council will make progress against these priority aims.

Each year a review is undertaken to update the Corporate Action Plan to ensure it continues to highlight the significant projects that the Council is taking forward in pursuit of its four corporate priorities.

Achievements against the Corporate Action Plan

Work has continued on the projects within the Corporate Action Plan over the last year. A number of them are likely to run for a period of time and will feature on the plan for more than one year.

Headline examples of progress include:

- The renewal of the Andover Vision has been completed which provides a 20 year vision strategy for the town. The project engaged more than 1,500 people including 400 young people from across Andover to develop 5 strategic ambitions for the town. The vision provides a strong evidence base, which means it can be used to evidence need for a variety of future projects for the town, attract funding and guide future policies and strategies relating to Andover.
- The Romsey Future vision document was launched in June 2016, and has been adopted by more than 20 organisations working in and around Romsey. Since then, a number of workstreams have been set up to deliver on Romsey Future's ambitions. These workstreams - which are working on projects concerning walking and cycling, tourism, community development, health and wellbeing, the natural environment, sustainability, town centre and infrastructure enhancements, and business and employment – have brought together a number of people from Romsey's public, private and voluntary sectors, who are working together to develop and deliver projects across the town.
- The new £3.9M Future Skills and Technology Centre at Andover College opened in September 2016 following significant investment from the Council and its partners Hampshire County Council and the EM3 Local Enterprise Partnership.
- Following a successful procurement process, Places for People Leisure Management Ltd was appointed to take over the management of the borough's leisure facilities from 1st April 2017.
- Six new property projects were approved by the Council to be taken forward as part of Project Enterprise, which aims to generate new income streams to reduce the council's reliance on central government grants and continue to deliver services for residents.
- Last year saw the completion of both a new Housing Strategy and an Economic Development Strategy. These strategies will provide an important focus for how the Council continues to work with partners in meeting the current and future needs of the borough as a great place to live and work and do business.
- Having secured funding from the Department for Communities and Local Government last year to explore the role of Neighbourhood Planning with local communities, the work has now been completed following a year's project to work with 8 pathfinder parishes. As a result, a new community planning toolkit was published in December for all parishes which has been recognised as best practice by the Hampshire Association of Local Councils.

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.

Revenue Outturn for 2016/17

The initial forecast of General Fund revenue requirements began soon after the budget for 2015/16 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 25th February 2016. The net expenditure forecast for 2016/17 agreed at this stage totalled £12.064M. No draws from general reserves were included in the budget.

The actual outturn for 2016/17 reported to Cabinet on 21st June 2017 was £520,000 better than expected.

A summary of the approved budget and final outturn for revenue activities is shown in the following table.

	Approved Budget 2016/17 £'000	Actual 2016/17 £'000	Variance £'000
Service Expenditure (including Investment Property income and expenditure)	14,110	12,482	1,628
Corporate Items			
Reversal of capital charges including depreciation	(3,098)	(3,463)	365
Investment income and borrowing	(454)	(560)	106
Non-service related grants	(5,679)	(5,563)	(116)
Business rates levy	981	614	367
Retention of business rates for renewable energy schemes	(47)	(47)	0
Transfers to Earmarked / Capital reserves	6,251	8,231	(1,980)
Additional transfers to reserves arising from surplus in year	0	520	(520)
Transfer to / (from) Pension Reserve	0	(108)	108
Other	0	(7)	7
GENERAL FUND REQUIREMENTS	12,064	12,099	(35)
Met By			
Revenue Support grant	1,012	1,012	0
Locally retained business rates	3,308	3,308	0
Council Tax	6,404	6,404	0
Other Collection Fund	1,340	1,375	(35)
TOTAL REVENUE RESOURCES	12,064	12,099	(35)

A review of earmarked reserve levels resulted in a re-allocation of £297,000, which when combined with the surplus of £520,000 led to the following adjustments to reserves.

	£'000
Special Projects Reserve	55
Capacity Building Reserve	150
Asset Management Plan Reserve	206
Local Development Fund Reserve	6
Capital Receipts Reserve	400
Investment Equalisation Reserve	(242)
Income Equalisation Reserve	(55)
Total transfer to Reserves	520

Accounting for Business Rates

Under the accounting arrangements for business rates, the Council retains 40% of the business rates collected; this was estimated in the original estimate to be £19.766M for 2016/17. From this amount the Council was required to pay the government a ‘tariff’ of £16.458M, leaving net budgeted income in the year of £3.308M compared to a baseline of £2.179M.

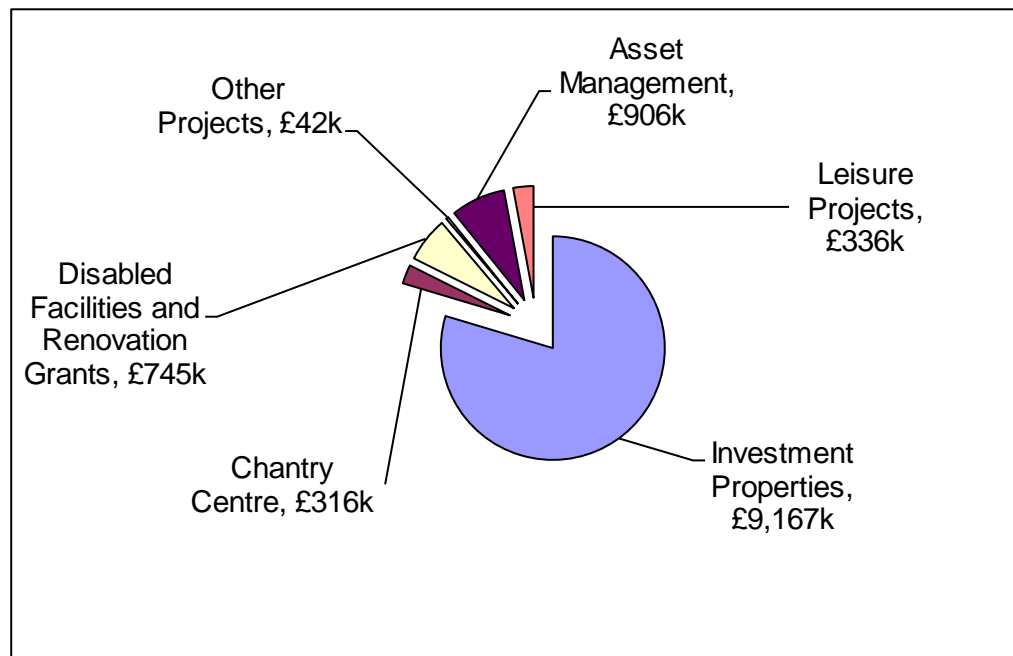
A complicated system of grants in respect of small business rate and other reliefs along with a levy for growth over the baseline figure is also in place. The budget assumed, after taking account of these reliefs and grants, a growth above the baseline of £1.962M resulting in a levy of £981,000 being payable. The actual retained income after taking account of the grants was £3.407M, a growth of £1.228M over the baseline figure. Of this, 50% is payable to the government as a levy on growth, so the Council will retain a net surplus of £614,000.

A summary of the position is shown in the following table.

	£'000
Total retained income from business rates	3,407
Baseline	(2,179)
Net growth on business rates	1,228
Levy @ 50% payable to government	(614)
Income retained by Test Valley	614

Capital Programme

Direct capital spending for the year totalled £11.5M, as summarised in the following chart:



The Council has invested substantially in investment properties in the year. On 10th June 2016, 414 – 430 Bitterne Road, Southampton was purchased for £4.952M. On 1st December 2016, Unit 9 Hambridge Business Centre, Newbury was purchased for £1.660M. In addition, the Council worked with Kier Property to build a brand new purpose-built warehouse space, named Evolution 50 on Walworth Business Park, Andover at a cost of £2.209M in the year.

The Council finances its capital expenditure from a mixture of usable capital receipts, capital grants and contributions. In 2016/17, the majority of funding (73%) came from usable capital receipts (£8.416M) with the remainder contributions from revenue (£2.228M) and capital grants and contributions (£868,000). The Council has set aside reserves for the future maintenance of its assets; budgeted asset management costs in 2017/18 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:

	2017/18 £'000
Affordable Housing capital projects	1,318
Community & Leisure projects	617
Skate Parks	340
Leisure Contract	7,505
Play areas - Picket Twenty	329
Disabled facilities and renovation grants	919
Asset Management projects	2,611
Ganger Farm - Sports & Recreation	640
Investment Properties	13,807
Property Matters	1,094
Town Mill Access & Enhancement	133
Romsey Flood Alleviation Scheme	250
Hampshire Community Bank	375
Other capital projects	246
TOTAL	30,184

Financial Position at the Year End

General Fund reserves stood at £2M at 1st April 2016. This is considered to be a prudent minimum level of general reserves and this figure remains unchanged for the accounts at 31st March 2017.

In addition to the General Fund balances mentioned above, the Council held earmarked reserves of £22.352M available for specific revenue purposes and capital reserves of £19.035M available to spend on capital schemes.

Valley Housing Limited

On 30th April 2016, Valley Housing Limited, a Housing Development and Management Company which is a wholly owned subsidiary of Test Valley Borough Council was incorporated. Group accounts have not been prepared for the year ended 31st March 2017 as the value of transactions is not considered to be material.

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 14 to the core financial statements.

This Council's liability at 31st March 2017 was £55.9M, 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 current economic climate and reduction in Central Government funding continues to add pressures to the Council's budgets.

The Council remains committed to delivering high-quality services to all residents and is well positioned to continue to do this despite these pressures.

The surplus in 2016/17 has enabled the Council to bolster reserves held for any new, one-off projects, exploring and implementing 'spend to save' initiatives, and the future maintenance and replacement of assets. 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.

Material Events after the Reporting Date

On 1st April 2017, Places for People Leisure Management Ltd was appointed as the new leisure contract provider for Test Valley Borough Council.

As part of the terms of the new 30 year contract, significant investment is planned to improve the borough's leisure facilities. This investment will help to provide a brand new Andover Leisure Centre, on the current site, and a number of improvements to the other leisure centres including the Romsey Rapids, Romsey Sports Centre, Knightwood Leisure Centre and Charlton Lakeside Pavilion. The total portfolio investment is in order of £17.9M, of which over £16m is at Andover Leisure Centre.

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 2016/17

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, 2017.

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

Signed Date.....
Cllr I Hibberd, Chairman of the General Purposes Committee

EXPENDITURE AND FUNDING ANALYSIS YEAR ENDED 31ST MARCH 2017

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by the Council in comparison with those resources consumed or earned by the Council in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement on page 10.

2015/16			2016/17			Note
Net Expenditure Chargeable to the General Fund	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	
£'000	£'000	£'000	£'000	£'000	£'000	
2,235	1,307	3,542	2,562	1,350	3,912	
2,844	1,195	4,039	3,180	1,220	4,400	
(5,319)	6,796	1,477	(5,641)	7,093	1,452	
1,573	1,168	2,741	1,605	915	2,520	
682	135	817	1,042	147	1,189	
(553)	408	(145)	(1,174)	191	(983)	
1,824	141	1,965	1,900	123	2,023	
(329)	0	(329)	(314)	0	(314)	
5,529	(528)	5,001	5,565	(604)	4,961	
1,805	(300)	1,505	1,917	(798)	1,119	
10,291	10,322	20,613	10,642	9,637	20,279	5
		Net Cost of Services				
(9,841)	(19,881)	(29,722)	(15,860)	(10,795)	(26,655)	5
450	(9,559)	(9,109)	(5,218)	(1,158)	(6,376)	5,8
		(Surplus) or Deficit				
(19,584)		Opening General Fund	(19,134)			
450		(Surplus) / Deficit on General Fund in Year	(5,218)			
(19,134)		Closing General Fund	(24,352)			

2015/16 £'000		2016/17 £'000
(2,000)	General Fund Balance	(2,000)
(17,134)	Earmarked Reserves Balance	(22,352)
(19,134)	Total General Fund	(24,352)

COMPREHENSIVE INCOME & EXPENDITURE STATEMENT YEAR ENDED 31 MARCH 2017

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 both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

2015/16 restated		Net Exp.	Services	2016/17		Net Exp.	Note
Exp. £'000	Income £'000	2015/16 £'000		Exp. £'000	Income £'000	2016/17 £'000	
4,246	(704)	3,542	Community & Leisure	5,239	(1,327)	3,912	
5,680	(1,641)	4,039	Environmental Service	5,871	(1,471)	4,400	
2,471	(994)	1,477	Estates & Economic Development	2,470	(1,018)	1,452	
3,120	(379)	2,741	Housing & Environmental Health	2,835	(315)	2,520	
2,480	(1,663)	817	Planning & Building	2,646	(1,457)	1,189	
3,407	(3,552)	(145)	Planning Policy & Transport	2,673	(3,656)	(983)	
2,415	(450)	1,965	Revenues	2,470	(447)	2,023	
30,051	(30,380)	(329)	Benefits	30,618	(30,932)	(314)	
6,048	(1,047)	5,001	Corporate & Support	5,988	(1,027)	4,961	
2,269	(764)	1,505	Central Costs	2,321	(1,202)	1,119	
62,187	(41,574)	20,613	Net Cost of Services	63,131	(42,852)	20,279	5
			Other Operating Income and Expenditure				
0	(997)	(997)	Profit on disposal of Property, Plant & Equipment	59	(937)	(878)	20
1,160	(1,160)	0	Parish Precepts	1,344	(1,344)	0	
			Financing and Investment Income and Expenditure				
0	(557)	(557)	Interest Income	0	(564)	(564)	31
1	0	1	Interest Payable	2	0	2	
4,300	(2,720)	1,580	Pension Fund Interest Costs	4,480	(2,890)	1,590	14
0	(6,762)	(6,762)	Changes in Fair Value of Investment Properties	501	0	501	17
20	0	20	(Profit) / loss on Disposal of Investment Properties	0	0	0	20
251	(6,389)	(6,138)	Net Investment Property Income	288	(6,781)	(6,493)	17
67,919	(60,159)	7,760	Net Operating Expenditure	69,805	(55,368)	14,437	
			Taxation and non-specific grant income				
0	(6,157)	(6,157)	Council Tax Income	0	(6,515)	(6,515)	9
19,396	(22,389)	(2,993)	Business Rates Income & Expenditure	17,072	(19,837)	(2,765)	9
0	(6,187)	(6,187)	Non Ringfenced Government Grants	0	(6,576)	(6,576)	9
0	(1,532)	(1,532)	Capital Grants and Contributions	0	(4,957)	(4,957)	9,21
87,315	(96,424)	(9,109)	Surplus on the provision of services	86,877	(93,253)	(6,376)	
			Other comprehensive income and expenditure				
0	(311)	(311)	Net (gains) / losses on revaluation of Property, Plant & Equipment	0	(421)	(421)	16
0	(4,560)	(4,560)	Re-measurement of the net defined benefit pension liability	0	6,410	6,410	14
87,315	(101,295)	(13,980)	Total comprehensive income and expenditure	86,877	(87,264)	(387)	

MOVEMENT IN RESERVES STATEMENT YEAR ENDED 31 MARCH 2017

This statement shows the movement in the year on the different reserves held by the Council, analysed into "usable reserves" (i.e. those that can be applied to fund expenditure or local taxation) and "unusable reserves".

The statement shows how the movements in the year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to Council Tax for the year. The Net Increase / Decrease line shows the statutory General Fund Balance movements in the year following those adjustments.

	General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000	Note
<u>Movements during 2015/16</u>							
Balance as at 31st March 2015	19,584	32,272	0	51,856	86,208	138,064	
Total Comprehensive Income & Expenditure	9,109	0	0	9,109	4,871	13,980	
Adjustments between accounting basis and funding basis under regulations	(9,559)	(6,140)	0	(15,699)	15,699	0	8
Increase / (Decrease) in Year	(450)	(6,140)	0	(6,590)	20,570	13,980	28,29
Balance as at 31st March 2016	19,134	26,132	0	45,266	106,778	152,044	
<u>Movements during 2016/17</u>							
Total Comprehensive Income & Expenditure	6,376	0	0	6,376	(5,989)	387	
Adjustments between accounting basis and funding basis under regulations	(1,158)	(7,474)	377	(8,255)	8,255	0	8
Increase / (Decrease) in Year	5,218	(7,474)	377	(1,879)	2,266	387	28,29
Balance as at 31st March 2017	24,352	18,658	377	43,387	109,044	152,431	

2015/16 £'000		2016/17 £'000
2,000	General Fund Balance	2,000
17,134	Earmarked Reserves Balance	22,352
19,134	Total General Fund	24,352

BALANCE SHEET AS AT 31 MARCH 2017

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 28 and 29.

2015/16			2016/17		Note
£'000	£'000		£'000	£'000	
54,334		Land & Buildings	55,848		16
3,362		Vehicles, Plant & Equipment	2,897		16
4,902		Community Assets	5,197		16
689		Infrastructure Assets	703		16
452		Surplus Assets	446		16
	63,739	Property, Plant & Equipment (PPE)		65,091	
	87,584	Investment Properties		97,062	17
	252	Intangible Assets		196	18
256		Long-Term Debtors	266		31
5,187		Long-Term Investments	17,211		31
	5,443	Long-Term Assets		17,477	
19,695		Cash and Cash Equivalents	8,954		22
38,638		Short-Term Investments	37,349		31
191		Inventories	218		
9,791		Debtors	10,830		23
(2,456)		Less: Bad Debt Allowance	(2,256)		23
	65,859	Current Assets		55,095	
(22,142)		Creditors	(24,865)		24
(901)		Provisions	(1,725)		25
	(23,043)	Current Liabilities		(26,590)	
	199,834	Total Assets less Current Liabilities		208,331	
47,790		Liability to Pension Fund	55,900		14
	(47,790)	Long-Term Liabilities		(55,900)	
	152,044	Net Assets		152,431	
		Usable Reserves			
2,000		General Fund Balance	2,000		28
17,134		Revenue and Earmarked Reserves	22,352		28
26,132		Capital Receipts Reserve	18,658		28
-		Capital Grants Unapplied	377		28
	45,266	Total Usable Reserves		43,387	
		Unusable Reserves			
17,454		Revaluation Reserve	16,287		29
135,249		Capital Adjustment Account	148,033		29
7		Deferred Credits	7		29
2,034		Collection Fund Adjustment Account	795		29
(176)		Accumulated Absences Account	(178)		29
(47,790)		Pension Fund Reserve	(55,900)		29
	106,778	Total Unusable Reserves		109,044	
	152,044	Total Equity		152,431	

These financial statements replace the unaudited financial statements certified on 29th June 2017.

Signed:..... Date: 27th September 2017

W Fullbrook, CPFA, Head of Finance

CASH FLOW STATEMENT YEAR ENDED 31 MARCH 2017

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.

2015/16			2016/17		Note
£'000	£'000		£'000	£'000	
	9,109	Revenue Activities			
		Net surplus on the provision of services		6,376	
		Adjustments for non-cash transactions			
2,282		Depreciation of PPE / Amortisation of intangibles	2,338		16,18
(6,762)		Revaluation (Gains) / Losses on Investment Properties	501		17
107		Impairment & Downward Valuations of PPE & intangibles	138		16,18
1,820		Pension Fund Transfers	1,700		14
(1,447)		Other non-cash items	(3,123)		27
	(4,000)			1,554	
	(2,481)	Adjustments in respect of Investing Activities		(2,123)	
		Adjustments for items on an accruals basis			
(891)		(Increase) / Decrease in Debtors	(1,453)		
(9)		(Increase) / Decrease in Inventories	(27)		
5,007		(Decrease) / Increase in Creditors	3,536		
	4,107			2,056	
	6,735	Net Cash Inflow from Operating Activities		7,863	27
		Investing Activities			
(52,147)		Purchase of Short-term and Long-term Investments	(61,811)		31
55,300		Proceeds from Short-term and Long-term Investments	51,000		31
(9,116)		Purchase of Assets	(8,957)		16,17
10		Sale of Assets	22		
1,993		Other Capital Cash Received	2,297		
	(3,960)	Net Investing Activity Cashflow		(17,449)	
		Financing Activities			
(33)		Cash payments to reduce outstanding finance lease creditors	0		
3,508		Other income / (payments) for financing activities	(1,155)		27
	3,475	Net Financing Activity Cashflow		(1,155)	
	6,250	Net Increase / (Decrease) in Cash and Cash Equivalents		(10,741)	
	13,445	Cash and Cash Equivalents at the start of the reporting period		19,695	
	19,695	Cash and Cash Equivalents at the end of the reporting period		8,954	

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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 2016/17 financial year and its position at the year-end of 31 March 2017. The Council is required to prepare an annual Statement of Accounts (by the Accounts and Audit regulations 2015) in accordance with proper accounting practices.

These practices primarily comprise; the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 ('the Code') and the Service Reporting Code of Practice 2016/17 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.

The Council has made a prior period adjustment in preparing the 2016/17 Statement of Accounts. For comparative purposes, the 2015/16 Comprehensive Income & Expenditure Statement has been restated. A new Expenditure and Funding Analysis (and supporting note) has also been introduced. The Movement in Reserves Statement has also been simplified. The Balance Sheet is not affected by this restatement.

Segment Reporting in the Comprehensive Income & Expenditure Statement

Following its *Telling the Story* review, in 2016/17 CIPFA changed the Code's segmental reporting requirements for the Comprehensive Income & Expenditure Statement. Previously, the Code required that the Cost of Services be presented using a standardised SERCOP classification. However, with effect from 2016/17 the Code requires that the Cost of Services be presented in a manner consistent with how the Council manages and monitors financial performance locally. For Test Valley Borough Council, this means reporting based on Services.

In accordance with the requirements of IAS1 Presentation of Financial Statements, the 2015/16 comparators in the Comprehensive Income & Expenditure Statement have been restated on this new reporting basis.

The *Telling the Story* changes have also introduced a new Expenditure and Funding Analysis (and associated note) to reconcile the amounts reported to management as chargeable to the General Fund under statute with the amounts presented in the Comprehensive Income & Expenditure Statement under proper accounting practices. A simplified Movement in Reserves Statement has also been introduced, and 2015/16 comparators have been restated in accordance with the new format.

There are no implications for the General Fund from these changes. The Balance Sheet and Cash Flow Statement are also unaffected.

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.

Community Infrastructure Levy

The Council has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable developments for the Council) with appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund infrastructure projects to support the development of the area.

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure. However, a small proportion of the charges (5% for the Council) may be used to fund revenue expenditure.

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 an average per employee) 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 14 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 accounted for under two separate headings, Corporate & Support and Central Costs, in the Expenditure & Funding Analysis and the Comprehensive Income & Expenditure Statement as part of the net cost of services. They are not charged to service segments.

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.

Investment properties under construction are measured at fair value once it is possible to measure reliably the fair value of the investment property, and at cost before that date.

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 (existing use value).

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 19.

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 (i.e. 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.

1.22. **Fair Value Measurement**

The Council measures some of its non-financial assets such as surplus assets and investment properties, and some of its financial instruments, such as equity share holdings, at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Council measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Council takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use it in its highest and best use.

The Council uses appropriate valuation techniques for each circumstance, maximising the use of relevant known data and minimising the use of estimates and unknowns. This takes into account the three levels of categories for inputs to valuations for fair value assets:

- Level 1 – quoted prices in active markets for identical assets or liabilities that the Council can access at the measurement date.
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 – unobservable inputs for the asset or liability.

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 a material effect on this year's Statement of Accounts were they in effect for the year ended 31st March 2017, nor are they expected to have a material effect on the Statement of Accounts for the year ended 31st March 2018.

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 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are explained in the following table.

Item	Uncertainties	Effect if actual results differ from assumptions
Bad Debt Allowance	The Council has made allowances for doubtful debts of £2.256M in 2016/17 (2015/16 £2.456M) 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 £112,800 (2015/16 £122,800).
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 14 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 £1.725M in 2016/17 (2015/16 £901,000) 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 £172,500 (2015/16 £90,100).

5. Note to the Expenditure and Funding Analysis

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund as reported to Cabinet on 21st June 2017 to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

Transactions in 2016/17

Adjustments between Funding and Accounting Basis				
2016/17				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Differences (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Community & Leisure	1,187	94	69	1,350
Environmental Service	682	240	298	1,220
Estates & Economic Development	524	76	6,493	7,093
Housing & Environmental Health	802	113	0	915
Planning & Building	9	138	0	147
Planning Policy & Transport	108	83	0	191
Revenues & Benefits	0	121	2	123
Corporate & Support	151	(755)	0	(604)
Central Costs	0	0	(798)	(798)
Net Cost of Services	3,463	110	6,064	9,637
Other income and expenditure from the Expenditure and Funding Analysis	(7,562)	1,590	(4,823)	(10,795)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(4,099)	1,700	1,241	(1,158)

Comparative Transactions for 2015/16

Adjustments between Funding and Accounting Basis				
2015/16				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes (Note a)	Net change for the Pensions Adjustments (Note b)	Other Differences (Note c)	Total Adjustments
	£'000	£'000	£'000	£'000
Community & Leisure	1,150	99	58	1,307
Environmental Service	679	257	259	1,195
Estates & Economic Development	581	77	6,138	6,796
Housing & Environmental Health	1,048	120	0	1,168
Planning & Building	9	126	0	135
Planning Policy & Transport	289	119	0	408
Revenues	0	137	4	141
Benefits	0	0	0	0
Corporate & Support	167	(695)	0	(528)
Central Costs	0	0	(300)	(300)
Net Cost of Services	3,923	240	6,159	10,322
Other income and expenditure from the Expenditure and Funding Analysis	(11,949)	1,580	(9,512)	(19,881)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(8,026)	1,820	(3,353)	(9,559)

a) Adjustments for Capital Purposes

This column adds in depreciation and impairment, revaluation gains and losses and revenue expenditure financed by capital under statute in the services lines, and for:

- **Other operating expenditure** – adjusts for capital disposals with a transfer of income on disposal of assets and the amount written off for those assets
- **Financing and investment income and expenditure** – the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
- **Taxation and non-specific grant income and expenditure** – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for conditions which were satisfied throughout the year. The taxation and non-specific grant income and expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

b) Net Change for the Pensions Adjustments

This column shows the net change for the removal of pension contributions and the addition of IAS19 Employee Benefits pension related expenditure and income:

- For **services** – this represents the removal of the employer pension contributions made by the authority under statute and the replacement with current service costs and past service costs.
- For **Financing and investment income and expenditure** – the net interest on the defined benefit liability is charged to the Comprehensive Income & Expenditure Statement.

c) Other differences

Other differences between amounts debited / credited to the Comprehensive Income and Expenditure Statement and amounts payable / receivable to be recognised under statute:

- For **services** – this represents items not reported to management in the revenue outturn report, such as Section 106 commuted income and the movement in the untaken leave accrual, and amounts which were reported to management but are not included in the net cost of services in the Comprehensive Income & Expenditure Statement as per the following table.

	2015/16 restated £'000	2016/17 £'000
Amounts not reported to management	21	(429)
Amounts reported to management but not included in the net cost of services in the CI&ES	6,138	6,493
Total other differences to Net Cost of Services	6,159	6,064

Commutated income from Section 106 grants of £793,000 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 used to pay for maintenance in the year was £367,000.

The amount reported to management but not included in the Net Cost of Services in the Comprehensive Income & Expenditure Statement is net investment property income.

- For **Financing and investment income and expenditure** – this column recognises adjustments to the General Fund for the timing differences for premiums and discounts, and net investment property income which is reported in the General Fund in Net Cost of Services.
- The charge under **Taxation and non-specific grant income and expenditure** represents the difference between what is chargeable under statutory regulations for Council Tax and NDR that was projected to be received at the beginning of the year and the income recognised under generally accepted accounting practices in the Code of Practice. This is a timing difference, as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

6. Segmental Income

Income received from external customers is analysed on a segmental basis in the following table:

Service	2015/16 Revenues from external customers £'000	2016/17 Revenues from external customers £'000
Community & Leisure	682	1,184
Environmental Service	1,641	1,470
Estates & Economic Development	7,383	7,799
Housing & Environmental Health	379	315
Planning & Building	1,663	1,451
Planning Policy & Transport	3,547	3,646
Revenues	230	257
Benefits	1,474	1,356
Corporate & Support	836	965
Central	304	794
Total income analysed on a segmental basis	18,139	19,237

7. Expenditure and Income analysed by Nature

The Council's expenditure and income is analysed in the following table:

Expenditure / Income	2015/16 £'000	2016/17 £'000
Expenditure		
Employee benefits expenses	16,596	17,074
Other service expenses	41,875	42,731
Depreciation, amortisation, impairment	2,390	2,478
Other capital charges	1,534	986
Interest payable	1	2
Precepts and levies	1,160	1,344
Pension fund interest costs	1,580	1,590
Total expenditure	65,136	66,205
Income		
Fees, charges and other service income	(18,139)	(19,237)
Interest and investment income	(557)	(564)
Changes in fair value of investment properties	(6,762)	501
Income from council tax and non-domestic rates	(10,310)	(10,624)
Government grants and contributions	(37,500)	(41,779)
Gain on the disposal of assets	(977)	(878)
Total income	(74,245)	(72,581)
Surplus on the Provision of Services	(9,109)	(6,376)

8. 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 2016/17

	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Reserve	Total Usable Reserves	Unusable Reserves	Note
	£'000	£'000	£'000	£'000	£'000	
Adjustments primarily involving the Capital Adjustment Account						
Depreciation of non-current assets	2,282	0	0	2,282	(2,282)	16
Amortisation of intangible assets	56	0	0	56	(56)	18
Impairment of non-current assets	138	0	0	138	(138)	16
Movement in the fair value of investment property	501	0	0	501	(501)	17
Profit on disposal of non-current assets	(878)	0	0	(878)	878	20
Revenue expenditure funded from capital under statute	249	(249)	0	0	0	29
Capital grants, contributions and income in relation to donated assets credited to the CI&ES	(3,712)	0	0	(3,712)	3,712	21
Adjustments primarily involving the Capital Receipts Reserve						
Proceeds from disposal of non-current assets	0	943	0	943	(943)	28
Financing of new capital expenditure	(2,358)	(8,168)	0	(10,526)	10,526	21
Adjustments primarily involving the Capital Grants Unapplied Reserve						
Capital grants credited to CIES for which expenditure has not yet been incurred	(377)	0	377	0	0	28
Adjustments primarily involving the Pensions Reserve						
Reversal of items relating to retirement benefits charged to the CI&ES	3,970	0	0	3,970	(3,970)	14
Employer's contribution to pension fund / directly to pensioners	(2,270)	0	0	(2,270)	2,270	14
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.	1,239	0	0	1,239	(1,239)	29
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.	2	0	0	2	(2)	29
	(1,158)	(7,474)	377	(8,255)	8,255	

Comparative Transactions for 2015/16

	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Reserve	Total Usable Reserves	Unusable Reserves	Note
	£'000	£'000	£'000	£'000	£'000	
Adjustments primarily involving the Capital Adjustment Account						
Depreciation of non-current assets	2,226	0	0	2,226	(2,226)	16
Amortisation of intangible assets	56	0	0	56	(56)	18
Impairment of non-current assets	107	0	0	107	(107)	16
Movement in the fair value of investment property	(6,762)	0	0	(6,762)	6,762	17
Profit on disposal of non-current assets	(977)	0	0	(977)	977	20
Revenue expenditure funded from capital under statute	1,033	(1,033)	0	0	0	29
Capital grants, contributions and income in relation to donated assets credited to the CI&ES	(28)	0	0	(28)	28	21
Adjustments primarily involving the Capital Receipts Reserve						
Proceeds from disposal of non-current assets	0	997	0	997	(997)	28
Financing of new capital expenditure	(3,681)	(6,071)	0	(9,752)	9,752	21
Adjustments primarily involving the Pensions Reserve						
Reversal of items relating to retirement benefits charged to the CI&ES	4,010	0	0	4,010	(4,010)	14
Employer's contribution to pension fund / directly to pensioners	(2,190)	0	0	(2,190)	2,190	14
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.	(3,356)	0	0	(3,356)	3,356	29
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.	3	0	0	3	(3)	29
Insertion of items not shown in the Comprehensive Income & Expenditure Statement						
Voluntary provision for repayment of finance leases	0	(33)	0	(33)	33	28
	(9,559)	(6,140)	0	(15,699)	15,699	

9. 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	2015/16 £'000	2016/17 £'000
Council Tax Income	Council Taxpayers	6,157	6,515
Revenue Support Grant	DCLG	1,696	1,012
New Homes' Bonus	DCLG	3,579	4,798
Small Business Rate Relief	DCLG	550	573
Transparency Code Set-Up	DCLG	8	8
Council Tax Freeze Grant	DCLG	65	0
Transition Grant	DCLG	0	54
'Long Term Empty' Properties Relief	DCLG	12	7
'New Empty' Properties Relief	DCLG	0	18
Retail Relief	DCLG	183	10
Flooding Relief	DCLG	1	0
Council Tax Family Annex Grant	DCLG	25	40
Letting Agents Transparency Grant	DCLG	1	1
Smoke & CO Alarms	DCLG	1	0
Property Searches New Burden Grant	DCLG	0	6
Multiplier Cap	DCLG	66	49
		12,344	13,091

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	2015/16 £'000	2016/17 £'000
Share of income transferred from Collection Fund	22,389	18,597
Tariff paid to government	(16,322)	(16,458)
Share of surplus / (deficit) on Collection Fund in the year	(1,534)	1,240
Levy payable to government in respect of growth in the year	(1,540)	(614)
Net Business Rates Income	2,993	2,765

Capital grants and contributions were received in the year as shown in the following table and includes £3.712M in donated assets under section 106 agreements (2015/16 includes £28,000 in donated assets under section 106 agreements).

Capital Grants and Contributions	Awarding Body	2015/16 £'000	2016/17 £'000
Disabled Facilities Grant	DCLG	501	938
Contributions to works on property	Tenants / Other developers	487	63
Plug-in grant	Government	10	0
Contributions under s106 and CIL agreements / capital grants	Developers	534	3,956
		1,532	4,957

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

Specific Grants included in the Net Cost of Services	Awarding Body	2015/16 £'000	2016/17 £'000
Housing Benefit Subsidy	DWP	28,810	29,425
Housing Benefit Administration Subsidy	DWP	372	304
Localising Council Tax Admin Subsidy	DCLG	88	98
Discretionary Housing Payments	DWP	96	150
Business Rates Collection	DCLG	189	188
Business Rates New Burden Admin Costs Grant	DCLG	24	0
NDR Revaluation Flyer Grant	DCLG	0	2
Council Tax Flood Relief	DCLG	7	0
Individual Electoral Registration	DCLG	35	24
Repair and Renewal Administration Grant	DCLG	5	0
Property Searches New Burden Grant	DCLG	81	0
Neighbourhood Planning and Local Planning: Local Authority Service Redesign and Capacity Building Fund	DCLG	8	42
Referendum Registration Deadline Extension Grant	Cabinet Office	0	6
Self and Custom Build Register New Burden Grant	DCLG	0	6
Flooding Repair and Renewal Grant	DCLG	67	0
		29,782	30,245

10. Special Expenses

Income from the special Council Tax Levy which applies in the Andover Town Council area was £301,100 in 2016/17 (£294,500 – 2015/16).

11. External Audit Costs

In 2016/17 Test Valley Borough Council incurred the following fees in relation to external audit and inspection.

Class of Work	2015/16 £'000	2016/17 £'000
External Audit Fees	54	53
Certification of Grants Claim and Returns	11	14
	65	67

12. Members' Allowances

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

	2015/16 £'000	2016/17 £'000
Allowances	430	438
Expenses	12	12
Total Members' Allowances	442	450

13. Officers' Remuneration and Termination Benefits

The number of employees whose remuneration, including termination benefits but excluding pension contributions was £50,000 or more in bands of £5,000 in 2016/17 was:-

Remuneration Band	2015/16 Number of Employees	2016/17 Number of Employees
£50,000 - £54,999	10	9
£55,000 - £59,999	1	5
£60,000 - £64,999	3	3
£65,000 - £69,999	5	0
£70,000 - £74,999	3	6
£75,000 - £79,999	0	2
£80,000 - £84,999	1	0
£85,000 - £99,999	0	0
£100,000 - £104,999	2	1
£105,000 - £109,999	0	1
£110,000 - £129,999	0	0
£130,000 - £134,999	0	1
£135,000 - £139,999	0	0
£140,000 - £144,999	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 previous table.

Post	Salary (Including Fees and Allowances)		Car Allowance and Other Expenses		Total Remuneration Excluding Pension Contributions		Pension Contributions		Total Remuneration Including Pension Contributions	
	15/16 £'000	16/17 £'000	15/16 £'000	16/17 £'000	15/16 £'000	16/17 £'000	15/16 £'000	16/17 £'000	15/16 £'000	16/17 £'000
Chief Executive - Note (a)	136	124	8	9	144	133	18	15	162	148
Corporate Director	96	98	7	8	103	106	13	13	116	119
Corporate Director	96	98	4	6	100	104	13	13	113	117
Head of Community & Leisure	65	70	6	7	71	77	9	9	80	86
Head of Environmental Services	65	67	8	8	73	75	9	9	82	84
Head of Estates	65	68	4	4	69	72	9	9	78	81
Head of Finance	65	68	4	5	69	73	9	9	78	82
Head of Housing & Environmental Health	65	67	5	5	70	72	9	9	79	81
Head of IT - Note (b)	65	67	5	5	70	72	9	9	79	81
Head of Legal & Democratic (Note c)	62	57	6	5	68	62	8	7	76	69
Interim Head of Legal & Democratic (Note c)	0	14	0	0	0	14	0	0	0	14
Head of Planning & Building	65	67	4	4	69	71	9	9	78	80
Head of Planning Policy & Transport - Note (d)	59	0	3	0	62	0	6	0	68	0
Acting Head of Revenues - Benefits & Customer Services - Note (e)	33	33	2	2	35	35	4	4	39	39
Acting Head of Revenues - Local Taxation Note (e)	33	33	2	2	35	35	4	4	39	39

Note (a) – 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 2016/17 were £6,600 (2015/16 £21,400).

Note (b) – The Council shared the Head of IT with Winchester City Council in the year and received £41,600 as a contribution towards the employment costs of the postholder (2015/16 £42,600).

Note (c) – The Head of Legal & Democratic left during 2016/17, therefore the costs shown are part year costs. An Interim Head of Legal & Democratic was subsequently appointed, and part year costs are shown.

Note (d) – The Head of Planning, Policy and Transport left during 2015/16 and the post was vacant throughout 2016/17, therefore the remuneration for 2016/17 was zero and 2015/16 shows part year costs.

Note (e) – 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	
	2015/16	2016/17	2015/16	2016/17	2015/16 £'000	2016/17 £'000
£0 - £20,000	1	0	7	3	39	11
£20,001 - £40,000	1	2	0	0	39	60
Total	2	2	7	3	78	71

All the costs above were charged to the Comprehensive Income & Expenditure Statement in the year.

14. **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:

<u>Comprehensive Income & Expenditure Statement</u>	2015/16 £'000	2016/17 £'000
<u>Cost of Services</u>		
Current Service Costs	2,660	2,590
Unfunded Benefits Paid Out	(230)	(210)
<u>Financing & Investment Income & Expenditure</u>		
Interest Cost	4,300	4,480
Interest Income	(2,720)	(2,890)
Total amount included in the Surplus on Provision of Services	4,010	3,970
<u>Other Comprehensive Income & Expenditure</u>		
Actuarial (gains) / losses due to change in financial assumptions	(4,620)	27,840
Actuarial gains due to demographic assumption changes	0	(1,850)
Experience gains on liabilities	(1,450)	(1,130)
Remeasurement gains on assets	1,510	(18,450)
Total amount charged to the Comprehensive Income & Expenditure Statement	(550)	10,380
<u>Movement In Reserves Statement</u>		
Reversal of net charges made to the deficit on the provision of services in accordance with the Code	(4,010)	(3,970)
Actual employer's contributions payable	2,190	2,270
Total Amount included in the Movement in Reserves Statement (note 8)	(1,820)	(1,700)

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 in the pension fund 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 2016/17 the rate was 13.1% plus a fixed sum contribution of £785,600 (2015/16 13.1% plus £722,000 fixed sum contribution).

It is forecast that pension contributions payable by the employer in 2017/18 in respect of regular contributions will amount to £2.51M and in respect of unfunded liabilities will amount to £210,000.

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 2017 was £55.9M (2015/16 - £47.79M).

Liabilities	2015/16 £'000	2016/17 £'000
Opening present value of funded liabilities	132,720	129,670
Current Service Cost	2,660	2,590
Interest Cost	4,180	4,360
Contributions by Participants	780	780
Actuarial (gain) / loss on liabilities due to change in financial assumptions	(4,540)	27,500
Actuarial gain on liabilities due to change in demographic assumptions	0	(1,770)
Experience gains on liabilities	(1,390)	(1,080)
Net benefits paid out (including unfunded liabilities)	(4,740)	(3,870)
Closing present value of unfunded liabilities	129,670	158,180
Opening present value of unfunded liabilities	3,740	3,490
Interest Cost	120	120
Actuarial (gain) / loss on liabilities due to change in financial assumptions	(80)	340
Actuarial loss on liabilities due to change in demographic assumptions	0	(80)
Experience (gains) / losses on liabilities	(60)	(50)
Net benefits paid out	(230)	(210)
Closing present value of unfunded liabilities	3,490	3,610
Total present value of scheme liabilities	133,160	161,790

Assets	2015/16 £'000	2016/17 £'000
Opening fair value of assets	85,930	85,370
Interest income on assets	2,720	2,890
Actuarial gain / (loss) on assets	(1,510)	18,450
Contributions by the employer	2,190	2,270
Contributions by participants	780	780
Net benefits paid out	(4,740)	(3,870)
Closing fair value of assets	85,370	105,890

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	2015/16 £'000	2016/17 £'000
Interest income on assets	2,720	2,890
Actuarial gains / (losses) on assets	(1,510)	18,450
Actual return on assets	1,210	21,340

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 2016 and a duration of liabilities of 17.9 years.

The principal assumptions used by the actuary were:

	2015/16	2016/17
Discount rate for funded liabilities	3.4%	2.5%
Discount rate for unfunded liabilities	3.4%	2.5%
Rate of Inflation - RPI (funded)	2.9%	3.1%
Rate of Inflation - RPI (unfunded)	2.9%	3.1%
Rate of Inflation - CPI (funded)	1.8%	2.0%
Rate of Inflation - CPI (unfunded)	1.8%	2.0%
Rate of increase in salaries	3.3%	3.5%
Rate of increase in pensions in payment	1.8%	2.0%
Rate of increase in pensions in deferment	1.8%	2.0%
Mortality Assumptions		
Longevity at 65 for current pensioners (years)		
Men	24.6	24.0
Women	26.4	27.0

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 2017.

	2015/16	2016/17
Equities	56.3%	60.3%
Bonds	27.8%	26.6%
Property	8.2%	6.5%
Other	7.7%	6.6%
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 2017 and the projected service cost for the year ending 31st March 2018 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)	155.38	161.04
% change in present value of total obligation	-1.8%	1.8%
Projected service cost (£M)	3.52	3.74
Approx % change in projected service cost	-2.9%	3.0%
Rate of increase in salaries		
Adjustment to salary increase rate	+0.1% pa	-0.1% pa
Present value of total obligation (£M)	158.67	157.70
% change in present value of obligation	0.3%	-0.3%
Projected service cost (£M)	3.63	3.63
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)	160.54	155.85
% change in present value of obligation	1.5%	-1.5%
Projected service cost (£M)	3.74	3.52
Approx % change in projected service cost	3.0%	-2.9%
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)	162.84	153.54
% change in present value of obligation	2.9%	-2.9%
Projected service cost (£M)	3.76	3.50
Approx % change in projected service cost	3.6%	-3.6%

15. Leases

Operating Leases

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.

	2015/16	2016/17
	£'000	£'000
Receivable within one year	6,222	6,752
Receivable within one to five years	24,053	26,079
Receivable after five years	376,642	419,253
Total minimum lease rentals receivable	406,917	452,084

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

In 2016/17 the Council recognised income from contingent rents of £325,000 (2015/16 - £789,000).

16. Property, Plant & Equipment (PPE)

These are tangible assets which are held or used in the production or supply of goods and services, for rental to others, or for administrative purposes, and are expected to be used during more than one period.

They are further classified into:

- Operational assets
 - Land & buildings (e.g. offices and car parks)
 - Vehicles, Plant & Equipment
 - Infrastructure assets (e.g. footpaths and cycle ways)
 - Community assets (e.g. parks and open spaces); and

- Non-Operational assets
 - Surplus assets (i.e. assets that are not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or assets held for sale)

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

2016/17	Land & Buildings	Vehicles, Plant & Equipment	Infra structure	Community	Surplus Assets	Total
Cost / Valuation	£'000	£'000	£'000	£'000	£'000	£'000
Historic Cost b/f	44,558	6,865	733	6,183	559	58,898
Revaluation Increases shown in the Revaluation Reserve b/f	17,823	11	54	0	0	17,888
Revaluation Decreases shown in the CI&ES b/f	(6,048)	(133)	(16)	(910)	(107)	(7,214)
Additions	3,864	388	53	339	0	4,644
Reclassification	(1,311)	0	0	83	0	(1,228)
Revaluations	421	0	0	0	0	421
Disposals - Historic Cost	(59)	(6)	0	0	0	(65)
Reverse depreciation on disposed / revalued assets	(307)	(238)	0	0	0	(545)
Impairments in year	(125)	0	0	(13)	0	(138)
Cost / Valuation at 31st March 2017	58,816	6,887	824	5,682	452	72,661
Depreciation						
Historic Cost Depreciation b/f	(1,574)	(3,376)	(74)	(371)	0	(5,395)
Depreciation on Revaluations b/f	(425)	(5)	(8)	0	0	(438)
Charge in year - Historic Cost	(997)	(846)	(31)	(114)	(6)	(1,994)
Charge in year - Revalued Amounts	(279)	(1)	(8)	0	0	(288)
Reverse depreciation on disposed / revalued assets	307	238	0	0	0	545
Depreciation at 31st March 2017	(2,968)	(3,990)	(121)	(485)	(6)	(7,570)
Net Book Value at 31st March 2017	55,848	2,897	703	5,197	446	65,091
Net Book Value at 31st March 2016	54,334	3,362	689	4,902	452	63,739

Comparative Information for 2015/16

2015/16	Land & Buildings	Vehicles, Plant & Equipment	Infra structure	Community	Surplus Assets	Total
Cost / Valuation	£'000	£'000	£'000	£'000	£'000	£'000
Historic Cost b/f	43,675	6,541	709	5,193	0	56,118
Revaluation Increases shown in the Revaluation Reserve b/f	17,511	11	54	0	0	17,576
Revaluation Decreases shown in the CI&ES b/f	(6,048)	(134)	(16)	(910)	0	(7,108)
Additions	1,461	612	24	990	0	3,087
Reclassification	(559)	0	0	0	559	0
Revaluations	311	0	0	0	0	311
Reverse depreciation on disposed / revalued assets	(18)	(287)	0	0	0	(305)
Impairments in year	0	0	0	0	(107)	(107)
Cost / Valuation at 31st March 2016	56,333	6,743	771	5,273	452	69,572
Depreciation						
Historic Cost Depreciation b/f	(615)	(2,812)	(44)	(290)	0	(3,761)
Depreciation on Revaluations b/f	(146)	(5)	0	0	0	(151)
Charge in year - Historic Cost	(977)	(850)	(30)	(81)	0	(1,938)
Charge in year - Revalued Amounts	(279)	(1)	(8)	0	0	(288)
Reverse depreciation on disposed / revalued assets	18	287	0	0	0	305
Depreciation at 31st March 2016	(1,999)	(3,381)	(82)	(371)	0	(5,833)
Net Book Value at 31st March 2016	54,334	3,362	689	4,902	452	63,739
Net Book Value at 31st March 2015	54,377	3,601	703	3,993	0	62,674

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 2012/13	Reval 2013/14	Reval 2014/15	Reval 2015/16	Reval 2016/17	Total value of PPE
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Land and Buildings	0	0	8,476	3,012	36,485	682	7,193	55,848
Vehicles, Plant & Equipment	417	2,480	0	0	0	0	0	2,897
Infrastructure	0	318	0	0	385	0	0	703
Community	3,867	1,260	0	0	0	0	70	5,197
Surplus Assets	0	0	0	0	0	446	0	446
Total PPE Assets	4,284	4,058	8,476	3,012	36,870	1,128	7,263	65,091

The Council carries out a rolling programme of valuations that ensures all PPE assets are valued at least once every five years. Revaluations in 2016/17 were carried out by the Council's internal RICS registered valuer and all revaluations were carried out as at 31st March 2017.

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.

Surplus assets are measured at fair value.

At the 31st March 2017 contractual commitments on existing capital schemes totalled £421,900 (2015/16 £2.837M).

17. Investment Properties

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.

	2015/16 restated	2016/17
	£'000	£'000
Rental income from Investment Property	6,389	6,781
Investment Property direct costs	(251)	(288)
Net Investment Property income	6,138	6,493

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.

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

	2015/16	2016/17
	£'000	£'000
Balance at start of year	74,599	87,584
Purchase of new property	5,773	6,772
Expenditure on existing property	145	426
Expenditure on property under construction	325	1,553
Reclassifications	0	1,228
Net changes in fair value of property	6,762	(501)
Disposals	(20)	0
Balance at end of year	87,584	97,062

Fair Value Hierarchy and Valuation Techniques

The Council's investment property portfolio has been assessed as Level 2 for valuation purposes (see Note 1.22 for an explanation of Fair Value levels).

The fair value of the Investment property portfolio has been measured using the investment method of valuation. Valuations have taken into account existing lease terms and rentals from the tenancy schedule, research into market evidence, market rentals and yields.

In estimating the fair value of the Council's investment properties, the highest and best use of the properties is deemed to be their current use.

Investment property under construction is measured at cost.

There has been no change in the valuation techniques used during the year for investment properties.

The fair value of the Council's investment property is measured annually at each reporting date. All valuations are carried out internally by the Council's RICS registered valuer, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

18. 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.

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

The following table summarises the movement in balances for intangible assets in the year.

	Software Licences £'000	Market Rights £'000	Total £'000
Cost or Valuation			
Cost / Fair Value b/f	773	57	830
Additions	0	0	0
Impairments in year	0	0	0
Cost / Valuation at 31st March 2017	773	57	830
Amortisation			
Amortisation of Historic Cost b/f	(578)	0	(578)
Charge for the year	(56)	0	(56)
Amortisation at 31st March 2017	(634)	0	(634)
Net Book Value as at 31st March 2017	139	57	196
Net Book Value as at 31st March 2016	195	57	252

Comparative information for 2015/16

	Software Licences £'000	Market Rights £'000	Total £'000
Cost or Valuation			
Cost / Fair Value b/f	773	57	830
Additions	0	0	0
Impairments in year	0	0	0
Cost / Valuation at 31st March 2016	773	57	830
Amortisation			
Amortisation of Historic Cost b/f	(522)	0	(522)
Charge for the year	(56)	0	(56)
Amortisation at 31st March 2016	(578)	0	(578)
Net Book Value as at 31st March 2016	195	57	252
Net Book Value as at 31st March 2015	251	57	308

19. 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
	2015/16 £'000	2015/16 £'000	2016/17 £'000	2016/17 £'000
Included in Community Assets	197	372	236	411
Not included in the Balance Sheet	0	190	0	190
Total	197	562	236	601

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.

20. Profit on Disposal of Assets

During the year, the Council made a net profit on the disposal of fixed assets of £878,000 (2015/16 £977,000). An analysis of this profit is shown in the following table.

	2015/16 £'000	2016/17 £'000
Right To Buy Contributions	987	921
Profit / (loss) on disposal of property, plant & equipment	10	(43)
Profit / (loss) on disposal of investment property	(20)	0
Total Profit on Disposal of Assets	977	878

21. Capital Expenditure and Financing

Total Capital Expenditure to be financed in 2016/17 amounted to £11.512M. This can be analysed as expenditure on new assets (£9.683M), revenue expenditure funded from capital under statute (£986,000) and expenditure classified as financial instruments (£843,000).

	2015/16 £'000	2016/17 £'000
Opening Capital Financing Requirement	(660)	(660)
Adjustment to correct 2015/16 closing CFR	0	(18)
Capital Expenditure		
Property, Plant & Equipment	3,087	4,644
Investment Property	6,243	8,751
Intangible Assets	0	0
Revenue Expenditure Funded from Capital Under Statute	1,534	986
Capital loan	325	843
Equity investment	125	0
Sources of Finance		
Capital Receipts	(7,104)	(8,416)
Government Grants and Other Contributions	(1,532)	(4,580)
Contributions from Revenue / Reserves	(2,678)	(2,228)
Closing Capital Finance Requirement	(660)	(678)

The Property, Plant & Equipment line and the Government Grants and Contributions line above for 2016/17 include the assumed cost and contribution of donated assets

valued at £3.712M (2015/16 £28,000) which the Council did not purchase but which was adopted during the year as part of a S106 agreement.

The Government Grants and Other Contributions line shown in the previous table represents the total 'Capital Grants and Contributions' figure per the Comprehensive Income & Expenditure Statement less the transfer to the capital grants unapplied reserve of £377,000.

Total capital expenditure has been analysed on a service basis in the following table:

	2016/17 Long-Term Assets	2016/17 Revenue Expenditure Funded From Capital	2016/17 Total
	£'000	£'000	£'000
Community & Leisure	4,106	199	4,305
Environmental	356	0	356
Estates & Economic Development	8,900	0	8,900
Housing & Env. Health	0	737	737
IT	33	0	33
Planning Policy & Transport	0	50	50
Total Expenditure	13,395	986	14,381

The table above excludes the capital expenditure on financial instruments which are included in note 31.

22. Cash and Cash Equivalents

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

	2015/16 £'000	2016/17 £'000
Cash held by the Council	6	6
Bank Current Accounts	6,690	2,233
Short-term deposits	12,999	6,715
Total Cash & Cash Equivalents	19,695	8,954

23. Analysis of Debtors

	2015/16 £'000	2016/17		Net £'000
		Debtor £'000	Bad Debt Allowance £'000	
Central Government Bodies	500	1,581	0	1,581
Sundry Debtors	5,754	7,794	(1,593)	6,201
Collection Fund	994	1,303	(592)	711
Housing	7	63	(56)	7
Car Leasing and Loans	80	89	(15)	74
Total Debtors	7,335	10,830	(2,256)	8,574

Included within car leasing and loans in the previous table are loans to employees for vehicle purchases. At 31st March 2017, £64,000 (2015/16 - £72,000) was outstanding.

24. Analysis of Creditors

	2015/16 £'000	2016/17 £'000
Sundry Creditors	4,813	7,994
Collection Fund	5,832	4,026
Central Government	1,717	1,157
Section 106 Balances	9,604	11,510
Compensated Absences Accrual	176	178
Total Creditors	22,142	24,865

The Collection Fund balances relate to Council Tax and Business Rates. There are two elements. The first is the Council's share of payments from taxpayers in respect of 2017/18 that have been received before the end of 2016/17. The second is the balance of the cash that is owed to the other preceptors on the Collection Fund in respect of the movements on the Collection Fund in the year. For more details on the Collection Fund, please see pages 65 to 68.

The Collection Fund balances are shown in the following table.

	2015/16 £'000	2016/17 £'000
Council's share of Council Tax receipts in advance	102	115
Other preceptors' share of Council Tax movement	1,589	1,461
Council's share of Business Rates' receipts in advance	565	264
Other preceptors' share of Business Rates movement	3,576	2,186
Total Collection Fund balances	5,832	4,026

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.

	2015/16 £'000	2016/17 £'000
Open Spaces / Recreation	5,164	6,203
Highways / Cycle Routes / Green Travel	742	1,469
Affordable Housing	332	455
Education & Skills' Development	275	320
Public Art	254	298
Community Facilities	2,587	2,515
Other	250	250
Total Section 106 balances	9,604	11,510

The major balances on the section 106 contributions relate to big housing developments at East Anton, Abbotswood, Picket Twenty and Picket Piece.

25. Provisions

The full balance of provisions shown on the Balance Sheet (2016/17 £1.725M; 2015/16 £901,000) 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 2017 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.

The following table details the movement in the provision.

	2015/16 £'000	2016/17 £'000
Balance at start of year	2,298	901
Amounts charged to the provision	(649)	(487)
Increase / (decrease) in provision	(748)	1,311
Balance at end of year	901	1,725

26. Trust Funds

The Council operates a number of trusts for civic purposes. The balances at the end of the year were £70,000 (2015/16 £59,000). The most significant balance is in respect of the Romsey Walk and Pleasure Ground - £56,000 (2015/16 - £53,000).

27. Notes to the Cash Flow Statement

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

Net Cash inflow from Operating Activities includes:	2015/16 £'000	2016/17 £'000
Interest received	557	564
Interest paid	(1)	(2)

Other Non-Cash items	2015/16 £'000	2016/17 £'000
Movement in Bad Debt Allowance	27	(200)
Movement in provision in respect of Business Rates appeals	(1,397)	824
Donated assets under s106 agreements	(28)	(3,712)
Other non-cash items	(49)	(35)
Other Non-Cash items	(1,447)	(3,123)

Other income / (payments) for financing activities	2015/16 £'000	2016/17 £'000
Movement in Council Tax debtors	(11)	(11)
Movement in amounts owed to Council Tax preceptors	282	(128)
Movement in Business Rates debtors	(148)	373
Movement in amounts owed to Business Rates preceptors	3,385	(1,389)
Other income / (payments) for financing activities	3,508	(1,155)

28. 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	2015/16 £'000	2016/17 £'000
General Fund Balance	2,000	2,000
Revenue & Earmarked Reserves	17,134	22,352
Capital Receipts Reserve	26,132	18,658
Capital Grants Unapplied Reserve	0	377
Total Usable Reserves	45,266	43,387

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 31/03/2015	Transfers In 2015/16	Transfers Out 2015/16	Balance as at 31/03/2016	Transfers In 2016/17	Transfers Out 2016/17	Balance as at 31/03/2017
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income Equalisation Reserve	355	0	0	355	0	(55)	300
Budget Equalisation Reserve	697	0	(15)	682	0	0	682
Investment Equalisation Reserve	492	0	0	492	0	(242)	250
Pension Equalisation Reserve	200	0	0	200	0	0	200
Collection Fund Equalisation Reserve	1,736	836	(2,572)	0	3,072	(661)	2,411
Capacity Building Reserve	117	43	0	160	150	(56)	254
Special Projects Reserve	113	178	(28)	263	55	(66)	252
New Homes' Bonus Reserve	4,227	3,579	(2,359)	5,447	4,798	(2,291)	7,954
Asset Management Plan	2,549	1,743	(1,856)	2,436	1,684	(1,516)	2,604
Budget Carry Forward Reserve	58	215	(58)	215	126	(215)	126
Local Authority Business Growth Incentive	75	0	(69)	6	0	0	6
Borough Election Reserve	85	0	(85)	0	35	0	35
All Risks Self-Insurance Reserve	152	0	0	152	0	0	152
Business Support (Floods)	147	0	0	147	0	0	147
Local Development Framework Reserve	214	0	(138)	76	32	(11)	97
Waste Performance & Efficiency Grant	94	0	(25)	69	0	(31)	38
Benefit Reform Reserve	160	0	0	160	0	0	160
Developer contribution for future years' maintenance costs	5,463	303	(316)	5,450	793	(367)	5,876
Enterprise and Innovation Reserve	538	0	(76)	462	0	(46)	416
Valley Housing Ltd Reserve	0	250	0	250	0	0	250
Other Earmarked Reserves	112	2	(2)	112	30	0	142
Total Earmarked Revenue Reserves	17,584	7,149	(7,599)	17,134	10,775	(5,557)	22,352

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 (2015/16 £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.

	2015/16		2016/17	
	£'000	£'000	£'000	£'000
Balance at start of year		32,272		26,132
Capital Receipts				
Sale of Assets	10		22	
Right to Buy Receipts	987		921	
		997		943
Capital Expenditure				
Purchase of Assets	(6,071)		(8,168)	
Revenue Expenditure funded from Capital Under Statute	(1,033)		(249)	
Repayment of finance lease creditor	(33)		0	
		(7,137)		(8,417)
Balance at end of year		26,132		18,658

Capital Grants Unapplied Reserve

The Capital Grants Unapplied Reserve holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require payment of the monies, but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied.

29. 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	2015/16 £'000	2016/17 £'000
Revaluation Reserve	17,454	16,287
Capital Adjustment Account	135,249	148,033
Deferred Credits	7	7
Collection Fund Adjustment Account	2,034	795
Accumulated Absences Account	(176)	(178)
Pension Fund Reserve	(47,790)	(55,900)
Total Unusable Reserves	106,778	109,044

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.

	2015/16		2016/17	
	£'000	£'000	£'000	£'000
Balance at start of year		17,431		17,454
Upward revaluations of assets in the year	311		421	
Depreciation of previous years' revaluation gains	(288)		(288)	
Reverse gains on reclassified assets	0		(1,300)	
		23		(1,167)
Balance at end of year		17,454		16,287

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.

	2015/16		2016/17	
	£'000	£'000	£'000	£'000
Balance at start of year		120,795		135,249
Transfer from Revaluation Reserve	288		1,588	
Revaluation gains / (losses) on Investment Property	6,762		(501)	
Assets purchased in the year	9,455		13,395	
Repayment of finance lease obligations	33		0	
Capital loan advanced in year	325		843	
Transfer from Capital Receipts Reserve	1,033		249	
		17,896		15,574
Disposal of assets	(20)		(65)	
Depreciation of non-current assets	(2,226)		(2,282)	
Amortisation of intangible assets	(56)		(56)	
Impairments	(107)		(138)	
Revenue expenditure funded from capital	(1,033)		(249)	
		(3,442)		(2,790)
Balance at end of year		135,249		148,033

Deferred Credits

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

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 65 to 68).

The surplus on the Council Tax part of the Collection Fund at 31st March 2017 was £2.175M, of which the Council's share is £246,000. The surplus in respect of business rates was £13,000 of which the Council's share was £5,000.

The Council is entitled to retain 100% of the business rates collected from Renewable Energy schemes within the Borough. However, any variance to the original budget cannot be treated as income until later years and is therefore transferred to the Collection Fund Adjustment Account. The amount retained at 31st March 2017 which cannot be taken until later years was £544,000.

	2015/16 £'000	2016/17 £'000
Share of Council Tax Surplus b/f	241	269
Movement in the year	28	(23)
Share of Council Tax Surplus c/f	269	246
Share of Business Rates' Surplus / (Deficit) b/f	(1,563)	1,742
Movement in the year	3,305	(1,737)
Share of Business Rates' Surplus c/f	1,742	5
Renewable Energy Business Rates retained b/f	0	23
Movement in year	23	521
Renewable Energy Business Rates retained c/f	23	544
Balance on Collection Fund Adjustment Account c/f	2,034	795

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 14.

30. Net Assets Employed

The net assets (total assets less liabilities) of the Council in total are £152.431M (2015/16 £152.044M). This represents the total equity of the Council.

The net assets figure is net of the deficit on the pension fund of £55.9M (2015/16 £47.79M) (see note 14 above). Without this provision the Council's net assets would be £208.331M (2015/16 £199.834M).

The effect of the pensions reserve is to reduce the Council's net worth by 26.83% (2015/16 – 23.91%).

31. 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 £474,000 (2015/16 £557,000). 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 £90,000.

The investment structure is based mainly on cash deposits and loans to other local authorities over varying terms of maturity. At the Balance Sheet date the Council had investments (fixed-term deposits and call accounts) of £61.03M (2015/16 £56.506M), plus accrued interest of £121,000 (2015/16 £193,000).

Financial Instrument Balances

The following categories of financial instrument are carried in the Balance Sheet.

	31st March 2016		31st March 2017	
	Current £'000	Long-Term £'000	Current £'000	Long-Term £'000
<u>Investments</u>				
Cash & Cash Equivalents	19,695	0	8,954	0
Loans and Receivables	38,638	5,062	37,349	17,086
Unquoted equity investment at cost	0	125	0	125
<u>Debtors</u>				
Sundry Debtors	7,139	256	7,394	266
Housing	63	0	63	0
Car Leasing and Loans	95	0	89	0
<u>Creditors</u>				
Sundry Creditors	(3,342)	0	(6,039)	0

Unquoted Equity Instruments Measured at Cost (where fair value cannot be reliably measured)

The Council has a shareholding in HCB Holding Ltd. The 125 A Class Common Shares are carried at a cost of £1,000 per share (being the par value of £1 plus a premium of £999 per share) and have not been valued as a fair value cannot be measured reliably. The company was formed in July 2014 and has no established trading history. There are also no established companies with similar aims in the Council's area whose shares are traded and which might provide comparable market data. The Council has no intention to dispose of the shareholding.

Fair Value of Financial Instruments that are not Measured at Fair Value

The Council's financial assets are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans receivable prevailing benchmark market rates have been used to provide the fair value
- No early repayment or impairment is recognised
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable, the fair value is taken to be the carrying amount or billed amount

The fair values are calculated as follows:

	31st March 2016		31st March 2017	
	Carrying Value £'000	Fair Value £'000	Carrying Value £'000	Fair Value £'000
Cash	6	6	6	6
Cash Equivalents	19,689	19,689	8,948	8,948
Deposits with banks and building societies	31,596	31,608	33,839	33,839
Short term Loans and Receivables	7,042	7,044	3,510	3,512
Long term Loans and Receivables	5,062	5,170	17,086	17,166
Total	63,395	63,517	63,389	63,471

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 2017) 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 valuation basis adopted uses Level 2 Inputs – i.e. inputs other than quoted process that are observable for the financial asset.

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

	2015/16 £'000	2016/17 £'000
Investments Brought forward	46,902	43,825
Short term Investments returned in the year	(55,300)	(51,000)
Short Term Investments purchased in the year	47,023	49,801
Long Term Investments purchased in the year	5,125	12,000
Accrued interest at start of year	(100)	(175)
Accrued interest at end of year	175	109
Investments Carried Forward	43,825	54,560

32. 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 is exposed to a small risk in terms of its exposure to interest rate movements on its deposits with banks and building societies. An interest rate rise / fall would result in the interest credited to the Surplus or Deficit on Provision of Services increasing / decreasing.

The Council does not hold any available for sale assets (e.g. equity shares) and is therefore not prone to any gains or losses arising from movements in 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 2016). The Council also had a policy throughout the year of limiting deposits with institutions to a maximum of £15M.

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 2017	Historical Experience of Default	Historical Experience Adjusted for Market Conditions	Estimated Maximum Exposure to Default
	£'000	%	%	£'000
Deposits with Banks and Building Societies	42,787	0.00	0.00	0
Other Loans and Receivables	20,596	0.00	0.00	0
Debtors				
Long Term Debtors	266	0.00	0.00	0
Sundry Debtors	7,394	21.54	21.54	1,593
Housing Debtors	63	88.89	88.89	56
Other Debtors	89	16.85	16.85	15
Total	71,195			1,664

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 2016 £'000	31st March 2017 £'000
Less than three months	1,243	796
Three months to one year	159	249
More than one year	213	128
Total	1,615	1,173

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.

33. 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 9.

Members of the Council have direct control over the Council's financial and operating policies. The amount paid to Councillors is disclosed in note 12. 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 2016/17 £285,900 (2015/16 £380,000) in grants was paid to voluntary organisations in which ten 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.

34. Group Accounts

On 30th April 2016, Valley Housing Limited, a Housing Development and Management Company which is a wholly owned subsidiary of Test Valley Borough Council was incorporated.

Group accounts have not been prepared for the year ended 31st March 2017 as the value of transactions between Test Valley Borough Council and Valley Housing Limited is not considered to be material.

35. 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 2016/17 the income generated from this source was £921,000 (2015/16 £987,000). The generation of this income is outside of the Council's control and is not quantifiable for future years.

36. Contingent Liabilities

Large Scale Voluntary Transfer (LSVT)

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.

On 16th March 2016, the Scheme Administrator estimated that a further levy of 10% of the maximum liability (£30,400) would be applicable to the Council. This is shown in non-distributed costs in the Comprehensive Income and Expenditure Statement for the year ended 31st March 2016. No indications have been given as to whether future levies will be necessary. The Council's maximum remaining liability is £228,000.

37. Events After the Balance Sheet Date

On 1st April 2017, Places for People Leisure Management Ltd was appointed as the new leisure contract provider for Test Valley Borough Council.

As part of the terms of the new 30 year contract, significant investment is planned to improve the borough's leisure facilities. This investment will help to provide a brand new Andover Leisure Centre, on the current site, and a number of improvements to the other leisure centres including the Romsey Rapids, Romsey Sports Centre, Knightwood Leisure Centre and Charlton Lakeside Pavilion. The total portfolio investment is in order of £17.9M, of which over £16m is at Andover Leisure Centre.

38. Date Accounts Authorised for Issue

The pre-audited Statement of Accounts was authorised for issue by the Head of Finance on 29th June 2017.

The audited Statement of Accounts was approved by the General Purposes Committee on 27th September 2017.

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				
	2015/16		2016/17	
	£'000	£'000	£'000	£'000
<u>COUNCIL TAX</u>				
Opening Balance		2,147		2,381
<u>Income</u> Council Tax		65,426		69,386
<u>Expenditure</u>				
Hampshire County Council	47,039		50,121	
Hampshire Fire Authority	2,782		2,907	
Hampshire Police and Crime Commissioner	7,130		7,452	
Test Valley Borough Council	6,024		6,403	
Parishes	1,160		1,344	
Payments to preceptors in respect of previous surpluses	937		1,210	
Increase in Bad Debt Allowance	120		155	
Total Expenditure		65,192		69,592
Council Tax Surplus / (Deficit) For The Year		234		(206)
Closing Balance		2,381		2,175
<u>BUSINESS RATES</u>				
Opening Balance		(3,907)		4,354
<u>Income</u> Business Ratepayers		49,001		51,979
<u>Expenditure</u>				
Central Government	23,827		24,708	
Hampshire County Council	4,289		4,447	
Hampshire Fire Authority	477		494	
Test Valley Borough Council	19,061		19,766	
Payments to / (from) preceptors in respect of forecast surplus / (deficit)	(3,836)		3,100	
Increase/(reduction) in provision for backdated appeals	(3,492)		2,059	
Transitional Protection Payments due to / (from) Central Govt	(234)		474	
Increase in Bad Debt Allowance	436		515	
Cost of Collection Allowance	189		189	
Amount retained in respect of renewable energy schemes	23		568	
Total Expenditure		40,740		56,320
Business Rates' Surplus / (Deficit) For The Year		8,261		(4,341)
Closing Balance		4,354		13
COLLECTION FUND SUMMARY				
Surplus / (Deficit) for the year		8,495		(4,547)
Balance at the start of the year		(1,760)		6,735
Surplus/ (Deficit) at the end of year		6,735		2,188

NOTES TO THE COLLECTION FUND

Business Rates

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 49.7p in 2016/17.

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 2017 was £121,675,669.

The Collection Fund balance on the 31st March 2017 in respect of Non Domestic Rates (NDR) was a surplus of £13,000 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.

This surplus will be shared amongst the major preceptors on a fixed apportionment basis (Central government 50%, Test Valley Borough Council 40%, Hampshire County Council 9% and Hampshire Fire and Rescue Authority 1%) in 2017/18 and 2018/19.

The payments to the major preceptors in 2016/17 are shown in the following table.

Non Domestic Rates Collection Fund				
2015/16	2016/17			
Total	Major Preceptors	Precept	Share of 2015/16 Forecast Surplus	Total
£'000		£'000	£'000	£'000
21,909	Central Government	24,708	1,550	26,258
3,943	Hampshire County Council	4,447	279	4,726
439	Hampshire Fire Authority	494	31	525
17,527	Test Valley Borough Council	19,766	1,240	21,006
43,818	Total	49,415	3,100	52,515

Council Tax

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 46,439 for 2016/17.

The Collection Fund balance on the 31st March 2017 in respect of Council Tax was a surplus of £2.175M 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.

This surplus will be shared amongst the major preceptors in proportion to their respective precepts (Test Valley's share is 11.22%) and will be included in the Council Tax calculations for 2017/18 and 2018/19.

The payments to the major preceptors in 2016/17 are shown in the following table.

Council Tax Collection Fund				
2015/16	2016/17			
Total	Major Preceptors	Precept	Share of 2015/16 Surplus	Total
£'000		£'000	£'000	£'000
47,728	Hampshire County Council	50,121	887	51,008
2,823	Hampshire Fire Authority	2,907	52	2,959
7,232	Hampshire Police & Crime Commissioner	7,452	135	7,587
6,129	Test Valley Borough Council	6,403	136	6,539
63,912	Total	66,883	1,210	68,093

COUNCIL TAX BASE - ANALYSIS OF PROPERTIES

BAND	A*	A	B	C	D	E	F	G	H	TOTAL
Full Charge	0	1,071	4,597	9,082	7,122	6,413	3,916	3,017	431	35,649
10% Discount	0	0	0	0	0	0	0	0	0	0
25% Discount	0	1,400	4,001	4,173	2,452	1,496	684	490	44	14,740
50% Discount	1	55	7	10	9	11	16	19	3	131
100% Exempt	0	152	156	585	300	125	92	71	6	1,487
50% Premium	0	11	10	10	6	8	3	2	1	51
Net Adjustment for Properties Charged at a Lower Band	2	21	54	(11)	(8)	(29)	12	(27)	(14)	0
Total Number of Properties	3	2,710	8,825	13,849	9,881	8,024	4,723	3,572	471	52,058
Chargeable Number of Properties	2	2,592	8,770	13,305	9,613	7,890	4,656	3,487	452	50,767
Equivalent Number of Properties after discounts, exemptions, premiums and disabled relief	2	2,207	7,724	12,210	8,957	7,492	4,465	3,343	439	46,839
Ratio to Band D	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	2	
Band D Equivalents	1	1,471	6,008	10,853	8,957	9,157	6,449	5,572	878	49,346
Provision for Council Tax Support										(3,264)
Provision for Bad Debts										(402)
Crown Contributions										759
Total Band D Equivalents										46,439

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: <ul style="list-style-type: none"> - 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.
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 rental 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 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).
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.
Surplus assets	These are assets that are not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or assets held for sale.
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.

Test Valley Borough Council

Annual Governance Statement 2016/17

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 6 of the Accounts and Audit (England) Regulations 2015, 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 2017 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.

- 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 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 published a [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 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 undertaking panel reviews. 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 and the Budget 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.
- 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 General Purposes Employment Appeals and 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 2016. 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. Ongoing training is provided for both Members and officers. Equality impact assessments are an important and integral part of the Council's decision-making process. The Council is currently reviewing its corporate equalities objectives, alongside its duties under the new gender pay gap publication requirements. In the meantime, the Council continues to deliver training on the Equality Act 2010 to new members of staff and to Members. The Council published information that demonstrates compliance with the Equality Duty as defined by the Equality Act 2010 on its website in January 2016. (<http://www.testvalley.gov.uk/assets/attach/1488/Equality-information-2016.pdf>).
- 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. The Care Act 2014 came into force in April 2015. This now places adult safeguarding on a statutory footing and requires district councils to pay due regard to our vulnerable adults in accordance with this legislation. The Council has adopted a Safeguarding Children, Young People and Vulnerable Adults policy and procedure to ensure compliance with these duties. This was last reviewed in February 2016 and approved by OSCOM on 10th May 2016. On a regular basis the Hampshire Safeguarding Children Board requires all statutory partners to complete a Section 11 audit as a self-assessment tool to assess their position in respect of its safeguarding duties. The last audit in 2016 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. The overall approach to supporting members in their role has formed part of a wider piece of work which is exploring the role of the councillor. Since 2011, the Leader of the Council has brought together a cross-party group including officers from a range of services to undertake a programme of

work which has redefined the role of the councillor as a community councillor. It is about councillors acting as a catalyst for change to encourage communities to reach their full potential. This has enabled the Council to work more locally than ever before, and it has unlocked more resources and built capacity within communities. It has brought together the needs and expectations of our communities in order to make balanced decisions, and has ensured a culture of democratic accountability is embraced throughout the Council. The Council has invested in the development of councillors through a tailored induction programme which gets them to explore the role of a community councillor and equips them with the skills and support they need from services across the Council. This work has recently been shared with the Councillor Commission. 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

- 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 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 nearing completion, which sets out the Council's approach to communicating with its residents, businesses and other key stakeholders.
- 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 General Purposes Employment Appeals and 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 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 General Purposes Employment Appeals and 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 2016/17, 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 Audit Letter](#) to Members, the latest available covering the financial year 2015/16. 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.

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

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
Current delegated authority for the Street and Property Naming function does not reflect the Service responsible for the activity.	Review the appropriate Service to carry out the Street and Property Naming Function.	30/09/17	A Ferrier
There is no formal methodology defining the links between Project, Corporate and Service risk registers.	Review the links between Project, Corporate and Service risk registers to ensure all risks are appropriately captured.	31/12/17	W Fullbrook
Document Retention Policy to be reviewed to ensure compliance with proposed new General Data Protection regulation (GDPR)	Document Retention policy and schedules to be reviewed and updated.	31/03/18	C Moore
Service charges incurred by the IT Shared Service partners may not be proportionate to their use when taking into account the arrangements as a whole.	Review the methodology and rationale for the apportionment of costs for the IT Service desk.	31/12/17	C Moore