

AGENDA

Audit and Governance Committee

Date: **Thursday 29 September 2011**

Time: **2.00 pm**

Place: **The Council Chamber, Brockington, 35 Hafod Road,
Hereford, HR1 1SH**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

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Agenda for the Meeting of the Audit and Governance Committee

Membership

Chairman

Councillor J Stone

Vice-Chairman

Councillor JW Millar

Councillor CNH Attwood

Councillor EMK Chave

Councillor KS Guthrie

Councillor Brig P Jones CBE

Councillor PJ McCaull

GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

AGENDA

	Pages
1. APOLOGIES FOR ABSENCE To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY) To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.	
4. MINUTES To approve and sign the Minutes of the meeting held on 23rd August, 2011.	1 - 6
5. ANNUAL GOVERNANCE REPORT 2010/11 To consider the External Auditor's Annual Governance Report.	7 - 30
6. STATEMENT OF ACCOUNTS 2010/11 To consider the 2010/11 Statement of Accounts.	31 - 140
7. INTERNAL AUDIT PROGRESS 2011/12 To update Members on the progress of internal audit work.	141 - 148
8. DATE OF NEXT MEETING To note that the next scheduled meeting of the Committee is Friday 11th November, 2011 at 10:00 am	

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- Inspect agenda and public reports at least three clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. A list of the background papers to a report is given at the end of each report. A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge.
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

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- The nearest bus-stop to Brockington is located in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Audit and Governance Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford, HR1 1SH on Tuesday 23 August 2011 at 10.00 am

Present: Councillor J Stone (Chairman)

Councillors: CNH Attwood, KS Guthrie, Brig P Jones CBE, JLV Kenyon, PJ McCaull and JW Millar

In attendance: Councillors

60. CHAIRMAN'S INTRODUCTION

The Chairman thanked Members and Officers for the good wishes and cards they had sent during this recent illness.

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor EMK Chave and Dr P Ashurst.

62. NAMED SUBSTITUTES (IF ANY)

Councillor JLV Kenyon was appointed named substitute for Councillor EMK Chave.

63. DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

64. MINUTES

RESOLVED: That the Minutes of the meeting held on 23rd June, 2011 be approved as a correct record and signed by the Chairman, subject to the inclusion of a declaration of interest by Councillor Chave in respect of Item 7 – Statement of Accounts, 2.8 Pensions (LGPS) - minute No. 59.

65. APPOINTMENT OF VICE-CHAIRMAN

Councillors CNH Attwood and JW Millar were proposed for the position of Vice Chairman. There was not a seconder for Councillor Attwood.

RESOLVED THAT

Councillor JW Millar appointed Vice Chairman for the ensuing Municipal Year

66. TERMS OF REFERENCE

A report was presented by the Interim Head of Audit about the terms of reference of the Audit and Governance Committee. He drew attention to the fact that although it embraced the term governance, the Committee's role was fairly narrow in that its main function was to review the Annual Governance Statement, review various policies and procedures such as

the whistleblowing policy, and to contribute to the Council's review of the Constitution as requested.

The Committee discussed the various elements of its terms of reference and noted the main aspects of the report.

RESOLVED THAT

The report of the Head of Audit be received and noted

67. WORK PROGRAMME 2011/12

The Head of Audit presented a report about a suggested draft work programme for the Committee during 2011/2012. The Committee discussed the various elements which were contained in the programme and the Head of Audit advised on how these could be dealt with. The Committee noted that prior to its next meeting on 29th September a briefing would be arranged for Members to receive information about the reports that would be submitted to it for consideration about the Council's accounts.

The Head of Audit explained that he had carefully studied the Committees Terms of Reference and had prepared the draft programme to ensure that all the areas of responsibility of the Committee would be covered during the forthcoming year. A further training session would be arranged for the Committee in November and the Committee felt that it would be advantageous if this could be opened up to all Members of the Council. The Head of Audit asked Members to let him know if they had any matters they would like to see covered by the November training session.

RESOLVED THAT

- (i) the work programme set out in the report of the Head of Audit be approved as a basis for future agenda items;**
- (ii) a short briefing be arranged for the Committee prior to the next meeting in September in respect of the final accounts; and**
- (iii) the next Audit and Governance training session to be held in November be opened up to all Members of the Council**

68. ANNUAL INTERNAL AUDIT PLAN - 2011/12

A report was presented by the Head of Audit which sought the approval of the Committee to the Annual Internal Audit Plan for 2011/12. Preparation and adoption of the Annual Internal Audit Plan followed guidance contained within the CIPFA Code of Practice of Internal Audit in Local Government (2006). One of the roles of the Head of Audit was to give an opinion about the systems and controls in place and the Plan was an integral part of the process. The Committee was required under its terms of reference to review and approve the Plan and the Head of Audit explained the main elements of it, together with the role and objectives of internal audit, which included:-

- contributing to the improvement of the internal control environment;
- identifying opportunities for performance improvement;
- evaluating those systems which were over controlled or inefficient; and
- identifying cost saving opportunities.

The Head of Audit asked the Committee for their views on the areas which were proposed to be focused upon within the context of the Plan. Members enquired about potential for efficiencies in the Amey Wye Valley contract in view of the fact that the Company provided a County-wide service for the Council and had an impact on all Wards. The Head of Audit said that he would shortly be meeting with the Director for Places and Communities to identify the area for inclusion in the Annual Plan. Other potential areas for inclusion on the Plan were discussed. A question was asked about the areas to be addressed, such as value for money, and The Chief Officer Finance and Commercial drew attention to the areas being studied by the Scrutiny Task & Finnish Groups, some of which would complement the work of the Audit and Governance Committee.

A question was asked about Member involvement in staff appointments. The Assistant Director Law, Governance & Resilience said that the Chief Executive and Director posts were the subject of Member involvement but that the appointment of all other posts fell within the remit of the appropriate officers. The procedure followed during audits was referred to, and in particular, whether there was a rotation of the officers undertaking them. The Head of Audit said that there was considerable merit in continuity during audits which had to be balanced against the introduction of 'a fresh pair of eyes'.

A question was also asked about whether officers travel and subsistence claims would be looked at and the Head of Audit agreed to consider including this in the audit programme.

The Committee was generally in favour of the approach set out in the Plan and noted that the Head of Audit would discuss the various points raised at his forthcoming meeting with the Director for Places and Communities.

RESOLVED THAT

subject to any issues arising from the comments made by the Committee, the Annual Internal Audit Plan - 2011/12 be approved.

69. ANNUAL GOVERNANCE STATEMENT

The Chief Officer Finance and Commercial presented a report about the Annual Governance Statement for 2010/11. The Statement was one of the two key documents for the Committee and was prepared in accordance with the requirements of the Accounts and Audit Regulations 2003. The main areas covered included on-going improvements to the Council's governance and control processes such as risk management; key systems; and the controls which were introduced to cover the new arrangements with the recently established Shared Services Partnership.

The Council was required to conduct a review of the effectiveness of the governance framework and the system of internal control at least annually. This was dealt with through the Statement which was submitted for review and approval by the Committee. It would then be included within the Council's Statement of Accounts. The Statement also provided information about how the Council's governance framework and system of internal controls could be reviewed and continuously improved.

Concerns were expressed about the adverse impact that financial cuts would have on the Council's services, such as education where the improvements achieved since last year's OFSTED report could be undermined. The Chief Officer Finance and Commercial said that areas such as this would need to be carefully monitored with resilient procedures put in place, in view of the significant cuts being faced by the Council. The Chairman said that he would like to see the rating for Children's Services to become better than 'adequate'. Councillor Miller mentioned that one of the Scrutiny Task and Finish Groups would be looking specifically at this area.

Governance within parish and town councils was referred to and the impact arising from those which had decided to leave the Herefordshire association of Local Councils (HALC). The Assistant Director Law, Governance & Resilience said that HALC provided an important service to all local councils and also offered advice about governance issues to those who were not members of it. The large number of local councils in the County made it unviable and impractical for the Council to become involved with them individually.

A question was asked about the PACT meetings. The Chief Officer Finance and Commercial said that the success of the meetings had been somewhat variable but that the Council was embarking on a process of establishing the 'nine localities' approach. Work had been carried out over the past year with the Council's partners to develop an improved approach to meeting the needs of local communities. The aim was to gain a better understanding of communities and to encourage service providers to work better together to develop localised service delivery, community leadership and community engagement leading to empowerment. Each of the nine localities had been allocated a senior manager as lead officer and during forthcoming months the new arrangements would be developed with Local Ward Members.

Having carefully considered all aspects of the Statement, the Committee agreed with the proposals put forward by the Chief Officer Finance and Commercial.

RESOLVED THAT

the draft Annual Governance Statement 2010/11 set out in the report of the Chief Officer Finance and Commercial be approved for inclusion in the Statement of Accounts for 2010/11.

70. MONITORING OFFICER REPORT 2010-11

A report was presented by the Assistant Director Law, Governance & Resilience about the matters within the responsibility of the Monitoring Officer and the Council's performance for 2010-11 regarding complaints to the Ombudsman and the standards framework.

The Monitoring Officer's activities in the period from June 2010 to date had focused on:

- a Constitutional review programme – now in Phase 3;
- holding all-Council and all-parish elections in May 2011 and delivering a new member training programme;
- ensuring that Law Governance and Resilience support good governance and high standards of conduct and probity as well as fulfilling the day to day functions;
- supporting the Shared Services project with emphasis on governance and developing the organisational model and heads of terms;
- dealing with all Monitoring Officer activities with emphasis on the Standards framework;
- dealing with Ombudsman complaints until October 2010 and ensuring the orderly transition of cases to the Customer Insight Team

The Assistant Director Law, Governance & Resilience was pleased to report that it had not been necessary to make a formal statutory report to Council on any actual or intended unlawful activities since September 2010 and that only one investigation had been undertaken during that period. The Council had a good record in respect of the number of complaints dealt with by the Local Government Ombudsman.

He provided the Committee with details about the complaints which had been referred to the Standards Committee which had placed a considerable burden on the resources of the Council. Legislation was being developed to remove the current Standards regime and the outcome of this process and finalisation of any alternative arrangements to be introduced was awaited. In the meantime the current arrangements remained in place and the Standards Committee had been tasked with identifying the arrangements which could be introduced locally to deal with ethical matters. If the new legislation was introduced without amendment, there would be no provision for the Council to deal with complaints about parish and town councillors.

Members asked questions about the type of ethical framework that was likely to replace the existing one and how Members would be affected. Issues about expenses were raised and the Chief Officer Finance and Commercial said that it was not practical to look at individual claims, except for the occasional spot check, but more appropriate to look at the processes, checks and balances involved. The Head of Audit said that he would consider the most appropriate way of addressing this. The terms and conditions of senior officers were also referred to, the Chief Officer Finance and Commercial said that this matter was more within the remit of Scrutiny. Also, the terms and conditions offered for individual posts had to relate to the responsibility of the job and attracting the right person to it.

Having considered the various issues raised in his report, the Committee decided that it should be received and noted.

**RESOLVED THAT
the report be received and noted.**

71. DATE OF NEXT MEETING

It was noted that the date of the next meeting had moved from 16th September to 29th September.

The meeting ended at 12:50

CHAIRMAN



MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	29 SEPTEMBER 2011
TITLE OF REPORT:	ANNUAL GOVERNANCE REPORT 2010/11
PORTFOLIO AREA:	CORPORATE SERVICES AND EDUCATION

Wards Affected

None

Purpose

To introduce the external auditor's Annual Governance Report for 2011 which sets out:

- a. Their opinion on the financial statements for 2010/11
- b. Their opinion on the council's arrangements for securing value for money.
- c. Their recommendations for further improvements in the council's governance arrangements arising from their audit work.

Key Decision

This is not a Key Decision.

Recommendations

THAT:

- (a) **The Audit & Governance Committee discusses the content of the Annual Governance Report (AGR) for 2010/11 attached to this report with the external auditor.**
- (b) **The Audit & Governance Committee approves the Draft Letter of Representation (Appendix 2 of the AGR 2010 attached to this report refers) for signature by the Chair of the Committee and the Chief Officer.**

Alternative Options

- 1 This is an information report and therefore no alternative options are outlined.

Reasons for Recommendations

- 2 The statutory Code of Audit Practice in Local Government Bodies requires the external auditor to make a report to those charged with governance that summarises the

conclusions they have drawn from their audit work and their opinion on the financial statements and value for money. The Council's Constitution sets out the Audit & Governance Committee's responsibilities for matters of governance.

Key Considerations

3. The Audit Commission anticipates issuing an unqualified opinion on both the statement of accounts for 2010/11 and the council's arrangements for securing value for money by the statutory deadline of 30 September 2011.
4. The Audit Commission has not identified any material or significant issues to bring to the Committee's attention this year.
5. There are no important weaknesses in internal control
6. Proper arrangements are in place to secure value for money
7. In 2010/11 the Council was required for the first time, to prepare financial statements under International Financial Reporting Standards (IFRS). In general this project was very well managed.
8. An unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources

Financial Implications

- 8 None arising directly from this report.

Legal Implications

- 9 This report has no legal implications.

Risk Management

- 10 The Audit & Governance Committee is charged with responsibility for corporate governance and will monitor progress made by management in addressing the issues identified in the external auditor's Annual Governance Letter for 2010/11. The will report progress in the internal audit assurance report presented at each of the Committee's meetings.

Consultees

- 11 None.

Appendices

- 12 Annual Governance Report 2010/11 (attached as an appendix to this report).

Annual governance report

Herefordshire Council

Audit 2010/11

The Audit Commission is a public corporation set up in 1983 to protect the public purse.

The Commission appoints auditors to councils, NHS bodies (excluding NHS Foundation trusts), police authorities and other local public services in England, and oversees their work. The auditors we appoint are either Audit Commission employees (our in-house Audit Practice) or one of the private audit firms. Our Audit Practice also audits NHS foundation trusts under separate arrangements.

We also help public bodies manage the financial challenges they face by providing authoritative, unbiased, evidence-based analysis and advice.

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Ladies and Gentlemen

2010/11 Annual Governance Report

I am pleased to present the results of my audit work for 2010/11.

I discussed and agreed a draft of my report with the Chief Officer (Finance and Commercial Services) in September 2011 and updated it as issues were resolved.

My report sets out the key issues that you should consider before I complete the audit.

It asks you to:

- consider the matters raised in the report before approving the financial statements;
- approve the letter of representation on behalf of the Council before I issue my opinion and conclusion;
- agree your response to the proposed action plan; and
- agree to adjust the error in the financial statements I have identified, which management has declined to amend or set out the reasons for not amending the error.

Yours faithfully

Elizabeth Cave
District Auditor

September 2011

Key messages

This report summarises the findings from the 2010/11 audit which is substantially complete. It includes the messages arising from my audit of your financial statements and the results of the work I have undertaken to assess your arrangements to secure value for money in your use of resources.

Table 1: **Key messages – financial statements**

Financial statements	Results
Unqualified audit opinion	Yes
No important weaknesses in internal control	Yes

Table 2: **Key messages – value for money**

Value for money	
Proper arrangements to secure value for money	Yes

Audit opinion

1 Before I give my opinion on the financial statements, there are a few actions which must be completed. In particular, I will need to obtain a signed letter of representation from the Council relating to areas where I am reliant on management opinion for the accounting treatment for certain items in the accounts. Subject to these items, I expect to issue an unqualified opinion on the financial statements.

Financial statements

2 2010/11 was the first year the Council was required to prepare financial statements under International Financial Reporting Standards (IFRS). In general this project was very well managed.

3 As a consequence of the audit, management have made a number of changes to the accounts initially authorised for issue.

4 I am very grateful for the very good co-operation I received from your staff.

Value for money

5 I assess your arrangements to secure economy, efficiency and effectiveness in your use of resources against criteria specified by the Audit Commission. I intend to issue an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources.

Independence

6 I can confirm that I have complied with the Audit Practice Board's ethical standards for auditors, including ES 1 (revised) – Integrity, Objectivity and Independence. The Audit Practice has a process for identifying any relationships which could result in a threat to independence, objectivity and integrity. There are no such relationships to report to you.

7 The Audit Commission's Audit Practice has not undertaken any non-audit work for the Council during 2010/11.

Next steps

This report identifies the key messages that you should consider before I issue my financial statements opinion, value for money conclusion, and audit closure certificate. It includes only matters of governance interest that have come to my attention in performing my audit. My audit is not designed to identify all matters that might be relevant to you.

8 I ask the Audit and Governance Committee to:

- consider the matters raised in this report before approving the financial statements
- approve the letter of representation on behalf of the Council before I issue my opinion and conclusion;
- agree your response to the proposed action plan; and
- agree to adjust the error in the financial statements I have identified, which management has declined to amend or set out the reasons for not amending the error.

Financial statements

The Council's financial statements and annual governance statement are important means by which the Council accounts for its stewardship of public funds. As Council members you have final responsibility for these statements. It is important that you consider my findings before you adopt the financial statements and the annual governance statement.

Opinion on the financial statements

9 Subject to satisfactory clearance of outstanding matters, I plan to issue an audit report including an unqualified opinion on the financial statements. Appendix 1 contains a copy of my draft audit report.

Key areas of judgement and audit risk

10 In planning my audit I identified specific risks and areas of judgement that I have considered as part of my audit.

Table 3: **Key areas of judgement and audit risk**

Issue or risk	Finding
Preparation of 2010/11 financial statements under International Financial Reporting Standards (IFRS) required the restatement of 2009/10 opening and closing balances. This involved a mixture of full and partial retrospective recognition of the new standards	I maintained a watching brief and liaised closely with officers throughout the period of the Council's IFRS plan. I audited the re-stated balances as soon as they became available. The restated figures are materially correct.
I expected there to be risks in restating the accounts to comply with IFRIC4 (contracts that contain a lease) and in particular issues to consider for the Maylord Shopping Centre lease and leaseback and FOCSA refuse collection contract.	I performed audit procedures to ensure that all material Council contracts have been evaluated for embedded leases as defined by IFRIC4. I concluded that the Council review was materially complete. I substantively tested new leases to ensure compliance with IAS17 and found the accounting treatment to be materially correct.

Issue or risk	Finding
On 1 April 2010 the Council implemented the ACADEMY cash receipting and allocation system	I documented and evaluated the new system, identified key IT and management controls and obtained assurance from relevant internal audit testing. Controls were operating satisfactorily.
Clarified auditing standards applicable from 2010/11 required auditors to obtain more assurance of the operation of the IT control environment. Our technical specialist IT auditor identified that the Council's firewall baseline settings had not been documented and that firewall settings change control procedures are informal.	Internal Audit agreed to follow up on this issue and to follow up on the cash and payroll system access control weaknesses also identified. These were documentation weaknesses and I concluded the IT control environment was low risk in relation to my audit opinion. No further procedures were necessary.

Errors in the financial statements

11 I am required to report all 'non trivial' errors and uncertainties that have been identified by my audit which have not been amended before I issue my Opinion. Trivial items for this audit are defined as those below £40,000. During the audit, management agreed to make a number of adjustments to the accounts. I have not reported these in detail as they have been corrected in the revised financial statements being presented for approval.

12 . There was not a common pattern to these errors to report to you. There were a few errors relating to the implementation of International Accounting Standards but in general the implementation of this significant change was very well managed. Some errors related to the complexity of the existing fixed asset register and management are confident that the implementation of the new asset register will reduce the scope for error significantly. The overall net impact of the corrections made was to decrease total comprehensive income and expenditure by around £73,000 and reduce net assets by £592,000 and reserves by £322,000. There was no impact on the General Fund balance. The impact of the corrections made to the restated 2009/10 comparatives was to reduce both total comprehensive income and expenditure and net assets by £415,000.

13 There was only one error which management declined to amend. The Comprehensive Income and Expenditure Statement reports £3.784m of expenditure and £2.371m of income for 'other services'. My testing indicated that the majority of these balances are overheads of the Deputy Chief Executives Directorate which, due to pressures of time, were not recharged to 'BVACOP' headings eg Adult Social Care and Children and Educational Services. I am satisfied that this does not materially misstate the position.

Recommendation

R1 The Committee should consider agreeing to adjust the error in the financial statements I have identified that management has declined to amend or set out the reasons for not amending the error.

Important weaknesses in internal control

14 There are no material weaknesses in internal control but there is one issue that I would like to draw to your attention.

15 During 2010/11 the reconciliation between the ledger and payments made to care homes through the ISIS systems had not been carried out. When drawn to their attention at year-end, management carried out this reconciliation which demonstrated that the net payments initiated in the ISIS system agree to the income and expenditure recorded in the accounts. In future this reconciliation should be carried out at regular intervals during the year.

16 This is the only weakness that I identified during the audit that is relevant to preparing the financial statements. I am not expressing an opinion on the overall effectiveness of internal control.

Recommendation

R2 Carry out regular reconciliations between the ISIS system and the general ledger.

Quality of your financial statements

17 I consider aspects of your accounting practices, accounting policies, accounting estimates and financial statement disclosures.

18 Table 4 overleaf contains the issues I want to raise with you.

Table 4: Accounting practices, policies and estimates and financial statement disclosures

Issue	Finding
Pension Fund Liability	<p>The actuary's estimate of the Pension Fund Liability in the Council's Comprehensive Income and Expenditure Statement and balance sheet did not recognise approximately £276,000 of early retirement costs which are associated with (and additional to) the liability for £774,000 of redundancy costs which have been accrued in the accounts. The Authority should ensure that if any significant early retirement costs arise in future years, the actuary is asked to value those liabilities in the year that they arise so that they may be reflected in the accounts in that year. However I am satisfied that the actuary's estimate of pension costs arising in 2010/11 is not materially misstated, and the liability will be recognised in the year after the next triennial valuation by the actuary to the Worcestershire Local Government Pension Fund.</p>
General Fund bad debt provision	<p>General Fund (trade and other) debtors outstanding at 31 March 2011 were £23.6m. In 2009/10 I recommended that the Council set up a bad debt provision for certain General Fund debtors outstanding at year-end. I was pleased to see that the Council has done this. However unlike the provisions the Council created for other debts such as Council Tax, NNDR and housing benefits, there is currently no established basis for this provision. Typically this involves setting aside a proportion of debt arrears as irrecoverable depending on its age and is likely to increase the provision for older debts. I am satisfied that the fair value of General Fund debtors is not materially misstated.</p>
Redundancy provision	<p>In calculating the redundancy provision of £774,000, the Council did not assess whether some of this provision should have been classified instead as creditor balances owing to the likelihood of these payments being made at the time the accounts were put together. However this is an immaterial classification issue only and will not affect the net cost of services reported in the Comprehensive Income and Expenditure account.</p>

Recommendations

- R3** The Authority should ensure that if any significant early retirement costs arise in future years, the actuary is asked to value those liabilities in the year that they arise so that they may be reflected in the accounts in that year.
- R4** The Authority should establish a basis for calculating a bad debt provision relating to General Fund debtors.
- R5** In future years consider whether any items included in provisions should be more accurately shown as creditors.
-

Letter of representation

19 Before I issue my opinion, auditing standards require me to ask you and management for written representations about your financial statements and governance arrangements. Appendix 2 contains the draft letter of representation.

Value for money

I am required to conclude whether the Council put in place proper corporate arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the value for money conclusion.

20 I assess your arrangements to secure economy, efficiency and effectiveness in your use of resources against two criteria specified by the Audit Commission. My conclusion for each of the areas is set out below.

Table 5: **Value for money conclusion criterion assessment**

Criterion	Finding
The Authority has proper arrangements in place for securing financial resilience.	I have reviewed your medium term financial planning (MTFP) within the context of the impact of the comprehensive spending review. Drilling down to source data where appropriate, I found your financial planning assumptions to be reasonable. The Authority is tackling the issue of continuing overspending in Adult Social Care but this significant risk will need to be closely monitored.
The Authority has proper arrangements for challenging how it secures economy, efficiency and effectiveness.	Arrangements are operating effectively. The Authority's transformation programme is identifying and delivering improvements in economy, efficiency and effectiveness.

21 I intend to issue an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources. Appendix 1 contains the wording of my draft report. I will report in more detail on this work in my annual audit letter shortly.

Appendix 1 Draft independent auditor's report to Members of Herefordshire Council

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEREFORDSHIRE COUNCIL

Opinion on the Authority accounting statements

I have audited the accounting statements of Herefordshire Council for the year ended 31 March 2011 under the Audit Commission Act 1998. The accounting statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and Collection Fund and the related notes. These accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Herefordshire Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010.

Respective responsibilities of the Chief Officer (Finance and Commercial Services) and auditor

As explained more fully in the Statement of the Chief Officer's (Finance and Commercial Services) Responsibilities, the Chief Officer (Finance and Commercial Services) is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. My responsibility is to audit the accounting statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me 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 accounting statements sufficient to give reasonable assurance that the accounting 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 Authority; and the overall presentation of the accounting statements. I read all the information in the explanatory foreword to identify material inconsistencies with the audited accounting statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on accounting statements

In my opinion the accounting statements:

- give a true and fair view of the state of Herefordshire Council's affairs as at 31 March 2011 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

Opinion on other matters

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

Matters on which I report by exception

I have nothing to report in respect of the governance statement on which I report to you if, in my opinion the governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007.

Conclusion on Authority'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

I am required under Section 5 of the Audit Commission Act 1998 to satisfy myself that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

Basis of conclusion

I have undertaken my audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2010, as to whether the Authority has proper arrangements for:

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

The Audit Commission has determined these two criteria as those necessary for me to consider under the Code of Audit Practice in satisfying myself whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2011.

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

Conclusion

On the basis of my work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2010, I am satisfied that, in all significant respects, Herefordshire Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2011.

Certificate

I certify that I have completed the audit of the accounts of Herefordshire Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Elizabeth Cave
District Auditor

Audit Commission
Room 24
West Mercia Police HQ
Hindlip Hall
PO Box 55
Worcs
WR3 8SP

30 September 2011

Appendix 2 Draft letter of representation

Mrs Elizabeth Cave
West Mercia Police Authority HQ
Room 24
Hindlip Hall
PO Box 55
Worcester
WR3 8SP

Herefordshire Council – Audit for the year ended 2010/11

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other officers, the following representations given to you in connection with your audit of Herefordshire Council's financial statements for the year ended 2010/11.

Compliance with the statutory authorities

I have fulfilled my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Code of Practice for Local Authority Accounting in the United Kingdom which give a true and fair view of the financial position and financial performance of the Council, for the completeness of the information provided to you, and for making accurate representations to you.

Uncorrected misstatements

The effects of uncorrected financial statements misstatements summarised in the attached schedule are not material to the financial statements, either individually or in aggregate.

Supporting records

All relevant information and access to persons within the entity has been made available to you for the purpose of your audit, and all the transactions undertaken by the Council have been properly reflected and recorded in the financial statements.

Irregularities

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

I also confirm that I have disclosed:

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control or others where fraud could have a material effect on the financial statements;

- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Law, regulations, contractual arrangements and codes of practice

I have disclosed to you all known instances of non-compliance, or suspected non-compliance with laws, regulations and codes of practice, whose effects should be considered when preparing financial statements.

Transactions and events have been carried out in accordance with law, regulation or other authority. The Council has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance.

All known actual or possible litigation and claims, whose effects should be considered when preparing the financial statements, have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

Accounting estimates including fair values

I confirm the reasonableness of the significant assumptions used in making the accounting estimates, including those measured at fair value.

Related party transactions

I confirm that I have disclosed the identity of Herefordshire Council's related parties and all the related party relationships and transactions of which I am aware. I have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirement of the framework.

Subsequent events

All events subsequent to the date of the financial statements, which would require additional adjustment or disclosure in the financial statements, have been adjusted or disclosed.

Signed on behalf of Herefordshire Council

I confirm that the this letter has been discussed and agreed by the Council

Signed

Name

Position

Date

Appendix 3 Glossary

Annual governance statement

A statement of internal control prepared by an audited body and published with the financial statements.

Audit closure certificate

A certificate that I have completed the audit following statutory requirements. This marks the point when I have completed my responsibilities for the audit of the period covered by the financial statements.

Audit opinion

On completion of the audit of the financial statements, I must give my opinion on the financial statements, including:

- whether they give a true and fair view of the financial position of the audited body and its spending and income for the year in question; and
- whether they have been prepared properly, following the relevant accounting rules.

Opinion

If I agree that the financial statements give a true and fair view, I issue an unqualified opinion. I issue a qualified opinion if:

- I find the statements do not give a true and fair view; or
- I cannot confirm that the statements give a true and fair view.

Materiality (and significance)

The APB defines this concept as ‘an expression of the relative significance or importance of a particular matter for the financial statements as a whole. A matter is material if its omission would reasonably influence users of the financial statements, such as the addressees of the auditor’s report; also a misstatement is material if it would have a similar influence. Materiality may also be considered for any individual primary statement within the financial statements or of individual items included in them. We cannot define materiality mathematically, as it has both numerical and non-numerical aspects’.

The term ‘materiality’ applies only to the financial statements. Auditors appointed by the Commission have responsibilities and duties under statute, as well as their responsibility to give an opinion on the financial statements, which do not necessarily affect their opinion on the financial statements.

'Significance' applies to these wider responsibilities and auditors adopt a level of significance that may differ from the materiality level applied to their audit in relation to the financial statements. Significance has both qualitative and quantitative aspects.

Weaknesses in internal control

A weakness in internal control exists when:

- a control is designed, set up or used in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements quickly; or
- a control necessary to prevent, or detect and correct, misstatements in the financial statements quickly is missing.

An important weakness in internal control is a weakness, or a combination of weaknesses that, in my professional judgement, are important enough that I should report them to you.

Value for money conclusion

The auditor's conclusion on whether the audited body has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources based on criteria specified by the Audit Commission.

The Code of Audit Practice defines proper arrangements as corporate performance management and financial management arrangements that form a key part of the system of internal control. These comprise the arrangements for:

- planning finances effectively to deliver strategic priorities and secure sound financial health;
- having a sound understanding of costs and performance and achieving efficiencies in activities;
- reliable and timely financial reporting that meets the needs of internal users, stakeholders and local people;
- commissioning and buying quality services and supplies that are tailored to local needs and deliver sustainable outcomes and value for money;
- producing relevant and reliable data and information to support decision making and manage performance;
- promoting and displaying the principles and values of good governance;
- managing risks and maintaining a sound system of internal control;
- making effective use of natural resources;
- managing assets effectively to help deliver strategic priorities and service needs; and
- planning, organising and developing the workforce effectively to support the achievement of strategic priorities.

If I find that the audited body had adequate arrangements, I issue an unqualified conclusion. If I find that it did not, I issue a qualified conclusion.

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0844 798 7070

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The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors, members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
- any third party.



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September 2011

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	29 SEPTEMBER 2011
TITLE OF REPORT:	STATEMENT OF ACCOUNTS 2010/11
PORTFOLIO AREA:	Corporate Services and Education

Wards Affected

None affected.

Purpose

To report to the Audit and Governance Committee on the 2010/11 Statement of Accounts.

Key Decision

This is a Key Decision which has been delegated by Full Council to the Audit and Governance Committee.

Recommendation

THAT the Audit and Governance Committee approve the 2010/11 Statement of Accounts.

Key Points Summary

The Council is required to produce a statement of accounts in accordance with legal and accounting requirements, which have to be certified by the Chief Finance and Commercial Officer by 30th June and approved by the Audit and Governance Committee by 30th September. The statement is a technical document setting out the council's financial accounting information. Management accounting information has been reported to Cabinet and Scrutiny Committees throughout the year and the out-turn position was reported to Cabinet on 30th June 2011.

There have been significant changes to the accounting requirements for the statement of accounts in 2010/11, requiring the accounts to be presented in accordance with International Financial Reporting Standards.

Herefordshire Council's Statement of Accounts 2010/11, which have been certified by the Chief Finance and Commercial Officer are attached at Appendix A.

Alternative Options

1. There are no Alternative Options as all councils are required to produce a statutory statement of accounts.

Reasons for Recommendations

2. Not applicable.

Further information on the subject of this report is available from
Heather Foster, Head of Corporate Finance on 01432 260284

Introduction and Background

3. The purpose of the statement of accounts is to give electors, members, employees and other interested parties (including the Audit Commission) clear information about the council's finances.
4. The statement has been drawn up in accordance with the Accounts and Audit Regulations 2011, and the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code). The Code consolidates the statutory requirements and accounting standards that the Council is legally required to follow.
5. The revenue and capital out-turn position compared to budget was reported to Cabinet on 30th June 2011 and a summary of the position is included in the explanatory foreword to the Statements.

Key Considerations

International Financial Reporting Standards (IFRS)

6. For the first time in 2010/11 the Code is based on International Financial Reporting Standards (IFRS) and the council was required to produce IFRS compliant accounts from 2010/11, with restated comparative data for 2009/10. IFRS is a significant change to the way that accounts are prepared and regular progress reports on the implementation of IFRS have been presented to the Audit and Governance Committee meetings. The deadlines have been achieved and the 2010/11 statement of accounts, including restated 2009/10 comparative figures, meet the requirements of IFRS.

Financial Position

7. The most significant matters in the accounts for 2010/11 and a summary of the council's financial position are set out in the Explanatory Foreword. Key points for 2010/11 include the following;
 - The Council delivered a balanced budget for 2010/11 after reducing its planned net appropriations to reserves.
 - £70.3m was incurred on capital spending, funded by borrowing (£20.4m), capital receipts (£8.9m), revenue contribution (£0.5m) and grants (£40.5m).
 - The Council's total borrowing at 31st March 2011 stood at £145.6m.
 - At the end of 2010/11 the Council held general reserves of £6.3m and specific earmarked reserves of £17.6m.
 - Provisions of £2.7m were held at 31st March 2011, including £1.46m insurance provision and £774k provision for redundancies.
 - The liability on Herefordshire's pension fund reduced significantly due to the change in the inflation uplift on pensions and adjustments to actuarial assumptions.

2010/11 Statements

8. Under IFRS the main financial statements have changed, now comprising the Movement in Reserves Statement, Comprehensive Income and Expenditure Account, Balance Sheet and Cash Flow Statement.

Movement in Reserves Statement

9. This statement, which is section 4 of the Statements, shows the movement in the year on the different reserves held by the authority, analysed into usable and non-usable reserves. These are also shown in the bottom half of the Balance Sheet.

10. Usable Reserves

Total usable reserves at 31st March 2011 were £43.8m compared with £44.5m at 31st March 2010. This is summarised in the table below.

	General fund balance	Earmarked reserves	Capital receipts reserve	Capital grants unapplied	Total usable reserves
	£000	£000	£000	£000	£000
Balance as at 31st March 2010	5,349	19,242	13,565	6,321	44,477
Balance as at 31st March 2011	6,349	17,572	6,754	13,103	43,778

11. The general fund balance increased by £1m, which was a budgeted repayment of reserves utilised in 2009/10. Details of the movement to and from earmarked reserves are shown in Note 8.8. The capital receipts reserve reduced by £6.8m the largest movement being the application of £8.9m to fund the capital programme (see Note 8.22.2). The capital grants unapplied reserve, which contains unspent capital grants carried forward, has increased by £6.8m due to receiving addition grants from the Department of Children, Schools and Families (DCSF).

12. Unusable Reserves

Unusable reserves are not available to be spent. They include unrealised gains and losses, such as the revaluation reserve and reserves that hold timing differences such as the Capital Adjustment Account. These moved from £133.7m at 31st March 2010 to £143.6m at 31st March 2011. Further details can be found in Note 8.23

Comprehensive Income and Expenditure Statement

13. This statement, which is Section 5 of the Statements, shows the accounting cost in the year of providing services, rather than the amount to be funded from council tax. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The adjustments to reconcile this statement to the amount to be funded from council tax are included in the Movement in Reserves Statement and detailed in Note 8.7.

14. The net cost of services in 2010/11 was £148.9m compared to £163.7m in 2009/10. The reason this reduced was an exceptional item, shown separately on the face of the Income and Expenditure Statement, relating to a reduction in pensions liabilities. From 1st April 2011 public service pensions will be up-rated in line the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). This has the effect of reducing Herefordshire Council's liabilities in the pension scheme by £22.5 million and has been recognised as a past service gain in accordance with accounting guidance. There was no impact on the General Fund as this is not intended to impact on council tax and is reversed out in the movement in reserves statement.

Balance Sheet

- 15 The Balance Sheet summarises the council's assets, liabilities and other balances at the end of the financial year.
- 16 At 31st March 2011 long-term assets totalled £489.3m, compared to £499.7m at 31st March 2010. The main element of this is property, plant and equipment which amounted to £455m at the year-end compared to £466m at 31st March 2010. Details of the movements are set out in Note 8.12.
- 17 Current assets amounted to £63.8m at 31st March 2011, of which £30.5m relates to cash and investments and £32.2m short-term debtors. The increase in current assets from £53.3m in 2009/10 is due to year-end fluctuations in short-term deposits with banks and building societies.
- 18 Current liabilities amounted to £74.1m at 31st March 2011, of which £24.8m related to short-term borrowing and £34.8m short-term creditors. The increase in current liabilities from £59.9m in 2009/10 was mainly the increase in loans repayable within 12 months, including £5.5m of temporary loans, which were repaid in May 2011.
- 19 Long-term liabilities were £291.7m at the 31st March 2011 compared to £314.9m at 31st March 2010. The 2 main figures are borrowing and pensions liabilities. Long-term borrowing to support the capital programme increased overall by £20m, with the net increase in long-term borrowing being £10.4m. The pensions liability as determined by the pension fund actuary reduced by £31.6m.

Cash Flow Statement

- 20 This statement represents a summary of all cash flowing in and out of the council arising from transactions with third parties. All internal transactions between the various accounts maintained by the council are excluded. The statement shows that during 2010/11 total cash outflows were £582.8m and inflows £588.7m, resulting in a net increase in cash and cash equivalents of £5.9m.

The Collection Fund

- 21 This statement shows all income collected from council taxpayers and business ratepayers (NNDR), which amounted to £146.5m in 2010/11 (£143.9m in 2009/10). Expenditure includes precept payments to the West Mercia Police Authority (£12.6m) and Hereford & Worcester Fire Authority (£5.2m), representing income collected from council taxpayers on their behalf, and NNDR contributions payable to central government of £40.6m (which is the income collected less and allowance for the cost of collection).

Community Impact

22. Not applicable.

Financial Implications

23. As set out in the report

Legal Implications

24. The requirement for the council to approve the statement of accounts by end of September is a legal requirement

Risk Management

- 25 Risk management activity is addressed by providing high quality working papers and officer time to help external auditors form an appropriate judgment on the statement of accounts by 30 September 2011.

Consultees

26. None.

Appendices

27. Appendix A – Draft Statement of Accounts

Background Papers

28. Accounts and Audit Regulations.

HEREFORDSHIRE COUNCIL

STATEMENT OF ACCOUNTS

2010-2011

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1. INTRODUCTION

- 1.1 The Statement of Accounts for 2010/11 is the key financial report that presents the council's overall revenue and capital position for the year.
- 1.2 The accounts have been compiled to comply with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code). The Code consolidates the statutory requirements and accounting standards that the council is legally required to follow and there have been significant changes to the accounting requirements for the statement of accounts in 2010/11. For the first time in 2010/11 the Code is based on International Financial Reporting Standards (IFRS), which has resulted in a number of changes in the format of the accounts and the explanatory notes.
- 1.3 Despite the pressures on budgets in 2010/11, most notably in social services, the council achieved a balanced budget after the use of reserves and savings in corporate functions, such as borrowing and investment activity.
- 1.4 General reserves stood at £6.3 million at 31st March 2011, including £1 million in year repayment of a sum to support the budget in 2009/10. In addition a number of specific reserves remain on the Balance Sheet including some created in 2010/11

Cllr Philip Price
Cabinet member for Corporate and Education

2. EXPLANATORY FOREWORD

2.1 Introduction

2.1.1 The following Statement of Accounts for Herefordshire Council presents the overall financial position for the Authority for the year ended 31st March 2011 and has been produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom, a statement of recommended practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The amounts presented in the financial statements and notes have been rounded to the nearest thousand.

2.1.2 This year, for the first time, the Code is based on reporting to International Financial Standards (IFRS) whereas in previous years it was based on UK Accounting Standards. The move to IFRS has resulted in a number of significant changes in accounting practice. Key accounting changes include;

- a) The main financial statements have changed, now comprising the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet and Cash Flow Statement.
- b) Grants and contributions for capital purposes are recognised as income immediately rather than being deferred and released to revenue to match depreciation.
- c) Grants and contributions for revenue purposes are recognised as income immediately unless there are conditions requiring repayment of the grant if specific conditions are not met. Where there are no such conditions unapplied grants are now carried forward as earmarked reserves rather than receipts-in-advance included in short-term creditors on the Balance Sheet.
- d) Property leases are classified and accounted for as separate leases of land and buildings with new criteria for determining whether leases are operational or financing. Local authorities are also required to assess whether other arrangements contain the substance of a lease.
- e) Investment properties are now measured at fair value, with gains and losses recognised in the Comprehensive Income and Expenditure account rather than through the revaluation reserve.
- f) Impairment losses are initially taken to the revaluation reserve to the extent that there is a balance on that reserve relating to that specific asset.
- g) The Code introduces new classifications of non-current assets, including assets held for sale. Specific criteria apply to this classification.
- h) The accounts now include accruals for short-term accumulating absences, the most significant being holiday pay.

2.2 Revenue Expenditure and Income

2.2.1 The council delivered a balanced budget for 2010/11 by reducing its planned net appropriations to reserves.

2.2.2 The following table summarises the overall position.

	£000
Directorate over spends	(2,663)
Treasury management including borrowing and investment income	1,557
Application of government grant	181
Reduced transfer to reserves	867
Other changes	58
NET POSITION	0

2.2.3 As part of the year end process new reserves were also created:

- **Grange Court** – This is a community building grant set aside for use in 2011/12.
- **ICT reserve** – This is for funding flexible working, which supports the council's overall accommodation strategy, and new systems to support customer services.
- **Members reserve** - has been set up to support the training and technical support requirements of the newly elected members.

Service Area out-turn position

2.2.4 The net over spend for the council's directorates of £2.66 million was made up as follows:

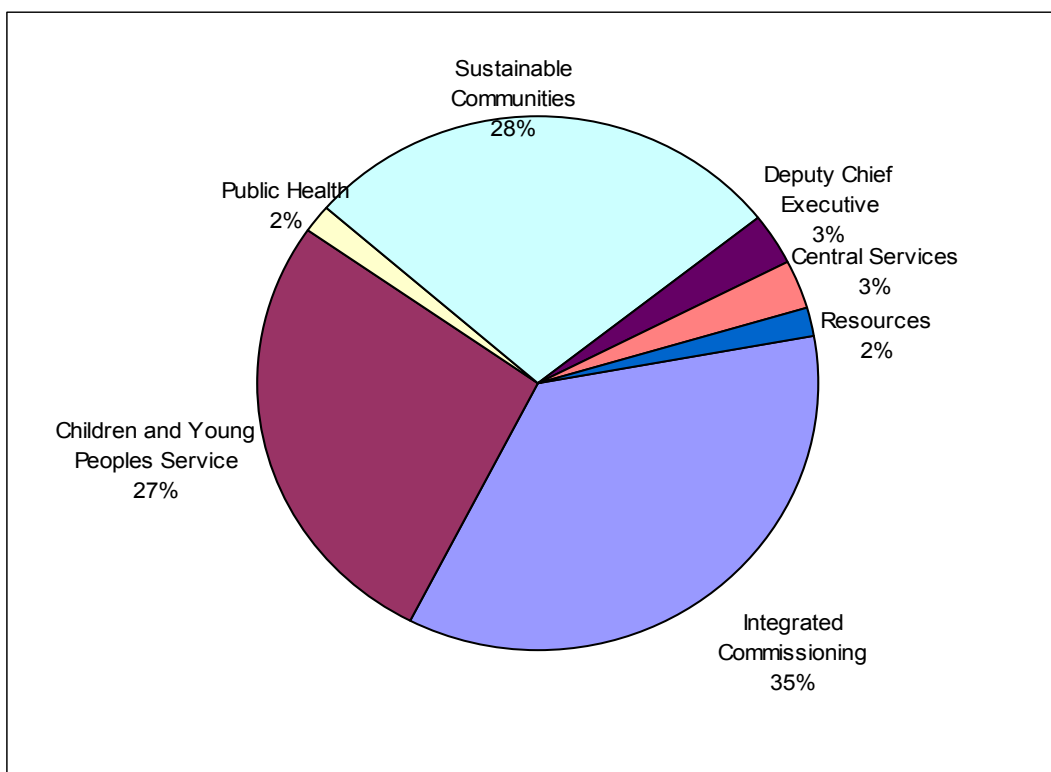
*	Budget *	Actual *	Under/(Over) Spends
	£000	£000	£000
Directorate			
Integrated commissioning	56,047	60,393	(4,346)
Children and Young People	46,652	47,061	(409)
Deputy Chief Executive	5,348	5,197	151
Sustainable Communities	49,285	48,011	1,274
Public Health	3,199	3,090	109
Resources	3,171	2,134	1,037
Central Services	(17,230)	(16,751)	(479)
TOTAL	146,472	149,135	(2,663)

* These figures include reallocated support services, overheads, capital charges and IAS 19 pension adjustments.

2.3 Analysis of Revenue Expenditure and Income

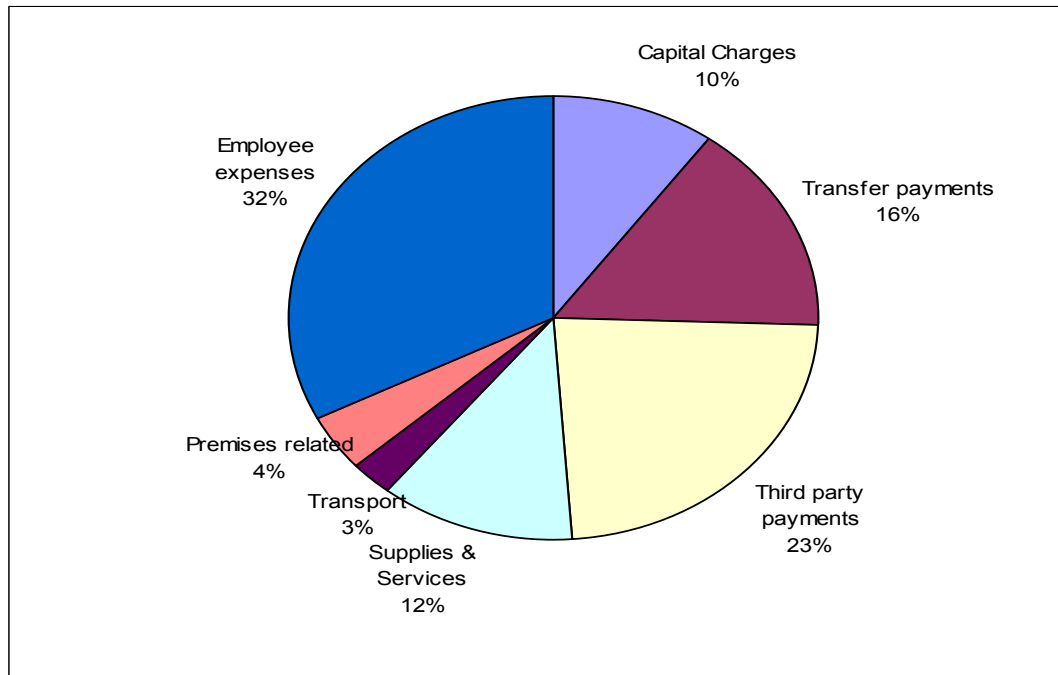
2.3.1 The net cost of services within the Income and Expenditure Account is £148.9 million, made up of the following directorates. The graph below excludes the £22.5 million within Central Services, which is an exceptional item relating to the change in pension liabilities (see paragraph 2.8.4).

Analysis of Net Expenditure by Directorates



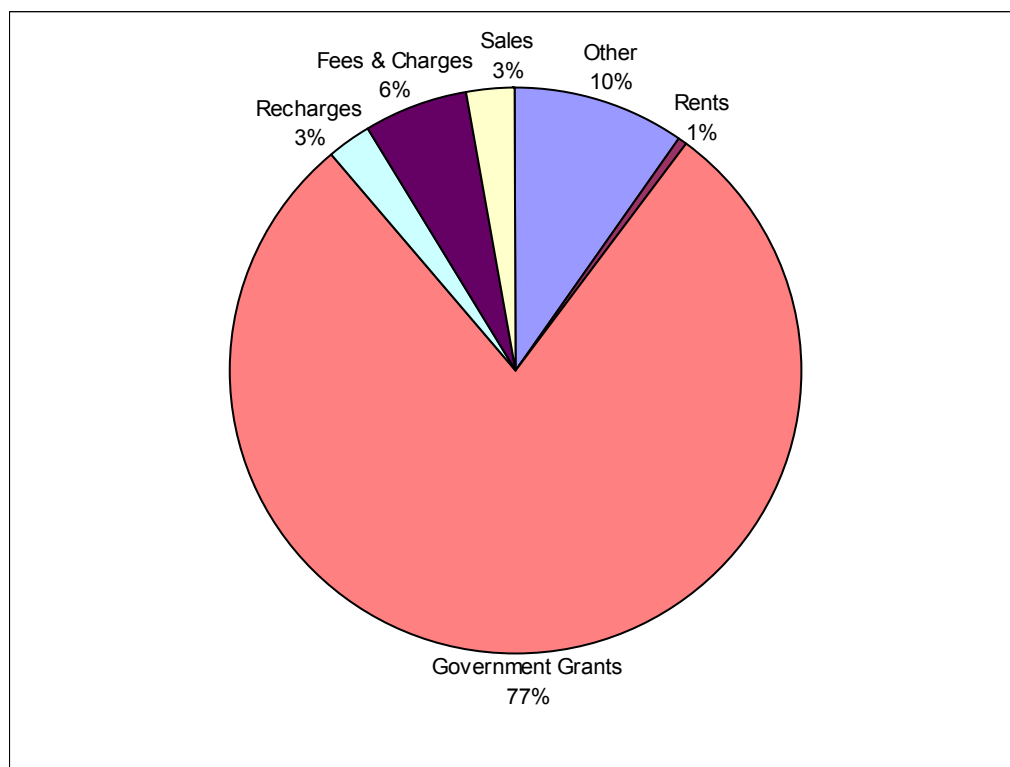
2.3.2 The gross cost of services was £387.8 million, spent on the following types of expenditure:

Analysis of Gross Service Expenditure



2.3.3 The gross income for the year for services was £238.9 million and came from the following sources:

Analysis of Income within Services

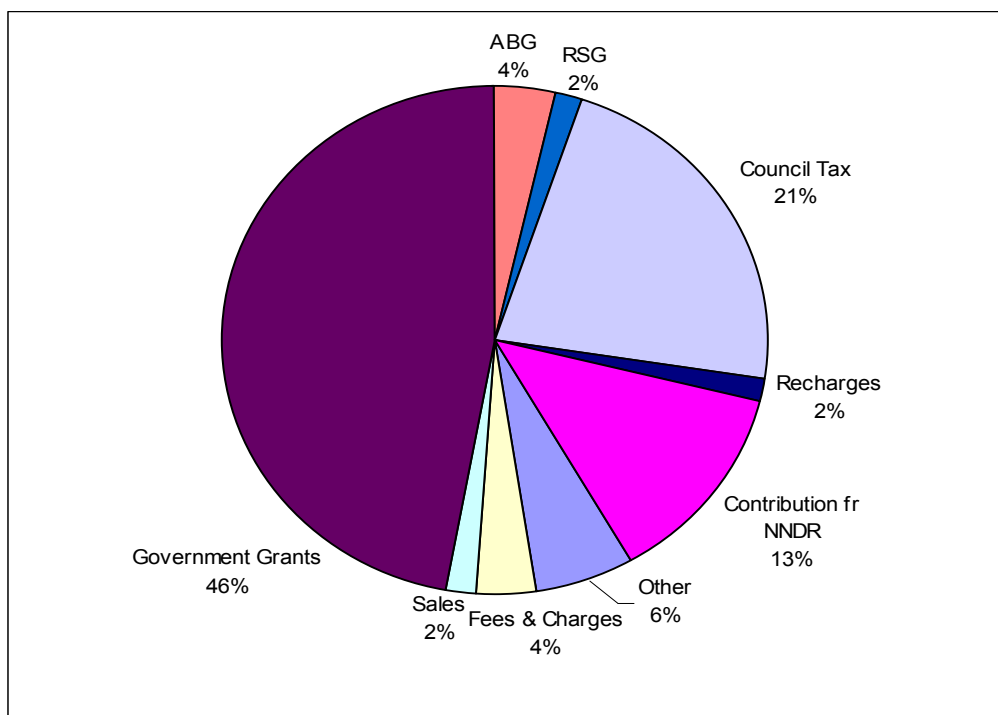


2.3.4 The figure for government grants includes £85.8 million Dedicated Schools Grant, which is a ring-fenced grant towards schools expenditure. The grants figure also includes £55.9 million in respect of the payment and administration of housing and council tax benefits.

2.3.5 In addition to income generated by services and service specific grants, the council received £7.3 million Revenue Support Grant (RSG), £14.5 million Area Based Grant (ABG) and £50.3 million in redistributed non-domestic rates towards financing the council's net expenditure. Council tax income totalled £87.9 million in 2010/11, including parish and town councils' precepts.

2.3.6 The total sources of income, including service income and income received centrally, is shown in the pie chart below. This excludes capital grants and contributions of £39.7 million, which are shown in the Comprehensive Income and Expenditure account but are reversed out through the Movement in Reserves Statement to fund capital schemes.

Total Revenue Income



2.4 Capital Programme

2010/11 Out-turn

- 2.4.1 £70.3 million was incurred on capital spending compared to the original forecast of investment in the council's assets of £77.9 million. The decrease reflects a number of changes reported to Cabinet throughout the year, the greatest representing slippage on the corporate accommodation capital spend.
- 2.4.2 Herefordshire Council utilised supported borrowing of £13.2 million, capital receipts reserve funding of £8.9 million, revenue funding of £0.5 million, grants of £40.5 million and prudential borrowing of £7.2 million to fund capital expenditure in 2010/11.

Summary of Capital Expenditure

- 2.4.3 Capital expenditure for the year can be summarised as follows:

	£000
Local Transport Plan	13,563
Hereford Academy	13,134
New livestock market	6,162
Devolved school expenditure	4,120
Earl Mortimer college	4,104
Hereford ICT efficiencies	2,181
Rural Enterprise Grant Scheme	2,090
Corporate accommodation	1,152
Smallholding estate	1,095
Ross Flood Alleviation Scheme	1,077
Hereford City Centre Enhancements	1,020
Extreme highway winter damage	1,017
Other capital schemes	19,600
	70,315

Prudential Borrowing

- 2.4.4 When the usual sources of capital financing, such as grants and supported borrowing, cannot fund a scheme in full then the use of unsupported prudential borrowing can be considered. In 2010/11 the council utilised £7.2 million of prudential borrowing to fund the capital programme. The table below summarises the out-turn position:

	£000	£000
2010/11 Planned Prudential Borrowing		18,601
Add: Slippage from 2009/10	4,888	
New Funding Allocations	771	
Less: Slippage into future years	(16,316)	
No longer required	<u>(697)</u>	
		7,247

- 2.4.5 Included in the £16.3 million slippage is £9.3 million in relation to the corporate accommodation capital scheme, £2.4 million for the Ledbury library scheme and £1.4m for works required at the Hereford leisure pool, which is expected to be completed over the summer months.

Future years' capital programme

- 2.4.6 The council maintains as a minimum a full three-year rolling capital programme reflecting commitments, links to strategic plans and estimated sources of capital funding. The forecast capital programme detailed by the sources of funding is set out below.

	2011/12	2012/13	2013/14
	£'000	£'000	£'000
Sources of funding			
Grants and Contributions	40,297	19,834	14,641
Prudential Code Borrowing	10,920	7,811	147
Capital Receipts Reserves	4,260	-	-
	55,477	27,645	14,788

2.5 The Council's Borrowing

- 2.5.1 The council's borrowing strategy is determined each year within the Treasury Management Strategy, which is approved as part of the budget process. External borrowing is taken out to support the council's capital programme and borrowing limits are set in accordance with the Prudential Code for Capital Finance in Local Authorities.
- 2.5.2 In 2010/11 the council took out net new borrowing of £17 million from the Public Works Loan Board. This net borrowing figure comprises new loans of £32 million less the repayment of existing loans totalling £15 million. For the first half of the year PWLB rates for shorter term maturities were available at unprecedented low levels and so the council took the opportunity to replace some of its more expensive longer term debt with cheaper shorter term loans. This rescheduling will result in significant savings over the next ten years.

2.5.3 The amounts borrowed and repaid in 2010/11 were as follows:

New Loans				
Date	Amount Borrowed £'000	Interest Rate	Period of Loan	Type of Loan
24/06/10	10,000	2.47%	10 years	EIP
27/07/10	5,000	2.24%	9 years	EIP
27/08/10	5,000	3.95%	50 years	Maturity
15/10/10	4,000	1.85%	5 years	Maturity
15/10/10	3,000	2.16%	6 years	Maturity
03/03/11	5,000	3.71%	10 years	EIP
Loans Repaid				
Date	Amount Repaid £	Interest Rate	Remaining Term	Type of Loan
30/07/10	5,000	4.25%	23 years	Maturity
02/08/10	5,000	4.20%	37 years	Maturity
02/08/10	5,000	4.20%	41 years	Maturity
Notes:				
EIP = Loan repayable in equal instalments every 6 months over period of loan				
Maturity = All principal repayable at the end of the loan period				

2.5.4 Principal of £2.05 million was also repaid to the Public Works Loan Board under existing EIP and annuity loan agreements.

2.5.5 In addition to the above borrowing transactions, during the year there were occasions when the council also borrowed from other local authorities to ensure sufficient liquidity to meet short-term cash flow requirements. Nine loans were taken out totalling £24.5 million. Interest rates varied from 0.30% to 0.60% with loan periods ranging from 4 weeks to 4 months. As at 31st March 2011 £5.5 million of short-term loans were still outstanding although all had been repaid by 4th May 2011.

2.5.6 At 31st March 2011, including the £5.5 million of short-term loans, total borrowing stood at £145.6 million, of which £23.3 million is treated as repayable within 12 months. This amount comprises the £5.5 million noted above, £5.8 million repayable on loans from the PWLB and £12 million relating to two long-term bank loans. Accounting convention dictates that these two loans are shown as current liabilities because the lenders have an annual option to increase the rates of interest being charged. If a lender did increase the rate (from 4.50%) the council would then have the option to repay the loan.

2.5.7 The above amounts relate to principal outstanding at the end of the year. The borrowing figures in the Balance Sheet are higher as they include accrued interest and other accounting adjustments.

2.5.8 The council is only allowed to borrow to support capital projects. The borrowing supports fixed assets valued at more than £487 million at the balance sheet date.

2.6 The Council's Reserves

General reserves

2.6.1 The council has a policy of maintaining a minimum of £4.5 million of general reserves as contingency against unforeseen emergencies and events. At the end of 2010/11 the council held general reserves of £6.3 million compared with a position of £5.3 million in 2009/10. This reflected a budgeted repayment of reserves used in 2009/10.

Earmarked reserves

- 2.6.2 Specific reserves totalled £17.57 million (£19.24 million in 2009/10), which are detailed in Note 8.8 to the Statements.

2.7 Significant provisions, contingencies and write-offs

- 2.7.1 The council held provisions of £2.7m at 31st March 2011, as detailed in Note 8.21 to the Statements.
- 2.7.2 The most significant provision is the insurance provision of £1.46 million. In order for the council to ensure that it holds sufficient funds to pay insurance claims that fall within policy excesses an external review of the insurance provision was carried out by the council's insurance brokers, Marsh UK Ltd, in February 2010. The review assessed the outstanding liability to the end of 2009/10 to be £1.46 million and this level has been maintained in the 2010/11 accounts. In addition a reserve of £295,000 is held for future potential claims.
- 2.7.3 At 31st March the council also held a provision of £774,000 for redundancies, including schools, based on the number of planned redundancies and staff identified at risk of redundancy at 31st March 2011.
- 2.7.4 A list of contingent liabilities are set out in Note 8.43 to the Statements. Although contingent liabilities are not specifically accounted for there is an earmarked reserve of £300,000 towards potential claims.
- 2.7.5 There were no significant write-offs of income to the General Fund in the year.

2.8 Pensions

- 2.8.1 In accordance with International Accounting Standard 19 on Retirement Benefits (IAS 19), Note 8.42 to the Statements sets out the council's assets and liabilities in respect of the Local Government Pension Scheme (LGPS). Herefordshire Council's non-teaching staff are members of the Worcestershire County Council Pension Fund.
- 2.8.2 The net deficit shown as at 31st March 2011 is £131.8 million, which is approximately 57% of the fair value of the assets (76% at 31st March 2010). Whilst this deficit does not have to be met immediately from the council's reserves, action must be taken over a period of years to eliminate it. In addition the balance sheet deficit also includes £1.1 million relating to ex-Hereford and Worcester teachers' unfunded benefits.
- 2.8.3 The pension fund position is reviewed every three years and was last revalued as at 31st March 2010. Further to the revaluation, the council's employers' contribution will increase from 20.4% of pensionable pay in 2010/11 to 25% by 2016/17.
- 2.8.4 In the UK budget statement on 22nd June 2010 the Chancellor announced that with effect from 1st April 2011 public service pensions would be up-rated in line the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). This has the effect of reducing Herefordshire Council's liabilities in the pension scheme by £22.5 million and has been recognised as a past service gain in accordance with accounting guidance, since the change is considered to be a change in benefit entitlement. There was no impact on the General Fund.

2.9 Impact of Economic Climate

- 2.9.1 The economic climate has had an impact on the 2010/11 accounts in a number of areas;

- 2.9.2 **Children's Services:** The current economic climate is affecting the lives of children and young people in Herefordshire.
- 2.9.3 Financial pressures are affecting all families, and there is national research to suggest that these are particularly affecting vulnerable families who are on low incomes. This can lead to increased demands on a range of services to support families, including family support, children's centres, health services and wider support services for adults in terms of support when out of work and getting into work. Though schools' budgets have received an element of protection, local and national factors including changes in policy have meant financially budgets have been cut. In previous periods of national recession and economic difficulty research has identified that family breakdown increases. Over the last 12 months Herefordshire has seen a significant increase in the numbers of looked after children which may in part be related to financial pressures on families.
- 2.9.4 A specific example of the economic impact on the young people of Herefordshire is that increasing numbers are struggling to find jobs, apprenticeships, and training opportunities when they leave education. In line with national trends there are increases in NEET's (Not in Education, Employment or Training).
- 2.9.5 **Adult Services:** Economic pressures facing adult services are reflected by increased pressure from providers due to inflation being applied to contracts below the retail price index. The reduction in donations to voluntary organisations has led to a number seeking additional support from the council in order to continue providing services to the vulnerable.
- 2.9.6 In addition the reduced level of client income and the fall in house prices has led to lower income received and clients falling below the capital threshold sooner and resulting in the full cost of residential care falls to the local authority.
- 2.9.7 **Sustainable Communities:** During 2010/11 rural bus route subsidies rose from 2% to 4%, due in part to the significant rise in fuel costs. This had the effect of significantly increasing the cost to the council of maintaining existing public transport services.
- 2.9.8 **Treasury Management activities:** The Bank Base Rate remained at its historically lowest level of 0.50% throughout the year. As a consequence short-term borrowing rates from the Public Works Loan Board were also comparatively cheap enabling the council to reduce the average cost of its long-term borrowing from 4.35% as at 31st March 2010 to 4.02% as at 31st March 2011. However, the continuing low interest rate regime also meant that the council's return on its investments remained relatively poor. Interest rates obtained ranged from 0.60% on instant access accounts to 2.05% on a one year term deposit. The average rate achieved was 0.97% which compares favourably with the generally accepted benchmark of the average 7-day London Inter-Bank Bid (LIBID) Rate of 0.43%.

2.10 Academy schools

- 2.10.1 Academies are publicly funded local schools that are independent of the council, responsible to, and funded directly by, government. They are freed from national restrictions such as the teachers pay and conditions documents, the national curriculum and Ofsted inspection requirements. Academies receive additional top-up funding to reflect their extra responsibilities which are no longer provided by the local authority.
- 2.10.2 In May 2010 the Secretary of State for Education, announced legislation which allows the Secretary of State to approve schools to become academies through a simplified streamlined process.
- 2.10.3 Many schools in Herefordshire are investigating the benefits of converting to academy schools and as at 1st June 2011 there are 11 academies with 4,803 pupils (21% of total

pupils) and it is expected that by 1st October 2011 there will be a further eight academies (19 in total) educating 33% of the county's pupils. Included in this number is Whitecross High School, a PFI school. A further increase in the number of academies is expected over the next few years.

- 2.10.4 Reduction from formula grant for schools moving to academy status is £650,000 in 2011/12 and £500,000 in 2012/13, which is irrespective of the number of academies commencing. Further reductions are likely in future years' Formula grant allocations as well as recoupment by the Department for Education for Dedicated Schools Grant. Services will need to consider charging to mitigate this reduction, for example within the areas of school improvement, strategic management and property.
- 2.10.5 With both Foundation Schools and Academies the ownership of the school land and buildings is transferred from the council to the school by issuing a long-term lease at a peppercorn rent. The assets are removed from the Balance Sheet when the legal agreement is completed.
- 2.10.6 During 2010/11 John Kyrle High School became an Academy and £12 million of assets were written out of the council's assets on the balance sheet.
- 2.10.7 Schools known to have, or will, become Foundation Schools or Academies but with their associated fixed assets still included in the Balance Sheet as at 31 March 2011, pending legal transfer, are detailed in the note on Post Balance Sheet Events (see note 8.6). The total currently known to be included in fixed assets that will be written out when the assets are legally transferred is £64 million.

2.11 The 2010/2011 Financial Statements

The council's accounts are detailed in the following pages and comprise:

Movement in Reserves Statement

- 2.11.1 This statement shows the movement in the year on the different reserves held by the authority and is a new statement, which replaces the Statement of Movement on the General Fund Balance and the note on the movement in reserves.

Comprehensive Income and Expenditure Statement

- 2.11.2 This is a new statement which replaces the Income and Expenditure Account and the Statement of Total Recognised Gains and Losses. It shows the accounting cost in the year of providing services, rather than the amount to be funded from council tax.

Balance Sheet

- 2.11.3 The Balance Sheet summarises the council's assets, liabilities and other balances at the end of the financial year.

Cash Flow Statement

- 2.11.4 This statement represents a summary of all cash flowing in and out of the council arising from transactions with third parties. All internal transactions between the various accounts maintained by the council are excluded.

Notes to the Financial Statements

- 2.11.5 The notes to the core financial statements provide further information on the financial activities of the council.

The Collection Fund

- 2.11.6 This statement shows all income collected from council taxpayers and business ratepayers (NNDR). Expenditure includes precept payments to the West Mercia Police Authority and Hereford & Worcester Fire Authority, representing income

collected from council taxpayers on their behalf, and NNDR contributions payable to central government.

- 2.11.7 The Statement of Accounts, which takes into account events up to 21st September 2011, was authorised for issue on 21st September 2011 by the Chief Officer (Finance and Commercial Services).
- 2.11.8 Further information about the council's finances is available from the Chief Officer (Finance and Commercial Services), Herefordshire Council, Brockington, 35, Hafod Road, Hereford, HR1 1SH.

Chief Officer (Finance and Commercial Services)

3. STATEMENT OF RESPONSIBILITIES

3.1 The Council's Responsibilities

3.1.1 The council is required to:

- a. Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Chief Officer (Finance and Commercial Services).
- b. Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- c. Approve the statement of accounts.

3.2 The Chief Officer (Finance and Commercial Services) - Responsibilities

3.2.1 The Chief Officer (Finance and Commercial Services) is responsible for the preparation of the authority's statement of accounts in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

3.2.2.1 In preparing this statement of accounts, the Chief Officer (Finance and Commercial Services) has:

- a. Selected suitable accounting policies and then applied them consistently;
- b. Made judgements and estimates that were reasonable and prudent; and
- c. Complied with the local authority Code.

3.2.3 The Chief Officer (Finance and Commercial Services) has also:

- a. Kept proper accounting records which were up to date; and
- b. Taken reasonable steps for the prevention and detection of fraud and other irregularities

Certificate of the Chief Officer (Finance and Commercial Services)

I certify that the Statement of Accounts gives a true and fair view of the financial position of Herefordshire Council at 31st March 2011 and its income and expenditure for the year ended 31st March 2011.

4 MOVEMENT IN RESERVES STATEMENT

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

	General fund balance £000	Earmarked reserves £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance as at 31st March 2009	6,359	22,948	17,827	4,487	51,621	113,707	165,328
<u>Movement in reserves during 2009/10</u>							
Surplus or (deficit) on the provision of services	(1,336)				(1,336)		(1,336)
Other comprehensive income and expenditure					0	14,197	14,197
Total comprehensive income and expenditure	(1,336)	0	0	0	(1,336)	14,197	12,861
Adjustments between accounting basis and funding basis under regulations (note 8.7)	(3,380)		(4,262)	1,834	(5,808)	5,808	0
Net increase or decrease before transfers to earmarked reserves	(4,716)	0	(4,262)	1,834	(7,144)	20,005	12,861
Transfers to or from earmarked reserves (note 8.8)	3,706	(3,706)			0		0
Increase or (decrease) in 2009/10	(1,010)	(3,706)	(4,262)	1,834	(7,144)	20,005	12,861
Balance as at 31st March 2010	5,349	19,242	13,565	6,321	44,477	133,712	178,189

	General fund balance £000	Earmarked reserves £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance as at 31st March 2010	5,349	19,242	13,565	6,321	44,477	133,712	178,189
<u>Movement in reserves during 2010/11</u>							
Surplus or (deficit) on the provision of services	24,366				24,366		24,366
Other comprehensive income and expenditure						(15,156)	(15,156)
Total comprehensive income and expenditure	24,366	0	0	0	24,366	(15,156)	9,210
Adjustments between accounting basis and funding basis under regulations (note 8.7)	(25,036)		(6,811)	6,782	(25,065)	25,065	0
Net increase or decrease before transfers to earmarked reserves	(670)	0	(6,811)	6,782	(699)	9,909	9,210
Transfers to or from earmarked reserves (note 8.8)	1,670	(1,670)			0		0
Increase or (decrease) in 2010/11	1,000	(1,670)	(6,811)	6,782	(699)	9,909	9,210
Balance as at 31st March 2011	6,349	17,572	6,754	13,103	43,778	143,621	187,399

5. COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2009/10			2010/11		
	Expenditure £000	Income £000	Net £000	Expenditure £000	Income £000	Net £000
69,511	(19,301)	50,210	Adult Social Care	74,666	(14,245)	60,421
54,541	(15,239)	39,302	Cultural, Environmental, Regulatory and Planning	50,690	(15,140)	35,550
167,032	(123,034)	43,998	Children and Educational Services	184,566	(137,928)	46,638
23,061	(7,800)	15,261	Highways and Transport Services	22,362	(7,685)	14,677
48,891	(43,752)	5,139	Housing Services	49,691	(45,989)	3,702
6,381	(760)	5,621	Corporate and Democratic Core	6,838	(302)	6,536
933	0	933	Non-distributed Costs	250	0	250
0	0	0	Past service gain (exceptional item – note 8.5)	(22,540)	0	(22,540)
17,690	(14,774)	2,916	Central Services to the Public	17,458	(15,233)	2,225
1,179	(900)	279	Other Services	3,784	(2,371)	1,413
389,219	(225,560)	163,659	Cost of Services	387,765	(238,893)	148,872
8,600	0	8,600	Other operating expenditure (Note 8.9)	13,546		13,546
18,639	(3,969)	14,670	Financing and investment income & expenditure (Note 8.10)	17,352	(4,792)	12,560
0	(185,593)	(185,593)	Taxation and non-specific grant income (Note 8.11)	0	(199,344)	(199,344)
		1,336	(Surplus) or Deficit on the provision of services			(24,366)
		(43,184)	(Surplus)/deficit on revaluation of Property, Plant and Equipment assets			28,687
		0	(Surplus)/deficit on revaluation of available for sale financial assets			0
		28,987	Actuarial (gains) or losses on pension assets and liabilities (Note 8.23.4 and 8.42)			(13,531)
		(14,197)	Other comprehensive income and expenditure			15,156
		(12,861)	Total comprehensive income and expenditure			(9,210)

6 BALANCE SHEET

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

BALANCE SHEET

1.4.09	31.3.10		Notes	31.3.11	31.3.11
£000	£000			£000	£000
389,583	465,982	Property, plant and equipment	8.12	455,405	
31,466	24,934	Investment property	8.13	23,955	
3,492	4,955	Intangible assets	8.14	5,657	
2,538	2,538	Assets held for sale	8.19	2,538	
4	4	Long-term investments	8.15	4	
1,240	1,333	Long-term debtors	8.15	1,754	
428,323	499,746	Long-term Assets			489,313
20,145	5,016	Short-term Investments	8.15	11,052	
0	700	Assets held for sale	8.19	0	
102	128	Inventories	8.16	655	
31,135	35,074	Short-term Debtors	8.17	32,218	
4	703	Intangible current asset	8.14	445	
9,888	11,662	Cash and cash equivalents	8.18	19,444	
61,274	53,283	Current Assets			63,814
(5,646)	(4,855)	Cash and cash equivalents	8.18	(6,727)	
(15,757)	(14,704)	Short term borrowing	8.15	(24,769)	
(32,796)	(35,983)	Short-term creditors	8.20	(34,790)	
(490)	(3,194)	Capital grants receipts in advance	8.24	(6,530)	
(270)	(1,205)	Provisions	8.21	(1,252)	
(54,959)	(59,941)	Current Liabilities			(74,068)
(1,759)	(1,463)	Provisions	8.21	(1,463)	
(104,068)	(111,880)	Long-term borrowing	8.15	(122,266)	
(159,000)	(194,657)	Other long-term liabilities	8.15/ 42	(162,302)	
(4,483)	(6,899)	Capital grants receipts in advance	8.24	(5,629)	
(269,310)	(314,899)	Total Long-term liabilities			(291,660)
165,328	178,189	Net Assets			187,399
51,621	44,477	Usable reserves	8.22		43,778
113,707	133,712	Unusable reserves	8.23		143,621
165,328	178,189	Total reserves			187,399

7 CASH FLOW STATEMENT

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

CASH FLOW STATEMENT

2009/10 £000		2010/11 £000	2010/11 £000
	Operating Activities		
	Cash inflows		
(75,757)	Taxation	(78,402)	
(250,295)	Grants	(247,257)	
(393)	Interest received	(456)	
(89,536)	Other receipts from operating activities	(114,162)	
(415,981)	Cash inflows generated from operating activities		(440,277)
	Cash outflows		
138,738	Cash paid to and on behalf of employees	140,723	
39,673	Housing benefit paid out	41,684	
2,389	Precepts paid	2,488	
4	Payments to the Capital Receipts Pool	11	
7,319	Interest paid	7,726	
224,250	Other payments and operating activities	236,388	
412,373	Cash outflows generated from operating activities		429,020
(3,608)	Net cash flows from operating activities		(11,257)
	Investing Activities		
55,910	Purchase of PPE, investment property and intangible assets	62,192	
154,770	Purchase of investments (<i>not cash equivalents</i>)	50,550	
256	Other payments for investing activities	267	
(474)	Proceeds from the sale of PPE, investment property and intangible assets	(1,855)	
(169,761)	Proceeds from investments (<i>not cash equivalents</i>)	(44,550)	
(38,404)	Other receipts from investing activities	(45,548)	
2,297	Net cash flows from investing activities		21,056
	Financing Activities		
(24,800)	Cash receipts of short and long term borrowing	(56,500)	
964	Cash payments for the reduction liabilities for finance leases and PFI contracts	818	
18,055	Repayments of short and long term borrowing	36,045	
4,527	Other payments for financing activities	3,928	
(1,254)	Net cash flows from financing activities		(15,709)
(2,565)	Net decrease/(increase) in cash and cash equivalents		(5,910)
4,242	Cash and cash equivalents at 1st April		6,807
6,807	Cash and cash equivalents at 31st March		12,717
(2,565)	Net decrease/(increase) in cash and cash equivalents		(5,910)

8 NOTES TO THE FINANCIAL STATEMENTS

8.1. Accounting Policies

General Principles

- 8.1.1 The council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2010/11 and the Best Value Accounting Code of Practice 2010/11, supported by International Financial Reporting Standards.

Accruals of Income and Expenditure

- 8.1.2 Revenue and capital transactions are accounted for on an accruals basis. Customer and client receipts are accounted for in the period to which they relate. The cost of supplies and services are accrued and accounted for in the period during which they were consumed or received. Interest payable on external borrowings and interest income 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. Debtors and creditors are included in the accounts on an actual basis where known, or on an estimated basis where precise amounts are not established at the year-end.

Area based grant

- 8.1.3 Area based grant (ABG) is a ring-fenced general grant received from central government. There are no stipulations to its use and therefore it is included in the Comprehensive Income and Expenditure Statement within the line for 'Taxation and non-specific grant income'.

Borrowing Costs

- 8.1.4 Borrowing costs that can be directly attributable to acquisition, construction or production of *qualifying assets* are capitalised as part of the cost of those assets. *Qualifying assets* are assets that take a substantial period of time to get ready, which is sufficiently long enough for a material balance of borrowing to accrue. This will be applied to schemes lasting more than 12 months and with at least £10,000 of interest associated with the project.
- 8.1.5 During 2010/11 no borrowing costs have been capitalised.

Cash and cash equivalents

- 8.1.6 Cash comprises cash on hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Cash equivalents are deemed to be 'on-call' investments, where investments can be recalled immediately.
- 8.1.7 Moving from cash to cash equivalents on the balance sheet has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Short-term investments	26,595	(6,450)
Cash and cash equivalents	0	9,888
Cash and bank	3,438	(3,438)

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Short-term investments	12,947	(7,931)
Cash and cash equivalents	0	11,662
Cash and bank	3,731	(3,731)

Contingent assets

- 8.1.8 Contingent assets are not recognised in the financial statements but disclosed as a note to the accounts where an inflow of economic benefits or service potential is probable. If it becomes virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, then the debtor and related revenue are recognised in the financial statements in the year the change occurs.

Contingent liabilities

- 8.1.9 A contingent liability arises when an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the occurrence of uncertain future events not wholly within control of the authority. Contingent liabilities are not recognised in the financial statements but disclosed as a note to the accounts. If it becomes probable that an outflow of future economic benefits or service potential will be required then a provision is recognised in the year in which the probability occurs.

Employee benefits

Benefits payable during employment

- 8.1.10 Employment benefits are accounted for according to the principles of accruals of expenditure. Short-term compensated absences, such as annual leave and flexi-time, are recognised when employees render services that increase their entitlement to future compensated absences. These are measured as the additional amount that the authority expects to pay as a result of unused entitlement at the balance sheet date, including employer's national insurance and pension contributions. The accumulated benefits are included in the balance sheet as a provision for accumulated absences. The amounts charged to the General Fund are reversed out through the Movement of Reserves Statement to the accumulated absences account in the balance sheet.
- 8.1.11 Accruing for short-term accumulating compensated absences has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	37,916	3,888
Accumulated Absences Account	0	3,888

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	40,034	3,902
Accumulated Absences Account	0	3,902

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	(27)
Cultural, Environmental, Regulatory and Planning	38,467	(17)
Children and Educational Services	41,812	36
Central Services to the Public	2,913	(1)
Other services	160	23

Termination benefits

8.1.12 Termination benefits are payable as a result of either:

- a) An employer's decision to terminate an employee's employment; or
- b) An employee's decision to accept voluntary redundancy

Termination benefits are recognised immediately in the Surplus or Deficit on the Provision of Services

Post-employment benefits

8.1.13 Employees of the council are members of two separate pension schemes;

- a) The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Children, Schools and Families (DCSF).
- b) The Local Government Pension Scheme administered by Worcestershire County Council.

8.1.14 Pension schemes are classed as either defined contribution or defined benefit plans. Both schemes provide defined benefits to members, built up during the time employees work for the council. However, the arrangements for the Teachers' scheme mean that the liabilities for these benefits cannot be identified to the council. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the balance sheet and the education service revenue account is charged with the employer's contributions payable to the Teachers' Pensions Scheme in the year.

8.1.15 The Local Government Pension Scheme is accounted for as a defined benefits scheme as follows:

- a) The liabilities are included in the Balance Sheet on an actuarial basis using the projected unit method, that is, an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees.
- b) Liabilities are discounted to their value at current prices
- c) Assets are included in the Balance Sheet at their fair value
- d) The change in the net pension's liability is analysed into seven components;
 - i. **Current service cost:** The increase in liabilities as a result of service earned in the year is allocated to the revenue account of the services for which the employee worked, within the Comprehensive Income and Expenditure Account.
 - ii. **Past service cost:** The increase in liabilities arising from current year decisions whose effect relates to service earned in earlier years is debited to the Net Cost of Services in the Comprehensive Income and Expenditure Account.
 - iii. **Interest cost:** The expected increase in the present value of liabilities during the year as they move one year closer to being paid is debited to the Financing and Investment Income section of the Comprehensive Income and Expenditure Account.
 - iv. **Expected return on assets:** The annual investment return on the fund assets attributable to the council, based on an average of the expected long-term return, is credited to the Financing and Investment Income section of the Comprehensive Income and Expenditure Account.
 - v. **Gains/losses on curtailments:** The results of actions to relieve the council of liabilities or events that reduce the expected future benefits of employees is included in the Net Cost of Services in the Comprehensive Income and Expenditure Account.
 - vi. **Actuarial gains and losses:** Changes in the net pension's liability that arise because events have not coincided with assumptions previously made by the actuaries is included in Other Comprehensive Income and Expenditure.
 - vii. **Contributions paid to the pension fund:** Cash paid as employer's contributions to the pension fund.

8.1.16 Statutory provisions limit the council to raising council tax to cover amounts payable by the council to the pension fund in the year. In the Movement in Reserves Statement there is an appropriation to or from the Pensions Reserve to replace the notional costs of retirement benefits with the amounts payable to the pension fund in the year.

- 8.1.17 Further information on accounting for the pension fund is set out in Note 8.42 to the Statements.

Events after the balance sheet date

- 8.1.18 Events after the Balance Sheet date are those that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. There are two types;
- a. Those that provide evidence of conditions at the end of the reporting period, which are adjusted in the accounts; and
 - b. Those that relate to conditions after the reporting period, which are not adjusted in the accounts, rather disclosed in the notes to the statements.

Exceptional items

- 8.1.19 Where items of income and expenditure are material, the nature and amount is disclosed separately in the Income and Expenditure Statement or in the notes to the accounts.
- 8.1.20 In 2010/11 there was a significant credit of £22.5 million to the net cost of services for the change in pension liabilities arising from the movement from RPI to CPI inflation uplifts. This has had the effect of reducing the net cost of services, but is not a charge to the General Fund as it is reversed out through the Movement in Reserves statement.
- 8.1.21 John Kyrle High School transferred to Academy status on 1st January 2011, resulting in the net book value of the school (£12 million) being written out of the council's assets through the 'Other Operating Expenditure' section of the Comprehensive Income and Expenditure Statement. This is not a charge to the General Fund.

Prior period adjustments, changes in accounting policies and estimates and errors

- 8.1.22 Prior period adjustments may arise from a change in accounting policies or to correct a material error. Changes in estimates are accounted for prospectively, whereas changes in accounting policies are applied retrospectively. Material errors in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.
- 8.1.23 In 2010/11 there have been changes in accounting policies arising from the adoption of International Financial Reporting Standards. These relate to leasing, grants, employee remuneration and property, plant and equipment and are detailed in the relevant paragraphs in the Accounting Policies.

Financial Instruments

- 8.1.24 Financial instruments are contracts that give rise to a financial asset of one entity and a financial liability (or equity instrument, such as share capital) of another entity.

Financial liabilities

- 8.1.25 A financial liability is an obligation to deliver cash (or another financial asset) to another entity.

- 8.1.26 Financial liabilities are initially measured at fair value and carried at amortised cost. Annual charges for interest payable are based on the carrying amount of the liability, multiplied by the effective interest rate for the instrument and are charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. For most of the borrowings that the council has, the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged is the amount payable for the year in the loan agreement. However, the council has two stepped interest rate loans, where the effective interest rate differs from the loan agreement.
- 8.1.27 Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down is spread over the life of the loan by an adjustment to the effective interest rate.
- 8.1.28 Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account through the Movement on Reserves Statement.

Financial Assets

- 8.1.29 A financial asset is a right to future economic benefits that is represented by cash, an equity instrument of another entity (e.g. shares held) or a contractual right to receive cash (or another financial asset) from another entity.
- 8.1.30 Financial assets are classified into two types:
- a. Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market; or
 - b. Available for sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.
- 8.1.31 **Loans and receivables** are initially measured at fair value and subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For all of the loans the council has made the amount presented in the balance sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.
- 8.1.32 The council has no available-for-sale assets.

Government grants and other contributions

- 8.1.33 Grants and contributions are recognised in the accounts when there is reasonable assurance that;
- The authority will comply with any conditions attached to them, and
 - The grants or contributions will be received.
- 8.1.34 Grants and contributions relating to capital and revenue expenditure are accounted for on an accruals basis and recognised immediately in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has conditions that the authority has not satisfied.
- 8.1.35 General grants and contributions e.g. Revenue Support Grant, are disclosed on the face of the Comprehensive Income and Expenditure Statement.
- 8.1.36 Grants and contributions funding capital expenditure that have been credited to the Comprehensive Income and Expenditure Statement are not proper income to the General Fund according to the capital control regime. These amounts are accounted for as follows;
- Where conditions of the grant are outstanding at the balance sheet date, they are recognised as Capital Grants Receipts in Advance. Once the conditions have been met the grant or contribution is transferred to the Comprehensive Income and Expenditure Statement.
 - Where the capital grant or contribution has been recognised in the Comprehensive Income and Expenditure Statement, no conditions remain outstanding and the expenditure has been incurred at the Balance Sheet date, the grant or contribution is transferred from the General Fund to the Capital Adjustment Account. This reflects the application of capital resources to finance expenditure and is reported in the Movement in Reserves Statement.
 - Where the capital grant or contribution has been recognised in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed has not been incurred at the Balance Sheet date, the grant or contribution is transferred to the Capital Grants Unapplied Account. When the expenditure is incurred the grant or contribution is transferred from the Capital Grants Unapplied Account to the Capital Adjustment Account, reflecting the application of capital resources to finance expenditure.

8.1.37 The changes in accounting policy for grants has resulted in the following changes being made to the 2009/10 accounts:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	37,916	(9,121)
Capital Contributions Deferred Account	70,160	(70,160)
Capital Grants receipts in advance	0	4,973
Capital Adjustment Account	163,703	62,833
Capital grants unapplied account	0	4,487
Earmarked reserves	16,064	6,988

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	40,034	(8,047)
Capital Contributions Deferred Account	104,138	(104,138)
Capital Grants receipts in advance	0	10,093
Capital Adjustment Account	147,948	90,672
Capital grants unapplied account	0	6,321
Earmarked reserves	14,236	5,099

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	2,334
Cultural, Environmental, Regulatory and Planning	38,467	885
Children and Educational Services	41,812	2,262
Highways and Transport Services	15,312	(30)
Housing Services	5,174	(35)
Other services	160	44
Profit/loss on disposal of fixed assets	4,495	1,510
Investment properties	(1,379)	18
Government grants	(66,001)	(34,772)

Intangible assets

8.1.38 Expenditure on non-monetary assets that do not have physical substance but are identifiable and controlled by the council (e.g. computer software licences) is capitalised when it will bring benefits to the council for more than one financial year. Intangible assets are normally carried at cost less accumulated amortisation and impairment losses. Where an intangible asset is acquired by way of government grant, it is recognised initially at fair value.

- 8.1.39 An intangible asset with a finite useful life is amortised to the relevant service revenue account over its economic life to reflect the pattern of consumption of benefits.
- 8.1.40 Gains or losses on derecognition of an intangible asset are recognised in the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.
- 8.1.41 Neither amortisation, gains nor losses are permitted to have an impact on the General Fund Balance and so all are reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

Inventories

- 8.1.42 Inventories are measured at the lower of cost and net realisable value, except where they are held for distribution at no charge in which case they are measured at the lower of cost and net current replacement cost.

Investment property

- 8.1.43 Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or is held for sale.
- 8.1.44 Investment property is measured initially at cost, and subsequently at market value. Properties are not depreciated but are revalued annually reflecting market conditions at the year end.
- 8.1.45 Gains and losses on revaluation are included in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. Gains or losses on disposal of an investment property are treated in the same way.
- 8.1.46 Gains or losses recognised in the Comprehensive Income and Expenditure Statement are not proper charges to the General Fund and are reversed out through the Movement in Reserves Statement as follows;
- a) On derecognition of an investment property the disposal proceeds are credited to the Capital Receipts Reserve and the carrying amount of the property is debited to the Capital Adjustment Account.
 - b) Gains or losses are reversed out to the Capital Adjustment Account.

Landfill allowances scheme

- 8.1.47 The Waste and Emissions Trading Act 2003 places a duty on waste disposal authorities (WDAs) to reduce the amount of biodegradable municipal waste (BMW) disposed to landfill. It provides the legal framework for the Landfill Allowance Trading Scheme (LATS), which commenced operation on 1 April 2005 in England.
- 8.1.48 LATS is a 'cap and trade' scheme. The scheme gives rise to;
- an asset for allowances held
 - LATS grant income
 - A liability for actual BMW

8.1.49 Landfill allowances are recognised as assets and measured initially at fair value. The landfill allowances issued free by DEFRA are treated as a government grant.

8.1.50 As landfill is used a liability in the form of a provision is recognised for actual BMW landfill usage. The liability is discharged by using allowances to meet the liability, paying a cash penalty to DEFRA or a combination of both. The liability is measured at the best estimate of the expenditure required to meet the obligation at the reporting date. After initial measurement the value of landfill allowances is re-measured at the lower of cost or net realisable value.

Leases

8.1.51 Leases are classified as either finance leases or operating leases based on the extent to which risks and rewards of ownership of a leased asset lie with the lessor or the lessee.

8.1.52 Finance leases

a) Where the council is *lessee* - finance leases are recognised as assets and liabilities at the fair value of the property or, if lower, the present value of the minimum lease payments. Minimum lease payments are apportioned between the finance charge (interest) and the reduction of the outstanding liability. Assets recognised under a finance lease are depreciated over the shorter of the lease term and the asset's useful economic life. Assets recognised under a finance lease are subject to revaluation in the same way as any other asset.

b) Where the council is *lessor* - assets held under a finance lease are recognised as a debtor equal to the net investment in the lease. The lease payment receivable is treated as repayment of principal and interest.

8.1.53 Operating leases

a) Where the council is *lessee* – an operating lease is recognised as an expense on a straight line basis over the lease term.

b) Where the council is *lessor* – the asset is recognised under the relevant category of assets. Costs, including depreciation, are recognised as an expense and income is recognised on a straight-line basis over the lease term.

8.1.54 Arrangements containing a lease

Arrangements that do not take the legal form of a lease but convey the right to use an asset in return for payments, are assessed under IFRIC 4 to determine whether the arrangement contains a lease. This requires an assessment of whether;

a) The arrangement depends on use of a specific asset

b) The arrangement conveys the right to use the asset.

If the arrangement contains a lease, that lease shall be classified as a finance or operating lease.

8.1.55 Changes to the 2009/10 accounts

Changes to the accounting policy for leases has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	427,944	(891)
Creditors	37,916	9
Finance lease liabilities	28,530	352
Revaluation reserve	23,116	(294)
Capital Adjustment Account	163,703	(1,029)
Capital receipts reserve	17,558	269
Deferred credits	228	(167)
Revenue balances	6,390	(31)

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	499,849	(869)
Finance lease liabilities	29,711	350
Revaluation reserve	65,322	(281)
Capital Adjustment Account	147,948	(1,011)
Capital receipts reserve	13,296	269
Deferred credits	195	(155)
Revenue balances	5,390	(41)

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Cultural, Environmental, Regulatory and Planning Services	38,467	(25)
Children and Educational Services	41,812	(28)
Highways and Transport Services	15,312	(25)
Interest payable and similar charges	7,288	46

Non-current assets held for sale

8.1.56 An asset is classified as held for sale if;

- a) The asset is available for immediate sale in its present condition
- b) The sale is highly probable.
- c) The asset is being actively marketed.
- d) The sale should be expected to be completed within one year

8.1.57 Assets held for sale are measured at the lower of the carrying amount and fair value less costs to sell and are not depreciated.

8.1.58 Assets held for sale are presented separately on the face of the Balance Sheet.

Overheads and Support Services

8.1.59 The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- a. **Corporate and Democratic Core:** The costs relating to the council's status as a multi-functional, democratic organisation; and
- b. **Non Distributed Costs:** The cost of discretionary benefits awarded to employees retiring early and capital charges on non-operational assets.

PFI schemes

8.1.60 Private Finance Initiative (PFI) contracts are agreements to receive services where the responsibility for making available the fixed assets needed to provide the services passes to the PFI contractor. As the council is deemed to control the services that are provided under its PFI schemes and as ownership of the fixed assets will pass to the council at the end of the contracts for no additional charge, the council carries the fixed assets used under the contracts on the Balance Sheet.

8.1.61 The original recognition of these fixed assets is balanced by the recognition of a liability for amounts due to the scheme operator to pay for the assets.

8.1.62 Fixed assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the council.

8.1.63 The amounts payable to the PFI contractors each year are analysed into five elements:

- a) Fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement.
- b) Finance cost – a percentage interest charge on the outstanding Balance Sheet liability, debited to interest payable and similar charges in the Comprehensive Income and Expenditure Statement.
- c) Contingent rent – differences in the amount to be paid for the property arising during the contract, debited or credited to interest payable and similar charges in the Comprehensive Income and Expenditure Statement.
- d) Payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator.
- e) Lifecycle replacement costs – the annual payment implicit in the contract is funded and treated as a prepayment on the Balance Sheet and recognised as fixed assets when the contractor incurs the expenditure

8.1.64 Under the Shaw Healthcare contract the rent and service charges paid to Shaw by residents for the council's extra care flats at Leadon Bank have been treated as a contribution to the revenue costs of the units.

8.1.65 The council has two traditional PFI contracts, one in partnership with Worcestershire County Council for the provision of waste management services and the other for the provision of Whitecross secondary school. The council also has one contract that falls within the definition of a similar contract to a PFI, which is the Shaw Healthcare contract for the provision of residential care services

Property, plant and equipment

8.1.66 Property, plant and equipment are tangible assets that are held for use on the production or supply of goods and services, for rental to others, or for administration purposes, and are expected to be used for more than a year.

Recognition

8.1.67 Property, plant and equipment is only recognised as an asset on the balance sheet if;

- a) it is probable that the future economic benefits or service potential will flow to the council, and
- b) the cost of the asset can be measured reliably.

8.1.68 Costs meeting the definition of recognition include initial costs of acquisition and construction and subsequent costs to enhance or replace part of the asset. Costs arising from day-to-day servicing of an asset is not capitalised as this does not add to the future economic benefits or service potential of the asset. The council does not capitalise fixed assets costing less than £10,000.

8.1.69 Where a component is replaced or enhanced, the carrying amount of the old component is derecognised and the new component reflected in the carrying amount.

Measurement

8.1.70 Assets are initially recognised at cost and accounted for on an accruals basis. The measurement of cost comprises:

- a) purchase price;
- b) any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in a manner intended by management; and
- c) the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located

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

- a) **Infrastructure, community assets and assets under construction** – historical cost.
- b) **Land and buildings** – fair value. Where there is no market-based evidence of fair value because of the specialist nature of the asset fair value may need to be estimated using a depreciated replacement cost approach (DRC).
- c) **Vehicles, plant and equipment** – depreciated historical cost (as a proxy for fair value)

Revaluations

- 8.1.72 Assets included in the Balance Sheet at fair value are revalued where there have been material changes in the value, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. The Revaluation Reserve was created with a zero balance on 31 March 2007. Gains may be credited to the Provision of Services where they arise from the reversal of an impairment loss or revaluation decrease previously charged to a service revenue account.
- 8.1.73 Where the carrying amount of an item of property, plant and equipment is decreased as a result of a revaluation that is not specific to the asset the decrease is recognised in the Revaluation Reserve up to the credit balance existing in respect of the asset and thereafter in the Surplus or Deficit on the Provision of Services.
- 8.1.74 Revaluation gains and losses charged to the Surplus or Deficit on the Provision of Services are not proper charges to the General Fund and are transferred to the Capital Adjustment Account and reported in the Movement in Reserves Statement.
- 8.1.75 When an asset is revalued, any accumulated depreciation and impairment is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation

- 8.1.76 Depreciation is provided for on all assets classified as property, plant and equipment 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) and assets that are not yet available for use (i.e. assets under construction).
- 8.1.77 The council's valuer makes a professional assessment of the economic life remaining based on the age, condition and suitability of the asset. For the purposes of depreciation a nil residual value is assumed for all building assets. New assets are not subject to a depreciation charge in the year of acquisition.
- 8.1.78 Each part of an asset with a cost significant in relation to the total cost is depreciated separately where the useful lives or depreciation methods of the components are different. The council reviews assets of £3 million and over for componentisation and treats components worth at least 20% of the asset value as being significant. This applies to enhancement expenditure and revaluations carried out from 1 April 2010. Where a component is replaced or restored, the carrying amount of the old component is derecognised.
- 8.1.79 Depreciation charged to the Surplus or Deficit on the Provision of Services is not a proper charge to the General Fund and is transferred to the Capital Adjustment Account. This is reported in the Movement in Reserves Statement. 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 on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Impairments

- 8.1.80 An impairment loss is the amount by which the carrying amount of an asset exceeds its recoverable amount. At the end of each financial year assets are assessed for any indications of impairment and if there are then the recoverable

amount shall be estimated. Circumstances that indicate an impairment may have occurred include;

- a) A significant decline in an asset's value during the year, which is specific to the asset
- b) Evidence of obsolescence or physical damage of an asset
- c) A commitment by the council to undertake a significant re-organisation
- d) A significant adverse change in the statutory or other regulatory environment in which the council operates.

8.1.81 General Fund service revenue accounts, central support services and trading accounts are charged with impairment losses (in excess of any balance on the revaluation reserve). An impairment on revalued assets is recognised in the Revaluation Reserve to the extent that the impairment does not exceed the amount in the Revaluation Reserve for the same asset and thereafter in the Surplus or Deficit on the Provision of Services. An impairment loss on a non-revalued asset shall be recognised in the Surplus or Deficit on the Provision of Services.

8.1.82 At the end of each financial year an assessment shall take place as to whether there is any indication that an impairment loss recognised in earlier periods for an asset may no longer exist or have decreased. The reversal of an impairment loss previously recognised in the Surplus or Deficit on the Provision of Services shall not exceed the carrying amount that would have been determined had no impairment loss been recognised. Any excess above the carrying amount is treated as a revaluation gain and credited to the Revaluation Reserve.

8.1.83 Impairment losses and subsequent reversals are charged to the Surplus or Deficit on the Provision of Services are not proper charges to the General Fund. These amounts are transferred to the Capital Adjustment Account are reported in the Movement in Reserves Statement.

Disposals

8.1.84 The carrying amount of an asset is derecognised on disposal and the gain or loss on disposal of the asset is included in the Surplus or Deficit on the Provision of Services. This is not a proper charge to the General Fund and is reversed out by;

- a) Crediting the Capital Receipts Reserve with the disposal proceeds; or
- b) Debiting the Capital Adjustment Account with the carrying amount of the asset on disposal.

Any balance on the Revaluation Reserve is written off to the Capital Adjustment Account on disposal of the asset.

8.1.85 Where appropriate the costs of disposing of non-current assets are financed from the capital receipts generated up to a maximum of 4% of the capital receipt.

Changes to the 2009/10 accounts

- 8.1.86 Changes to the accounting policy for property, plant and equipment has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	427,944	26
Revaluation reserve	23,116	1,067
Capital Adjustment Account	163,703	(1,041)

- 8.1.87 Within long-term assets the categories of assets has been changed to comply with the revised IFRS classifications.

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	499,849	(570)
Assets held for sale (current)	0	700
Revaluation reserve	65,322	692
Capital Adjustment Account	147,948	(562)

- 8.1.88 Within long-term assets the categories of assets has been changed to comply with the revised IFRS classifications.

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	(71)
Cultural, Environmental, Regulatory and Planning Services	38,467	2
Children and Educational Services	41,812	(84)
Highways and Transport Services	15,312	4
Central Services	2,913	4
Other services	160	52
Investment properties	(1,379)	(300)

Provisions

- 8.1.89 A provision is recognised when:
- a) An authority has a present obligation (legal or constructive) as a result of a past event;
 - b) It is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
 - c) A reliable estimate can be made of the amount of the obligation.

- 8.1.90 Provisions are charged to the cost of services when the authority becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are made they are charged to the provision set up in the balance sheet.

Reserves

- 8.1.91 The council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred it is charged to the appropriate revenue account and included in the Cost of Services. The reserve is then appropriated back through the Movement in Reserves Statement so that there is no charge against council tax for the expenditure.

Revenue funded from capital under statute

- 8.1.92 Where legislation allows expenditure to be classified as capital for funding purposes, which does not result in a fixed asset on the balance sheet (generally grants), it is charged to the Surplus or Deficit on the Provision of Services in accordance with proper practice. A transfer to the Capital Adjustment Account from the Statement of Movement in Reserves reverses this out so that there is no impact on council tax.

Value added tax

- 8.1.93 Revenue included in the Comprehensive Income and Expenditure Statement is only the amount relating to the authority on its own behalf and therefore excludes VAT that must be passed on the HM Revenues and Customs. VAT is only included in the accounts to the extent that it is irrecoverable. The net amount due to or from HM Revenues and Customs in respect of VAT is included as part of creditors or debtors.

Revenue recognition

- 8.1.94 Revenue is measured at the fair value of the consideration received or receivable.

- 8.1.95 ***The sale of goods***; revenue is recognised when all the following conditions have been satisfied:

- a) the significant risks and rewards of ownership have been transferred to the purchaser.
- b) the council retains neither continuing managerial involvement nor effective control over the goods sold
- c) the amount of revenue can be measured reliably.
- d) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity, and
- e) the costs incurred or to be incurred in respect of the transaction can be measured reliably.

- 8.1.96 ***The rendering of services***; when the outcome of a transaction can be estimated reliably, associated revenue is recognised according to the percentage completed at the reporting date. The following conditions need to be satisfied;

- a) the amount of revenue can be measured reliably;
- b) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity;

- c) the stage of completion at the balance sheet date can be measured reliably; and
- d) the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

8.1.97 **Interest**; revenue is recognised when;

- a) it is probable that the economic benefits or service potential associated with the transaction will flow to the authority; and
- b) the amount of the revenue can be measured reliably.

8.1.98 **Non-exchange transactions**; revenue is recognised when;

- a) it is probable that the economic benefits or service potential associated with the transaction will flow to the authority; and
- b) the amount of the revenue can be measured reliably.

Interests in Companies and Other Entities

8.1.99 The council has a 20% non-voting shareholding in Amey Wye Valley. The council does not have control over decision making or exercise dominant influence and therefore there is no group relationship requiring group accounts. This is conducted as a contractual arrangement with the transactions included in the Income and Expenditure Statement and capital accounts. The amount included in the accounts for the investment is £200, which is the initial amount paid for the share.

8.1.100 The council has 33% voting rights with Herefordshire Housing. However, the council is not exposed to the direct risk of any loss through transactions or collapse, and therefore there is no requirement to complete group accounts.

8.1.101 The council has an interest in company called Hereford Futures, whose role is to steer the Edgar Street redevelopment. This is a company limited by guarantee and the council is a member. However, this relationship does not require group accounts as the company provides an independent role in the redevelopment. Contracts with third parties are entered into by the council and the financial transactions relating to these are included in the council's accounts.

8.1.102 The council holds 1.05% of shares in West Midlands Transport Information Services. The council does not have the benefits of future economic benefits or exposure to the risks inherent in the benefits, nor can it control decision making. Therefore the relationship does not require group accounts.

8.1.103 The council is also represented by its elected members on the West Mercia Supplies Joint Committee. West Mercia Supplies (WMS) is a Purchasing Consortium that was established in 1987. It is constituted as a Joint Committee and Herefordshire Council is one of four constituent authorities. The other three Councils are Shropshire Council, Worcestershire County Council and Telford and Wrekin Council. WMS exists in order to provide joint procurement services to the four constituent authorities. The financial advantage of bulk purchasing arrangements is reflected in the Income and Expenditure Account. The council's share is not considered material to the accounts. At 17.6%, based on the proportion of the surplus attributable to the council, the council's share of WMS net assets of £3.76m amounted to £662,000 at 31 March 2011.

8.2. Accounting standards that have been issued but have not yet been adopted

8.2.1 The Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 has introduced a change in accounting policy in relation to the treatment of heritage assets held by the council, which will need to be adopted in the 2011/12 financial statements.

8.2.2 Heritage assets are held principally for their contribution to knowledge or culture and are to be recognised as a separate class of assets for the first time in the 2011/12 financial statements. The council does not have an estimate of the potential value of the assets involved.

8.3 Critical Judgements in Applying Accounting Policies

8.3.1 In applying the accounting policies set out in Note 8.1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events.

8.3.2 The critical judgements made in the Statement of Accounts are:

- The council is deemed to control the services provided by Shaw Healthcare under the contract for the development and provision of residential homes and day care centres. The accounting policies for PFI schemes and similar contracts have been applied to the arrangement.
- The council has relationship with a number of companies as detailed in Note 8.1 but it has been determined that there are no group relationships requiring group accounts.

8.4 Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

8.4.1 The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

8.4.2 There is a significant risk of material adjustment in the forthcoming financial year for the following items in the council's Balance Sheet at 31 March 2011:

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. The pension fund actuary Mercer Ltd is employed by the pension fund to provide expert advice about the assumptions to be applied.	Changes in any of the assumptions can have a significant effect on the pensions liability shown in the accounts.
Property, plant, equipment and investment properties	Full valuation involving an inspection is carried out every 5 years. An impairment and valuation review is carried out as a desk exercise for properties not valued in the year.	There is a risk of material adjustment in the year when the property is revalued.

8.5 Material Items of Income and Expense

8.5.1 There were two material items of income and expense in the Comprehensive Income and Expenditure Account:

1. Herefordshire Council's liabilities in the pension scheme reduced by £22.5 million following the change in the pensions uplift from RPI to CPI, which has been recognised as a past service gain in the cost of services.

2. John Kyrle High School transferred to Academy status on 1 January 2011, resulting in the net book value of the school (£12 million) being written out of the council's assets through the 'Other Operating Expenditure' section of the Comprehensive Income and Expenditure Statement.

8.5.2 These entries are reversed out in the Movement in Reserves Statement and do not have an impact on the General Fund.

8.6. Events after the Balance Sheet Date

8.6.1 The Statement of Accounts was authorised for issue by the on 21st September 2011 by the Chief Finance and Commercial Services Officer. Events taking place after this date are not reflected in the financial statements or notes.

8.6.2 Developments in Service Delivery

(1) Herefordshire Public Services (HPS), in partnership with Hereford Hospitals Trust (HHT) have undertaken a number of initiatives commencing on the 1st April 2011. These form part of the wider vision for transforming and improving services

and designed to deliver financial savings essential to balance future years' budgets.

- (2) The shared services programme, including the setting up of a Joint Venture Company, facilitates the sharing of back office functions. The key aims are to:
- Make public services in Herefordshire more efficient and able to survive reduced public sector spending in the future.
 - Remove duplication, reduce bureaucracy and provide better value for money - making much more effective use of professional skills, technology, premises and time for the benefit of everyone.
 - Revitalise local public services to help them become more efficient, joined up, customer focused and responsive.
 - Pool resources - such as human resources, information technology, finance and purchasing.
 - Strengthen investment in new ways of working, so that employees are supported by modern systems.
 - Boost employee skill levels, achieve best practice, increase capacity and flexibility, and improve communication and collaboration between organisations and service areas.
- (3) An Integrated Care Organisation (ICO) for Herefordshire has been established, comprising the provider arm of the council and Herefordshire PCT (NHS), alongside HHT. The aim is to deliver health and social care which is focused on providing care as close as possible to people's homes, rather than in an institutional setting; the model is also aimed at identifying our most vulnerable citizens and shifting the emphasis from diagnosis and treatment to prediction and prevention. The creation of the ICO will deliver financial savings across the health sector which will contribute towards financial viability. A proposal to change Care Pathways, shifting care from a bed to community base with pilot areas for frail elderly, stroke, chronic obstructive pulmonary disease (COPD) and diabetes is progressing. It is likely spend will increase within social care, but will be funded partly by health savings. The new Trust is called the Wye Valley NHS Trust.
- (4) Mental health services are being delivered through an established specialist trust (2gether) in order to deliver and modernise services, using the care professionals transferring from the existing organisations.
- (5) NHS and the council currently operate two separate continuing care panels and assessment processes which do not facilitate the joint commissioning of care packages, best use of resources nor ensures the best outcomes for Herefordshire citizens; additionally, the use of personal health or social care budgets is not maximised. It is proposed that an agreement be developed that will support a single assessment process, single panel and a joint commissioning approach via a pooled budget approach.

8.6.3 School transfers

Many schools in Herefordshire are becoming Foundation Schools or Academies. It is council policy to remove the associated fixed assets from the balance sheet on the date that the assets are legally transferred. As at 31 March 2011 fixed assets

totalling £64 million are included in the Balance Sheet but will need to be written out as disposals in 2011/12.

8.7 Adjustments between Accounting Basis and Funding Basis under Regulations

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

2010/11

	Usable Reserves			Unusable reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments involving the Capital Adjustment Account:				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Charges for depreciation and impairment of non-current assets	15,946			(15,946)
Revaluation losses on Property, Plant and Equipment	13,583			(13,583)
Movements in the market value of investment properties	1,170			(1,170)
Amortisation of intangible assets	1,383			(1,383)
Capital grants and contributions	(30,302)			30,302
Revenue expenditure funded from capital under statute	522			(522)
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	12,910			(12,910)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Statutory provision for the financing of capital investment	(9,645)			9,645
Capital expenditure charged against the General Fund balance	(772)			772
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(9,358)		9,358	
Application of grants to capital financing transferred to the Capital Adjustment Account			(2,576)	2,576

Adjustments involving the Capital Receipts Reserve:

Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(2,083)	2,083	
Use of the Capital Receipts Reserve to finance new capital expenditure		(8,868)	8,868
Contribution from the Capital Receipts Reserve towards administrative costs of non current asset disposals	29	(29)	
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool.	11	(11)	
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		14	(14)

Adjustments involving the Financial Instruments Adjustment Account:

Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(82)		82
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Adjustments involving the Pensions Reserve:

Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 8.42)	(6,721)		6,721
Employer's pensions contributions and direct payments to pensioners payable in the year	(11,430)		11,430

Adjustments involving the Collection Fund Adjustment Account:

Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	177		(177)
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Adjustment involving the Accumulated Absences Account

Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(374)		374
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Total Adjustments	(25,036)	(6,811)	6,782	25,065
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2009/10 Comparative Figures

	Usable Reserves			Unusable reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments involving the Capital Adjustment Account:				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Charges for depreciation and impairment of non-current assets	14,758			(14,758)
Revaluation losses on Property, Plant and Equipment	9,907			(9,907)
Amortisation of intangible assets	913			(913)
Capital grants and contributions	(30,655)			30,655
Revenue expenditure funded from capital under statute	3,246			(3,246)
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	6,653			(6,653)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Statutory provision for the financing of capital investment	(8,318)			8,318
Capital expenditure charged against the General Fund and HRA balances	(548)			548
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,117)		4,117	
Application of grants to capital financing transferred to the Capital Adjustment Account			(2,283)	2,283
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(647)	647		
Use of the Capital Receipts Reserve to finance new capital expenditure		(4,914)		4,914
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool.	16	(16)		
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		21		(21)
Adjustments involving the Financial Instruments Adjustment Account:				

Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(4)			4
Adjustments involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 8.42)	16,474			(16,474)
Employer's pensions contributions and direct payments to pensioners payable in the year	(10,981)			10,981
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(91)			91
Adjustment involving the Accumulated Absences Account				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	14			(14)
Total Adjustments	(3,380)	(4,262)	1,834	5,808

8.8 Transfers to/from Earmarked Reserves

8.8.1 This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund in 2010/11.

	1 April 2009	Transfer out 2009/10	Transfer in 2009/10	31 Mar 2010	Transfer out 2010/11	Transfer in 2010/11	31 Mar 2011
	£000	£000	£000	£000	£000	£000	£000
General Fund:							
Balances held by schools under a scheme of delegation	5,476		21	5,497	(1,102)	1,607	6,002
Grange Court	0			0		41	41
Commuted sums	78			78	(42)		36
Industrial Estates - maintenance	333		39	372		28	400
Support Services & Equipment renewals	80	(80)		0			0
Schools Balance of Risk	85		88	173	(75)	77	175
ICT	0			0		595	595
Members ICT	0			0		40	40
Winter maintenance	500	(500)		0			0
Planning	24			24			24
College Hill Community Centre	180			180			180
Waste Disposal	2,774			2,774		133	2,907
LSC	32	(32)		0			0
Invest to Save	1,079		252	1,331	(1,026)		305
Contingent liabilities	300			300			300
Social care contingency	926	(772)		154	(154)		0
Modernisation plans	454	(454)		0			0
Hereford Futures	150		541	691	(209)		482
Whitecross school PFI	202		79	281		50	331
LPSA 2 reward grant	1,482	(1,258)		224	(14)		210
Carbon Reserve	30	(10)		20	(20)		0
Schools Redundancies	294	(284)		10	(10)		0
Service Delivery Review	112	(112)		0			0
Schools Rates Reserve	869			869	(652)		217
Economic Development	346	(80)		266	(98)		168
Safeguarding Children Board	21			21	(21)		0
Accommodation	133	(133)		0			0
Insurance reserve	0		544	544	(248)		296
Pool car reserve	0		10	10			10
Local development framework	0		270	270	(270)		0
Area based grant	0		53	53	(53)		0
Unused Grants cfwd	6,988	(6,988)	5,100	5,100	(4,058)	3,811	4,853
	22,948	(10,703)	6,997	19,242	(8,052)	6,382	17,572

8.9 Other Operating Expenditure

2009/10 £000		2010/11 £000
2,389	Parish council precepts	2,488
190	Levies	191
16	Payments to the Government Housing Capital Receipts Pool	11
6,005	Gains/losses on the disposal of non current assets	10,856
8,600	Total	13,546

8.10 Financing and Investment Income and Expenditure

2009/10 £000		2010/11 £000
7,334	Interest payable and similar charges	7,765
9,902	Pensions interest cost and expected return on pensions assets	6,441
(254)	Interest receivable	(412)
0	Discount received on early repayment of loans	(83)
(1,661)	Income and expenditure in relation to trading accounts/investment properties and changes in their fair value	(436)
(651)	Other investment income	(715)
14,670	Total	12,560

8.11 Taxation and Non Specific Grant Income

2009/10 £000		2010/11 £000
(84,820)	Council tax income	(87,572)
(44,994)	Non domestic rates	(50,282)
(21,007)	Non-ringfenced government grants	(21,830)
(34,772)	Capital grants and contributions	(39,660)
(185,593)	Total	(199,344)

8.12 Property, Plant and Equipment

8.12.1 Movements on Balances

Movements in 2010/11:

	Land & buildings £000	Vehicles, plant, furniture & equip £000	Infra structure assets £000	Comm-unity assets £000	Surplus assets £000	Assets under construct ion £000	Total PPE £000	PFI assets incl. in PPE £000
Cost or Valuation								
At 1 April 2010	317,096	18,422	133,899	2,565	1,249	24,222	497,453	28,346
Additions	9,495	2,901	20,790	37	587	25,916	59,726	221
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(28,618)	0	0	0	(72)	0	(28,690)	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(13,756)	0	0	0	1	0	(13,755)	37
Adjustment to write back depreciation on revalued assets	(941)	0	0	0	0	0	(941)	0
Disposals	(12,461)	(559)	0	0	0	0	(13,020)	0
Assets reclassified as Held for Sale	0	0	0	0	0	0	0	0
Other reclassifications	20,910	0	0	0	0	(20,910)	0	0
At 31 March 2011	291,725	20,764	154,689	2,602	1,765	29,228	500,773	28,604
Accumulated Depreciation and Impairment								
At 1 April 2010	(9,535)	(6,876)	(15,057)	0	(3)	0	(31,471)	(2,061)
Depreciation on cost (net of any impairments)	(5,706)	(2,802)	(6,485)	0	(12)	0	(15,005)	(1,346)
Depreciation on revalued amount in excess of cost	(768)	0	0	0	(1)	0	(769)	(20)
Depreciation written back on revalued assets	941	0	0	0	0	0	941	0
Disposals	716	220	0	0	0	0	936	0
At 31 March 2011	(14,352)	(9,458)	(21,542)	0	(16)	0	(45,368)	(3,427)
Net Book Value								
At 31 March 2011	277,373	11,306	133,147	2,602	1,749	29,228	455,405	25,177
At 31 March 2010	307,561	11,546	118,842	2,565	1,246	24,222	465,982	26,285

Comparative Movements in 2009/10:

	Land & buildings	Vehicles, plant, furniture & equip	Infra-structure assets	Comm-unity assets	Surplus assets	Assets under construct-ion	Total PPE	PFI assets incl. in PPE
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation								
At 1 April 2009	261,362	15,789	116,777	2,944	804	12,030	409,706	28,218
Additions	19,079	3,132	17,122	247	445	18,575	58,600	2,255
Revaluation increases/(decreases) recognised in the Revaluation Reserve	43,177	0	0	0	0	0	43,177	(1,298)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(9,178)	(287)	0	(546)	0	0	(10,011)	(222)
Adjustment to write back depreciation on revalued assets	(3,061)	(182)	0	0	0	0	(3,243)	(607)
Disposals	(6,812)	(30)	0	0	0	0	(6,842)	0
Assets reclassified as Held for Sale	(700)	0	0	0	0	0	(700)	0
Other reclassifications	13,229	0	0	(80)	0	(6,383)	6,766	0
At 31 March 2010	317,096	18,422	133,899	2,565	1,249	24,222	497,453	28,346
Accumulated Depreciation and Impairment								
At 1 April 2009	(6,838)	(4,028)	(9,257)	0	0	0	(20,123)	(1,412)
Depreciation on cost (net of any impairments)	(5,375)	(3,049)	(5,800)	0	(2)	0	(14,226)	(1,236)
Depreciation on revalued amount in excess of cost	(556)	0	0	0	(1)	0	(557)	(20)
Depreciation written back on revalued assets	3,061	182	0	0	0	0	3,243	607
Disposals	173	19	0	0	0	0	192	0
At 31 March 2010	(9,535)	(6,876)	(15,057)	0	(3)	0	(31,471)	(2,061)
Net Book Value								
At 31 March 2010	307,561	11,546	118,842	2,565	1,246	24,222	465,982	26,285
At 31 March 2009	254,524	11,761	107,520	2,944	804	12,030	389,583	26,806

8.12.2 Depreciation

Depreciation is provided on a straight line basis over an asset's economic useful life. Lives have been estimated as follows:

- Buildings – estimated useful life up to 100 years
- Vehicles, plant, furniture and equipment – 5 years
- Infrastructure – 15 to 50 years

8.12.3 Analysis of Capital Charges to Directorates

Capital charges included in the Comprehensive Income and Expenditure Statement relating to tangible fixed assets are analysed by directorate below:

Directorate	Depreciation	Impairments	Total for
	£000	£000	2010/11 £000
Adult Services	727	600	1,327
Children & Young People	5,658	8,978	14,636
Deputy Chief Executive	291	6	297
Public Health	166	76	242
Resources	755	3,117	3,872
Sustainable Communities	8,177	978	9,155
Total	15,774	13,755	29,529

8.12.4 Capital Commitments

At 31 March 2011 the council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2011/12 and future years budget to cost £4.58 million. Similar commitments at 31 March 2010 for 2010/11 and future years was £20.99 million, including Hereford Academy (£17.01 million). The major commitments are:

- Hereford Academy £2.58 million
- Livestock Market £1.99 million

8.12.5 Effects of Changes in Estimates

In 2009/10 the smallholdings owned by the council were reclassified and transferred from non-operational investments to property, plant and equipment. Following this transfer, and as a result of current council policy being to retain the smallholdings for the foreseeable future, the value of the smallholdings was reviewed and it was considered more appropriate and prudent to use a value based on their income generating capacity rather than their open market value. As a result of this change in estimate the value of smallholdings has been impaired in 2010/11 by a total of £34 million. Of this amount £1 million relates to capital expenditure during the year which is not reflected in a corresponding increase in value.

8.12.6 Revaluations

The council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. More frequent valuations are carried out if the rolling programme is insufficient to keep pace with material changes in value. All valuations are done internally. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards

of the Royal Institution of Chartered Surveyors. Valuations of vehicle, plant and equipment is based on depreciated costs as a proxy for fair value.

8.13 Investment Properties

8.13.1 The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and expenditure Statement. It comprises the trading areas of markets, industrial estates and retail. The direct operating expenses exclude recharged support services, capital charges and changes in the fair value of the assets.

	2010/11	2009/10
	£000	£000
Rental income from investment property	(2,301)	(2,300)
Direct operating expenses arising from investment property	675	794
Net (gain)/loss	<u>(1,626)</u>	<u>(1,506)</u>

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

2009/10		2010/11
£000		£000
31,466	Balance at start of the year	24,934
	Additions:	
113	Enhancement expenditure	316
0	Disposals	(125)
121	Net gains/losses from fair value adjustments	(1,170)
(6,766)	Transfer to Property, Plant and Equipment	0
<u>24,934</u>	Balance at end of the year	<u>23,955</u>

8.14 Intangible Assets

8.14.1 The council accounts for its software as intangible assets. Software is amortised over three to five years in equal annual instalments. Most of the amortisation (£0.8 million in 2009/10 and £1.28 million in 2010/11) was charged to the IT administration centre and then absorbed as an overhead across all services in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

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

	2010/11 Software £000	2009/10 Software £000
Balance at start of year:		
Gross carrying amounts	8,779	6,403
Accumulated amortisation	(3,824)	(2,911)
Net carrying amount at start of year	4,955	3,492
Additions:	2,085	2,376
Amortisation for the period	(1,383)	(913)
Net carrying amount at end of year	5,657	4,955
Comprising:		
Gross carrying amounts	10,864	8,779
Accumulated amortisation	(5,207)	(3,824)
	5,657	4,955

8.14.3 The council also has £445,000 of intangible current assets relating to the Landfill Allowance Trading Scheme (see note 8.1.47-8.1.50).

8.15 Financial Instruments

8.15.1 Categories of Financial Instruments

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

	Long-term		Current	
	31 Mar 2011 £000	31 Mar 2010 £000	31 Mar 2011 £000	31 Mar 2010 £000
Investments				
Loans and receivables	4	4	26,476	12,947
Debtors				
Loans and receivables	400	155	15,059	14,553
Borrowings				
Financial liabilities at amortised cost	(122,266)	(111,880)	(24,769)	(14,704)
Other Long Term Liabilities				
PFI and finance lease liabilities	(28,492)	(29,230)	(905)	(830)
Creditors				
Financial liabilities at amortised cost	0	0	(21,493)	(20,834)

Financial instruments are contracts that give rise to a financial asset of one entity and a financial liability (or equity instrument) of another entity. Amounts relating to statutory debts, such as council tax, non-domestic rates, general rates etc, are not classed as financial instruments as they do not arise from contracts. Also excluded from the above analysis are accounting adjustments relating to accruals and payments in advance.

8.15.2 Income, Expense, Gains and Losses

The following amounts, relating to financial instruments, are included in the Comprehensive Income and Expenditure Statement:

	2010/11			2009/10		
	Financial Liabilities at amortised cost £000	Financial assets: Loans and receivables £000	Total £000	Financial Liabilities at amortised cost £000	Financial assets: Loans and receivables £000	Total £000
Interest expense relating to:						
Loans	5,479	0	5,479	5,178	0	5,178
PFI Liabilities	2,196	0	2,196	2,109	0	2,109
Finance Leases	47	0	47	47	0	47
Impairment losses (bad debts)	0	43	43	0	0	0
Fee expense (commission paid)	15	0	15	8	0	8
Total expense in Surplus or Deficit on the Provision of Services	7,737	43	7,780	7,342	0	7,342
Interest income relating to:						
Investments	0	(412)	(412)	0	(254)	(254)
Gains on derecognition of loans	(83)	0	(83)	0	0	0
Total income in Surplus or Deficit on the Provision of Services	(83)	(412)	(495)	0	(254)	(254)
Net loss/(gain) for the year	7,654	(369)	7,285	7,342	(254)	7,088

8.15.3 Fair Values of Assets and Liabilities

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

- The fair values of PWLB loans have been calculated based on premature repayment rates at the year end.
- The fair values of the bank loans have been assessed using the market cost of equivalent loans with the same remaining periods to maturity.
- No early repayment or impairment is recognised.
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair value of the council's borrowing (which is carried at amortised cost in the Balance Sheet) is as follows:

	31 March 2011		31 March 2010	
	Carrying amount £000	Fair value £000	Carrying amount £000	Fair value £000
Total borrowing	147,035	153,631	126,584	129,549

The fair value is higher than the carrying amount because the council's portfolio of loans are all fixed rate and the interest rate payable on these loans is higher

than the relatively low rates prevailing at the Balance Sheet date. Therefore the fair value includes a premium that the council would have to pay if the lender agreed to early repayment of the loans. None of the council's investments are for a period exceeding 364 days and so the fair value of investments will not be significantly different to the carrying amount.

The carrying amounts of other long-term financial assets and liabilities in the balance sheet are assumed to equate to their fair value due to the absence of active markets in the instruments concerned and no information to the contrary.

8.16 Inventories

	2010/11 £000	2009/10 £000
Balance outstanding at start of year	128	102
Purchases	867	560
Recognised as an expense in the year	(292)	(534)
Written off balances	(48)	0
Balance outstanding at year-end	655	128

8.17 Debtors

	31 March 2011 £000	31 March 2010 £000	1 st April 2009 £000
Central government bodies	7,423	12,821	14,885
Other local authorities	408	531	173
NHS bodies	9,418	7,857	5,253
Public corporations and trading funds	0	0	0
Other entities and individuals	16,135	14,952	11,718
	<u>33,384</u>	<u>36,161</u>	<u>32,029</u>
Provision for Bad Debts	(1,166)	(1,087)	(894)
Total	32,218	35,074	31,135

8.18 Cash and Cash Equivalents

8.18.1 The balance of cash and cash equivalents is made up of the following elements:

	31 March 2011 £000	31 March 2010 £000	1 st April 2009 £000
Cash held by the Authority	4,020	3,731	3,438
Short-term deposits	15,424	7,931	6,450
	<u>19,444</u>	<u>11,662</u>	<u>9,888</u>
Bank current accounts	(6,727)	(4,855)	(5,646)
Total Cash and Cash Equivalents	12,717	6,807	4,242

8.18.2 By transferring funds to and from its investment accounts the council maintains a £nil cleared balance on its current accounts overnight. The overdrawn amount shown above is wholly due to the inclusion of unrepresented bank payments for accounting purposes.

8.19 Assets Held for Sale

	Current		Non current	
	2010/11 £000	2009/10 £000	2010/11 £000	2009/10 £000
Balance outstanding at start of year	700	0	2,538	2,538
Assets newly classified as held for sale:				
• Property, Plant and Equipment	0	700	0	0
Revaluation gains	0	0	0	0
Assets sold	(700)	0	0	0
Balance outstanding at year-end	0	700	2,538	2,538

8.20 Creditors

	31 March 2011 £000	31 March 2010 £000	1 April 2009 £000
Central government bodies	6,162	7,114	6,135
Other local authorities	3,470	3,915	3,555
NHS bodies	1,695	1,430	1,973
Public corporations and trading funds	79	25	0
Other entities and individuals	23,384	23,499	21,133
Total	34,790	35,983	32,796

8.21 Provisions

	Insurance £000	Other provisions £000	Total £000
Balance at 1 April 2009	1,759	270	2,029
Additional provisions made in 2009/10	0	1,142	1,142
Amounts used in 2009/10	(296)	(152)	(448)
Unused amounts reversed in 2009/10		(55)	(55)
Balance at 31 March 2010	1,463	1,205	2,668
Additional provisions made in 2010/11	0	1,256	1,256
Amounts used in 2010/11	0	(1,201)	(1,201)
Unused amounts reversed in 2010/11		(8)	(8)
Balance at 31 March 2011	1,463	1,252	2,715

8.21.1 Insurance provision

The largest provision of £1.46 million is for insurance claims. An external review of the insurance provision was carried out by the council's insurance brokers Marsh UK Ltd in February 2010. The review assessed the outstanding liability to the end of 2009/10 to be £1.46m and this level has been maintained in the 2010/11 accounts. In addition a reserve of £295,000 is held for future potential claims.

8.21.2 Redundancy provision

The council holds a provision for redundancy payments of £774,000, including schools staff, based on the number of planned redundancies and staff identified at risk of redundancy at 31st March 2011.

8.21.3 Other Provisions

At 31st March 2011 the council also held a reserve for replacing computers of £33,000 and for LATs liability of £445,000

8.22 Usable Reserves

Movements in the Authority's usable reserves are summarised in the Movement in Reserves Statement and set out in more detail below.

8.22.1 Earmarked Reserves

The movement in earmarked reserves are detailed in Note 8.8.

8.22.2 Capital receipts reserve

31 March 2010		31 March 2011
£000		£000
17,827	Balance at 1 April	13,565
668	Received during the year	2,097
(4,914)	Applied during the year	(8,868)
0	Admin costs of sales	(29)
(16)	Set aside during the year	(11)
13,565	Balance at 31 March	6,754

8.22.3 Capital grants unapplied

31 March 2010		31 March 2011
£000		£000
4,487	Balance at 1 April	6,321
4,117	Received during the year	9,358
(2,283)	Applied during the year	(2,576)
6,321	Balance at 31 March	13,103

8.23 Unusable Reserves Summary

1 st April	31 March		31 March
2009	2010		2011
£000	£000		£000
23,889	65,735	Revaluation reserve	35,475
224,466	237,044	Capital Adjustment Account	245,265
(498)	(494)	Financial Instruments Adjustment Account	(412)
61	40	Deferred Capital Receipts Reserve	26
(130,114)	(164,594)	Pensions Reserve	(132,912)
(209)	(117)	Collection Fund Adjustment Account	(294)
(3,888)	(3,902)	Accumulated Absences Account	(3,527)
113,707	133,712	Total unusable reserves	143,621

8.23.1 Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised.

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

2009/10 £000		2010/11 £000	2010/11 £000
23,889	Balance at 1 April		65,735
45,775	Upward revaluation of assets	8,756	
(2,592)	Downward revaluation of assets and impairment losses not charged to the Surplus/(Deficit) on the Provision of Services	(37,447)	
43,183	Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		(28,691)
(551)	Difference between fair value depreciation and historical cost depreciation	(769)	
0	Prior year adjustments to Capital Adjustment Account	(104)	
(786)	Accumulated gains on assets sold or scrapped	(696)	
(1,337)	Amount written off to the Capital Adjustment Account		(1,569)
65,735	Balance at 31 March		35,475

8.23.2 Capital Adjustment Account

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

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

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

Note 8.7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2009/10 £000		2010/11 £000	2010/11 £000
224,466	Balance at 1 April		237,044
	<i>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</i>		
(14,758)	Charges for depreciation and impairment of non current assets	(15,946)	
(9,907)	Revaluation losses on Property, Plant and Equipment	(13,583)	
(913)	Amortisation of intangible assets	(1,383)	
(3,247)	Revenue expenditure funded from capital under statute	(522)	
(5,866)	Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(12,211)	
<u>(34,691)</u>			<u>(43,645)</u>
551	Adjusting amounts written out of the Revaluation Reserve		769
0	Prior year adjustments to Revaluation Reserve		104
<u>(34,140)</u>	Net written out amount of the cost of non current assets consumed in the year		<u>(42,772)</u>
	<i>Capital financing applied in the year:</i>		
4,914	Use of the Capital Receipts Reserve to finance new capital expenditure	8,868	
30,655	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	30,302	
2,283	Application of grants to capital financing from the Capital Grants Unapplied Account	2,576	
8,318	Statutory provision for the financing of capital investment charged against the General Fund balance	9,645	
548	Capital expenditure charged against the General Fund balance	772	
<u>46,718</u>			<u>52,163</u>
	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		(1,170)
<u>237,044</u>	Balance at 31 March		<u>245,265</u>

8.23.3 Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account (FIAA) records the timing differences between the rate at which gains and losses are recognised for accounting purposes and the rate at which debits and credits are required to be made against council tax.

The opening balance relates to the council's two "stepped interest" bank loans where the interest paid in the first two years was much lower than the rate subsequently charged. The charge in the Comprehensive Income & Expenditure Statement is based on the effective (or average) rate over the period of the loan and so in the first two years the charge was increased by debiting the differential in the Movement in Reserves Statement and crediting the FIAA. This latter reserve is then reversed out over the remaining period of the loan to give a consistent effective rate of interest.

Another adjustment is required for 2010/11 relating to the discount received on the early repayment of loans to the Public Works Loan Board. Discount of £83,398 was received and this amount is included in the Comprehensive Income

& Expenditure Statement (see note 8.10). However, for accounting purposes this amount needs to be spread over ten years and so £77,840, which is the amount relating to future years, has been debited to the Movement in Reserves Statement and credited to the FIAA.

2009/10 £000		2010/11 £000
(498)	Balance at 1 April	(494)
4	Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	4
0	Discounts received in the year carried forward to future accounting periods	78
(494)	Balance at 31 March	(412)

8.23.4 Pensions Reserve

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

2009/10 £000		2010/11 £000
(130,114)	Balance at 1 April	(164,594)
(28,987)	Actuarial gains or (losses) on pensions assets and liabilities	13,531
(16,474)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	6,721
10,981	Employer's pensions contributions and direct payments to pensioners payable in the year	11,430
(164,594)	Balance at 31 March	(132,912)

8.23.5 Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements the Authority does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2009/10 £000		2010/11 £000
	61 Balance at 1 April	40
	(21) Transfer to the Capital Receipts Reserve upon receipt of cash	(14)
	40 Balance at 31 March	26

8.23.6 Collection Fund Adjustment Account

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

2009/10 £000		2010/11 £000
	(209) Balance at 1 April	(117)
	Amount by which council tax income credited to the	
	92 Comprehensive Income and Expenditure Statement is	(177)
	different from council tax income calculated for the	
	year in accordance with statutory requirements	
	(117) Balance at 31 March	(294)

8.23.7 Accumulated Absences Account

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

2009/10 £000		2010/11 £000
	(3,888) Balance at 1 April	(3,902)
	Amount by which officer remuneration charged to the	
	Comprehensive Income and Expenditure Statement on	
	an accruals basis is different from remuneration	
	(14) chargeable in the year in accordance with statutory	374
	requirements	
	(3,902) Balance at 31 March	(3,528)

8.24 Capital Grants Receipts in Advance

8.24.1 Under IFRS grants and contributions given towards an authority's capital investment are retained in this account whilst conditions remain attached to the financial assistance.

2009/10 £000		2010/11 £000
4,973	Balance at 1 April	10,093
5,466	Additional amounts received in the year	4,752
(346)	Amounts transferred to the Comprehensive Income and Expenditure Account in the year	(2,686)
10,093	Balance at 31 March	12,159

The amounts are split between long-term and short-term liabilities at the balance sheet date.

8.25 Amounts Reported for Resource Allocation Decisions

8.25.1 The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However, decisions about resource allocation are taken on the basis of budget reports analysed across directorates. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular the report includes:

- Transactions for Trading Accounts
- Movements on Schools Balances
- Expenditure on Levies

8.25.1 Directorate Income and Expenditure

The income and expenditure of the council's directorates and corporate spend as reported to Cabinet in the 2010/11 out-turn report is as follows;

Directorate Income and Expenditure 2010/11	Integrated Commission -ing £000	Children & Young People £000	Deputy Chief Executive £000	Public Health £000	Sustainable Communities £000	Central Services £000	Resources £000	Total £000
Fees, charges & other service income	13,251	15,401	3,096	855	17,543	302	4,030	54,478
Government grants	995	121,329	39	115	7,825	0	56,891	187,194
Total Income	14,246	136,730	3,135	970	25,368	302	60,921	241,672
Employee expenses	9,896	102,021	12,689	2,305	14,334	(21,893)	7,679	127,031
Other service expenses	60,509	74,804	7,926	831	51,929	2,360	64,685	263,044
Support services	4,234	6,966	(12,282)	924	7,117	3,083	(9,310)	732
Total Expenditure	74,639	183,791	8,333	4,060	73,380	(16,450)	63,054	390,807
Net Expenditure	60,393	47,061	5,198	3,090	48,012	(16,752)	2,133	149,135

The following table shows the comparative figures for 2009/10:

Directorate Income and Expenditure 2009/10 Comparative figures	Integrated Commission -ing £000	Children & Young People £000	Deputy Chief Executive £000	Environment & Culture £000	Regeneration £000	Central Services £000	Resources £000	Total £000
Fees, charges & other service income	12,435	13,412	1,401	11,069	7,469	760	3,945	50,491
Government grants	9,052	109,473	301	2,331	4,164	0	54,392	179,713
Total Income	21,487	122,885	1,702	13,400	11,633	760	58,337	230,204
Employee expenses	9,355	96,816	11,636	9,840	7,958	1,619	7,479	144,703
Other service expenses	55,858	60,387	9,679	40,391	16,828	2,069	58,760	243,972
Support services	4,248	7,514	(15,403)	3,754	3,325	2,554	(7,271)	(1,279)
Total Expenditure	69,461	164,717	5,912	53,985	28,111	6,242	58,968	387,396
Net Expenditure	47,974	41,832	4,210	40,585	16,478	5,482	631	157,192

8.25.2 Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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

	2009/10 £000	2010/11 £000
Net expenditure in the Directorate Analysis	157,192	149,135
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Account	1,164	(263)
Transition Arrangements to IFRS	5,303	0
Cost of services in the Comprehensive Income and Expenditure Statement	163,659	148,872

8.25.3 Reconciliation to Subjective Analysis

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

2010/11	Directorate Analysis	Amounts not Included in I & E	Cost Of Services	Corporate Items	Total
	£000	£000	£000	£000	£000
Fees, charges & other service income	54,478	(2,779)	51,699	0	51,699
Financing and investment income	0	0	0	4,792	4,792
Income from council tax	0	0	0	87,572	87,572
Government grants and contributions	187,194		187,194	111,772	298,966
Total Income	241,672	(2,779)	238,893	204,136	443,029
Employee expenses	127,031	(622)	126,409		126,409
Other service expenses	263,044	(2,213)	260,831		260,831
Support Service recharges	732	(13)	719		719
Financing and investment expenditure	0	0	0	17,352	17,352
Precepts & Levies	0	(194)	(194)	2,679	2,485
Payments to Housing Capital Receipts Pool	0	0	0	11	11
Gain or Loss on Disposal of Fixed Assets	0	0	0	10,856	10,856
Total expenditure	390,807	(3,042)	387,765	30,898	418,663
(Surplus) or deficit on the provision of services	149,135	(263)	148,872	(173,238)	(24,366)

The following table shows the comparative figures for 2009/10.

2009/10	Directorate Analysis	Amounts not Included in I & E £000	Service IFRS Adjustment £000	Total Cost Of Services £000	Corporate Items £000	Corporate IFRS Adjustment £000	Total £000
Fees, charges & other service income	50,491	(2,755)	0	47,736	0	0	47,736
Financing and investment income	0	0	0	0	3,660	309	3,969
Income from council tax	0	0	0	0	84,820	0	84,820
Government grants and contributions	179,713	0	(1,889)	177,824	66,001	34,772	278,597
Total Income	230,204	(2,755)	(1,889)	225,560	154,481	35,081	415,122
Employee expenses	144,703	(16)	14	144,701	0	0	144,701
Other service expenses	243,972	(1,380)	3,400	245,992	0	0	245,992
Support Service recharges	(1,279)	(1)	0	(1,280)	0	0	(1,280)
Financing and Investment Expenditure	0	0	0	0	18,566	73	18,639
Precepts & Levies	0	(194)	0	(194)	2,579	0	2,385
Payments to Housing Capital Receipts Pool	0	0	0	0	16	0	16
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	4,495	1,510	6,005
Total expenditure	387,396	(1,591)	3,414	389,219	25,656	1,583	416,458
(Surplus) or deficit on the provision of services	157,192	1,164	5,303	163,659	(128,825)	(33,498)	1,336

8.26 Trading Operations

8.26.1 The council has a number of trading units where the service manager is required to operate in a commercial environment and generate income from external customers.

	2009/10 £000	2010/11 £000
Markets		
The council owns and manages open and closed markets, generating income from letting of premises and market stalls.	Turnover	(732) (796)
	Expenditure	521 712
	(Surplus)/deficit	(211) (84)
Industrial Estates		
The council owns and manages a number of industrial estates in the county.	Turnover	(1,350) (1,468)
	Expenditure	559 2,094
	(Surplus)/deficit	(791) 626
The increased expenditure in 2010/11 relates to downward revaluation of properties		
Retail Properties		
The council owns retail premises in Hereford City centre from which it receives commercial rents.	Turnover	(673) (1,216)
	Expenditure	296 197
	(Surplus)/deficit	(377) (1,019)
The increased income in 2010/11 relates to upward revaluation of properties		

8.26.2 The trading accounts are incorporated into the Comprehensive Income and Expenditure Statement as part of the line 'Financing and investment income and expenditure' (note 8.10).

8.27 Agency Services

8.27.1 The council provides payroll services for a number of organisations, including 3 Academies. The income in total for 2010/11 amounted to around £6,000.

8.27.2 The council also administers and prepares accounts for a number of Trust Funds (see note 8.46). However, the council does not make any charge for this service.

8.28 Pooled Budgets

8.28.1 There are six agreements between the council and Primary Care Trust (PCT) under Section 75 of the Health Act 2006.

Three are hosted by the PCT:

- a. Mental Health.
- b. Hillside Intermediate Care.
- c. Blanchworth Contract, Kington.

The three agreements hosted by the council are:

- a. Learning Disabilities.
- b. Integrated Community Equipment Store (ICES).
- c. Complex Needs Solution

8.28.2 Mental Health

This Section 75 agreement is the integrated mental health and social care service. This service is available to all residents within the county of Herefordshire.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(7,448)		(7,259)	
• Herefordshire PCT	<u>(24,504)</u>	(31,952)	<u>(21,718)</u>	(28,977)
Expenditure met from the pooled budget:				
• Herefordshire Council	8,523		7,437	
• Herefordshire PCT	<u>27,177</u>	35,700	<u>24,139</u>	31,576
Net deficit arising on the pooled budget during the year		<u>3,748</u>		<u>2,599</u>
Council share of the net deficit		<u>1,075</u>		<u>178</u>

8.28.3 Hillside Intermediate Care

Hillside is a residential intermediate care service provided as a partnership between Herefordshire Council and Herefordshire Primary Care Trust. Its aim is to promote independence and enable individuals to maximise their potential, allowing them to return home quickly as possible following an episode of ill-health.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(380)		(378)	
• Herefordshire PCT	<u>(939)</u>	(1,319)	<u>(919)</u>	(1,297)
Expenditure met from the pooled budget:				
• Herefordshire Council	1,047			
• Herefordshire PCT	<u>410</u>	1,457	<u>1,404</u>	1,404
Net deficit arising on the pooled budget during the year		<u>138</u>		<u>107</u>
Council share of the net deficit		<u>30</u>		<u>31</u>

8.28.4 Blanchworth Contract, Kington

Blanchworth Care is a contract monitored by the PCT to provide beds at Kington Court, predominantly for older people, of which the council has access to a proportion of the beds.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(366)		(363)	
• Herefordshire PCT	<u>(528)</u>	(894)	<u>(598)</u>	(961)
Expenditure met from the pooled budget:				
• Herefordshire Council	366		363	
• Herefordshire PCT	<u>528</u>	894	<u>598</u>	961
Net surplus arising on the pooled budget during the year		<u>0</u>		<u>0</u>
Council share of the net deficit		<u>0</u>		<u>0</u>

8.28.5 Learning Disabilities

This Section 75 agreement is the integrated learning disabilities health and social care service. This service is available to all residents with a learning disability within the county of Herefordshire.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(12,564)		(11,798)	
• Herefordshire PCT	<u>(3,549)</u>	(16,113)	<u>(3,514)</u>	(15,312)
Expenditure met from the pooled budget:				
• Herefordshire Council	13,156		13,213	
• Herefordshire PCT	<u>3,549</u>	16,705	<u>3,514</u>	16,727
Net deficit arising on the pooled budget during the year		<u>592</u>		<u>1,415</u>
Council share of the net deficit		<u>592</u>		<u>1,415</u>

8.28.6 Integrated Community Equipment Service

A joint equipment store service is provided as a partnership between Herefordshire Council and Herefordshire Primary Care Trust. Its aim is to promote independence and enable individuals to remain in their home.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(274)		(280)	
• Herefordshire PCT	<u>(274)</u>	(548)	<u>(280)</u>	(560)
Expenditure met from the pooled budget:				
• Herefordshire Council	243		288.5	
• Herefordshire PCT	<u>243</u>	486	<u>288.5</u>	577
Net (surplus)/deficit arising on the pooled budget during the year		<u>(62)</u>		<u>17</u>
Council share of the net (surplus)/deficit		<u>(31)</u>		<u>8</u>

8.28.7 CNS Complex Needs Solution

Herefordshire Council and the PCT have signed a Section 75 agreement for the Joint Agency Management (JAM) of Out of County Placements for Children with complex educational, social and medical needs. The agreement pools spending in agreed proportions and spending is not separately allocated, but each child with these complex needs is funded directly from the pool irrespective of specific needs.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(1,755)		(1,755)	
• Herefordshire PCT	<u>(293)</u>	(2,048)	<u>(293)</u>	(2,048)
Expenditure met from the pooled budget:				
• Herefordshire Council	2,356		1,582	
• Herefordshire PCT	<u>393</u>	2,749	<u>264</u>	1,846
Net (surplus)/deficit arising on the pooled budget during the year		<u>701</u>		<u>(202)</u>
Council share of the net (surplus)/deficit		<u>600</u>		<u>(173)</u>

8.29 Members' Allowances

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

	2010/11 £000	2009/10 £000
Basic allowances	416,999	424,241
Special allowances	221,708	229,878
Travel and subsistence	37,555	47,409
Total	<u>676,262</u>	<u>701,528</u>

8.30 Officers' Remuneration

8.30.1 The Accounts and Audit Regulations set out the requirements for publishing information about employee remuneration disclosures in the statement of accounts. Remuneration is defined as 'all amounts paid to or receivable by a person, and includes sums due by way of expenses allowances (so far as those sums are chargeable to UK income tax), and the estimated money value of any other benefits received by an employee other than in cash' (e.g. benefits in kind).

8.30.2 The 2010/11 banding information is set out below. For the banding note remuneration excludes employer's pension contributions. Where no employees fell within a particular band, this band is not shown in the table;

From	To	<u>No of employees</u>		<u>2009/10</u>		<u>2010/11</u>	
		<u>2009/10</u>	<u>2010/11</u>	<u>Non School</u>	<u>School</u>	<u>Non School</u>	<u>School</u>
£50,000	£55,000	50	58	18	32	17	41
£55,000	£60,000	18	34	1	17	12	22
£60,000	£65,000	9	15	3	6	3	12
£65,000	£70,000	8	4	2	6	2	2
£70,000	£75,000	13	18	10	3	12	6
£75,000	£80,000	6	9	4	2	6	3
£80,000	£85,000	4	3	2	2	0	3
£85,000	£90,000	1	0	0	1	0	0
£90,000	£95,000	1	0	0	1	0	0
£95,000	£100,000	2	1	2	0	1	0
£105,000	£110,000	2	2	2	0	2	0
£110,000	£115,000	0	1	0	0	1	0
£120,000	£125,000	1	0	1	0	0	0
£125,000	£130,000	0	1	0	0	1	0
£180,000	£185,000	1	1	1	0	1	0
£225,000	£230,000	1	0	1	0	0	0
		117	147	47	70	58	89

8.30.3 The regulations require details to be disclosed for senior employees whose salary is £50,000 or more. For senior employees whose full-time equivalent salary is between £50,000 and £150,000 the disclosure is by way of job title and for those whose salary is £150,000 or more they are identified by name.

8.30.4 For the purposes of the regulations a 'senior employee' is defined as an employee whose remuneration is at least £50,000 and who is:

- a) The designated head of paid service or chief officer; or
- b) Any person having responsibility for the management of the relevant body to the extent that the person has power to direct or control the major activities of the body, in particular activities involving the expenditure of money, whether solely or collectively with other persons.

8.30.5 The disclosure for the council for 2010/11 is set out below. The employees included are Directors and staff who report to Directors who are employed on Head of Service pay grades. These staff are also included in the table above. For this note employer's pension contributions are included.

			Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
Post holder information	Notes	Year	£	£	£	£	£	£
Employees with salaries £150,000 or more								
Chief Executive - C Bull	45% recharge to the PCT	2009/10	183,724	0	0	183,724	36,010	219,734
	"	2010/11	183,724	0	0	183,724	37,479	221,203
Employees with salaries between £50,000 and £150,000								
Deputy Chief Executive	Started 12/4/10 45% recharge to the PCT	2010/11	126,027	0	0	126,027	25,709	151,736
Director of Environment	Left 19/3/10	2009/10	105,689	123,723	0	229,412	20,715	250,127
Director of Children's Services		2009/10	122,940	0	0	122,940	24,096	147,036
	Left 23/5/10	2010/11	18,775	0	0	18,775	3,731	22,506
Director of Regeneration}	Post name	2009/10	109,212	0	167	109,379	21,405	130,784
Director of Sustainability}	changed	2010/11	109,212		345	109,557	22,279	131,836
Director of Resources		2009/10	106,193	0	0	106,193	20,813	127,006
		2010/11	109,212	0	0	109,212	22,279	131,491
Assistant Chief Executive – Legal and democratic	Left 26/6/09 10% recharge to the PCT	2009/10	20,558	77,293	0	97,851	125,969	223,820
Assistant Director, Law, Governance & Resilience	Started 13/12/10 % recharge to the PCT	2010/11	27,096	0	0	27,096	5,527	32,623
Associate Director of Integrated Commissioning		2009/10	83,032	0	0	83,032	16,274	99,306
	Left 31/10/10	2010/11	55,905	0	0	55,905	11,404	67,309

Post holder information			Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
	Notes	Year	£	£	£	£	£	£
Employees with salaries between £50,000 and £150,000								
Assistant Director, Planning Performance & Development		2009/10	80,602	0	0	80,602	15,798	96,400
		2010/11	78,231	0	0	78,231	15,959	94,190
Assistant Director, Community Operations		2009/10	78,355	0	0	78,355	15,357	93,712
		2010/11	77,330	0	0	77,330	15,959	93,289
Assistant Director, Inclusion & Improvement		2009/10	78,332			78,332	15,353	93,685
		2010/11	78,231			78,231	15,959	94,190
Head of Service - Adult Services		2009/10	75,520	0	0	75,520	14,801	90,321
		2010/11	78,231	0	0	78,231	15,959	94,190
Assistant Director Environment & Culture }	Post name changed	2009/10	72,414	0	0	72,414	14,193	86,607
Head of Special Projects }		2010/11	72,222	0	223	72,445	14,733	87,178
Head of Asset Management		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Benefit & Exchequer		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Communications		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Planning Services }	Post name changed	2009/10	72,414	0	0	72,414	14,193	86,607
Assistant Director , Environment, Planning & Waste }		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Policy & Research }	Post name changed	2009/10	72,414	0	0	72,414	14,193	86,607
Head of Policy & Performance }		2010/11	72,222	0	0	72,222	14,733	86,955

Post holder information			Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
	Notes	Year	£	£	£	£	£	£
Employees with salaries between £50,000 and £150,000								
Head of Strategic Housing } Assistant Director, Homes and Communities}	Post name Changed	2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Economic & Community Services } Assistant Director, Economy & Culture }	Post name changed	2009/10	71,442	0	0	71,442	14,193	85,635
		2010/11	72,222	0	0	72,222	14,733	86,955
Assistant Director Environment & Culture } Assistant Director, Highways, transport and community }	Post name changed	2009/10	70,481	0	0	70,481	13,814	84,295
		2010/11	72,787	0	0	72,787	14,848	87,635
Assistant Director Environment & Culture } Assistant Director Public health }	Post name changed	2009/10	70,477	0	0	70,477	13,813	84,290
		2010/11	72,222	0	0	72,222	14,733	86,955
Acting Head of Policy & Performance	Acting HoS 1/1/10 to 31/3/10. Left 31/3/10.	2009/10	69,949	0	0	69,949	13,066	83,015
Regulatory Services Manager	Acting HoS 11/5/09 to 31/3/10	2009/10	65,753	0	212	65,965	12,887	78,852
Technical Accounting Manager	Acting HoS 1/4/09 to 30/9/09	2009/10	64,014	0	0	64,014	12,546	76,560

Post holder information	Notes	Year	Salary (inc. fees and allowances) £	Compensation for loss of office £	Benefits in kind £	Total remuneration excluding pension contributions £	Pension contributions £	Total remuneration including pension contributions £
Employees with salaries between £50,000 and £150,000								
Assistant Director, Safeguarding & Vulnerable Children	Started 8/6/09	2009/10	60,368	0	742	61,110	11,832	72,942
		2010/11	76,176	0	516	76,692	15,539	92,231
Corporate Programmes & Shared Services Lead Officer	Acting HoS 1/4/09 to 31/5/09	2009/10	54,700	0	0	54,700	10,728	65,428
Acting Head of Customer Services }	Acting HoS 1/7/09	2009/10	53,136	0	0	53,136	10,785	63,921
Assistant Director, Customer Services and Communications }	to 28/2/11	2010/11	56,643	0	0	56,643	12,141	68,784
Head of Financial Services	Started 1/10/09 -	2009/10	37,086	0	0	37,086	7,268	44,354
		2010/11	76,176	0	0	76,176	15,539	91,715

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In addition to the employees above the council contributed towards some senior staff employed by the PCT as follows;

Director of Public Health	30%
Director of Clinical Health and Quality	30%
Assistant Chief Executive - HR	50%
Joint Director of ICT	33%
Director of Integrated Commissioning	50%

8.31 External Audit Costs

8.31.1 The council incurred the following fees relating to external audit and inspection:

	2010/11 £000	2009/10 £000
Fees payable to the Audit Commission with regard to external audit services carried out by the appointed auditor	290	313
Fees payable to the Audit Commission in respect of statutory inspection	38	0
Fees payable to the Audit Commission for the certification of grants claims and returns	43	61
Other services	0	0

8.32 Dedicated Schools Grant

8.32.1 The council's expenditure on schools is funded by the Dedicated Schools Grant (DSG) provided by the Department for Children, Schools and Families. DSG is a ring-fenced grant and can only be applied to meet expenditure properly included in the Schools Budget. The Schools Budget includes elements for a restricted range of services provided on a council-wide basis and for the Individual Schools Budget (ISB), which is divided into a budget share for each school. Over and under spends on the two elements are required to be accounted for separately.

8.32.2 Details of the deployment of DSG receivable for 2010/11 are as follows:

Total 2009/10 £000	Central Expenditure 2010/11 £000	Individual Schools Budget 2010/11 £000	Total 2010/11 £000
(84,526)Final DSG allocation			(85,786)
(1,343)Brought forward from previous year			(728)
(85,869)Agreed budgeted distribution in year	(8,756)	(77,758)	(86,514)
8,407Actual central expenditure	8,558		8,558
Actual Individual School Budget deployed to 76,734schools		77,425	77,425
(728) Carry forward	(198)	(333)	(531)

8.33 Grant Income

8.33.1 The council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2010/11:

	2010/11 £000	2009/10 £000
Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	7,301	10,385
Area Based Grant	14,529	10,274
Redistributed NNDR	50,282	44,994
Capital grants	39,660	34,772
Other	0	348
Total	111,772	100,773
Credited to Services		
Department for Education	108,526	105,007
Department for Communities and Local Government	5,641	13,961
Department for Works and Pensions	56,678	54,289
Young people's learning agency	12,336	3,586
Department for transport	3,267	598
Defra	1,310	875
Department of Health	917	908
Advantage West Midlands	713	2,329
Heritage Lottery Fund	495	954
Sport England	447	233
English Heritage	210	94
Home office	158	153
Lottery Funding	102	135
Government Office West Midlands	73	222
Department for Culture, Media, Sport	58	179
Environment Agency	20	0
Arts Council	12	9
Forestry Commission	4	4
Department for Constitutional affairs	0	270
Other contributions	438	242
	191,405	184,048
Total	303,177	284,821

8.34 Related Parties

8.34.1 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 Authority.

Central Government

8.34.2 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 and provides the majority of its funding in the form of grants. Details of income received from government departments are set out in note 8.33.

Members

8.34.3 Members of the council have direct control over the council's financial and operating policies. There are a number of Councillors who serve on outside bodies and school governing bodies either as a representative of the council or as a private individual. Details of these interests are recorded in the Register of Members' interests, which is updated annually. An examination of the Register indicates that the council's financial transactions with these bodies in 2010/11 are not material. In addition, one member was the owner of a residential care home, to which the council made payments in the year of £83,000 and another employed by a company with which the council made payments of £8,000 in relation to the provision of Health and Safety advice.

Officers

8.34.4 A number of senior officers are members of professional bodies and are involved in local organisations and partnerships, such Herefordshire College of Arts, the Shared Services Partnership Ltd, South Wye Regeneration Partnership, Hereford Futures, Robert Owen Society and the Marches Consortium.

Other Public Bodies

8.34.5 During the year the council made payments of £24.5 million to Worcestershire County Council (£24 million in 2009/10), including payments to the pension scheme and for the joint waste disposal contract. The council works in partnership with the Primary Care Trust under Section 75 pooling arrangements. Payments to the PCT in 2010/11 totalled £13 million (£15 million in 2009/10) and invoices raised to the PCT were £17 million (£17 million in 2009/10).

Significant long-term contracts

8.34.6 Amey Wye Valley Limited

In 2003 the council entered into a contract with Jarvis PLC for the provision of contract services of around £13 million per annum over 10 years. The contract involved establishing a joint venture company named Herefordshire Jarvis Services (HJS) with the transfer of Herefordshire Commercial services staff to the new company. On 31st August 2007 Amey Wye Valley Limited took over this contract from HJS.

8.34.7 Amey OW Ltd

On 1st September 2003 the council also entered into a contract with Owen Williams for the delivery of technical consultancy services. During 2008/09 the company was taken over by Amey and is now called Amey OW Limited. Under the contract with Amey OW Ltd for the provision of technical services the council paid £3.3 million in 2010/11 (£3.2 million in 2009/10).

8.34.8 Amey Herefordshire Managing Agent Contract (MAC)

During 2009 elements of the two contracts above with Amey were re-negotiated to form a 'Managing Agent Contract' (MAC) through which Amey Herefordshire deliver an 'end to end' highways, parks and public right of way service for the council and the people of Herefordshire. Through this partnership Amey also deliver a range of ancillary support services to the council, including printing, catering, courier and fleet maintenance. The above contracts remain in place for the delivery of all 'Non-MAC' services.

8.34.9 In total the council paid £36.3 million to Amey Wye Valley in 2010/11 (£26.5 million in 2009/10).

8.34.10 Fosca UK Limited

In 2009 the council entered into a 7 year contract with Fosca for the collection of household, recycling and commercial waste. The value of the contract over 7 years is around £30.5 million. Payments to Fosca totalled £5.4 million in 2010/11 (£5.3 million in 2009/10).

Other organisations

8.34.11 The council pays a management fee to Halo Leisure Trust for the provision of leisure facilities, including swimming pools and leisure centres. In 2010/11 the council paid £2.5 million to Halo Leisure Trust (£2.5 million in 2009/10). In 2010/11 the council paid £452,000 to the Courtyard Trust. The council has a commissioning agreement with the Trust based on agreed outcomes.

8.34.12 During the year the council made payments totalling £784,000 to Herefordshire Housing Ltd including £547,000 of Supporting People Grant.

8.34.13 The council has an interest in company called Hereford Futures, whose role is to steer the Edgar Street redevelopment. Payments were made to Hereford Futures amounting to £586,000 (£700,000 in 2009/10).

8.34.14 The council is also represented by its elected members on the West Mercia Supplies Joint Committee. West Mercia Supplies (WMS) is a Purchasing Consortium that was established in 1987. It is constituted as a Joint Committee and Herefordshire Council is one of four constituent authorities. The other three Councils are Shropshire Council, Worcestershire County Council and Telford and Wrekin Council. Payments of £3.36 million were made 2010/11 (£3.49m in 2009/10).

Outstanding balances with related parties

8.34.15 As at 31st March 2011 significant amounts due to and from related parties were as follows:

Related Party	Due to £000	Due from £000
Department for Communities and Local Government	17	1,249
Department for Works and Pensions	594	0
Department for Education	1,082	644
Department for Food, Agriculture & Rural Affairs	8	319
Learning & Skills Council	231	13
Advantage West Midlands	52	1295
Department of Transport	0	53
Home Office	0	63
YPL	204	0
Teachers Development Agency	109	0
Teachers Pension	891	14
Worcestershire County Council	3,322	69
Herefordshire Primary Care Trust	1,577	9,406
Courtyard Trust	142	0
Amey Wye Valley	3,491	2,037
Shaw Healthcare	40	257
Halo	93	26
West Mercia Supplies	210	48
Hereford Futures	0	30
Herefordshire Housing Ltd	38	530
Children's Workforce Development Council	43	0
Gloucester CC	1	136
West Mercia Police	40	173
Hereford and Worcester Fire Authority	0	164
Hereford Hospital Trust	59	11
HM Revenue and Customs	2,894	3,605
Worcestershire PCT	59	0
Ministry of Justice	0	93
Audit Commission	79	0
Powys CC	3	86
St Helens Council	70	0
English Heritage	0	26
Natural England	0	42

8.34.16 These amounts are included in the council's debtors and creditors figures.

8.34.17 In addition, there were capital grants of £8.88 million from government departments held in the Capital Grants Unapplied Account not yet applied to capital spend.

8.35 Capital Expenditure and Capital Financing

8.35.1 The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance and PFI contracts) together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the council that has yet to be financed.

	2010/11 £000	2009/10 £000
Opening capital financing requirement	196,665	178,905
Opening finance leases requirement	578	-
Adjusted opening capital financing requirement	197,243	
Capital investment		
Property, Plant and Equipment	59,505	56,345
Investment Properties	316	113
Intangible Assets	2,085	2,376
Revenue expenditure funded from capital under statute	8,109	10,873
Assets acquired under PFI contracts	155	2,133
Long term debtors (including PFI prepayments)	567	256
Sources of Finance		
Capital Receipts	(8,869)	(4,914)
Government grants and other contributions	(40,465)	(40,566)
Sums set aside from revenue:		
Direct revenue contributions	(772)	(548)
MRP	(9,647)	(8,308)
Closing capital financing requirement	208,227	196,665
Explanation of movements in year		
Increase in underlying need to borrowing (supported by government financial assistance)	13,230	13,567
Increase in underlying need to borrowing (unsupported by government financial assistance)	7,246	10,368
Assets acquired under PFI contracts	155	2,133
MRP	(9,647)	(8,308)
Increase/(decrease) in Capital Financing Requirement	10,984	17,760

8.36 Leases

Authority as Lessee

Finance Leases

8.36.1 The council holds one car park and photocopiers under finance leases.

8.36.2 The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

	31 March 2011 £000	31 March 2010 £000	1 st April 2009 £000
Other land and buildings	521	528	392
Vehicles, plant, furniture and equipment	24	30	41
	545	558	433

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

	31 March 2011 £000	31 March 2010 £000
Finance lease liabilities (net present value of minimum lease payments):		
• current	10	7
• non current	334	343
Finance costs payable in future years	2,071	2,119
Minimum lease payments	2,415	2,469

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

	Minimum lease payments		Finance lease liabilities	
	31 March 2011 £000	31 March 2010 £000	31 March 2011 £000	31 March 2010 £000
Not later than one year	10	7	44	47
Later than one year and not later than five years	14	23	134	147
Later than five years	320	320	1,893	1,925
	344	350	2,071	2,119

8.36.5 The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2010/11 £116,000 contingent rents were payable by the authority (2009/10 £116,000).

Operating leases

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

	31 March 2011 £000	31 March 2010 £000
Not later than one year	1,094	1,081
Later than one year and not later than five years	3,499	2,548
Later than five years	11,994	12,533
	16,587	16,162

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

	2010/11 £000	2009/10 £000
Minimum lease payments	1,201	1,236

Authority as Lessor

Finance Leases

8.36.8 When a school changes status to become a Foundation School or an Academy the land and buildings are transferred to the school by granting a lease for 125 years at a peppercorn rent. Apart from these long leasehold transfers to schools, the council does not have any other finance leases where the council is lessor.

Operating leases

8.36.9 The Authority leases out property under operating leases for the following purposes:

- Retail
- Industrial Use
- Farming
- Other Commercial Use

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

	31 March 2011	31 March 2010
	£000	£000
Not later than one year	1,974	2,913
Later than one year and not later than five years	5,272	6,101
Later than five years	36,066	37,211
	43,312	46,225

8.36.11 The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

8.37 Private Finance Initiatives and Similar Contracts

8.37.1 The council has 2 formal PFIs, Whitecross School and Waste disposal (in partnership with Worcestershire County Council) and one other contract identified as falling under IFRIC 12, the Shaw Healthcare Contract.

Mercia Waste Management Ltd – waste management PFI contract

8.37.2 In 1998 Herefordshire Council, in partnership with Worcestershire County Council, entered into a 25 year contract with Mercia Waste Management Ltd for the provision of an integrated waste management system using the Private Finance Initiative. Under the contract the authorities are required to ensure that all waste for disposal is delivered to the contractor, who will take responsibility for recycling or recovering energy from the waste stream. In total the estimated cost of the contract over its full life is in excess of £500 million, of which around 25% relates to Herefordshire Council.

8.37.3 The original life of the contract was 25 years with the option to extend this by 5 years and there is an “in principle” agreement to exercise this agreement. As at 31st March 2011, the waste disposal contract was subject to a standstill agreement, which temporarily suspends aspects of the contract pending negotiations to secure variations to the current contract. The failure of the contractor to secure planning permission for an Energy from Waste Plant at Kidderminster has meant that the two authorities would be unable to meet current government targets for recycling and the diversion of bio-degradable waste from landfill. Negotiations continue to vary the current contract to secure longer-term waste treatment facilities within the two counties to enable targets to be met as well as securing shorter-term waste treatment capacity to ensure the Landfill Allowance Trading Scheme (LATS) targets are met. To secure LATS compliance Mercia Waste has submitted a planning application for an Energy from Waste Plant for 200,000 tonnes per annum at Hartlebury in Worcestershire to deal with waste from the two counties. Worcestershire’s Planning and

Regulatory Committee at its meeting of the 1st March 2011 unanimously agreed to approve the application. A further decision is now pending from the Secretary of State for Communities and Local Government as to whether he wishes to “call in” the application for a Planning Inquiry.

Stepnell Ltd – School PFI Contract

8.37.4 The Whitecross High School PFI project has delivered a fully equipped 900-place secondary school with full facilities management services. The contract with Stepnell Ltd has an overall value of £74 million and lasts for 25 years. At the end of this period the school will transfer to the council's ownership.

Shaw Homes

8.37.5 The council has a contract with Shaw Healthcare for the development and provision of residential homes and day care centres previously operated directly by the council. The contract expires in 2033/34 for all homes. The level of payments are dependent on the volume and nature of service elements and Shaw Healthcare's performance in providing services. The payments for 2010/11 totalled £5 million.

Assets

8.37.6 The property, plant and equipment used to provide the PFI services are recognised on the council's balance sheet. Movements in their value over the year are detailed in Note 8.12.1– Movement on Balances on Property, Plant and Equipment.

Liabilities

8.37.7 The payments to the contractors compensate them for the fair value of the services they provide, capital expenditure incurred and interest payable. The liability outstanding to pay the liability to the contractor for capital expenditure incurred is as follows:

	2010/11 £000	2009/10 £000
Balance outstanding at start of year	29,711	28,531
Payments during the year	(812)	(953)
Capital expenditure in the year	155	2,133
Balance outstanding at year-end	<u>29,054</u>	<u>29,711</u>

Payments

8.37.8 The table below shows an estimate of the payments to be made under PFI and similar contracts.

	Service Charges £000	Lifecycle Costs £000	Finance liability £000	Interest & similar £000	Total £000
Within one year	11,240	329	895	2,179	14,643
Within two to five years	47,478	1,401	4,363	8,763	62,005
Within six to ten years	66,069	1,934	7,145	10,636	85,784
Within eleven to fifteen years	43,266	2,145	7,538	8,538	61,487
Within sixteen to twenty years	26,909	2,383	8,693	6,060	44,045
Within twenty-one to twenty-five years	14,613	277	2,339	3,199	20,428

8.38 Impairment Losses

8.38.1 The following impairment losses and reversals were charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure:

2009/10				2010/11		
Impairments	Reversals	Net Total		Impairments	Reversals	Net Total
£000	£000	£000		£000	£000	£000
9,324	(146)	9,178	Land and buildings	14,331	(576)	13,755
287	0	287	Vehicles, plant and equipment	0	0	0
546	0	546	Community Assets	0	0	0
0	0	0	Surplus assets	0	0	0
10,157	(146)	10,011	Total	14,331	(576)	13,755

8.38.2 The main impairment in 2010/11 relates to the revaluation of small holdings as noted in 8.12.4 above.

8.39 Capitalisation of Borrowing Costs

8.39.1 The council has a policy of capitalising borrowing costs on relevant projects i.e. where schemes lasting more than 12 months and with at least £10,000 of interest associated with the project. In 2010/11 there were no capital schemes which fell into this category and therefore no borrowing costs were capitalised.

8.40 Termination Benefits

8.40.1 The following table summaries the redundancies which incurred in 2010/11, with comparative numbers for 2009/10;

	Teachers	Others	Total
2010/11			
Number	32	67	99
Total Cost	£575,323	£619,400	£1,194,723
Average	£17,979	£9,245	£12,068
2009/10			
Number	26	61	87
Total Cost	£258,855	£371,150	£630,005
Average	£9,956	£6,084	£7,241

8.40.2 In addition, £546,160 was paid to Worcestershire County Council for the actuarial strain of early retirements.

8.40.3 A redundancy provision of £774,000 was also set aside based on the number of planned redundancies and staff identified at risk of redundancy at 31st March 2011.

8.41 Pension Schemes accounted for as Defined Contribution Schemes

8.41.1 Teachers employed by the council are members of the Teachers' Pension Scheme, which is a defined benefit scheme administered by the Teachers Pensions Agency. Although the scheme is unfunded, a notional fund is used as a basis for calculating the employers' contribution rate. It is not possible for the council to identify its share of the underlying liabilities in the scheme attributable to its own employees, and therefore for the purposes of the statement of accounts it is accounted for on the same basis as a defined contribution scheme, that is, actual costs are included in the revenue accounts, with no assets and liabilities in the balance sheet.

8.41.2 However, in addition to the current scheme the council is contributing to former Hereford and Worcester teachers' unfunded added years' benefits. The actuary has valued the ongoing liability as £1.1 million, which is included in the pension fund liability in the balance sheet in 2010/11. In 2010/11 following external audit recommendations, the actual payments were moved out of the net cost of services into the Movement in Reserves statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	Unfunded teachers benefits	
	2010/11	2009/10
	£000	£000
Comprehensive Income and Expenditure Statement		
Cost of services		115
Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
• actuarial (gains) and losses	10	0
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	10	0
Amount charged to the General Fund Balance for pensions in the year		
Employer's contribution payable to the scheme	110	115

8.41.3 In 2010/11 the council paid employer contributions of £6.8 million in respect of teachers' pension costs, which represented 13.2% of teachers' pensionable pay. In addition, the council is responsible for all pension payments relating to added years it, or its predecessor authority, has awarded, together with the related increases. In 2010/11 these amounted to £109,615 representing 0.21% of pensionable pay. At the year-end there were contributions of £777,584 remaining payable, which related to the March 2011 contributions paid to the scheme in April 2011.

8.42 Defined Benefit Pension Schemes

Participation in Pension Schemes

8.42.1 Employees are eligible to join the Local Government Pension Scheme administered by Worcestershire County Council. This is a funded scheme, which means that the council and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. Although the 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 the employees earn their future entitlement.

Transactions Relating to Post-employment Benefits

8.42.2 Under IAS 19 the cost of retirement benefits is included in the Cost of Services when it is earned by employees, rather than when it is paid as pensions. However, the charge required to be made against council tax is based on the cash payable in the year, so the real cost of the retirement benefits is reversed out via the Movement in Reserves Statement.

8.42.3 The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	Local Government pension scheme	
	2010/11	2009/10
	£000	£000
Comprehensive Income and Expenditure Statement		
Cost of services:		
• current Service cost	9,185	5,815
• past service cost/(gain)	(22,540)	457
• settlements and curtailments	193	300
Financing and Investment Income and Expenditure:		
• interest cost	21,295	19,523
• expected return on assets in the scheme	(14,854)	(9,621)
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	(6,721)	16,474
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
• actuarial (gains) and losses	(13,541)	28,987
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(20,262)	45,461
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits	6,721	(16,474)
Amount charged to the General Fund Balance for pensions in the year		
Employer's contribution payable to the scheme	11,320	10,981

8.42.4 The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to 31 March 2011 (since the introduction of the statement in the 2009/10 restated accounts) is a loss of £15.46 million.

Assets and Liabilities in Relation to Post-employment Benefits

8.42.5 Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	2010/11	2009/10
	£000	£000
1 st April	379,544	276,935
Current Service Cost	9,185	5,815
Interest Cost	21,295	19,523
Contributions by scheme participants	3,331	3,315
Actuarial (gains)/losses	(18,961)	86,254
Curtailments	193	300
Benefits Paid	(11,053)	(13,055)
Past Service (gains) costs	(22,540)	457
31 st March	360,994	379,544

8.42.6 In the UK budget statement on 22 June 2010 the Chancellor announced that with effect from 1 April 2011 public service pensions would be up-rated in line the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). This has the effect of reducing Herefordshire Council's liabilities in the pension scheme by £22.5 million and has been recognised as a past service gain in accordance with guidance set down in UITF Abstract 48, since the change is considered to be a change in benefit entitlement. There is no impact on the General Fund.

8.42.7 Reconciliation of fair value of the scheme assets:

	2010/11	2009/10
	£000	£000
1 st April	216,150	146,821
Expected rate of return	14,854	9,621
Actuarial gains/(losses)	(5,420)	58,467
Employer contributions	11,320	10,981
Contributions by scheme participants	3,331	3,315
Benefits Paid	(11,053)	(13,055)
31 st March	229,182	216,150

8.42.8 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 at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

8.42.9 The actual return on scheme assets in the year was £18.1 million (2009/10 £68.1 million)

Scheme History

	2006/07 £m	2007/08 £m	2008/09 £m	2009/10 £m	2010/11 £m
Present value of liabilities	(293.9)	(323.5)	(276.9)	(379.5)	(361.0)
Value of Scheme assets	205.1	190.2	146.8	216.1	229.2
Surplus/(Deficit) in scheme	(88.8)	(133.3)	(130.1)	(163.4)	(131.8)

8.42.10 The liabilities show the underlying commitments that the council has in the long run to pay retirement benefits. The pension liability has a substantial impact on the net worth of the authority as recorded on the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy:

- the deficit on the local government scheme will be made good by increased contributions over the working life of employees as assessed by the scheme actuary;
- finance is only required to be raised to cover discretionary benefits when the pensions are actually paid

8.42.11 Total contributions expected to be made to the Local Government Pension Scheme by the council in the year ended 31 March 2012 is £11.1 million.

Basis for Estimating Assets and Liabilities

8.42.12 Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Local Government Pension Scheme has been assessed by Mercers, an independent firm of actuaries.

8.42.13 The principal assumptions used by the actuary have been;

	2010/11 £000	2009/10 £000
Long-term expected rate of return on assets in the scheme:		
Equity investments	7.5%	7.5%
Bonds	4.4%	4.5%
Other	5.1%	5.2%
Mortality assumptions		
Longevity at 65 for current pensioners:		
• Men	22.0 years	21.2 years
• Women	24.5 years	24.1 years
Longevity at 65 for future pensioners:		
• Men	25.0 years	22.2 years
• Women	26.1 years	25.0 years
Rate of RPI inflation	3.4%	3.3%
Rate of CPI inflation	2.9%	2.8%
Rate of increase in salaries	4.4%	4.8%
Rate of increase in pensions	2.9%	3.3%
Rate for discounting scheme liabilities	5.5%	5.6%

Take-up of option to convert annual pension into retirement lump sum 50% take maximum cash,
50% take 3/80ths cash

8.42.14 The pension scheme's assets consist of the following categories, by proportion of total assets held:

	31 March 2011 %	31 March 2010 %
Equities	92.7	92.3
Government Bonds	2.6	2.8
Other Bonds	3.8	3.9
Cash/Liquidity	0.9	1.0

History of Experience Gains and Losses

8.42.15 The actuarial gain or loss identified within the movements on the pensions reserve can be analysed into the following categories, measured as a percentage of assets or liabilities at 31st March:

	2006/07 %	2007/08 %	2008/09 %	2009/10 %	2010/11 %
Differences between the expected and actual return on assets	0.2	(16.2)	(39.9)	27.0	2.4
Experience gains and losses on liabilities	0	2	0	0	4.7

8.43 Contingent Liabilities

8.43.1 When the council's houses were transferred to Herefordshire Housing Ltd a legal agreement was entered into for a stock enhancement contract, which would result in a significant VAT savings of which the council should receive a share. It has been determined by HM Revenues and Customs that this contract is subject to Corporation Tax. The effect of this would negate the benefits of the VAT sharing agreement. Herefordshire Housing Ltd has now obtained charitable status, which has resolved this issue for the future. It is expected that a limited proportion of the VAT share received from Herefordshire Housing for 2003/04 and 2004/05 will be returned to them, estimated to be around £300,000.

8.43.2 As part of the arrangements for the transfer of services to Amey, Midland Heart and Shaw Homes, the council has given guarantees in relation to increases in pension contributions as a result of actuarial revaluations. The guarantee involves the council meeting the cost of any increase in pensions contributions over and above the specified level of contribution based on that operating on the date of transfer, but only in respect of staff transferring on this date.

8.43.3 There is an outstanding claim against the council in respect of an alleged formaldehyde poisoning in a council property. Although the claim, which is not covered by insurance, is substantial, the council is rigorously defending itself against it. The actual liability faced by the council is believed to be very significantly less than the claim submitted.

8.43.4 There is potential problem regarding safety issues at an old landfill site at Stretton Sugwas.

8.43.5 Local authorities are required to maintain a register of land charges in so far as they affect properties within their county or district. The purchasers of land within the county or district must obtain a search of the local land charges register. Historically councils have charged varying rates for the provision of land charge searches. A national debate has arisen as to whether this information could or should be provided under the FOI Act or EIR at lesser or indeed no cost to the purchaser. Litigation has been threatened against the council in connection with this issue and may be in receipt of legal proceeding. If the claim succeeded it is estimated to cost the council around £175,000.

8.44 Contingent Assets

8.44.1 Following a policy review Her Majesty's Revenues and Customs (HMRC) now consider the provision of trade waste collection services to be non-business activity and excluded from VAT. The council has submitted a claim to HMRC to try to reclaim VAT previously paid over to HMRC on waste collection and bags. If successful the council could be entitled to a refund of around £483,000.

8.45 Nature and Extent of Risks Arising from Financial Instruments

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

- a. **Credit risk:** The possibility that other parties might fail to pay amounts to the council.
- b. **Liquidity risk:** The possibility that the council might not have funds available to meet its commitments associated with financial instruments.
- c. **Market risk:** The possibility that the council may suffer financial loss as a result of economic changes such as interest rate fluctuations.

8.45.2 The council has adopted CIPFA's Treasury Management in the Public Services Code of Practice in setting out a Treasury Management Policy and strategies to control risks to financial instruments.

8.45.3 The council's exposure to the three types of risk is no greater than the previous year and the council's approach to risk management is fundamentally unchanged. The council regards the effective management and control of risk as the prime objective of its treasury management activities. In the current economic climate, market risk continues to be the most significant risk as the interest rate payable on the council borrowings continues to be significantly higher than the interest rate earned on investments.

Credit Risk

8.45.4 Credit risk arises from deposits with banks and other financial institutions, as well as credit exposures to the council's customers. Investments are only made in institutions recommended by Arlingclose, the council's treasury adviser. For credit rated counterparties, the council looks at the lowest short-term and long-term ratings assigned by the three main credit rating agencies and the minimum criteria is as follows:

Long-term minimum: A+ (Fitch); A1 (Moody's); A+ (Standard & Poor's)

Short-term minimum: F1 (Fitch); P-1 (Moody's); A-1 (Standard & Poor's)

8.45.5 During 2010/11 the council continued to restrict investments to only the largest and strongest of the UK banks and building societies plus the use of instant access Money Market Funds.

8.45.6 The following analysis summarises the council's potential maximum exposure to credit risk, based on default and uncollectability over the last five financial years, adjusted to reflect current market conditions.

	Amount at 31st March 2011	Historical experience of default	Historical experience adjusted for market conditions at 31st March 2010	Estimated maximum exposure to default and uncollectability 31 Mar 2011	Estimated maximum exposure to default and uncollectability 31 Mar 2010
	£000	%	%	£000	£000
Deposits with banks and financial institutions	26,476	0.00%	0.00%	0	0
Customers	15,059	0.35%	0.40%	60	65

8.45.7 The amount outstanding for council debtors as at 31st March can be analysed by age as follows:

	31 March 2011	31 March 2010
	£000	£000
Less than 3 months	13,450	13,659
3 to 6 months	622	268
6 months to 1 year	313	229
More than 1 year	674	397
	<u>15,059</u>	<u>14,553</u>

Liquidity Risk

8.45.8 The council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the council has ready access to borrowings from the money markets and the PWLB. There is no significant risk that it will be unable to raise finance to meet its commitments. Instead the risk is that the council will need to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. Therefore the strategy is to spread the maturity of the council's loans so that a significant proportion does not require repayment or refinancing at the same time.

The maturity analysis of the loan debt is as follows:

	£000	31 March 2011 £000	£000	31 March 2010 £000
Less than 1 year:				
Principal	23,336		13,267	
Accrued interest	943		943	
Other accounting adjustments	490	24,769	494	14,704
More than one year (principal only):				
Between 1 and 2 years	3,334		3,781	
Between 2 and 5 years	14,297		3,875	
Between 5 and 10 years	19,807		8,979	
More than 10 years	84,828	122,266	95,245	111,880
Total borrowing per Balance Sheet		147,035		126,584

All trade and other payables are due to be paid in less than 1 year.

Market Risk

8.45.9 The council is exposed to significant risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates could have a significant impact on the council. For instance, a fall in interest rates would have the following effects:

- a. Borrowings at variable rates - the interest expense charged to the Income and Expenditure Account would fall
- b. Borrowings at fixed rates – the fair value of borrowings will rise
- c. Investments at variable rates - the interest income credited to the Income and Expenditure Account would fall
- d. Investments at fixed rates – the fair value of the assets will rise

8.45.10 Borrowings and investments are not carried at fair value in the Balance Sheet and so nominal gains and losses on fixed rate financial instruments would have no impact in the Income and Expenditure Account. The impact is made by changes in interest payable and receivable.

8.45.11 The council's loans are all fixed rate which means that when the Bank Base Rate is low the interest rate paid on borrowing compares unfavourably with the rate received on investments. Because of this differential, in recent years the council has tended to reduce the level of its investments rather than take out new external borrowing.

8.45.11 In the first half of 2010/11 the low Base Rate meant that short term loans from the PWLB were available at attractive rates and so the council took the opportunity to replace some of its more expensive longer term debt with cheaper short term loans.

8.45.12 The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and is considered at

quarterly strategy meetings with the council's treasury advisors. The council sets an annual Treasury Management Strategy which includes analysing future economic interest rate forecasts. This analysis will advise whether new borrowing taken out is fixed or variable and, where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses.

- 8.45.13 If interest rates had been 1% higher, with all other variables held constant, the financial impact on the council's borrowings and investments in 2010/11 would have been as follows:

	1% Increase in Interest Rates £000
Increase in interest payable on new borrowing	213
Increase in interest receivable on investment balances	424

As noted above, an increase in interest rates benefits the council in the short-term as the interest received on its investments tends to be at variable rates whereas all loans are currently at fixed rates.

8.46 Trust Funds

- 8.46.1 The council acts as trustee for a number of Trust Funds, which have been established for the benefit of different sections of the community, including several schools. The following summarises the movement on Trust Funds during the year:

	Balance at 31/03/10	Revenue Transactions		New funds, Investment Sales and Revaluations	Balance at 31/03/11
	£	Income	Expenditure	£	£
Education (small funds)	6,200	605	(2,956)	83	3,932
Sylvia Short Trust	1,091,882	37,160	(63,617)	44,091	1,109,516
Buchanan Trust	2,360,283	67,903	(64,149)	(27,027)	2,337,010
Other Funds	62,420	1,183	(18,920)		44,683
	<u>3,520,785</u>	<u>106,851</u>	<u>(149,642)</u>	<u>17,147</u>	<u>3,495,141</u>

- 8.46.2 The Sylvia Short Educational Charity was established to provide children with learning experience outside the curriculum. In 2009/10 the administration of the fund was transferred to an independent investment manager.

- 8.46.3 The Buchanan Trust is invested in agricultural land around Bosbury for the benefit of tenant farmers. The balance at 31/3/10 has been amended since the 2009/10 statement of accounts was published, as it was based on draft Buchanan Trust accounts.

- 8.46.4 Other funds include the Hatton Bequest, which is available for Hatton Gallery exhibits.

8.46.5 Assets and liabilities on the funds at 31st March were:

	2009/10	2010/11
	£000	£000
Fixed Assets	1,239	1,212
Investments	1,095	1,114
Creditors	(22)	(20)
Bad debt provision	0	(1)
Cash temporarily invested with Herefordshire Council	1,209	1,190
	<u>3,521</u>	<u>3,495</u>
Represented by Trust Funds	<u>3,521</u>	<u>3,495</u>

9. COLLECTION FUND

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

2009/10 £000		Note	2010/11 £000	2010/11 £000
	Amounts required to be credited to the Collection Fund			
89,730	Council Tax	2	92,709	
12,298	Council Tax benefits		12,920	105,629
41,918	Income collectable from business ratepayers	1		40,874
<u>143,946</u>				<u>146,503</u>
0	Contributions towards previous year's deficit			0
<u>143,946</u>				<u>146,503</u>
	Amounts required to be debited to the Collection Fund			
	Precepts;			
12,164	West Mercia Police Authority			12,645
5,014	Hereford & Worcester Fire Authority			5,210
84,729	Herefordshire Council (including parishes)			87,749
	Business rates			
41,616	Payment to national pool			40,572
302	Cost of Collection			302
	Impairments of debts			
90	Write off of uncollectable amounts			247
(79)	Allowance for impairment			(9)
0	Contributions towards previous year's estimated surplus			0
<u>143,836</u>				<u>146,716</u>
(110)	(Surplus)/Deficit for the Year			213
251	Balance brought forward			141
141	Balance carried forward			354

9.2 Notes to the Collection Fund

1. The total non-domestic rateable value at the year-end was £123,187,412 and the national non-domestic rate multiplier for 2010/11 was 41.4p

Non-domestic Ratepayers Income	£000	£000
Non-domestic debit at 1 st April		49,268
Add:		
Transitional Premium		517
Less:		
Empty Allowances	2,219	
Transitional Relief	1,048	
Discretionary Relief	246	
Mandatory Relief	4,982	
Write-offs	282	
Interest on Refunds	134	8,911
Income due from non-domestic ratepayers		<u>40,874</u>

2. Council tax income is derived from charges raised according to the value of residential properties, which have been classified into eight valuation bands. Estimated values at 1st April 1991 are used for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the collection fund by the council, West Mercia Police Authority and Hereford & Worcester Fire Authority, and dividing this by the council tax base (the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted for discounts etc.). The amount of council tax for a Band D property is multiplied by the proportion specified for the particular band to give an individual amount due. The average council tax for a Band D property in 2010/11 was £1,492.62 with a range between £1,457.45 to £1,547.38. The council tax base used for setting the council tax in 2010/11 was 70,750.06.

The Band D equivalents in each valuation band is shown in the table below:

Band	Valuation Range	Charge Factor	Band D Equivalent
A	Up to £40,000	6/9	6,588
B	£40,001 to £52,000	7/9	12,868
C	£52,001 to £68,000	8/9	12,747
D	£68,001 to £88,000	9/9	11,545
E	£88,001 to £120,000	11/9	12,305
F	£120,001 to £160,000	13/9	8,571
G	£160,001 to £320,000	15/9	5,251
H	Over £320,000	18/9	300
Crown			<u>225</u>
			70,400
	Other adjustments		<u>350</u>
	Council Tax Base		<u>70,750</u>

Council Taxpayer Income	£000	£000
Council Tax debit at 1 st April		117,516
Add:		
Redebits	86,831	
Banding Change	271	
Additional – Second Homes	506	
Additional – Empty Properties	517	88,125
		<hr/>
Less:		
Discounts	9,957	
Exemptions	3,455	
Benefits – Statutory	12,921	
Disablement Relief	135	
Transitional Relief	(4)	
Void Assessments	13	
Empty Assessments	86,455	112,932
		<hr/>
		92,709
		<hr/>

3. The major preceptors share of the Collection Fund Deficit as at 31st March 2011 is as follows;

Preceptor	£000
West Mercia Police Authority	42
Hereford & Worcester Fire Authority	18
Herefordshire Council	294

10. DEFINITIONS

Accounting Policies

Specific principles, bases, conventions, rules and practices applied by an entity in preparing and presenting financial statements.

Assets

A resource controlled by the authority as a result of past events and from which future economic or service potential is expected to flow to the authority.

Borrowing costs

Interest and other costs that an entity incurs in connection with the borrowing of funds. This includes finance charges in respect of finance leases.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

Contingent Liability

A possible obligation that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the control of the authority, *or*

A present obligation that arises from past events but is not recognised because

- (a) it is not probable that an outflow of resources embodying economic benefits or
- (b) services potential will be required to settle the obligation, or
- (c) the amount of the obligation cannot be measured with sufficient reliability.

Creditors

Financial liabilities arising from the contractual obligation to pay cash in the future for goods or services or other benefits that have been received or supplied and have been invoiced or formally agreed with the supplier.

Debtors

Financial assets not traded in an active market with fixed or determinable payments that are contractual rights to receive cash or cash equivalents.

Depreciation

The systematic allocation of the depreciable amount of the asset over its useful life.

Exchange Transactions

Transactions in which one entity receives assets or services, or has liabilities extinguished, and gives approximately equal value (cash, goods, services, or use of assets) to another entity in exchange.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Finance lease

A lease that transfers substantially all the risks and rewards incidental to ownership of an asset.

Financial Instrument

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

Grants and contributions

Transfers of resources to an authority in return for past or future compliance with certain conditions relating to the operation of activities.

Historical cost

The carrying amount of an asset as at 1 April 2007 or at the date of acquisition, whichever date is the later, and adjusted for any subsequent depreciation or impairment.

IFRIC

International Financial Reporting Interpretations Committee (IFRIC) prescribes accounting treatment within the IFRS standards.

Impairment loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Intangible Asset

An identifiable asset without physical substance e.g. computer software.

Inventories

These are assets;

- a) In the form of materials or supplies to be consumed in the production process
- b) In the form of materials or supplies to be consumed or distributed in the rendering of services
- c) Held for sale or distribution in the ordinary course of operations, or
- d) In the process of production for sale or distribution

Investment property

Property held solely to earn rentals or for capital appreciation or both.

Liabilities

Present obligations arising from past events, the settlement of which is expected to result in an outflow from the entity of resources embodying economic benefits or service potential.

Material

Items are material if they could, individually or collectively, influence the decisions or assessments of users. Materiality depends on the nature or size of the item, or both.

Non-Exchange Transactions

Transactions in which an entity either receives value from another entity without giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

Operating lease

A lease other than a finance lease

Property, plant and equipment

Tangible assets held for use in the supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one year.

Provision

A liability of uncertain timing or amount.

Related Party

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions.

Revenue

The gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net worth.

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	29 SEPTEMBER 2011
TITLE OF REPORT:	INTERNAL AUDIT PROGRESS 2011/12
PORTFOLIO AREA:	CORPORATE SERVICES AND EDUCATION

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

The purpose of this Internal Audit Report is to update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.

Key Decision

This is not a Key Decision.

Recommendation

THAT subject to any comments the Committee wish to make the report be noted.

Key Points Summary

- Audit Services has completed three reviews in draft (Anti-Money Laundering, Gifts and Hospitality and Director Assurance Statements). No significant issues were raised as part of these audits.
- There are currently 14 audits being completed. These include Housing Benefit, Council Tax, Planning and Member and Officer Allowances. The remainder of the reviews in the Internal Audit Plan for 2011/12 are being arranged with Council officers.
- Audit Services have also provided support, guidance and information in a number of areas to Council Officer's in respect of The Shared Services Partnership, the Rising to the Challenge Project, and ad hoc activity.

Further information on the subject of this report is available from
Saverio DellaRocca – Interim Chief Internal Auditor on (01432) 260425

Alternative Options

- 1 This report is for information therefore alternative options are not applicable.

Reasons for Recommendations

- 2 To ensure compliance with good practice as set out in the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom.

Introduction and Background

- 3 To ensure that the Committee is informed of the status of internal audit work and any key internal control issues identified from work completed in the last quarter.

Key Considerations

Summary of progress against the audit plan

- 4 The Internal Audit plan was approved by the Audit and Governance Committee on 23 August 2011.
- 5 Internal Audit Services is progressing with the Internal Audit Plan. To date, three audit reviews have been completed in draft. There were no significant issues arising from these reviews and all were rated as Satisfactory. There are currently 14 reviews being completed by Audit Services. The remainder of the reviews in the audit plan are being scoped and agreed with members of the Council's Leadership Team, the Council's Chief Finance Officer and Directors as appropriate.
- 6 Audit Services is confident that sufficient audit work will be completed by the year end so that the Head of Internal Audit can form an opinion on the Council's system of internal control.

Audit Reviews completed

- 7 Three audit reviews and reports have been completed in draft: Anti-Money Laundering, Gifts and Hospitality and Director Assurance Statements. While in each area control processes could be strengthened, no significant issues were raised and all of the areas were graded as 'Satisfactory'. The audit reports are currently being reviewed by management and are due to be finalised shortly.

Audit and Other Reviews in Progress

- 8 Audit reviews are currently progressing in a number of audits. These include:
 - Housing Benefit;
 - Council Tax and NNDR;
 - Member Allowances;
 - Officer Allowances;
 - Grant Review;
 - Agresso – Transfer of Balances;

- Children and Young People – Procurement Audit; and
- Shared Services – Governance.

9 These reviews will be completed and draft reports issued in due course. We will report any significant issues arising from these reviews to the next Audit and Governance Committee.

Forthcoming Audit Reviews

- 10 In the Internal Audit Plan we provisionally set out a number of key focus areas, but agreed with HPSLT that further discussions would be held with Directors to determine the exact status of audit input. As part of this process meetings are being arranged with the Director of Places and Communities, Assistant Director People, Policy and Partnerships, the Business Change Manager, the Committee Manager (Scrutiny) and the Resilience Team Manager.
- 11 Audit Services has also met with the Audit Commission and have developed a joint understanding of the work on the key financial systems which will be required to be undertaken by Internal Audit to support the work of the Council's external auditors.

Other Audit Input

- 12 Audit Services has provided information and input into the Collation of a Creditors' & Debtors' report on "The Chestnuts" (Ross on Wye Housing Association Limited) including attendance at a creditors meeting in August 2011.
- 13 Audit Services has also been providing input into a consultancy review, led by Corporate Transformation Services (CTS) on behalf of the Rising To The Challenge (RTTC) Board. This review is looking at the implementation of key systems (Agresso, EDRMS, Frameworki and Civica). The review focuses on areas of highest potential gain to the Council to exploit the capital investment that has already made. The findings and recommendations will provide CTS, the RTTC Board and sponsors of the Programme with sufficient information to be able to make informed decisions as to where and where further activities should be focused. A draft action plan has been produced for the Board's consideration.
- 14 The establishment of The Shared Services Partnership (TSSP) from 1 April 2011 is a key area of audit focus. On the direction of the Chief Finance Officer we have met with officers from the TSSP to discuss progress in establishing the governance and control environment that will enable it to successfully deliver a first class service to all partners and grow through winning external work. To date, we have advised, shared information and documents from our experience in relation to the:
- appointment of external auditors;
 - establishment of Service Level Agreements;
 - potential opportunity in respect of financial and accounting support for Academies; and
 - core business processes that the Board will need to establish.
- 15 We will continue to provide ad hoc support as and when required but have tentatively agreed with external audit that we will undertake a review examining the overall arrangements in place in due course. This proposal will be discussed with the new Managing Director of the TSSP. At the request of officers at the TSSP we have also continued to review how the Council's key financial systems are being operated under the new arrangements. We are pleased to note thus far that financial systems, which have been traditionally rated as strong by internal audit, continue to operate as expected as evidenced by our findings to date on council tax, business rates and housing benefits.

Financial Implications

16 There are no financial Implications.

Legal Implications

17 There are no Legal Implications.

Risk Management

18 There is a risk that the level of work required to give an opinion on the Council's systems of Internal Control is not achieved. The Audit Services Management Team monitor the plan on a weekly basis in order to mitigate this risk, the Director of Resources will receive monthly reports on progress.

Appendices

Appendix 1 – Status Audit Plan 2011/12

Background Papers

19 None

Appendix 1

Herefordshire Council - Internal Audit Plan 2011/12

Progress Update – September 2011

Note – The scope and timing of audits is subject to confirmation and the agreement of the Project Sponsor.

Audit Review	Status / Provisional Timescale for completion	Audit Opinion
Payroll	November 2011	
Member Allowances	In progress	
Creditors inc Procurement	In progress	
Treasury Management	October 2011	
Debtors and other Income Streams	October 2011	
General Ledger	October 2011	
NNDR	In progress	
Council Tax	In progress	
Housing Benefit	In progress	
ISIS - Framework I	Meeting currently being arranged with the Director for People Services (Interim) to discuss the scope of audit.	
Cash and Deposits	October / November 2011	
FMS – Bank reconciliations	In Progress	
Education Transport	October 2011	
Children Services – Early Years	Meeting currently being arranged with the Director for People Services (Interim) to discuss the scope of audit.	
AMEY Contract	Meeting arranged with the Director of Places and Communities to discuss scope of audit.	

ISO 27001	November 2011	
Application Testing (inc IDOX and Academy)	Currently discussing scope of audit with management	
ICT Disaster Recovery	January 2012	
IT Strategy	January 2012	
Anti-Fraud and Corruption Awareness Training	Currently discussing the scope of the audit with the Monitoring Officer.	
Anti-Fraud and Corruption – Hot Topics – Officer Expenses	In progress	
Director Annual Assurance Statements	Draft Report issued	Draft opinion - Satisfactory
Risk Management	Meeting currently being arranged with the Resilience Team Manager to discuss the scope of audit.	
Performance Management	Meeting currently being arranged with the Assistant Director People, Policy and Partnerships to discuss the scope of audit.	
Benefits Realisation	In progress	
Project Management	In progress	
Annual Governance Statement	March 2012	
Shared Services - Governance (on-going)	In progress	
Rising to the Challenge – Project Monitoring	Currently discussing scope of audit with management	
PFI Project Management	Meeting arranged with the Director of Places and Communities to discuss scope of audit.	
Integrated Commissioning	Meeting currently being arranged with the Director for People Services (Interim) to discuss the scope of audit.	

Public Health	Meeting currently being arranged with the Director for People Services (Interim) to discuss the scope of audit.	
Sustainability	Meeting arranged with the Director of Places and Communities to discuss scope of audit.	
Business Continuity/ Emergency Planning	Meeting currently being arranged with the Resilience Team Manager to discuss the scope of audit.	
Planning	November 2011	
Fees and Charges	Meeting currently being arranged with the Committee Manager (Scrutiny) to discuss the scope of audit.	
HALO Leisure Management	Meeting arranged with the Director of Places and Communities to discuss scope of audit.	
Licensing - Taxi's	In progress	
Schools	December 2011	
CYPD Proc Audit	In Progress	
Gifts and Hospitality	Draft Report issued	Draft opinion - Satisfactory
Anti-Money Laundering	Draft Report issued	Draft opinion - Satisfactory
Aggress - Trf of balances	In Progress	

