

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be recorded and the video archive published on our website

Governance and Audit Committee

Thursday, 14th September, 2017 at 2.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members: Councillor Giles McNeill (Chairman)
Councillor Mrs Jackie Brockway (Vice-Chairman)
Councillor Mrs Sheila Bibb
Councillor David Bond
Councillor John McNeill
Councillor Mrs Angela White
Alison Adams
Andrew Morriss
Peter Walton

1. **Apologies for Absence**
2. **Public Participation Period**
Up to 15 minutes are allowed for public participation.
Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 12)
Meeting of the Governance and Audit Committee held
on 25 July 2017.
4. **Members Declarations of Interest**
Members may make any declarations of interest at this point but
may also make them at any point during the meeting.
5. **Matters Arising Schedule** (PAGES 13 - 18)
Matters Arising schedule setting out current position of
previously agreed actions as at 6 September 2017.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

6. Public Reports for Consideration

a) Audited Statement of Accounts 2016/17 (PAGES 19 - 166)

b) Report to those charged with Governance (ISA260 Report) 2016/17 (PAGES 167 - 198)

c) Agency Staff & Consultants Expenditure 2016/17 (PAGES 199 - 204)

7. Workplan (PAGES 205 - 206)

Mark Sturgess
Interim Head of Paid Services
The Guildhall
Gainsborough

Wednesday, 6 September 2017

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Governance and Audit Committee held in the Council Chamber at the Guildhall, Gainsborough on Tuesday 25 July 2017, commencing at 2.00 pm.

Present: Councillor Giles McNeill (Chairman)
Councillor Jackie Brockway (Vice-Chairman)

Councillor Sheila Bibb
Councillor Angela White

Alison Adams (Independent Co-opted Member)

In Attendance:

Ian Knowles	Director of Resources and S151 Officer
Darren Mellors	Business Improvement and Corporate Governance Team Manager
Lyn Marlow	Customer Services Manager
Jana Randle	Governance and Civic Officer

Also In Attendance:

Lucy Pledge	Head of Internal Audit – Lincolnshire County Council
Jaki Salisbury	Observer – Management Adviser
Matt Waller	Internal Auditor – Lincolnshire County Council

Apologies

Councillor David Bond
Councillor John McNeill
Andrew Morriss (Independent Co-opted Member)
Peter Walton (Independent Co-opted Member)

Membership: No substitutes were appointed for the meeting.

5 PUBLIC PARTICIPATION

There was no public participation.

6 MINUTES

(a) Meeting of the Governance and Audit Committee held on 20 June 2017.

RESOLVED that the Minutes of the meeting of the Governance and Audit Committee held on 20 June 2017 be approved and signed as a correct record.

7 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made at this stage of the meeting.

8 MATTERS ARISING SCHEDULE SETTING OUT CURRENT POSITION OF PREVIOUSLY AGREED ACTIONS AS AT 17 July 2017.

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 17 July 2017.

The Chairman expressed his thanks to the Business Improvement and Corporate Governance Team Manager for the delivery of the AGS refresher training at the previous meeting and summarised the current position of the other items listed in the Schedule.

RESOLVED that progress on the Matters Arising Schedule as set out in the report be received and noted.

9 ANNUAL GOVERNANCE STATEMENT 2016/17 AND ACTION PLAN. CLOSURE OF THE ANNUAL GOVERNANCE STATEMENT 2015/2016 ACTION PLAN

Consideration was given to a report which presented the Council's Annual Governance Statement for 2016/17 and associated Action Plan to Members for approval.

The report also set out the 2015/16 Action Plan for signing off as completed, bar the aspects relating to Selective Licensing and Development Management which have been rolled forward into the 16/17 action plan.

Members were involved in the production of the Statement and the identification of the issues, which led to the continued tracking of Development Management & Licensing. A draft version was presented at the previous Committee meeting. The final version set out the definitive issues that were to be addressed during 2017/18. These were set out at point 5.1 of the report with additional detail provided in the Action Plan.

Members were asked to be assured that governance arrangements were working effectively which was also supported by the opinion expressed by the Head of Internal Audit.

In responding to Members' questions, Officers confirmed that the signature would be updated and the document would be signed by the Director of Resources and S151 Officer and the Head of Paid Service.

RESOLVED that:

- (a) the Annual Governance Statement for 2016/17 and associated Action Plan be approved; and
- (b) the Action Plan for 2015/16 be signed off as completed (bar the actions pertaining to Development Management and Selective Licensing).

10 ANNUAL CUSTOMER FEEDBACK REPORT

Note: A two minute recess was taken at this point to allow for the Customer Services Manager to join the meeting as the previous item was concluded faster than expected. During this time the Chairman introduced the Management Adviser who was observing the conduct of the meeting.

Consideration was given to a report which reviewed the number, type and results of compliments, comments and complaints made to the Council during 2016/17. The report further advised on any evident trends, areas for learning and future management or feedback.

It was highlighted that the Council received 186 compliments from April 2016 to March 2017 which was a 15% increase from the previous year. Most compliments were received by Development Management (Planning).

There were only 31 comments received in the same period which was disappointing. A new Customer Complaint Advocate had been appointed recently to allow for complaints to be handled in a more focused and customer centric way and help identify a learning outcome where relevant.

In relation to complaints, a total of 180 complaints were received which was a 32% increase on the previous year. This figure included both stage 2 and 3 complaints. It was pointed out that the figure equated to less than 0.05% of all customer contacts with the Council in 2016/17. Operational Services received the highest number of stage 2 complaints. There were three stage 3 complaints received which related to issues around Enforcement. This was being addressed by way of creating a template that planning officers would complete to avoid the identified issues coming up in the future.

Of the 180 complaints, 103 were upheld in favour of the customers. These 103 complaints were to be analysed by the newly appointed Customer Complaints Advocate who was starting in her post on the 1 August 2017 to avoid repeat mistakes.

Consultation was on-going to look into ways of streamlining the complaints process by reducing the number of touch points with the customer and managing the interaction with the customer more effectively by providing a single point of contact

(the Customer Complaints Advocate) and thus improving the relations with the customer – putting customer first. A new report entitled ‘The Voice of the Customer report’ was to be produced as well as monthly updates being given to team managers.

The Chairman commented that it would be interesting to see whether the new post delivered the expected positive outcomes.

In opening the debate, Members thanked the Customer Services Manager for her report and the good work which had been done. Members then made comments relating to the new post, stating that the title Customer ‘Complaints’ Advocate could be seen as inviting the customer to complain and proposed that the title Customer ‘First’ Advocate may be a better, more positive alternative. Members then queried whether there was a member-customer breakdown available and whether any potential duplications were considered when producing the figures to avoid double counting.

In responding, it was confirmed that the job title was raised internally as well due to it sounding negative and would be re-looked at with the above proposal being put forward. In terms of the second question, Members were directed to Appendix I which detailed where the complaints had come from, showing that 12 of the complaints received came from Councillors. The possible duplications were being looked at with plans to create a new ‘golden record’ of a customer to resolve the current issue of not having a suitable IT system which would link the information effectively. This work was in progress.

Members then queried the 48 working hour response time when dealing with initial complaints, stating that this gave an expectation of resolution within two days and that this could be misleading as 48 ‘working’ hours was more than a week but customers may perceive 48 hours initial response time as two days. The wording was to be reviewed to make the actual response time clearer to customers.

RESOLVED that the content of the 2016/17 report be received and noted.

11 ANNUAL FRAUD REPORT

The Committee gave consideration to this annual report which reviewed the delivery of the Corporate Investigations Work during 2016/17 and provided information on the overall effectiveness of the authority’s arrangements to counter fraud and corruption.

It showed the range of investigations undertaken and the savings generated by the team. The proposal to use this area as an income generator by selling the services to other authorities had not been successful this year but would continue to be promoted as a possibility. The table on page 76 was highlighted showing that 50% of the referrals received from the Benefit processing team resulted in one of the Penalties being applied. Section 4 showed Analysis of the other Corporate Fraud Activity investigated during 2016/17.

RESOLVED that the 2016/17 results be noted and the plan going forward to include corporate fraud investigations be supported.

12 ANNUAL WHISTLEBLOWING REPORT

Members gave consideration to a report which set out the annual review of Whistleblowing incidents.

The Whistle Blowing Policy provided a method for employees to raise concerns about the running of the Council without the risk of victimisation. All employees had access to the policy.

There had been no Whistle Blowing Procedures carried out during 2016/2017. A link had been added to the policy as well as a number of bullet points showing alternative methods for raising concerns currently available, highlighting that whistle blowing was a last resort method. In light that there had been no cases it arguably demonstrated that these other avenues were working.

Members asked about one of the alternative methods to Whistleblowing for raising concerns – namely the Employee Assistance Programme which provided 24-7 advice service for employees if they needed it.

Officers advised that this was a general helpline which allowed employees to raise any issues, whether they were private or work-based. The Council funded this externally provided confidential service. Members enquired whether any feedback was available from this service.

Members further raised the issue of the confidential nature of the service saying that without knowing more about the service provider and having access to the relevant figures relating to the service, it was difficult to scrutinise the service to see if it was providing good value for money and good quality service to assess whether it was worth having.

Officer responded that any information received from this service would be likely to be within the remit of the JSCC or CPR Committees rather than Governance and Audit. Members therefore requested that the appropriate route should be used to assess the service and information gathered to provide assurance that the Authority was getting value for money and assess whether the service was being used. Officers undertook to submit such a report to the JSCC committee in the first instance.

Members further queried whether any of the figures relating to the Alternative methods to Whistleblowing should be included in this report. Following a further discussion of this, it was highlighted that the purpose of this report was to deal with more serious issues rather than daily 'gripes' that people have within an organisation which should be managed through team managers and other routes with the Whistleblowing report focusing on unresolved high level or extreme cases.

Officers commented that the issues picked up via the alternative methods were reported via the Joint Staff Consultative and the Policy and Resources Committees as appropriate. Comfort should be had from the fact that there were no whistleblowing cases reported within the year and it should be seen as positive.

Internal auditors pointed out that there was also the avenue to raise issues to the Head of the Internal Audit which provided another alternative to using the management line or the whistleblowing route to report concerns.

On that basis it was:-

RESOLVED that:-

- (a) the Committee be assured the Whistleblowing Policy is in place and working effectively; and
- (b) Officers be requested to submit a report to JSCC regarding the 24-7 staff service (Employee Assistance Programme) in order to assess whether the service provides value for money.

13 INTERNAL AUDIT PLAN

The Committee gave consideration to a report which sought to update Members of the progress made with the 2017/18 Audit Plan. The report provided details of the audit work undertaken during the period; the current position with agreed management actions in respect of previously issued reports; and details of other audit activity relevant to the Committee.

The key messages of the report were summarised highlighting paragraph 3 of the report showing 'Work in Progress' which was now completed bar the Flare ICT system review which was due for a final approval at CLT. The overdue recommendations in paragraph 5, showed that some of the recommendations had the date for implementation extended with details of these provided at Appendix 3 and 6. Paragraph 6 showed that the three audits scheduled for quarter one of 2017/18 were underway with detailed provided at Appendix 2.

Summaries of the audit reports issued included Intelligent Client which was Substantial Assurance and the Progress and Delivery, which was Limited Assurance, with a follow up review planned for Q4 to provide further assurance on that area.

The performance details could be found in the table on page 102 and showed a good level of achievement against the targets.

The Chairman commented on the Progress and Delivery (P&D) Audit where there were actions to be undertaken with a follow up audit due later in the year.

The Head of Internal Audit stated that the key thing was to seek assurance from management who were responsible for implementing the actions and proposed

inviting the appropriate manager to the next meeting to answer any questions in relation to this.

The Director of Resources and S151 Officer confirmed that management were committed to implementing the actions attached to P&D and that the purpose of inviting Audit back later in the year was to ensure the recommended actions were carried out satisfactorily.

On that basis, the Chairman invited the Head of Paid Service to the next meeting (September), which would be half way into the process, in order that he could update the Committee on the progress made regarding the outstanding recommendations.

Members queried the two paragraphs on page 104 of the report relating to Limited Assurance Risk 2 and Risk 3 wording. In responding, the Head of Internal Audit explained that the two risks in question, which were marked in red in the report, were two risk areas requiring improvement which was why the assurance given was limited.

The Director of Resources and S151 Officer expanded on this explaining that some of the actions were incomplete rather than inaccurate and highlighted that a full review of the original indicators (around 230) set about two to three years ago had been carried out and all of the current indicators, which had been reduced to around 140, were now owned by the current team managers who understood what they were working towards to improve service.

The independent members then queried whether the P&D report was going to be brought to the attention of the other committee Members to make them aware of the situation. The Chairman of the Governance and Audit committee advised that the P&D report had been discussed with the Chair, Vice-Chair and the Leader. The independent member present then proposed that the P&D report ought to be circulated to all relevant Councillors and committees.

A discussion ensued on the best way to address the issue of the members' ability to scrutinise the available information and whether some additional explanation of the proposed actions in response to the report was required first to ensure the right forum was being used and the right information was being sent out.

The Director of Resources and S151 Officer proposed that the recommendations could be included in the quarter 2 P&D report which would then go to the Prosperous Communities and Corporate Policy and Resources committees.

It was therefore:-

RESOLVED that: -

- (a) the contents of the report be received and noted; and
- (b) having reviewed the content of the report the following identified actions be undertaken in relation to the Progress and Delivery report: -

- (i) the Head of Paid service be invited to attend the next Governance and Audit committee meeting (14 September 2017);
- (ii) reference to the Progress and Delivery Limited Assurance Audit be included in the Progress and Delivery report for period 2 and thus submitted to the Prosperous Communities and Corporate Policy and Resources committees.

14 WORK PLAN

Members considered their work plan for the remaining meetings during the ensuing civic year.

RESOLVED that the work plan as at 17 July 2017 be noted.

15 STATEMENT OF ACCOUNT TRAINING

It was agreed that the Statement of Account Training would be delivered prior to the next Governance and Audit Committee meeting on the 14th September 2017. It was agreed to start the training session at 1:30pm. The training session was expected to take approximately one hour.

The Governance and Audit Committee meeting would follow on conclusion of the compulsory training starting at 2:30pm.

16 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that:-

Under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Note: The Committee took a ten minute recess to allow Members to consider the information tabled (appendices to the report). The meeting recommenced at 3.09pm.

17 QUICKLINE BUSINESS PLAN/PAYMENTS

Members received a report for assurance purposes and to give the Committee confidence that Quickline were able to meet the conditions of the loan.

In presenting the report, Officers indicated at present the arrangement was in line with expectations and capital repayments continued to be made with a good chance of an early repayment of the loan in August 2017.

No action was considered necessary at this time as all payments to-date had been met which was the Authority's primary concern.

Members raised a question whether a penalty should be imposed for loss of interest in case of an early repayment. Officers felt that as this was not built into the loan agreement, there should not be any additional cost imposed.

RESOLVED that: -

- (a) the monitoring information presented be received and noted, and appropriate assurance taken; and
- (b) future reports be presented either on an annual basis or upon the loan being settled.

The meeting concluded at 3:20pm.

Chairman

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Governance & Audit Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Governance & Audit Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	whistleblowing report - future format	<p>Extract from mins of meeting 26/7</p> <p>It was suggested that in future the whistle blowing report, if a nil return, should be extended to include the other support packages and measures on offer to employees. It was further suggested that “web page hits” data could be incorporated.</p>	<p>Whistleblowing Report is on the July Agenda, discuss whether amendments/proposals were considered/incorporated. The format of the report was discussed at the Brief with recommendations made about additional information being added. The new format was used at July's G and A meeting</p>	25/07/17	Alan Robinson

	List of training to be provided	Extract from Minutes - 20/06/2017: The Chairman requested to see the list of training attended by Members	Katie to arrange for the relevant information to be provided to Cllr McNeill as requested	25/07/17	Katie Coughlan
	Annual Whistleblowing report	Employee Assistance Programme - review the provision of the service/assess value for money	Members requested that the appropriate route should be used to assess the EAP service and information be gathered to provide assurance that the Authority was getting value for money/assess whether the service was being used. To be submitted to the JSCC committee in the first instance/add to JSCC FW Plan. A report will be submitted to the next JSCC committee in November 2017. The scheme was used 14 times between 1st August 2016 and 31st July 2017	29/08/17	Alan Robinson

	Statement of Account Training	Statement of Account Training - September - notify Members	The compulsory Statement of Account Training to be delivered prior to the next G&A Committee meeting on the 14th September 2017 at 1:30pm for approximately one hour. The G&A Committee meeting would follow on conclusion of the compulsory training starting at 2:30pm. Notification to be sent out to Members (as well as a confirmation to the training provider) asap.	09/08/17	Katie Coughlan
	Annual Governance Statement and Action Plan	Signing off reports - clarify responsible officer/amend signature	Signature to be updated/signed by the Director of Resources & S151 Officer and the Head of Paid Service.	29/08/17	Ian Knowles
	Annual Customer Feedback Report	1. Review title 'Customer Complaints Advocate' 2. Explain initial response times for dealing with complaints	1. Proposed that the title Customer 'First' Advocate may be a better, more positive alternative. Job title to be reviewed. 2. Members felt that 48 w/hours response time gave an expectation of resolution within 2 days - potentially misleading as 48 'working' hours was more than a week. The	29/08/17	Lyn Marlow

			wording was to be reviewed to make the actual response time clearer to customers.		
Green					
	Internal Audit Plan	Review of P&D recommended actions/assess progress made to date	The Chairman of the G&A Committee invited the Head of Paid Service to the next meeting (14th September) in order that he could update the Committee on the progress made regarding the outstanding recommendations in relation to the Progress and Delivery audit.	14/09/17	Mark Sturgess
		P&D Audit Recommendations to be included in Q2 P&D report	Reference to the Progress and Delivery Limited Assurance Audit to be included in the Progress and Delivery report and thus submitted to the Prosperous Communities and Corporate Policy and Resources committees/report to be added to the FW Plan.	25/10/17	Ian Knowles

	<p>member training - future topic request</p>	<p>Extract from mins of meeting 14/3 The rationale for reviewing sales invoicing was further explained and it was noted that key staff were been offered training around commerciality. Members requested that some level of commercial awareness training be built into the Member Training Plan in the future.</p>	<p>Please build into plan going forward. Discussion took place to confirm what training Members required. Agreed to look at courses to aid better understanding of issues such as Procurement, Commercial awareness, Ethics, Decision making, Business Case risk/understanding, Conflicts of Interest, Commercialism, setting up a Private Company and related risks, Contract management. External and Internal training options to be considered.</p>	<p>25/10/17</p>	<p>Alan Robinson</p>
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	strategic risk register	<p>Extract from mins of meeting 18/4/17: -</p> <p>Discussion ensued and Members were asked to consider whether there were any further strategic risks they considered should be reflected on the register.</p> <p>The following suggestions were made: -</p> <ul style="list-style-type: none"> • Uncertain outcome of the general election • County Council's plans regarding unitary authorities <p>Officers undertook to consider these further.</p>	<p>James please see above, and feedback through this matters arising any comments you have. James to provide an update at 1 June Briefing. Work is on-going, suggestions made to date continue to be considered. Members will next review the Risk Register in November.</p>	07/11/17	James O'Shaughnessy
Grand Total					



Governance & Audit
Committee

14 September 2017

Subject: Audited Statement of Accounts 2016/17

Report by:

Chief Finance Officer

Contact Officer:

Tracey Bircumshaw
Financial Services Manager
01427 676542
Tracey.Bircumshaw@west-lindsey.gov.uk

Purpose / Summary:

The 2016/17 Statement of Accounts is presented for scrutiny and adoption.

RECOMMENDATIONS:

- 1) To review the attached Statement of Accounts and confirm that there are no concerns arising from the Financial Statements that need to be brought to the attention of the Council.
- 2) To approve the Statement of Accounts for 2016/17.
- 3) To permit the Section 151 Officer and the Chairman of this Committee to certify the letter of representation to our Auditor, KPMG, on completion of the audit.

IMPLICATIONS

Legal:

None arising from this report.

Financial: FIN/57/18/TJB

The Revenue out-turn 2016/17 reflected a gross surplus of £1.058m, which was transferred to the General Fund Balance.

Capital Investment totalled £2.584m

In respect of Useable Reserves, we remain in a healthy position with balances detailed below;

- General Fund working balance totals £4.839m, (£3.715m 2015/16)
- General Fund Earmarked reserves total £13.334m, (£13.847m 2015/16)
- Capital receipts total £2.895m (£2.984m 2015/16)
- Capital Grants unapplied £0.154m (£0.476m 2015/16)

A number of financial performance ratios are contained within the report which illustrate that the Council remains in a sustainable and healthy financial position.

Staffing :

None arising from this report.

Equality and Diversity including Human Rights :

*NB: A full impact assessment **HAS TO BE** attached if the report relates to any new or revised policy or revision to service delivery/introduction of new services.*

Risk Assessment :

None arising from this report.

Climate Related Risks and Opportunities :

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Code of Practice on local authority accounting in the United Kingdom 2016/17.

Code of Practice on Local Authority Accounting in the United Kingdom –
Guidance notes for practitioners 2016/17 Accounts.

The Accounts and Audit (England) Regulations 2015

Papers are located in the Financial Services section, Guildhall

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1 Introduction

- 1.1 The Statement of Accounts for 2016/17 (Appendix A) has been prepared under the International Financial Reporting Standards based Code of Practice on Local Authority Accounting (the Code).
- 1.2 Following the Accounts and Audit Regulations 2015 the Council's Statement of Accounts, subject to audit, must be certified by the Chief Finance Officer and published before the 30th June. Following completion of the external audit the Council must formally approve the accounts before the 30th September.
- 1.3 This Committee is responsible for the approval of the Statement of Accounts and any material amendments of the accounts recommended by the auditors.
- 1.4 The Annual Governance Statement (AGS) can be published separately or can 'accompany' the Statement of Accounts in the same document. This Committee, on 27 June 2011 resolved to continue to publish one document, clearly identifying that these are separate statements.
- 1.5 This Committee approved the Annual Governance Statement at its meeting on 25 July 2017.
- 1.6 As part of the external audit process the Chair of this Committee and the Chief Finance Officer have provided written assurance to the auditors on a number of matters relating to the processes in place to prevent, detect and report fraud.
- 1.7 Following the certification of the accounts on 31 May 2017 by the Chief Financial Officer our auditors (KPMG) have carried out their final accounts audit. This has resulted in a small number of representational amendments.

- 1.8 There have been no identified audit adjustments requiring accounting entry corrections.
- 1.9 The Finance Team have succeeded in their aim of delivering an Unaudited Statement of Accounts for certification by 31 May 2017. This target gives assurance that the earlier 2017/18 statutory dates of 31 May for certified Unaudited Statement of Accounts and 31 July for formal approval of the audited Statement of Accounts are achievable within our current processes, and with the continued need for additional resources during this period.

2 Amendments to the Statement of Accounts since 31 May 2017.

- 2.1 There has been no material misclassifications in 2016/17.
- 2.2 The auditors identified a small number of presentational changes to the Statement of Accounts. The Statement of Accounts that were originally certified by the Chief Finance Officer and published have now been updated accordingly.
- 2.3 There was a requirement for a Group Account note and this has now been added to the accounts (Note 36).
- 2.4 There have been no events after the reporting period to declare.

3 Financial Performance Indicators 2016/17

- 3.1 Taking information from the main Statements within the Accounts i.e. the Income and Expenditure Account, the Movement in Reserves and the Balance Sheet, the following financial performance indicators have been derived and are provided in the table below, providing a view of the Council's financial stability and health.
- 3.2 The Council remains in a healthy position with good levels of reserves and the ability to meet its liabilities. The pension fund is not an immediate concern, however it does have an impact on the level of finances in the future, as shown by the movement over the last two years.

PERFORMANCE INDICATORS		
	2015/16	2016/17
Liquidity Ratio	5.25	6.43
<i>A ratio of above 1 reflects the authority can meet its short term obligations</i>		
Working Capital	£17,574	£17,688
<i>The difference between Current Assets and Current Liabilities illustrating the Council has adequate current assets to meet its current liabilities</i>		
Working Capital as a % of Net Revenue Expenditure	117.82%	126.59%
<i>Working capital remains above 100% of Net Revenue Expenditure showing we have adequate assets to liquidate to enable continued operations should the need arise.</i>		
General Fund Reserves as a % of Net Revenue Expenditure	117.74%	130.05%
<i>This indicator measures the period over which the Council could continue to operate without using grant and tax income by utilising reserves. It should be noted that reserves are set aside to mitigate risks and to fund investments. If the use of reserves were to be used to support the revenue budget this would impact greatly on achieving the Council's corporate priorities.</i>		
Total Liabilities as a % of Total Assets	76.09%	90.85%
<i>The indicator provides assurance that the Council can meet all its liabilities from its assets</i>		
% Movement on Pension Fund Liability	-16.82%	25.99%
<i>The movement on the Pension Fund is attributable to actuarial assumptions of such factors as expected rate of return on investments, mortality, future inflation (including pay awards and pension increases). As can be seen over the past 2 financial years, this can have a significant impact on the balance sheet.</i>		
Pension Fund Liabilities as a % of Net Revenue Expenditure	-193.59%	-260.37%
<i>Whilst the Pension Liability may not be a immediate concern it does have an impact on the level of finances in the future</i>		
% Change in Council Tax Base	2.23%	2.32%
<i>1% growth on the Tax Base generates £57k p.a. of additional Council Tax revenue. This evidences the increase in economic housing growth</i>		
% Change in Rateable Value (Business Rates)	-1.68%	-0.28%
<i>Whilst growth is being achieved the impact of settled appeals is negating this benefit due to a high level of outstanding appeals.</i>		
% Movement of Fixed Assets value	17.63%	5.55%
<i>The Council continues to increase its fixed asset value to provide fit for purpose properties and to generate revenue returns. This is either through enhancements to existing assets, disposal of assets which are not providing value for money, acquisition of new assets and annual valuation impacts</i>		

4 Summary

- 4.1 The Statement of Accounts 2016/17 attached at Appendix A reflects all the alterations made as a result of the KPMG's audit. The audit findings reflected in this report will be used to inform the finance team's review of the final accounts process and the identification of improvements.
- 4.2 It is recommended that Members, having considered the Statement of Accounts confirm that there are no concerns arising from the Financial Statements that need to be brought to the attention of the Council.

- 4.3 Members are requested to approve the Statement of Accounts for 2016/17 and permit the Chief Finance Officer in consultation with the Chairman of this Committee to certify the letter of representation to KPMG on completion of the audit. A copy of the letter can be found at Appendix B.

Statement of Accounts 2016/2017



WEST LINDSEY DISTRICT COUNCIL

**AUDITED
STATEMENT OF ACCOUNTS**

2016/17

**WEST LINDSEY DISTRICT COUNCIL
STATEMENT OF ACCOUNTS 2016/17**

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THE NARRATIVE REPORT TO THE STATEMENT OF ACCOUNTS 2016/17

1. INTRODUCTION



Message from the Director of Resources – Ian Knowles

As the Council's Chief Finance Officer I am pleased to present the 2016/17 Statement of Accounts. West Lindsey District Council continues its Entrepreneurial approach towards achieving, quality services, supporting communities and financial sustainability. This Narrative Report provides more detail about the purpose of each financial statement; summarises the material items within them and gives a financial overview of the year.

The accounts are produced for the Council as a going concern, single entity.

EXECUTIVE SUMMARY

1. NATIONAL AND LOCAL FUNDING INCLUDING ECONOMIC OUTLOOK

The last twelve months have seen a number of significant changes for the UK. Since the voting population indicated a desire to leave the European Union in the June 2016 Referendum there has been a range of ramifications. There has been a change of Prime Minister, a reduction in the value of sterling against other currencies and a range of views developed about the nature of our departure from the EU by March 2019.

The government has removed the commitment to a balanced budget within this parliament, maintenance of the reduced expenditure for Local Government and an indication that Education will begin to see its available resources reduced. There is still a commitment to maintain Health and Defence budgets but it is clear that Health is struggling to maintain services within the current budget envelope. The Government has also determined that Local Government will become 'self-financing' through Council Tax and Business Rates.

On a policy level the Government has shown an emphasis on Housing and Homelessness through the recently introduced Housing and Planning Act, which has been supported by the new HCA (Homes and Communities Agency) funding programmes and the continued development of OPE (One Public Estate) which requires Council's to look at how to maximise the benefit of public property for the benefit of the wider public sector.

The policy position also extends into the National Industrial Strategy which is expected to provide support to target sectors such as agri-food and manufacturing.

At a regional level the Industrial Strategy has led to the establishment of the concept of the 'Midlands Engine Room' as a focus for developing the economy across the Midlands. It is expected that there will be announcements in February pertaining to the Single Local Growth Fund 3 via the Greater Lincolnshire Local Enterprise Partnership.

The provisional financial settlement announced in December 2016 continued the new methodology (introduced in 2015) for the distribution of resources which has led to the Shire Counties (and districts) experiencing a larger reduction than other local authorities. Figures produced by the SPARSE lobby group suggest the Shire Counties have seen a reduction of 31% whilst the Metropolitan Boroughs have seen a reduction of 22%.

Whilst the Government has agreed the four year settlement for Revenue Support Grant (RSG), Rural Services Delivery Grant (RSDG) and Transition Grant it has made significant changes to the New Homes Bonus distribution. From 2018/19, the government will consider withholding payments from local authorities that are not *“planning effectively, by making positive decisions on planning applications and delivering housing growth”* (Ministers Statement)

A consultation is planned regarding withholding payments for homes that are built following an appeal.

Local Context

In 2017/18 West Lindsey District Council has seen a further reduction in RSG of 54.9% although this continues to be remediated to some degree by the separation of the RSDG. This has also been reduced from the 2016/17 level, taking our overall reduction between 2016/17 and 2017/18 to 14%.

Whilst our plans to date have been based on the reduction of RSG to zero by 2020/21 the four year settlement, which has been sustained in the settlement 2017/18, reduces our RSG to nil by 2019/20.

The Chancellor has committed to continuing with plans to deliver 100% retention of Business Rates. This process will be accompanied by the delegation of further duties expected to be funded from the increased retention and will not offer any replacement for the lost RSG. Further consultation on this issue is expected in the near future.

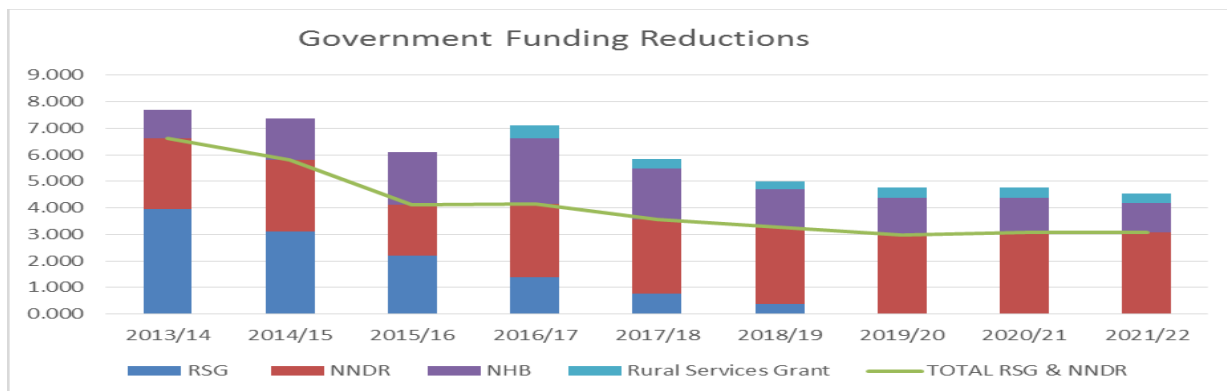
The changes to New Homes Bonus will reduce our expected income, based on the years already announced, by £377k. The lost income due to the changes on future years has not been calculated as the growth element is unknown but it can be assumed as being equivalent to a single year impact in the region of £250k per year. Given that this funding has been earmarked for investment in housing and regeneration since 2011/12 it will have a significant impact on our ability to fund future growth projects.

At the time of this report a General Election has been called and we wait to see how the newly elected Government will approach the funding of Local Government.

West Lindsey District Council Settlement Funding Government Grant Reductions upto end of 4 year settlement

Settlement Funding	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Formula Grant	5,513	4,482	4,586	4,154	3,582	3,275	2,997
Other Grants Rolled In	1,145	1,097	356	0	0	0	0
Grant Reduction Year on Year	175	1,079	637	788	572	307	278
Percentage Change Year on Year	3.00%	16.20%	12.00%	15.94%	13.77%	8.57%	8.49%

The Graph below illustrates government funding levels:



Note: **RSG** is Revenue Support Grant, **NNDR** is National Non Domestic Rates (Business Rates) **NHB** is New Homes Bonus Grant

Due to the Government's austerity drive since 2013/14 and having agreed to the 4 year settlement 2016/17 to 2019/20 our strategy is to be non-reliant on RSG by 2020

These changes relate to changes in the formula grant (RSG), and the introduction of the Business Rates Retention Scheme (NNDR) in 2013/14, where the estimated income from Business Rates is shared between the Billing Authority (WLDC 40%), the Precepting Authority (Lincolnshire CC 10%) and the Government 50%. Whilst growth in Business Rates can result in increased funding parties share any reduction in Business Rate yield therefore, such gains and losses are subject to special arrangements to reduce potential volatility, effectively limiting the potential gain or loss in any one year.

The New Homes Bonus and NNDR localisation also provides incentives for growth which, if they can be exploited, provide opportunities to increase revenue streams and deliver improved outcomes for the district.

2. CORPORATE PLAN 2016-2020

The administration have developed a Corporate Plan to cover the period to the next local elections in 2020.

The Medium Term Financial Strategy (MTFS) for 2016/2017 to 2020/21 aligned resources to the six Corporate Plan themes as detailed below;

- Open for Business
- People First
- Asset Management
- Partnership/Devolution
- Central Lincolnshire Local Plan
- Excellent Value for Money Services

The Corporate Plan can be found at <https://www.west-lindsey.gov.uk/my-council/how-the-council-works/key-plans-policies-and-strategies/corporate-plan/>

3. FINANCIAL STRATEGY (16/17 and forward looking)

The Authority has established a portfolio of programmes to deliver the Corporate Plan 2016/17 – 2020/21. The financial strategy 2017/18 has been developed to ensure the Council delivers against the six themes above

We have designed the activities to maximise income generation, improve efficiency and customer services and develop the economy of the district. The programmes include:

- 1 – Closer to the Customer
- 2 – Invest West Lindsey - Housing Development, Land and Property, Gainsborough Growth
- 3 – Trading Services
- 4 – Community Commercial Services
- 5 – Commercial Investments

4. DID 2016/17 ACTUAL SAVINGS MEET THE BUDGETED TARGET?

Within this context the priorities within the MTFs were to maximise available resources through efficient and effective delivery of services; identify and drive innovative approaches to service delivery and resourcing. Significant savings have already been realised and those built into the 2016/17 base budget have been achieved. In addition out-turn surpluses of £1.058m (mainly achieved from one-off items of income) have been transferred to the General Fund Working Balance for future investment in corporate priorities.

The Medium Term Financial Strategy 2017/18 identifies a further £0.434m to be saved. However, this does include elements of risk, therefore a potential overall target of £1.8m needs to be identified by 2021 if the Council is to be non RSG reliant in future

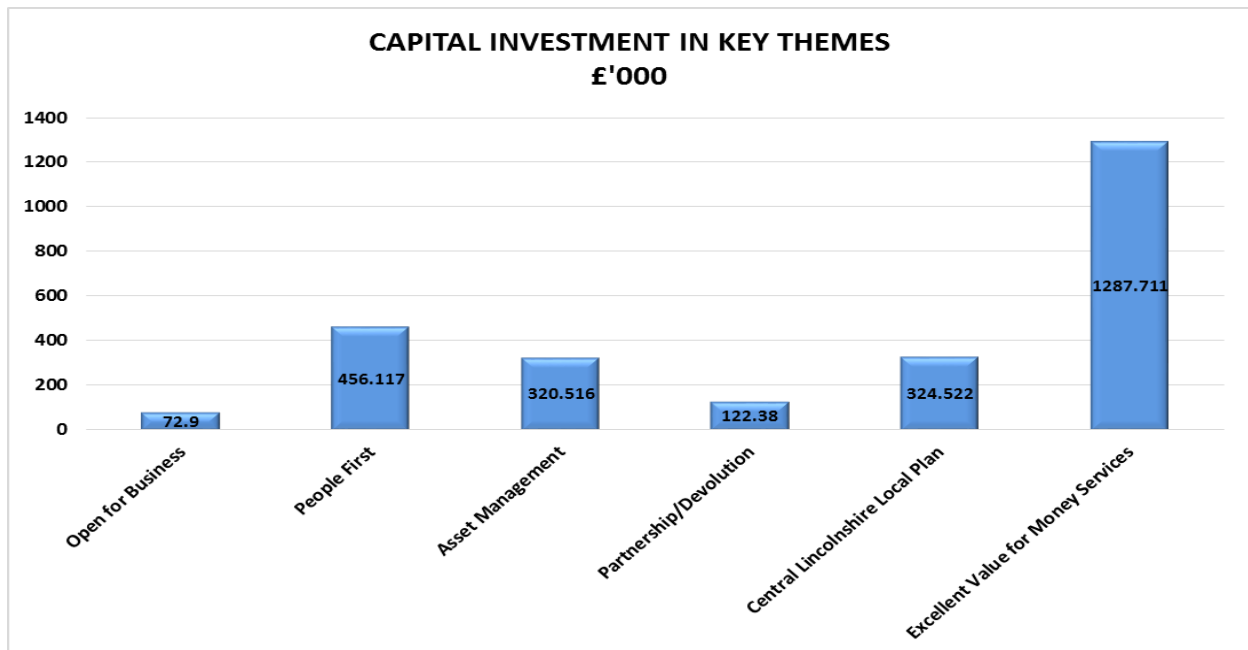


The Medium Term Financial Plan 2017/18 (MTFP) can be found on our website www.west-lindsey.gov.uk

5. CORPORATE PRIORITIES 2016/17

The Corporate Plan is our key strategic document which sets our objectives over the medium term. It is designed to meet the varied needs of the district as prioritised in the key themes.

The Corporate Policy & Resources Committee monitors each of these themes on a quarterly basis as part of its performance monitoring processes. The following chart shows the capital investment for 2016/17 into each of the above theme areas.



In 2016/17 there have been a number of successes for West Lindsey which are worthy of note alongside the financial statements;

Open for Business

- Acquisition of Sure Staff Ltd
- Launch of 'Invest Gainsborough' – Development Partner for WLDC with three national developers shortlisted
- Gainsborough Growth Fund, supported new indoor skate arena and extended to retail sector
- Contractual agreement from Travelodge to lease Sun Inn site
- Starter Homes Bid – Nettleham & Gainsborough sites
- Commercial project progression
- Commercial Trade Waste service launched
- Building Control Commercial Air Testing and Fire Risk Assessment services launched

People First

- Leisure Centre Award
- Selective Licensing Scheme launched
- Street Scene – Gold Award
- New modern, mobile responsive Website Launched
- Increased range of online transactions available on the website.
- Extended range of partner organisations and services available through the Public Sector Hub.
- One Public Estate - £110k feasibility funding secured
- Funding secured for supported housing & extra care

Asset Management

- Expansion of Public Service Hub
- Commercial property partner adviser secured
- Positive Property Audit Finding

Central Lincolnshire Local Plan

- Successful public examination of Local Plan resulting in formal adoption in April 2017
- Allocation of Hemswell FEZ – 30 hectares of strategic employment site
- Neighbourhood Plans; strong take-up and delivery

Devolution/Partnerships

- Post devolution decision – strong partnerships focussed on housing, skills and infrastructure
- GLLEP: Agri-Food Partnership; skills agenda and significant funds via SGF3
- Commercial Partnership with DPL – Sun Inn & Market Street renewal
- Place Board established
- Skills Partnership
- Homes & Community Agency Partnership
- Mentoring Partnership with Gainsborough Academy
- Gainsborough SWW Partnership addressing issues
- NK/WL Shared Partnership effective

Excellent VfM Services

- Major improvements in development management performance
- Localism restructure undertaken
- Council Tax and NNDR collection rates
- £150k savings identified via analytical reviews

6. PERFORMANCE OF THE COUNCIL

In order to monitor the performance of the Council, new performance measures for 2016/17 have recently been set relating to our customers, finance, process and quality. Each service within the Council has its own specific measures set and there is an overriding scorecard that shows corporate health. The table below shows those corporate health measures where 2015/16 performance data is available. Data for the remaining indicators will now be collected in order to build a sound baseline for moving forward.

CORPORATE HEATH PERFORMANCE			
	Actual	Target	Actual
Perspective: Customer	2015/16	2016/17	2016/17
• Volume of received complaints	144	84	181
• Volume of received compliments	168	216	168
• Employee satisfaction	69.00%		Bi-Annual
Perspective: Financial			
• Position against budget	5%	5%	6.90%
Perspective: Process			
• Percentage of service requests received through digital channels	N/A	35%	25.30%
Perspective: Quality			
• Service and system availability	99.90%	98%	99.90%
• Percentage of calls answered	90.00%	90%	72.50%
• Staff absenteeism	0.51%	0.70%	0.74%



7. SUMMARY OF FINANCIAL PERFORMANCE 2016/17

The Council approved a revenue budget, including Council Tax charges, for 2016/17. There was no requirement to utilise the General Fund Balance to provide a balanced budget. The Actual out-turn has realised a surplus of £1.058m and this has been transferred to the General Fund Balance.

The following table reports the revenue figures for 2016/17 before any adjustments required by accounting standards that are subsequently reversed under statute.

Revenue Out-Turn 2016/17

The final revenue out-turn position realised a surplus of £1.058m which equates to 6.9% of the Budget Requirement, this was contributed to the General Fund Balance. The total net expenditure by Service Cluster is detailed below;

Final Outturn £ by Cluster 2016/2017

SERVICE CLUSTER	2016/17 Budget £	2016/17 Actual £	2016/17 Variance £
Corporate Management	594,700	604,392	9,692
Commercial Development	2,534,900	2,513,980	(20,920)
Customer First	1,662,700	1,449,182	(213,518)
Democratic and Business Support	2,947,700	2,591,326	(356,374)
Economic Development and Neighbourhoods	2,254,771	1,822,445	(432,326)
Housing and Regeneration	1,284,100	1,514,586	230,486
Organisational Transformation	1,250,000	1,061,438	(188,562)
Controllable Total	12,528,871	11,557,349	(971,522)
Corporate Accounting Total	1,912,350	1,515,799	(396,551)
Statutory Accounting Total	4,806,300	1,484,060	(3,322,240)
Movement in Reserves Total	(3,916,486)	(448,873)	3,467,613
Net Revenue Expenditure	15,331,035	14,108,335	(1,222,700)
Funding Total	(15,331,035)	(15,166,856)	164,179
(SURPLUS)/DEFICIT FOR THE YEAR	0	(1,058,521)	(1,058,521)

Service Clusters include the following services;

Corporate Management - Chief Executive, Chief Operating Officer, Commercial Director, Director of Resources.

Commercial Development - Town Centre Markets, Street Cleansing, Waste Management, Trade Waste.

Customer First - Building Control, Customer Services, Debtors, Licences, Support Services-Admin, Food Safety, Housing Benefits, Fraud, Health and Safety, Land Charges, Pest and Dog Control, Parish Lighting, Pollution Control, Local Tax Collection.

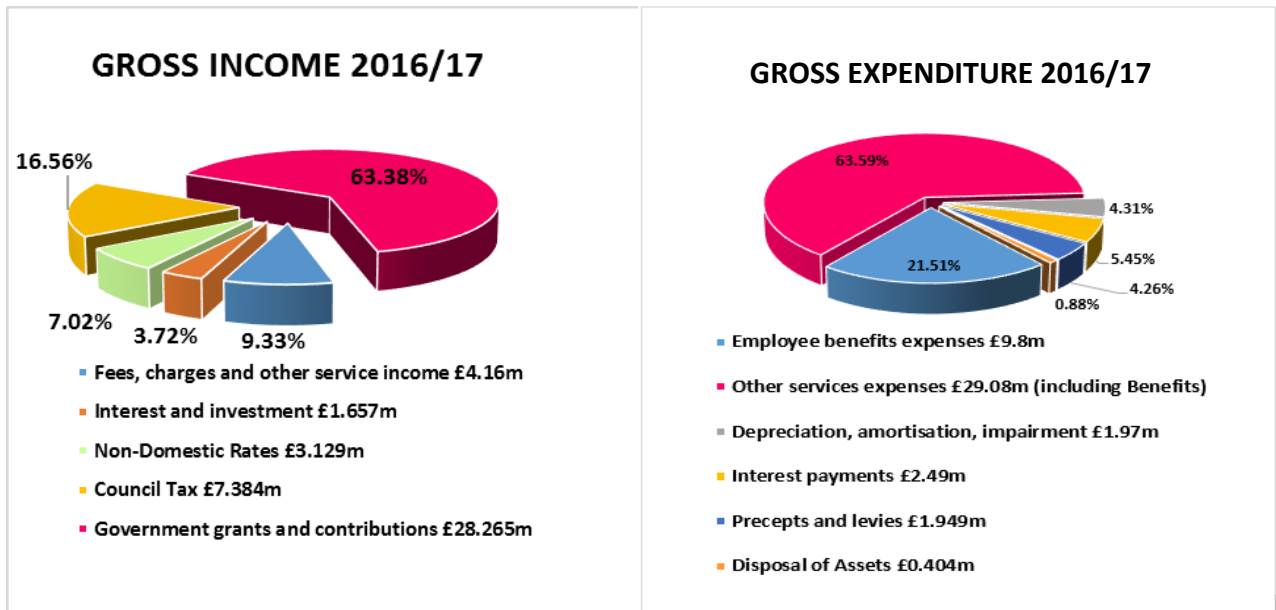
Democratic and Business Support - Civic Support, Apprentices, Democratic Representation, Elections, Financial Services, Support Services-Corporate, Legal Services, Communications, Human Resources.

Economic Development and Neighbourhoods - Community Action, Development Management, Economic Development, General Grants.

Housing and Regeneration - Car Parks, Community Safety, Culture Heritage & Leisure, Emergency Planning, Property Services, Homelessness & Housing, Public Conveniences, Tourism.

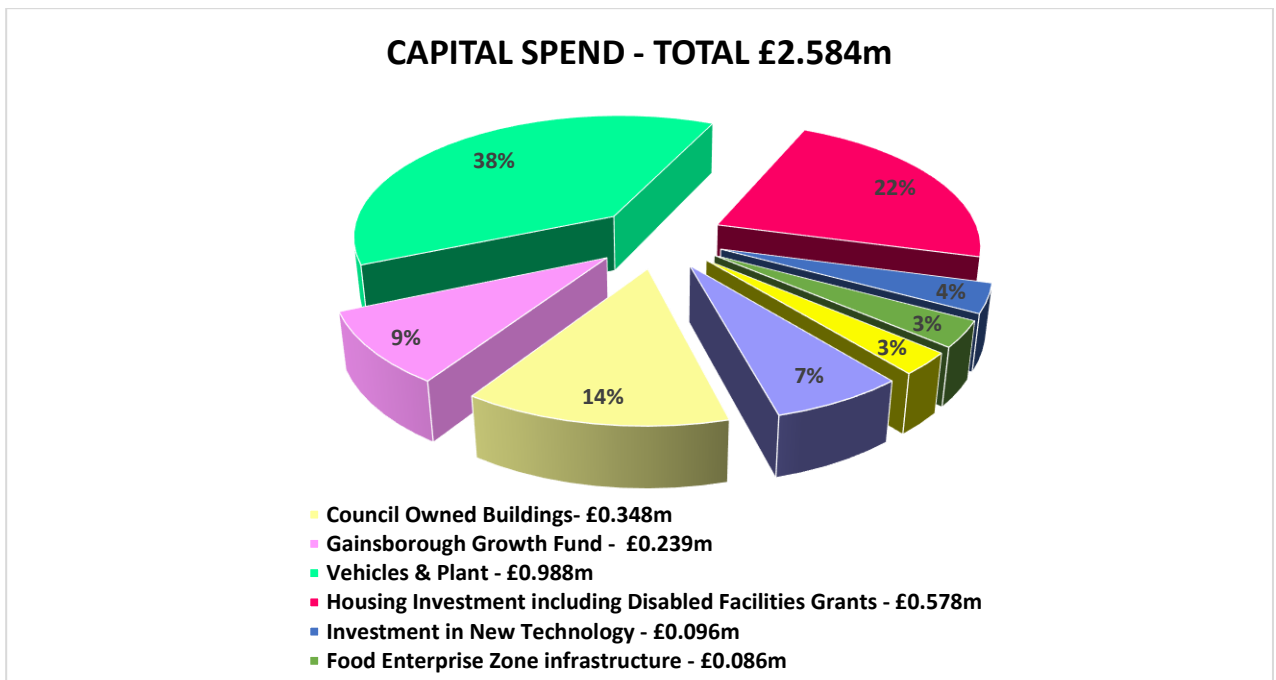
Organisational Transformation - Business Improvement & Commercial Development, Cemeteries and Churchyards, Systems Development, ICT Services, Parks and Open Spaces.

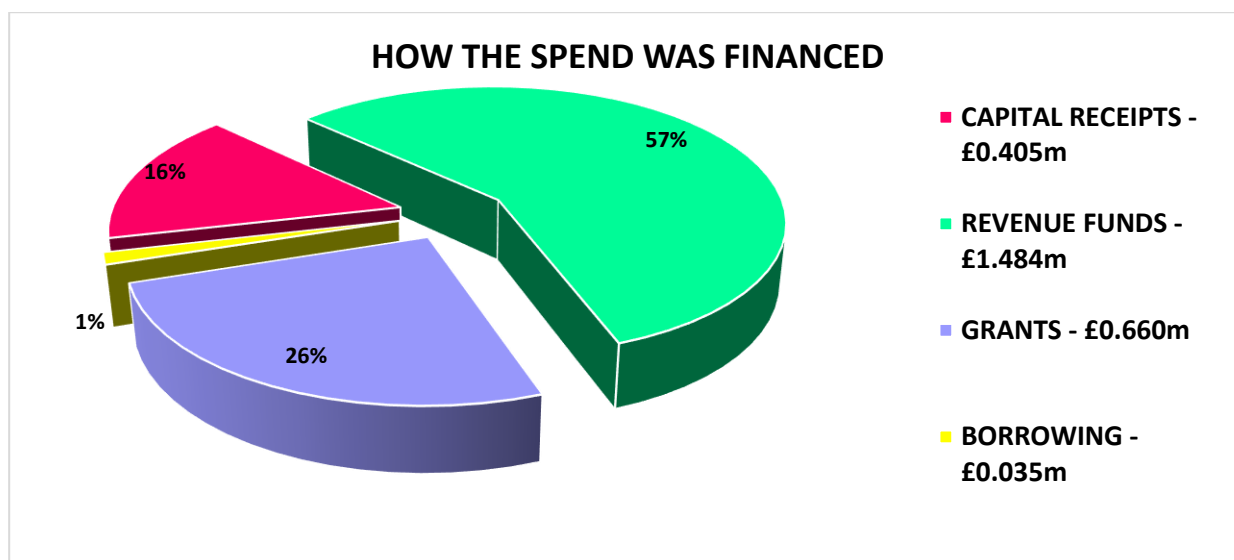
Gross income totalled £27.771m (28.815m 2015/16), and gross revenue spending on services was £40.885m (£39.656m in 2015/16) analysed by type of income and expenditure in the graphs below;



The Capital Programme

Capital expenditure represents money spent by the Council to purchase, upgrade or improve assets such as buildings and vehicles, in addition to providing grant funding for these purposes. The distinction between capital and revenue expenditure is that the Council and its communities receive the benefit from capital expenditure over a number of years. The Council spent the year spent £2.584m during the year as detailed in the graph below;





The Council recognises the revenue impact of capital investment and monitors this closely as part of corporate monitoring processes. Business cases supporting the capital investment proposal includes all revenue impacts and these are assessed as part of the budget setting process to ensure that they are affordable.

Sources of funds - to meet future capital expenditure plans and other financial commitments

The capital programme is funded mainly from capital receipts, grants and contributions from revenue. Additional funding is provided by finance leases. However, in order to secure much needed investment in the district the Council has recognised that it will now need to borrow. The Council has approved the following capital programme funding plans for the period 1 April 2017 to 31 March 2022.

Funding	£'m
Grants & Contributions	8.819
Revenue Financing	14.012
Useable Capital Receipts	1.714
Prudential Borrowing	28.808
Total	53.353

Debt and Investments

The Council has no long term external borrowing nor was it necessary to undertake short term borrowing to meet cash flow requirements. The Council does however intend to undertake borrowing to support significant capital investments in future years.

At the end of the year the Council had £18.888m of investments (£20.683m 2015/16) which generated interest totalling £0.266m.

Material Liabilities Incurred

The majority of the employees of the Council are members of the Local Government Pension Scheme (LGPS). The liability for both statutory and discretionary pension benefits, measured on an IAS19 basis has increased over the year. At 31st March 2017 the Council's net liability

reported by the Actuary to the LGPS was £36.3826m (£28.876m in 15/16), an increase of £7.056m. This is mainly due to increases in actuarial financial assumptions.

More details of the IAS19 valuation are set out in Note 29 to the Financial Statements.

Significant provisions, contingencies and material write-offs

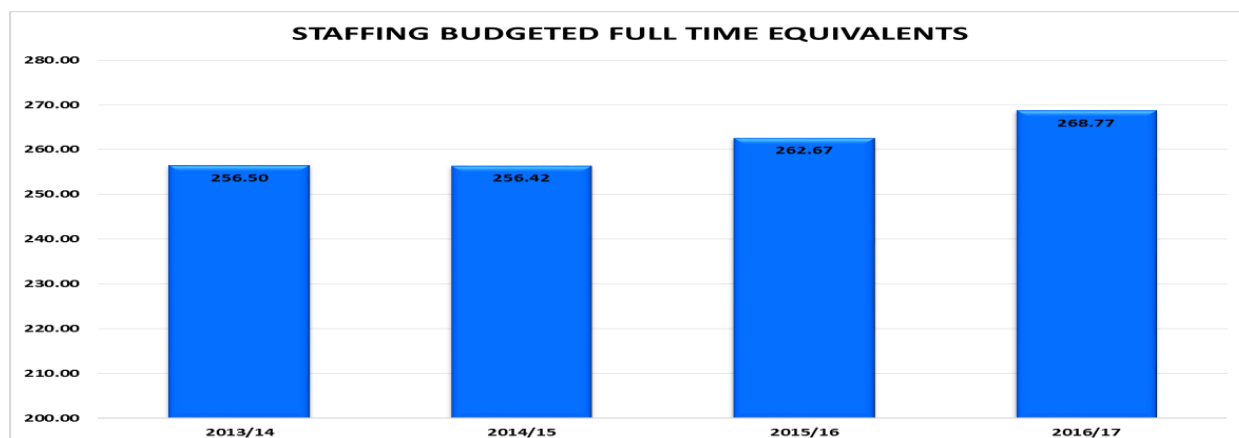
No significant contingencies or material write offs were recognised in 2016/17. However the Council has set aside provisions of £0.928m (£1.012m 2015/16) mainly in respect of appeals against NNDR rating assessments, possible outstanding legal cases and insurance.

Staffing Trends

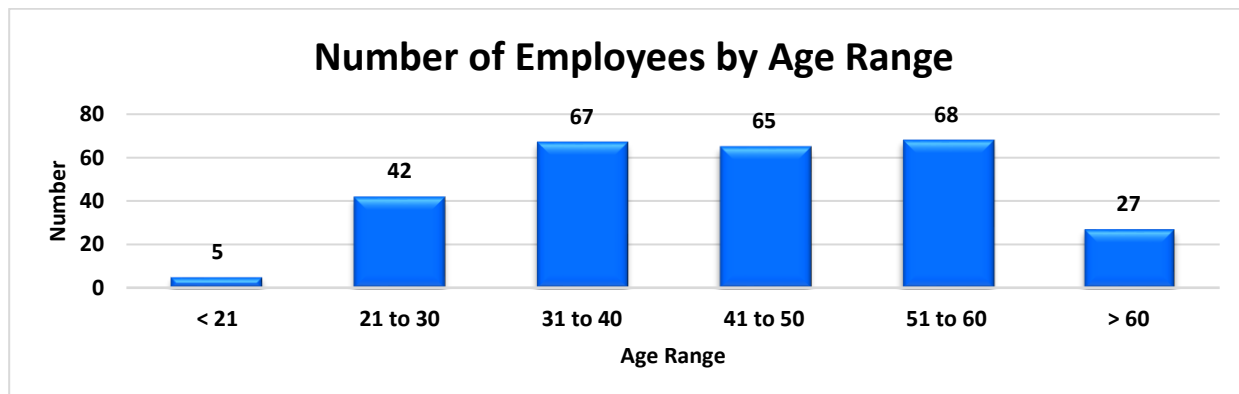
The Council has put considerable effort into its drive to become more efficient by reducing staffing numbers yet maintaining quality award winning services. This has been achieved by introducing a range of measures such as more flexible working, restructuring management and streamlining back office activities by the use of new technology.

The Council has 16 temporary/fixed term contract staff who provide additional resource for specific projects or service delivery.

There has been a slight increase in staff of 6 FTE during the year with the creation of a Spatial Planning Team. The team was created to deliver the Local Plan and physical aspects of the Growth Agenda.



The Council is conscious of the demographic of its employees and is keen to ensure business continuity by establishing a workforce development and training plan that will explore and support the organisational need for succession planning.



Of the total number of employees 45% are male and 55% are female.

Carbon Management Plan

The Council is committed to reducing energy usage and carbon emissions and has in place within its Carbon Management Plan carbon reducing projects and action plans to deliver this objective. Since 2008/09 CO₂ emissions have been reduced by over 20%. The plan aims to build on this success in order to achieve a target reduction of 35% which is an ambitious target.

8. RISK MANAGEMENT

The Council manages all risks via a formal Approved Code of Practice. As part of the process a comprehensive strategic risk register is maintained and processes are in place for risks identification and review. In addition to risk identification, mitigating actions are agreed to either terminate the risk or reduce its potential impact.

Financial risks are specifically identified and considered within the MTFP report as part of the budget setting process. These risks are then monitored by a number of methods depending upon the type of risk. For example, the risk of income targets not being achieved is monitored through monthly income monitoring and reporting is undertaken with a full review of fees and charges annually which incorporates trend analysis and future demand estimations.

Within the MTFP there are assumptions on savings targets in order to meet the budget shortfall expected over the term of the MTFP to 2021/22. Additional or unexpected income could result in a reduced focus on making savings elsewhere in the budget. The Council needs to monitor unexpected income to minimise any risk of additional unexpected items and the potential to impact on organisational focus to deliver the planned financial targets.

Business Cases for projects within wider Programmes of work, also identify risks and mitigations, these are monitored through a robust process with highlight reports being presented to the Entrepreneurial Board.

9. FUTURE OUTLOOK AND SIGNIFICANT SERVICES CHANGES

With regard to planned future developments, exciting times are ahead for the Council. With significant Capital investment to realise a revenue return in accordance with the Financial Strategy of becoming a self-sufficient Council. Services continue to develop commercial acumen and identify ways in which to increase income, achieving efficiencies, and reduce costs. This may result in changes in the way we provide future services. The following are the key major developments on the near horizon:

- **Closer to the Customer programme**

As Customers remain our priority focus the Council is committed to ensuring they receive the best possible experience and service from the resources available. The Closer to the Customer programme is currently being undertaken and will include reviewing organisation structures, systems, processes, information and enabling technologies, creating a 'modern digital-lead business' that meets the customer's needs and expectations, through an excellent customer experience. It is anticipated that future savings and efficiencies will be delivered through this programme of work.

- **Economic Development and Housing Regeneration**

The Council has committed to a £5 million programme of regeneration for Gainsborough to rejuvenate the town centre and riverside areas in addition to delivery of housing as part of our successful bid for Housing Zone status. This will be delivered by working in partnership with a procured development company and other stakeholders ie the Housing and Communities Agency, Lincolnshire County Council, the Town Council etc with an aim to also attracting inward investment and with innovative solutions to funding requirements being considered, returns may be achievable.

The service continues to achieve success with grant bids, with the recently announced £6.5m of Greater Lincolnshire Local Enterprise Partnership funding resourcing regeneration and the development of a Food Enterprise Zone within the district, in addition to developing innovative ways in which to attract inward investment.

- **Commercial Property Acquisition**

The Council has recently agreed an Investment Policy enabling up to £20m to be invested in commercial property with the aim of generating a revenue return to support future sustainability in line with our Financial Strategy.

10. THE FINANCIAL STATEMENTS

As required by the Code the financial statements which follow consist of the following;

- **Expenditure and Funding Analysis (EFA)**

The accounts follow the prescribed Chartered Institute of Public Finance & Accountancy (CIPFA) format. As a result, the Comprehensive Income and Expenditure and the Statement and the Statement of Movement on the General Fund cannot easily be related to the Council's operational management structure, and the management accounts used for in-year budgetary control. A new statement, the Expenditure and Funding Analysis shows income and expenditure analysed over the Councils management structure via service Clusters.

- **Comprehensive Income and Expenditure Statement (CIES)**

Consolidates the total gains and losses experienced during the year and the total income and expenditure. The deficit on the Provision of Services totalled £1.134m (surplus of £0.798m 2015/16).

- **Movement in Reserves Statement (MIRS)**

Shows the movement in the year on the different reserves held by the Council, which are split between those that are available for the Council to spend (usable reserves) and those that have been created to reconcile the technical and statutory accounting (unusable reserves). The Council's useable reserves total £21.221m (£21.022m 2015/16).

- **Balance Sheet**

The Balance Sheet shows the Councils financial position at 31 March 2017. Showing assets and liabilities in the top part and below the Council's reserves (Net Worth) that match them. Our Net Worth is £4.082m (£10.611m 2015/16), with the movement between years mainly affected by the following;

Valuation of Long Term property assets

The Balance Sheet Non-Current Assets relates to property, plant and equipment and includes acquisitions and enhancements, changes in valuations, and disposals. These events have resulted in an overall carrying value of £20.974m, an increase of £1.112m from 2015/16. Further details are contained within Note 14 to the Statement of Accounts.

Liabilities

A major liability included within long term liabilities relates the deficit on the pension fund which amounts to £36.382 an increase of £7.506m, this can be attributed to changes to actuarial financial assumptions. Further information on the pension's position is contained within Note 29 to the Statement of Accounts.

Reserves

Not all reserves can be used to deliver services and this is reflected by reporting reserves in two groups – 'usable' and 'unusable' reserves.

Unusable reserves are determined by technical accounting rules and are not available for use by the Council. These have risen by £6.874m to £17.285m mainly reflecting the change in the Pensions Reserve.

Usable reserves have increased by £0.199m to £21.221m.

The Council has adequate revenue balances to provide financial security and a safety mechanism for unforeseen events, with the General Fund Balance (including Earmarked Reserves) being 25% of Net Operating Expenditure, which compares to our strategy minimum of 5%. The need for adequate reserves becomes even more important in view of the financial challenges faced by Councils. Reserves mitigate risks the Council is facing in any one year and which will depend upon the robustness of the estimates within the budgets, the adequacy of budgetary control and external factors such as inflation and interest rates. Such risks may also include changes in Government policy, further funding reductions and market factors.

Capital Reserves

Capital Receipts Reserve increases as a result of receipts from asset disposals and reduces as capital receipts are used to finance further capital investment. The reserve reduced from £2.983m to £2.895m. In addition Capital Grants Unapplied Reserve relates to grant received for a specific capital scheme. The reserve balance is £2.896m (£2.984m 2015/16).

- **Cash Flow Statement**

The Cash Flow Statement represents the Council's movement in cash (and cash equivalents) during the year. It shows that there has been a decrease in cash of £1.763m to £7.222m as cash is expended on capital investments.

- **Supplementary financial statements**

The Collection Fund represents the council taxes and business rates collected by West Lindsey District Council on behalf of those authorities responsible for services within the district, and Central Government, and the way in which these monies have been distributed among the authorities and Central Government to finance their expenditure.

Ian Knowles (S151 Officer)

Director of Resources

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

1 COUNCIL'S RESPONSIBILITIES

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its Officers has the responsibility for the administration of those affairs. In this Council, that Officer is the Chief Finance Officer;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Statement of Accounts.

2 CHIEF FINANCE OFFICER'S RESPONSIBILITIES

The Chief Finance Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the CODE).

In preparing this Statement of Accounts, the Chief Finance Officer has:

- selected suitable Accounting Policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Local Authority Code of Practice.
- kept proper accounting records which were up to date;
- taken responsible steps for the prevention and detection of fraud and other irregularities.

CERTIFICATION OF THE ACCOUNTS

I certify that the Statement of Accounts for 2016/17 presents a true and fair view of the financial position of West Lindsey District Council at 31 March 2016 and its income and expenditure for the year ended 31 March 2017.

Signed:

**Ian Knowles, Director of Resources (S151)
West Lindsey District Council**

Date: 14 September 2017

Approval of the Accounts

In accordance with the Accounts and Audit Regulations 2015, I certify that the Statement of Accounts was approved by the Governance and Audit Committee on 14 th September 2017

Signed:

**Chairman of Governance and Audit Committee
West Lindsey District Council**

Date: 14 September 2017

EXPENDITURE AND FUNDING ANALYSIS

This analysis shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by Councils in comparison with those resources consumed or earned by Councils in accordance with generally accepted practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Council's different categories of expenditure and income. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement. Further analysis can be found in Note 8.

2015/16			2016/17			
Net Expenditure Chargeable to General Fund £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the Comprehensive Income & Expenditure £'000		Net Expenditure Chargeable to General Fund £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the Comprehensive Income & Expenditure Statement £'000
618	49	667	Corporate Management	605	35	640
2,175	457	2,632	Commercial	2,513	312	2,825
1,191	239	1,430	Customer First	1,449	151	1,600
2,757	(530)	2,227	Democratic & Business Support	2,592	(292)	2,300
1,351	(584)	767	Economic Development and Neighbourhoods	1,822	410	2,232
1,675	321	1,996	Housing and Regeneration	1,515	768	2,283
982	140	1,122	Organisational Transformation	1,062	172	1,234
10,749	92	10,841	Net Cost of Services	11,558	1,556	13,114
(13,493)	1,854	(11,639)	Other Income and Expenditure	(12,168)	188	(11,980)
(2,744)	1,946	(798)	(Surplus) or Deficit	(610)	1,744	1,134
(14,818)		0	Impairment Losses on Non-Current Assets Charged to Revaluation Reserve (Note 12)			
			Opening General Fund Balance 31 March 2016	(17,562)		
(2,744)			(Surplus) or Deficit in Year	(610)		
(17,562)			Closing General Fund Balance 31 March	(18,172)		

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement from the start of the year to the end on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be used to fund expenditure or reduce local taxation) and other 'unusable' reserves. The Movement in Reserves Statement shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The Net Increase/Decrease line shows the statutory General Fund Balance movements in the year following those adjustments. The Council's useable reserves total £21.221m (£21.022m in 2015/16). Further information can be found in Note 7 and Note 9.

Movement in Reserves during 2016/17

	General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2016	(17,562)	(2,984)	(476)	(21,022)	10,411	(10,611)
Total Comprehensive Income and Expenditure	1,134	0	0	1,134	5,395	6,529
Adjustment from income & expenditure charged under accounting basis to the funding basis	(1,744)	88	323	(1,333)	1,333	0
(Increase)/Decrease in 2016/17	(610)	88	323	(199)	6,728	6,529
Balance at 31 March 2017 carried forward	(18,172)	(2,896)	(153)	(21,221)	17,139	(4,082)

MOVEMENT IN RESERVES STATEMENT

Movement in Reserves during 2015/16 (Restated)

	General Fund Balance (Restated) £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2015	(14,818)	(2,407)	(486)	(17,711)	18,714	1,003
Total Comprehensive Income and Expenditure	(798)	0	0	(798)	(10,816)	(11,614)
Adjustment from income & expenditure charged under accounting basis to the funding basis	(1,946)	(577)	10	(2,513)	2,513	0
(Increase)/Decrease in 2015/16	(2,744)	(577)	10	(3,311)	(8,303)	(11,614)
Balance at 31 March 2016 carried forward	(17,562)	(2,984)	(476)	(21,022)	10,411	(10,611)

This statement has been restated to amalgamate Ear-Marked Reserves and General Fund into the one column 'General Fund Balance' as required in the CIPFA Code of Practice. No amounts have been amended

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with the statutory requirements; this may be different from the accounting cost. The taxation position is shown both in the Expenditure and Funding Analysis (EFA) and the Movement in Reserves Statement (MIRS). The deficit on the Provision of Services totalled £1.134m (surplus of £0.798m in 2015/16)

2015/16 (Restated)				Note	2016/17		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000			Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
667	0	667	Corporate Management		640	0	640
2,925	(293)	2,632	Commercial		3,274	(449)	2,825
25,925	(24,495)	1,430	Customer First		25,801	(24,201)	1,600
2,380	(153)	2,227	Democratic & Business Support		2,356	(56)	2,300
2,661	(1,894)	767	Economic Development and Neighbourhoods		3,581	(1,349)	2,232
3,968	(1,972)	1,996	Housing and Regeneration		3,992	(1,709)	2,283
1,130	(8)	1,122	Organisational Transformation		1,241	(7)	1,234
39,656	(28,815)	10,841	Cost of Services		40,885	(27,771)	13,114
		2,073	Other Operating Expenditure	11			2,353
		739	Financing and Investment Income and Expenditure	12			833
		(14,451)	Taxation and Non-Specific Grant Income And Expenditure	13			(15,166)
		(798)	(Surplus) or Deficit on Provision of Services				1,134
			Items that will not be reclassified to the (Surplus) or Deficit on the Provision of Services				
		(3,669)	(Surplus) or Deficit on Revaluation of Property, Plant & Equipment Assets	14			(1,069)
		(7,026)	Remeasurement of the net defined benefit liability/(asset)	21			6,431
		(10,695)					5,362
			Items that may be reclassified to the (Surplus) or Deficit on the Provision of Services				
		(121)	(Surplus) or deficit on revaluation of available for sale financial assets	21			33
		(10,816)	Other Comprehensive Income and Expenditure				5,395
		(11,614)	Total Comprehensive Income and Expenditure				6,529

BALANCE SHEET

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

31 March 2016 £'000		Notes	31 March 2017 £'000
19,862	Property, Plant & Equipment	14	20,974
164	Investment Properties		164
156	Intangible Assets		127
0	Heritage Assets		44
2,175	Long Term Investments	15	2,135
10	Long Term Investments -Other	15	48
310	Long Term Debtors	15	180
22,677	TOTAL LONG TERM ASSETS		23,672
9,512	Short Term Investments	15	9,531
35	Assets Held For Sale		0
79	Inventories		84
3,094	Short Term Debtors	16	4,106
8,985	Cash and Cash Equivalents	17	7,222
21,705	TOTAL CURRENT ASSETS		20,943
(2,918)	Short Term Creditors	18	(2,242)
(995)	Short Term Provisions	19	(917)
(218)	Short Term Finance Lease Liability	28	(96)
(4,131)	TOTAL CURRENT LIABILITIES		(3,255)
(17)	Long Term Provisions	19	(11)
(128)	Long Term Finance Lease Liability	28	(32)
(28,876)	Net Pensions Liability	29	(36,382)
(619)	Grants Receipts in Advance - Capital	25	(853)
(29,640)	TOTAL LONG TERM LIABILITIES		(37,278)
10,611	TOTAL NET ASSETS/(LIABILITIES)		4,082
(21,022)	Usable Reserves	20	(21,221)
10,411	Unusable Reserves	21	17,139
(10,611)	TOTAL RESERVES		(4,082)

CASH FLOW STATEMENT

The Cash Flow Statement represents the Council's movement in cash (and cash equivalents) during the year. Cash flows from operating activities are cash generated and expended from the Council's core business activities. Investing activities are those activities which include capital expenditure and acquisitions which are intended to contribute to the Council's future service delivery. The movement in overall cash is a decrease of £1.763m (decrease of £1.075m 2015/16). Cash flows arising from financing activities such as the issue and repayment of debt are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

2015/16 (Restated) £'000		2016/17 £'000
798	Net Surplus or (Deficit) on the Provision of Services	(1,134)
744	Depreciation of Property, Plant and Equipment	759
85	Impairment and downward valuations	296
49	Amortisation of Intangible Assets	47
(164)	(Increase)/Decrease in Creditors	(1,241)
(234)	Increase/(Decrease) in Debtors	(546)
(47)	Increase/(Decrease) in Inventories (Stock)	(5)
1,186	Movement in Pension Liability	1,075
6	Carrying amount of non-current assets and non-current Assets Held For Sale, sold or derecognised	424
511	Other non cash items charged to the net surplus or deficit on the Provision of Services	11
2,136	Adjustments to net surplus or deficit on the Provision of Services for non-cash movements	820
(1,374)	Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities	(357)
1,560	Net Cash Flows from Operating Activities	(671)
(327)	Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets	(1,624)
(14,000)	Purchase of short-term (not considered to be cash equivalents) and long-term Investments	(14,538)
(237)	Other payments for investing activities	(35)
0	Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	20
11,510	Proceeds from short-term (not considered to be cash equivalents) and long-term Investments	14,500
2,087	Other receipts from investing activities	846
(967)	Net cash flows from investing activities	(831)
(30)	Other receipts from financing activities	(35)
(1,410)	Other payments from financing activities	(8)
(228)	Cash payments for the reduction of the outstanding liabilities relating to Finance Leases	(218)
(1,668)	Net cash flows from financing activities	(261)
(1,075)	Net increase or (decrease) in cash and cash equivalents	(1,763)
10,060	Cash and cash equivalents at the beginning of the reporting period	8,985
8,985	Cash and cash equivalents at the end of the reporting period Note 17	7,222

Note: The Council discovered a small number of presentational errors in the 2015/16 Cash Flow figures. These related mainly to the "Purchase of property, plant and equipment, investment property and intangible assets" line that had been shown as a positive sum of £0.842m when in fact it should have been a negative sum of £0.327m. A corresponding adjustment was required to the "Adjustments for items included in the net surplus or deficit on the provision of services that are investing or financing activities" line.

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

i General Principles

The Statement of Accounts summarises the Council's transactions for the 2016/17 financial year and its position at the year-end of 31 March 2017. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which require them 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 2016/17 (The Code) and the Service Reporting Code of Practice 2016/17, supported by the International Financial Reporting Standards (IFRS) and statutory guidance issued under Section 12 of the Local Government Act 2003.

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

ii Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received, (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made. Expenses incurred, which relate to employees, are not accrued for as they are considered to be relatively stable year on year and omitting them would not result in a material error.

- Interest receivable on investments is accounted for as income on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

iii Acquired Operations

All operations acquired in year will be treated in line with the Council's accounting policies and if material disclosed separately on the face of the Comprehensive Income and Expenditure Statement.

iv Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

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

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

vi Charges to Revenues for Non-Current Assets

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance.

The Council has assessed the Minimum Revenue Provision (MRP) in accordance with the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003. Any charge in 2016/17 is for either new borrowing under the prudential system, based on the asset life method, or relates to the Council's current credit arrangements for Finance Leases for which the outstanding liabilities are repaid over the term of the agreement.

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

vii Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

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

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

viii Employee Benefits

The Council accounts for employment and post-employment benefits when employees earn them and the Council is committed to providing them, even if the actual provision might be many years into the future. Employee benefits are accounted for in the following four categories:

a) Benefits Payable During Employment

Short-term employee benefits are those due to be settled payable within twelve months of the Balance Sheet date and include, wages, salaries, social security contributions, paid annual leave and paid sick leave, bonuses and non-monetary benefits, and similar payments and are recognised as an expense for services in the year in which employees render service to the Council.

An accrual is made for the holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

b) Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant service line (or in discontinued operations) in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises costs for a restructuring.

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

c) Post – Employment Benefits

Employees of the Council are eligible to be members of the Local Government Pension Scheme (LGPS) Lincolnshire Pension Fund, administered by Lincolnshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

d) The Local Government Pension Scheme

The Local Government Pension Scheme is accounted for as a defined benefits scheme.

- Liabilities of the Lincolnshire Pension Fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.6% (determined by reference to market yields at the end of the reporting period on high quality corporate bonds (iBoxx AA over 15 year index).
- The assets of the Lincolnshire Pension Fund attributable to the Council are included in the Balance Sheet at fair value:
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value

The assessment process takes the most recent triennial actuarial valuation and updates it to reflect current conditions.

The change in the net pensions liability is analysed into seven components:

Service cost comprising:

Current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.

Past Service Costs – the increase in liabilities as a result of a scheme amendment or a decision whose effect relates to years of service earned in earlier years (curtailment) – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.

Net Interest – on the net defined benefit liability/asset, i.e. net interest expense for the Council – the change during the period in the net defined benefit liability/asset that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability/asset at the beginning of the period taking into account any changes in the net defined benefit liability/asset during the period as a result of contribution and benefit payments.

Remeasurement comprising:

Return on scheme assets – excluding amounts included in net interest on the net defined benefit liability/asset – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Actuarial gains and losses - changes in net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pension Reserve as Other Comprehensive Income and Expenditure.

Contributions paid to the Lincolnshire Pension Fund

Cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

Further information can be found in the Lincolnshire Local Government Pension Fund Annual Report. Which is available from:

**The Resources Directorate
Lincolnshire County Council,
County Offices
Newland,
Lincoln, LN1 1YG**

ix Events after the Reporting Period

Events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date and the date when the financial statements are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events,

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

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

x Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

Financial liabilities are classified into two types:

- amortised cost – liabilities that are not held for trading, such as operational creditors and borrowings; and
- fair value through profit or loss – liabilities held for trading.

The Council currently only has liabilities carried at amortised cost relating to Finance Leases, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the lease agreement.

Financial Assets

Financial assets are classified into two types;

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

Loans and receivables

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at the amortised costs. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the

Council has made this means that the amount presented on the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement as the amount receivable for the year in the loan agreement.

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

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

Available for Sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value.

Where the asset has fixed or determinable payments, annual credits to the Financing and Investing Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument.

Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Authority.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company valuations.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on the Revaluation of Available-for-Sale Financial Assets. The exception is where impairment losses have been incurred - these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

Where assets are identified as impaired because of a likelihood arising from a past event that payments are due under the contract will not be made (fixed or determinable payments) or fair value falls below cost, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, the impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Otherwise, the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised in the Available-for-Sale Reserve.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

xi Government Grants and Contributions

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

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

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

Monies advanced as grants or contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line or Taxation and Non-Specific Grant Income (non-ring fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

xii Heritage Assets – General

The Council holds Civic Regalia as a Heritage Asset

Heritage assets are recognised and measured (including the treatment of valuation gains and losses) in accordance with the council's policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below.

The carrying amount of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the council's general policies on impairment – (see Accounting Policy xviv Property Plant and Equipment) in this summary of significant accounting policies.

xiii Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (eg software licences, rights to use land) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council. All such expenditure is accounted for on an accruals basis and capitalised as a non-current asset.

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

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

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

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

Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiv Inventories and long-term contracts

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

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

xv Investment Properties

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and for any sale proceeds (greater than £10,000) the Capital Receipts Reserve.

xvi Joint Operations

Joint operations are arrangements where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities relating to the arrangement. The activities undertaken by the Council in conjunction with other joint operators involve the use of the assets and the resources of those joint operators. In relation to its interest in a joint operation, the Council as a joint operator recognises:

- its assets, including its share of any assets held jointly
- its liabilities, including its share of any liabilities incurred jointly

- its revenue from the sale of its share of the output arising from the joint operation
- its share of the revenue from the sale of the output by the joint operation
- its expenses, including its share of any expenses incurred jointly

xvii Leases

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

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

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

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:

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

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

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

with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

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

The Council as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made

on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

xviii Overheads and Support Services

The costs of overheads and support services are charged to service segments in accordance with the Authority's arrangements for accountability and financial performance.

xvii Property Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is possible that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an assets potential to deliver future economic benefits or service potential (e.g. repairs and maintenance) is charged as an expense when it is incurred. Assets acquired above a de minimus of £10,000 are capitalised.

Measurement

Assets are initially measured at cost, comprising;

- The purchase price
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.
- The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The Council does not capitalise borrowing costs incurred whilst assets are under construction.

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

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account.

Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

- infrastructure assets, community assets and assets under construction – depreciated historical cost
- surplus assets - the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV)

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

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

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the CIES where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

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

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

Impairment

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

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

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)

- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

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

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives commencing in the first full year that the asset is included in the Council's accounts. An exception is made for assets without a determinable useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight line allocation over the life of the property as estimated by the valuer with the exception of a number of leased shops, where the remaining term of the lease has been used
- Vehicles, plant and equipment – straight line allocation over the life of the asset, as advised by a suitably qualified officer
- Infrastructure – straight line allocation.

Asset Useful Economic Lives assumed

Assets	Useful Life Range (years)
Offices/Leisure Centre	20 to 60
Depots & Stores	46
Shops	48
Public Conveniences	39 to 46
CCTV Systems/IT Equipment/Wheeled Bins/Office Equipment	1 to 12
Vehicles/Bin Lifters	1 to 7
Infrastructure Assets	21 to 32
Dwellings	46

Where an item PPE asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Materiality levels have been assessed and a materiality level of £0.5m for major components has been applied.

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

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as held for sale, and their recoverable amount at the date of the decision not to sell. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts and credited to the Capital Receipts Reserve. The balance on the Capital Receipts Reserve can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

xx Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or

service potential, and a reliable estimate can be made of the amount of the obligation. For instance the Council may be involved in the making of a settlement or the payment of compensation.

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

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

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

Contingent liabilities

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 or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably

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

Contingent assets

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

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

xxi Reserves

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

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

xxii Revenue Expenditure Funded From Capital Under Statute

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

xxiii Value Added Tax (VAT)

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

xxiv Fair Value Measurement

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

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

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

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

The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Council's financial statements are categorised within the fair value hierarchy, as follows:

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

2 ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The following Accounting Standards and amendments have been issued but will not be adopted until the 2017/18 financial year.

- a) Amendments to IFRS 10 *Consolidated Financial Statements*, IFRS 12 *Disclosures of Interest in other entities* and IAS 28 *Investments in Associates and Joint Ventures: Investment Entities – Applying the Consolidation Exception* (issued 18 December 2014).

The amendments to these standards do not apply to local authorities as they are not investment entities.

3 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

Future Government Funding

There is a high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision, nor that there is a risk to the Council being a going concern.

Leases

The Council has examined the leases and classified them as either operational or finance leases. In some cases the lease transaction is not always conclusive and the Council uses judgement in determining whether the lease is a financial lease arrangement that transfers substantially all the risks and rewards incidental to ownership. In reassessing the lease the Council has estimated the implied interest rate within the lease to calculate the interest and principal repayments.

4 ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

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

Items in the Council's Balance Sheet at 31 March 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are:

Business Rates

Since the introduction of the Business Rates Retention Scheme effective from 1 April 2013, Local Authorities are liable for successful appeals against business rates charged to businesses in 2016/17 and earlier financial years in their proportionate share. Therefore, a provision has been recognised for the best estimate of the amount that businesses may have been overcharged up to March 2017. The estimate has been calculated using the Valuation Office (VOA) ratings list of appeals and the analysis of successful appeals to date when providing the estimate of total provision up to and including 31 March 2017.

Property Plant and Equipment.

Property assets are included on the basis of a review based valuation and assessed useful lives undertaken on 31 March 2017. Where possible the valuer has avoided applying indices to calculate the 31 March valuation.

The assessment of useful lives is subject to revision and the valuation would therefore be expected to change accordingly. The carrying value of these long term assets at the end of the reporting period was £20.974m (£19.862m 2015/16).

The impact of a change in valuation or useful life as at 31 March 2017 would affect the carrying value of the asset in the balance sheet and the subsequent charge for depreciation or impairment in the CIES.

Surplus Assets have been valued in accordance with IFRS13, at Fair Value, based on an estimate of the price at which a market transaction would take place between market participants for best use of the asset.

In valuing assets at fair value critical judgements have to be made including considerations such as uncertainty and risk. However, any significant changes in the assumptions could affect the fair value of surplus and investment asset carrying values on the balance sheet.

With regard to fair value estimates, where Level 1 inputs are not available, the Council employs RICS qualified valuers (Wilks, Head & Eve) to identify the most appropriate valuation techniques to determine fair value. All valuations are carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The Council's valuation experts work closely with finance officers on a regular basis regarding all valuation matters.

Pensions Liability

The estimation of the net liability to pay pensions depends on a number of judgements relating to the discounts used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting Actuaries is engaged by Lincolnshire County Council, the administering authority for the Local Government Pension Scheme, to provide expert advice about the assumptions to be applied. During 2016/17 the Council's Actuaries advised that the net pension liability had increased by £7.506m. The table below illustrates the potential financial impact of changes in the specific assumptions applied by the Actuary in future years:

Pensions Liability Sensitivity to changes in assumptions

Sensitivity Analysis	Approx. % increase to Employer Liability	Approx. monetary amount (£000)
Change in Assumptions at 31 March 2017		
0.5% decrease in Real Discount Rate	9%	7,781
0.5% increase in Salary Increase Rate	1%	1,153
0.5% in the Pension Increase Rate	8%	6,517

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes the Actuary has estimated that a one year increase in life expectancy would approximately increase the Employer Liability by around 3-5%.

A full valuation of the Pension Scheme was undertaken during 2016/17, as at 31st March 2016.

Arrears

At 31st March 2017 the Council had arrears of £6.735m outstanding mainly in respect of sundry debtors, Business Rates and housing benefit overpayments debtors. A review of balances outstanding and recovery performance suggested an impairment allowance of £1.517m would be appropriate. However, if collection rates were to deteriorate additional allowance would be required.

5 MATERIAL ITEMS OF INCOME AND EXPENDITURE

For the purpose of this disclosure note the Council considers material items to be those greater than £750k. In 2016/17 the Council has no items of material income or expense to disclose.

6 EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Director of Resources (S151 Officer) on 14 September 2017. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing as at 31 March 2017, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

On 23 June 2016 the European Union (EU) referendum took place and the people of the UK voted to leave the EU. Article 50 of the EU was invoked in March 2017, this provides a 2 year window for exit negotiations. Until these negotiations are concluded the UK remains a full member of the EU and all rights and obligations of EU membership remain in force. During this period the Government will continue to negotiate, implement and apply EU legislation. The outcome of the exit negotiations will determine what arrangements apply in relation to EU legislation and funding in the future once the UK has left the EU. Great Britain is scheduled to exit the EU by March 2019.

A general election is due to take place on 8 June 2017 the outcome of which may affect current Government Policies and future funding.

These events are non-adjusting for which no estimate of its financial effect on the reporting entity can be made.

NOTE 7 NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

This note provides a reconciliation of the main adjustments Net Expenditure Chargeable to the General Fund Balance to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS								
2015/16				Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	2016/17			
Adjustments for Capital Purposes (Note 1) £'000	Net Change for the Pensions Adjustments (Note 2) £'000	Other Differences (Note 3) £'000	Total Adjustments £'000		Adjustments for Capital Purposes (Note 1) £'000	Net Change for the Pensions Adjustments (Note 2) £'000	Other Differences (Note 3) £'000	Total Adjustments £'000
0	47	2	49	Corporate Management	0	35	0	35
284	131	42	457	Commercial	293	35	(16)	312
40	190	9	239	Customer First	2	142	7	151
20	(552)	2	(530)	Democratic & Business Support	31	(344)	21	(292)
(670)	83	3	(584)	Economic Development and Neighbourhoods	325	92	(7)	410
212	112	(3)	321	Housing and Regeneration	714	55	(1)	768
75	63	2	140	Organisational Transformation	122	48	2	172
(39)	74	57	92	Net Cost of Services	1,487	63	6	1,556
(311)	1,112	1,053	1,854	Other income and expenditure from the Funding Analysis	(1,205)	1011	382	188
(350)	1,186	1,110	1,946	Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit	282	1,074	388	1,744

NOTES TO THE EXPENDITURE AND FUNDING ANALYSIS

Adjustments for Capital Purposes

- 1) Adjustments for capital purposes column adds in depreciation and impairment and revaluation gains and losses in the services line for:
 - **Other Operating Expenditure** - adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets
 - **Financing and investment income and expenditure** - the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions and deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
 - **Taxation and non-specific grant income and expenditure** - Capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Net change for the pensions' adjustments

- 2) Net change for the removal of pension contributions and the addition of *IAS 19 Employee Benefits* pension related expenditure and income:
 - **For services** this represents the removal of the employer pension contributions made by the council as allowed by statute and the replacement with current service costs and past service costs.
 - For **Financing and investment income and expenditure** - the net interest on the defined benefit liability is charged to the CIES.

Other Differences

- 3) Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute:
 - The charge under **Taxation and non-specific grants income** and expenditure represents the difference between what is chargeable under statutory regulations for Council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

8 EXPENDITURE AND INCOME ANALYSED BY NATURE

The Council's expenditure and income is analysed as follows:

Expenditure/ Income	Corporate Management £'000	Commercial £'000	Customer First £'000	Democratic and Business Support £'000	Economic Development and Neighbourhoods £'000	Housing and Regeneration £'000	Organisational Transformation £'000	Corporate Amounts £'000	Total £'000
Expenditure									
Employee benefits expenses	600	1,979	2,420	1,362	1,603	1,126	745	0	9,835
Other services expenses	40	1,002	23,379	964	1,654	1,667	374	0	29,080
Depreciation, amortisation, impairment	0	293	2	31	324	1,199	122	0	1,971
Interest payments	0	0	0	0	0	0	0	2,490	2,490
Precepts and levies	0	0	0	0	0	0	0	1,949	1,949
Disposal of Assets	0	0	0	0	0	0	0	404	404
Total Expenditure	640	3,274	25,801	2,357	3,581	3,992	1,241	4,843	45,729
Income									
Fees charges and other service income	0	(429)	(1,190)	(45)	(1,235)	(1,254)	(7)	0	(4,160)
Interest and investment income	0	0	0	0	0	0	0	(1,657)	(1,657)
Income from council tax, non-domestic rates, district rate income	0	0	0	0	0	0	0	(10,513)	(10,513)
Government grants and contributions	0	(20)	(23,011)	(12)	(114)	(455)	0	(4,653)	(28,265)
Total Income	0	(449)	(24,201)	(57)	(1,349)	(1,709)	(7)	(16,823)	(44,595)
(Surplus) or Deficit on the provision of services	640	2,825	1,600	2,300	2,232	2,283	1,234	(11,980)	1,134

2015/2016 Restated

The Council's expenditure and income is analysed as follows:

Expenditure/ Income	Corporate Management £'000	Commercial £'000	Customer First £'000	Democratic and Business Support £'000	Economic Development and Neighbourhoods £'000	Housing and Regeneration £'000	Organisational Transformation £'000	Corporate Amounts £'000	Total £'000
Expenditure									
Employee benefits expenses	619	1,904	2,258	1,393	1,356	1,408	694	0	9,632
Other services expenses	48	737	23,627	966	1,296	1,612	361	0	28,647
Depreciation, amortisation, impairment	0	284	40	21	9	948	75	0	1,377
Interest payments	0	0	0	0	0	0	0	1,160	1,160
Precepts and levies	0	0	0	0	0	0	0	2,068	2,068
Disposal of Assets	0	0	0	0	0	0	0	6	6
Total Expenditure	667	2,925	25,925	2,380	2,661	3,968	1,130	3,234	42,890
Income									
Fees, charges and other service income	0	(260)	(1,098)	(61)	(1,689)	(1,299)	(8)	0	(4,415)
Interest and investment income	0	0	0	0	0	0	0	(421)	(421)
Income from council tax, non-domestic rates, district rate income	0	0	0	0	0	0	0	(9,703)	(9,703)
Government grants and contributions	0	(33)	(23,397)	(92)	(206)	(673)	0	(4,748)	(29,149)
Total Income	0	(293)	(24,495)	(153)	(1,895)	(1,972)	(8)	(14,872)	(43,688)
(Surplus) or Deficit on the provision of services	667	2,632	1,430	2,227	766	1,996	1,122	(11,638)	(798)

9 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

The following sets out a description of the reserves that the adjustments are made against.

General Fund Balance

The General Fund is the statutory fund into which all the receipts of the Council are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

NOTE 9 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2016/17 Adjustment between accounting basis & funding basis under regulations	Useable Reserves			Movement in Unusable Reserves £'000
	General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	
Adjustments to Revenue Resources				
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements				
Pension Costs (transferred to (or from) the Pensions Reserve)	(1,075)	0	0	1,075
Council Tax and NNDR (transfers to or from Collection Fund Adjustment Account)	(381)	0	0	381
Holiday pay transferred to the Accumulated Absences Reserve	(6)	0	0	6
Reversal of Entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(2,488)	0	0	2,488
Total Adjustments to Revenue Resources	(3,950)	0	0	3,950
Adjustments between Revenue and Capital Resources				
Transfer of non current asset sale proceeds from revenue to Capital Receipts Reserve	167	(167)	0	0
Repayment of Loan Principal	0	(155)	0	155
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	218	0	0	(218)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	1,484	0	0	(1,484)
Total Adjustments between Revenue and Capital Resources	1,869	(322)	0	(1,547)
Adjustments to Capital Resources				0
Use of Capital Receipts Reserve to finance capital expenditure	0	405	0	(405)
Capital grants and contributions applied credited to the CIES	337	0	0	(337)
Use of Capital Receipts Reserve to finance statutory provision on loans funded by borrowing	0	5	0	(5)
Application of capital grants to finance capital expenditure	0	0	323	(323)
Total Adjustments to Capital Resources	337	410	323	(1,070)
Total Adjustments	(1,744)	88	323	1,333

NOTE 9 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2015/16 Adjustment between accounting basis & funding basis under regulations	Useable Reserves			Movement in Unusable Reserves £'000
	General Fund Balance £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied Account £'000	
Adjustments to Revenue Resources				
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements				
Pension Costs (transferred to (or from) the Pensions Reserve)	(1,186)	0	0	1,186
Council Tax and NNDR (transfers to or from Collection Fund Adjustment Account)	(1,054)	0	0	1,054
Holiday pay transferred to the Accumulated Absences Reserve	(56)	0	0	56
Reversal of Entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(1,093)	0	0	1,093
Total Adjustments to Revenue Resources	(3,389)	0	0	3,389
Adjustments between Revenue and Capital Resources				
Transfer of non current asset sale proceeds from revenue to Capital Receipts Reserve	1,077	(1,077)	0	0
Repayment of Loan Principal	0	(59)	0	59
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	228	0	0	(228)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	46	0	0	(46)
Total Adjustments between Revenue and Capital Resources	1,351	(1,136)	0	(215)
Adjustments to Capital Resources				
Use of Capital Receipts Reserve to finance capital expenditure	0	559	0	(559)
Capital grants and contributions unapplied credited to the CIES	92	0	(92)	0
Application of capital grants to finance capital expenditure	0	0	102	(102)
Total Adjustments to Capital Resources	92	559	10	(661)
Total Adjustments	(1,946)	(577)	10	2,513

10 MOVEMENTS IN EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balance in Earmarked Reserves to provide financing for future expenditure plans and the amounts posted back from Earmarked Reserves to meet General Fund expenditure in 2016/17.

	Balance at 31 March 2015 £'000	Transfer out 2015/16 £'000	Transfer in 2015/16 £'000	Balance at 31 March 2016 £'000	Transfer out 2016/17 £'000	Transfer in 2016/17 £'000	Balance at 31 March 2017 £'000
Business Improvement & Transformation	196	(16)	350	530	(312)	188	406
Budget Smoothing	472	(88)	806	1,190	(359)	250	1,081
Capital Programme Financing	1,215	(26)	0	1,189	(870)	0	319
Community Grant/Support Schemes	550	(361)	494	683	(433)	375	625
Contingencies Fund	559	(148)	318	729	(33)	0	696
Regeneration Growth Fund	455	(73)	46	428	(211)	115	332
Invest to Earn	0	(8)	1,000	992	(461)	21	552
Invest to Save	474	(40)	168	602	(138)	22	486
Maintenance of Facilities	590	(82)	304	812	(361)	54	505
Members Initiative Fund	0	0	108	108	(31)	0	77
New Homes Bonus	1,083	(1,083)	0	0	0	0	0
Property Asset Fund	951	(158)	61	854	(44)	0	810
Investment for Growth Fund	1,585	(106)	1,749	3,228	(699)	3,240	5,769
Revenue Grants Unapplied	437	(220)	204	421	(209)	223	435
Service Investment	341	(73)	79	347	(46)	94	395
Waste Management Fund	1,750	(66)	50	1,734	(988)	100	846
Total	10,658	(2,548)	5,737	13,847	(5,195)	4,682	13,334

RESERVE NAME	PURPOSE
<u>Business Improvement & Transformation</u>	To assist with costs associated with Business Case Development for transformational change
<u>Budget Smoothing</u>	To effectively manage cyclical budget issues i.e. Elections, Local Development Framework etc.
<u>Capital Programme Financing</u>	Grants and contributions received in advance for financing revenue expenditure funded by capital under statute and funding set aside to finance the capital programme.
<u>Community Grant/Support Schemes</u>	To support area management and community engagement and help leveraging funding. Provision of support to vulnerable communities
<u>Contingencies Fund</u>	To support areas of volatility i.e. insurance, flooding etc.
<u>Investment for Growth Fund</u>	To support regeneration and growth schemes
<u>Invest to Earn Reserve</u>	To support the Council's commercial activity
<u>Invest to Save Reserve</u>	To support efficiency projects to provide a positive net payback over the Medium Term Financial Strategy
<u>Maintenance of Facilities</u>	To meet future property maintenance requirements
<u>New Homes Bonus</u>	Created as part of the MTFP to fund housing regeneration initiatives and growth
<u>Property Assets Fund</u>	To support strategic property/housing policies
<u>Regeneration Growth Fund</u>	To support local business growth and housing regeneration
<u>Revenue Grants Unapplied</u>	Revenue grants which have yet to be expended
<u>Service Improvement</u>	To support service development initiatives, including IT upgrades
<u>Waste Management Fund</u>	To support strategic service development and replacement vehicle programme.

11 OTHER OPERATING EXPENDITURE

2015/16 £'000		2016/17 £'000
1,551	Parish Council Precepts	1,610
181	Additional support to Parish Councils	0
335	Levies	339
6	(Gains)/Losses on the disposal of non-current assets	404
2,073	Total	2,353

Payments to Parish Councils (additional support) for 2016/17 are now included as part of Service Expenditure for Democratic and Business Support. For 2015/16 this was £181,000 and in 2016/17 £178,000.

12 FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2015/16 £'000		2016/17 £'000
48	Interest payable and similar charges	17
1,112	Net interest on the net defined benefit liability (asset)	1,011
(307)	Interest receivable and similar income	(290)
(34)	Income and Expenditure in relation to investment properties and changes in their fair value	95
(80)	Other Investment Income	0
739	Total	833

13 TAXATION AND NON-SPECIFIC GRANT INCOME AND EXPENDITURE

2015/16 £'000	2015/16 £'000		2016/17 £'000	2016/17 £'000
(7,168)		Council tax income		(7,384)
	(6,531)	Retained Business Rates	(6,546)	
	(558)	S31 Grant re Small business rates relief	(478)	
	3,463	Tariff payable to Pool (Gov 2014/15)	3,492	
	(123)	Levy/(-)Safety Net	65	
	60	Other amounts	192	
	1,154	In Year Business Rates (Surplus)/Deficit	146	
(2,535)		Total Business Rates income and expenditure		(3,129)
(4,740)		Non ring-fenced Government grants		(4,632)
(8)		Capital grants and contributions		(21)
(14,451)		Total		(15,166)

14 PROPERTY PLANT AND EQUIPMENT

Movements in 2016/17	Other Land and Buildings £'000	Vehicles, Plant, Furniture & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total Property, Plant & Equipment £'000
Cost or Valuation							
At April 2016	14,476	5,140	376	104	3,753	71	23,920
Additions	260	1,228	0	0	0	42	1,530
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	(281)	0	0	0	1,150	0	869
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the Provision of Services	(397)	0	0	0	21	0	(376)
Derecognition - Other	0	(1,002)	0	0	(382)	0	(1,384)
Other movements in cost or valuation	24	(37)	1	2	3	(30)	(37)
At 31 March 2017	14,082	5,329	377	106	4,545	83	24,522
Accumulated Depreciation & Impairment							
At April 2016	(1)	(3,969)	(89)	0	1	0	(4,058)
Depreciation charge	(265)	(475)	(9)	0	(8)	0	(757)
Depreciation written out to the Revaluation Reserve	192	0	0	0	0	0	192
Depreciation written out to the (Surplus)/Deficit on the Provision of Services	73	0	0	0	7	0	80
Derecognition - Other	0	995	0	0	0	0	995
At 31 March 2017	(1)	(3,449)	(98)	0	0	0	(3,548)
Net Book Value							
at 31 March 2017	14,081	1,880	279	106	4,545	83	20,974
at 31 March 2016	14,475	1,171	287	104	3,754	71	19,862

Comparative Movements in 2015/16:	Other Land and Buildings £'000	Vehicles, Plant, Furniture & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Surplus Assets £'000	Assets Under Construction £'000	Total Property, Plant & Equipment £'000
Cost or Valuation							
At April 2015	12,894	5,067	354	139	1,697	171	20,322
Additions	110	101	4	0	0	71	286
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	1,629	0	22	0	1,858	0	3,509
Revaluation increases/ (decreases) recognised in the (Surplus)/Deficit on the Provision of Services	(246)	0	0	0	82	0	(164)
Derecognition - Disposals	0	(10)	(4)	0	0	0	(14)
Derecognition - Other	0	(18)	0	0	0	0	(18)
Assets reclassified (to)/from Held for Sale	0	0	0	(35)	34	0	(1)
Other movements in cost or valuation	89	0	0	0	82	(171)	0
At 31 March 2016	14,476	5,140	376	104	3,753	71	23,920
Accumulated Depreciation & Impairment							
At April 2015	0	(3,501)	(80)	0	0	0	(3,581)
Depreciation charge	(229)	(494)	(9)	0	(9)	0	(741)
Depreciation written out to the Revaluation Reserve	156	0	0	0	3	0	159
Depreciation written out to the (Surplus)/Deficit on the Provision of Services	72	0	0	0	7	0	79
Derecognition - Disposals	0	8	0	0	0	0	8
Derecognition - Other	0	18	0	0	0	0	18
At 31 March 2016	(1)	(3,969)	(89)	0	1	0	(4,058)
Net Book Value							
at 31 March 2016	14,475	1,171	287	104	3,754	71	19,862
at 31 March 2015	12,894	1,566	274	139	1,697	171	16,741

Depreciation

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

- Other Land and Buildings: 20-60 years
- Vehicles, Plant, Furniture and Equipment: 1-12 years
- Infrastructure: 21-32 years
- Surplus: 39-40 years

Capital Commitments

At 31 March 2017 the Council had no outstanding commitments for capital schemes.

Effects of Changes in Estimates

There have been no major changes in relation to estimated asset life, residual asset values, depreciation method or disposal costs in 2016/17 that would have a material effect.

Revaluations

The Council carries out a full revaluation of its property portfolio every five years. The last full revaluation was carried out on 31 March 2014. In the intervening years a valuation review is carried out. Valuations were carried out as at 31 March 2017 by appointed valuers, Wilks, Head and Eve LLP in accordance with the methodologies and basis for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors (RICS). Valuations of vehicles, plant, furniture and equipment are based on depreciated replacement cost with an annual impairment review.

	Other Land & Buildings £'000	Vehicles, Plant, Equipment £'000	Surplus Assets £'000	Other PPE Assets £'000	Total £'000
Carried at Historical cost	0	1,881	0	467	2,348
Valued at Current Value as at:					
31 March 2017	14,081	0	4,545	0	18,626
Total Cost or Valuation	14,081	1,881	4,545	467	20,974

The significant assumptions applied in estimating the current values are:

- no allowance has been made for liability of taxation upon disposal;
- the instant build approach has been used for Depreciated Replacement Cost valuations;
- valuations have been provided at gross cost and do not include an allowance for purchasers cost;
- that good title can be shown and all valid planning permissions and statutory approvals are in place;
- that the property is connected and has a right to use mains services and that sewers, main services and roads giving access to it have been adopted;
- that an inspection of those parts not inspected would not reveal defects that would affect the valuation;
- that the testing of electrical or other services would not reveal defects that would cause the valuation to alter;
- that there are no deleterious or hazardous materials or existing or potential environmental factors that would affect the valuation.

Assets Valued at Fair Value

With regard to assets valued at fair value, no assets within the portfolio are classed at Level 1 in the fair value hierarchy i.e. unadjusted prices in active markets for identical assets.

For the remaining assets the majority are classed at Level 2 i.e. quoted prices that are observable for the asset with adjustments being made based on perhaps location and condition. The valuations have been based on the market approach using current market conditions and recent sales prices and other relevant information for similar assets in the local authority area. Market conditions for these asset types are such that the level of observable inputs is significant leading to the properties being categorised at Level 2 in the fair value hierarchy.

Level 3 inputs comprise unobservable inputs for an asset used to measure fair value in circumstances where market data is not available as there is little, if any, market activity for the asset at the measurement date.

There are four assets that are assessed at Level 3 i.e. where unobservable inputs have been used to measure fair value.

Pavilion at Sandsfield Lane, Gainsborough (Balance Sheet value £0.026m) has been based on a comparable approach either by estimated market rental values as the majority of these assets are let at sub-market or subsidised passing rents. The valuer has had to draw on a number of his own assumptions and utilised third party resources in order to value these assets.

Two oil well sites plus an aggregate site (total Balance Sheet Value £0.227m) have been based on known and estimated cash flows from the properties. These assets are therefore categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

For level 3 assets the following quantitative data shows the effect on their fair value measurement.

ASSET	Valuation technique used to measure fair value	Unobservable Inputs	Range	Sensitivity
Oil Well Sites	Adopting the expected cash flows from the properties	Yields	4% - 9%	Changes in income, yields, term length will result in a lower or higher fair value
Aggregate Site	Adopting the expected cash flows from the properties	Yields	4% - 9%	Changes in income, yields, term length will result in a lower or higher fair value
Pavilions	Comparative based on limited rental evidence	Rental Value Yields	£10 - £50 psm 10%-14%	Changes in rental growth, yields, occupancy will result in a lower or higher fair value

15 FINANCIAL INSTRUMENTS

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

	Long Term		Current	
	31 March 2016 £'000	31 March 2017 £'000	31 March 2016 £'000	31 March 2017 £'000
<i>Financial Assets Classified as Loans and Receivables:</i>				
Investments	0	0	9,512	9,531
Short-term deposits with Money Market Funds	0	0	8,741	7,104
Operational Debtors	0	0	116	518
Loans and Receivables	310	180	158	167
Available for Sale Financial Assets	2,185	2,183	0	0
Cash at bank	0	0	242	117
Total Financial Assets Classified as Loans and Receivables	2,495	2,363	18,769	17,437
<i>Financial Liabilities Classified at Amortised Cost:</i>				
Finance Lease Liabilities	128	32	218	96
Operational Creditors	0	0	506	863
Provisions	17	11	995	917
Total Financial Liabilities Classified at Amortised Cost	145	43	1,719	1,876

Material Soft Loans Made by the Council

The Council has not made any soft loans, employee car loans or reclassifications during the financial year.

Income, Expense, Gains and Losses

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

2015/16 £'000	2015/16 £'000	2015/16 £'000		2016/17 £'000	2016/17 £'000	2016/17 £'000
Financial Liabilities Measured at Amortised Cost	Financial Assets: Loans & Receivables	Total		Financial Liabilities Measured at Amortised Cost	Financial Assets: Loans & Receivables	Total
48	0	48	Interest Expense	17	0	17
0	(80)	(80)	Impairment loss	0	0	0
48	(80)	(32)	Total Expense in (Surplus) or Deficit on the Provision of Services	17	0	17
0	(307)	(307)	Interest Income	0	(290)	(290)
0	(307)	(307)	Total income in (Surplus) or Deficit on the Provision of Services	0	(290)	(290)
48	(387)	(339)	Net (gain)/loss for the year	17	(290)	(273)

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:

- for loans receivable prevailing benchmark market rates,
- no early repayment or impairment is recognised,
- where an instrument will mature in the next 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount,
- the fair value of trade and other receivables is taken to be the invoiced or billed amount.
- Available for Sale Financial Assets were valued under input level 1 in the fair value hierarchy. There have been no changes in the Fair Value Hierarchy in 2016/17

The fair values calculated as at 31 March are as follows:

2015/16 £'000	2015/16 £'000		2016/17 £'000	2016/17 £'000
Carrying Amount	Fair Value		Carrying Amount	Fair Value
9,512	9,512	Investments	9,531	9,531
2,185	2,157	Available for Sale Financial Assets	2,183	2,161
468	437	Loans and Receivables	346	286
(345)	(365)	Finance Lease Liabilities	(128)	(145)
(506)	(506)	Short Term Creditors	(863)	(863)

16 DEBTORS

2015/16 £'000		2016/17 £'000
571	Central Government Bodies	1,430
516	Other Local Authorities	742
0	NHS Bodies	0
1,754	Other Entities and Individuals	1,775
253	Prepayments	159
3,094	Total	4,106

17 CASH AND CASH EQUIVALENTS

2015/16 £'000		2016/17 £'000
1	Cash held by the Council	1
243	Bank current accounts	117
8,741	Short-term deposits	7,104
8,985	Total Cash and Cash Equivalents	7,222

18 CREDITORS

2015/16 £'000		2016/17 £'000
310	Central Government Bodies	181
481	Other Local Authorities	884
0	NHS Bodies	0
2,127	Other Entities and Individuals	1,177
2,918	Total	2,242

19 PROVISIONS

	Outstanding Legal Cases £'000	Injury and Damage Compensation Claims £'000	Business Rates £'000	Other Provisions £'000	Total £'000
Balance at 1 April 2016	(85)	(17)	(776)	(134)	(1,012)
Additional provisions made in year	0	(2)	0	(140)	(142)
Unused amounts reversed in year	72	6	0	133	211
Amounts used in year	13	2	0	0	15
Balance at 31 March 2017	0	(11)	(776)	(141)	(928)

Long term provisions total £0.011m and relate to injury compensation claims. A settlement date for these claims is unknown at this stage. Short term provisions total £0.917m and relate to the cost of employee's accrued leave and Business Rates rating appeals. All of these provisions should be settled within the next financial year.

20 USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and also in Note 9.

21 UNUSABLE RESERVES

2015/16 £'000	SUMMARY	2016/17 £'000
(8,528)	Revaluation Reserve	(9,117)
(10,759)	Capital Adjustment Account	(11,368)
28,876	Pensions Reserve	36,382
835	Collection Fund Adjustment Account	1,216
(146)	Available For Sale Financial Instruments Reserve	(113)
133	Accumulated Absences Account	139
10,411	Total Unusable Reserves	17,139

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council 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:

- re-valued 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.

2015/16 £'000	Revaluation Reserve	2016/17 £'000
(4,921)	Balance at 1 April	(8,528)
(3,781)	Upward revaluations of assets	(1,222)
112	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	153
(3,669)	(Surplus) or Deficit on revaluation of non-current assets not posted to the (Surplus) or Deficit on the Provision of Services	(1,069)
62	Difference between fair value depreciation and historical cost depreciation	98
0	Accumulated gains on assets sold or scrapped	382
62	Amount written off to the Capital Adjustment Account	480
(8,528)	Balance at 31 March	(9,117)

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 historical cost basis). The account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and subsequent costs.

The account also contains accumulated gains and losses on Investment Properties.

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

Note 9 provides details of the source of all the transactions posted to the account, apart from those involving the Revaluation Reserve.

2015/16 £'000	Capital Adjustment Account	2016/17 £'000	2016/17 £'000
(10,913)	Balance at 1 April		(10,759)
	Reversal of items relating to capital expenditure debited or credited to the CIES		
744	Charges for depreciation and impairment of non-current assets	759	
85	Revaluation losses on Property, Plant and Equipment	296	
49	Amortisation of intangible assets	47	
502	Revenue expenditure funded from capital under statute	869	
6	Amounts of non-current assets written off on disposal or sale as part of the (gain)/loss on disposal to the CIES	424	
1,386			2,395
(62)	Adjusting amounts written out of the Revaluation Reserve		(480)
1,324	Net written out amount of the cost of non-current assets consumed in the year		1,915
	Capital financing applied in the year:		
(559)	Use of Capital Receipts Reserve to finance new capital expenditure	(405)	
(254)	Capital grants and contributions credited to the CIES that have been applied to capital financing	(337)	
(102)	Applications of grants to capital financing from the Capital Grant Unapplied Account	(323)	
(228)	Statutory provision for the financing of capital investment charged against the General Fund balance	(218)	
0	Statutory provision charged against Capital Receipts Reserve for the repayment of loans funded by borrowing	(5)	
58	Loan Principal Repaid	155	
(46)	Capital expenditure charged against the General Fund balance	(1,484)	
(1,131)			(2,617)
(39)	Movement in fair value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Account		93
(10,759)	Balance at 31 March		(11,368)

Pensions Reserve

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

2015/16 £'000	Pensions Reserve	2016/17 £'000
34,716	Balance at 1 April	28,876
(7,026)	Premeasurement of the net defined benefit liability/(asset)	6,431
2,725	Reversal of items relating to retirement benefits debited or credited to the (Surplus) or Deficit on the Provision of Services in the CIES	2,500
(1,539)	Employers pensions contributions and direct payments to pensioners payable in the year	(1,425)
28,876	Balance at 31 March	36,382

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 and non domestic rate payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2015/16 £'000	Collection Fund Adjustment Account	2016/17 £'000
(219)	Balance at 1 April	835
1,054	Amount by which council tax and non-domestic rating income credited to the CIES is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	381
835	Balance at 31 March	1,216

Available For Sale Financial Instruments Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the Council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

2015/16 £'000	Available For Sale Financial Instruments	2016/17 £'000
(25)	Balance at 1 April	(146)
(121)	(Upward)/Downward revaluation of Instruments	33
(146)	Balance at 31 March	(113)

21 UNUSABLE RESERVES - Continued

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.

2015/16 £'000	Accumulated Absences Account	2016/17 £'000
76	Balance at 1 April	133
(76)	Settlement or cancellation of accrual made at the end of the preceding year	(133)
0	Amounts accrued at the end of the current year	
133	Amounts accrued at end of current year	139
57	Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	6
133	Balance at 31 March	139

22 MEMBERS' ALLOWANCES

The following amounts were paid to Members of the Council during the year.

2015/16 £'000		2016/17 £'000
188	Basic Allowance	189
56	Special Responsibility	59
26	Expenses	29
270	Total	277

23 OFFICERS' REMUNERATION

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

Post title		Salary (including fees & allowances) £	Pension contributions £	TOTAL £
Chief Executive	2016/17	106,050	23,463	129,513
	2015/16	105,000	26,999	131,999
Chief Operating Officer	2016/17	82,416	18,234	100,650
	2015/16	81,600	20,982	102,582
Director of Resources (S151)	2016/17	82,416	18,234	100,650
	2015/16	81,600	20,982	102,582
Commercial Director Left 31/12/16	2016/17	65,231	14,328	79,559
	2015/16	81,600	20,982	102,582
Strategic Lead Democratic & Business Support (Monitoring Officer)	2016/17	65,600	14,169	79,769
	2015/16	65,000	16,225	81,225
Economic & Commercial Growth Director (Commenced 12/12/16)	2016/17	22,782	3,470	26,252
	2015/16	0	0	0

There were no taxable expenses allowances, other payments or bonus payments made to senior members of staff in 2015/16 or 2016/17.

The number of Council's employees (including senior officers) receiving more than £50,000 remuneration for the year (excluding employer's pension contributions but including redundancy payments for loss of office) were paid the following amounts:

Number of Employees 2015/16	Remuneration Band	Number of Employees 2016/17
1	£50,000 to £54,999	1
1	£55,000 to £59,999	0
2	£60,000 to £64,999	4
1	£65,000 to £69,999	2
1	£70,000 to £74,999	0
0	£75,000 to £79,999	0
3	£80,000 to £84,999	3
0	£85,000 to £89,999	0
0	£90,000 to £94,999	0
0	£95,000 to £99,999	0
0	£100,000 to £104,999	0
1	£105,000 to £109,999	1
10	Total	11

The number of exit packages with total cost per band and total cost of other compulsory and other redundancies for the Council in 2016/17 are set out in the table below:

Exit Package Cost Band (including special payments)	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total Number of Exit packages by Cost Band		Total Cost of Exit Packages in Each Band	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
					£		£	
£0 - £20,000	2	9	0	2	2	11	17,143	113,961
£20,000 - £40,000	0	0	1	1	1	1	36,571	25,250
Total	2	9	1	3	3	12	53,714	139,211

24 EXTERNAL AUDIT COSTS

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

2015/16 £'000		2016/17 £'000
43	Fees payable to the External Audit with regard to external audit services carried out by the appointed auditor for the year	43
4	Fees payable to the External Audit for the certification of grant claims and returns for the year	6
14	Fees payable in respect of other services provided by the External Audit during the year	5
61	Total	54

Fees in respect of other services for 2016/17 relate to tax advice on acquisition of a company

25 GRANT INCOME

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

2015/16 £'000		2016/17 £'000
	Credited to Taxation and Non Specific Grant Income:	
2,198	Department of Communities & Local Government - Revenue Support Grant	1,388
2,535	Business Rates Retention Scheme	3,767
1,995	Department of Communities & Local Government -New Homes Bonus	2,487
8	Capital Grants & Contributions	21
547	Other Grants & Contributions	757
7,283	Total Non Specific Grant Income	8,420
	Credited to Services, Revenue Related:	
22,696	Department of Work & Pensions - Housing Benefits Allowance	22,546
253	Department of Communities & Local Government - Disabled Facilities Grants	337
328	Department of Work & Pensions - Housing Benefits Administration Grant	307
165	Homes and Communities Agency - Housing Action Zone	52
162	Department of Communities and Local Government - Universal Credit	156
675	Other Grants & Contributions	256
24,279	Total Credited to Services	23,654

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that require the monies or property to be returned to the giver. The balances at year end are as follows.

2015/16 £'000		2016/17 £'000
	Capital grants receipts in advance:	
619	S106 Agreements	853
619		853

26 RELATED PARTIES

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 of the accounts to assess the extent to which there exists the possibility that the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

All Members and senior officers have been required to complete a related party declaration identifying the organisations with which they (and/or their closest family members) have influence and/or control, and which may have a related party interest with the Council.

UK Central Government

The UK Central Government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. Council Tax Bills and Housing Benefits). Grants received from Government Departments are set out in the analysis in Note 25.

Councillors

Councillors have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2016/17 is shown in Note 22

During 2016/17, 9 Councillors and 2 spouses/family members declared a related party interest with regard to being either a director or partner or having an interest in a company or organisations. However, no material transactions occurred between the Council and these organisations (companies or other bodies) in which Councillors had control/influence. The Council paid levies and service costs of £0.304m to four Internal Drainage Boards where Councillors represented the Council, specifically; Witham 3rd IDB (4 councillors, £0.183m), Scunthorpe and Gainsborough Water Management Board (3 councillors, £0.058m), Upper Witham IDB (2 councillors, £0.044m), Ancholme IDB (1 councillor, £0.019m). In addition, the Council paid grants totalling £0.164m to voluntary organisations in which councillors have a position on the governing body. The relevant councillors did not take part in any discussion or decision relating to the grants. The Register of Members' Interest is available to be viewed on the Council's website.

Senior Officers

All senior officers of the Council and the closest members of their families have the potential to significantly influence the policies of the Council although this is limited by the Council's scheme of delegation. One officer is a trustee of Community Lincolnshire and a payment of £0.058m was made by the Council to the organisation. The Chief Executive is Director of the Council's companies WLDC Staffing Services Ltd, Surestaff Ltd and WLDC Trading Ltd. The Director of Commercial and Economic Growth has been appointed Director to Market Street Renewal Ltd part owned by WLDC.

Other Public Bodies (Subject to Common Control by UK Central Government)

The Council has determined that material transactions have occurred with the following parties:

Lincolnshire County Council

Pension Fund as disclosed in Note 29

Preceptor as disclosed in the Collection Fund.

A number of Members of the Council are also elected Members of Lincolnshire County Council.

Lincolnshire Police Authority – preceptors as disclosed in the Collection Fund Note.

Parish Councils – a number of Members of the Council have been elected as Parish Councillors - Precepts as disclosed in Note 11.

The Council has representation on the Central Lincolnshire Joint Strategic Planning Committee. Voting rights on the Committee are shared equally with the Council holding a 25% share. During 2016/17 the Council contributed £146,000 (£146,000 2015/16).

Entities Controlled or Significantly Influenced by the Council

In 2016/17 the Council acquired Surestaff (Lincs) Ltd and created a Teckal Company (WLDC Staffing Services Ltd that provides services solely to the Council) along with a holding company WLDC Trading Ltd all classed as subsidiaries in relation to the Council under group accounts, the Council being 100% shareholder of these companies. Surestaff (Lincs) Ltd and WLDC Staffing Services Ltd were established to provide temporary operational workers but not key management personnel to the Council. The director of the companies is Manjeet Gill, who is also the Chief Executive to the Council and the Company secretary is Tracey Bircumshaw, Financial Services Manager.

During the year 2016/17 the Council had the following transactions with each of the companies.

Surestaff Lincs Ltd		
	2015/16 £	2016/17 £
Council Received	Not Active	10,696
Council Paid Out	Not Active	209,782
Surestaff Share Capital	Not Active	200
Company Purchase	Not Active	37,500
Loans issued	Not Active	20,000
Loans Outstanding 31/03/2017	Not Active	15,000

WLDC Staffing Services Ltd		
	2015/16 £	2016/17 £
Council Received	Not Active	577
Council Paid Out	Not Active	37,302
Staffing Services Share Capital	Not Active	200
Company Purchase		
Loans issued	Not Active	15,000
Loans Outstanding 31/03/2017	Not Active	15,000

WLDC Trading Ltd was created as a holding company for the purpose of governance and as such no transactions between the company and the Council have taken place.

Group Accounts have not been produced for 2016/17 incorporating the financial position of Surestaff Lincs Ltd and WLDC Staffing Services Ltd.

In 2016/17 West Lindsey District Council became a shareholder of Market Street Renewal Limited and Eve Fawcett-Moralee (Commercial and Economic Growth Director for WLDC) was appointed as a Director on 26/03/2017. The company was primarily set up for the development and renovation of Market Street in Gainsborough. There has been no financial transactions between West Lindsey District Council and Market Street Renewal Limited in 2016/17 and group accounts have not been produced incorporating the position of Market Street Renewal Ltd.

27 CAPITAL EXPENDITURE AND FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), 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. The movement on the CFR is analysed in the second part of this note.

2015/16 £'000		2016/17 £'000
1,631	Opening Capital Financing Requirement	1,407
	Capital Investment	
286	Property, Plant and Equipment	1,488
0	Assets Under Construction	42
47	Intangible Assets	19
0	Investment Properties	93
0	Long Term Shares Investment	38
35	Long Term Loan	35
597	Revenue Expenditure Funded from Capital Under Statute	869
	Sources of Finance	
(559)	Capital Receipts	(405)
(356)	Government Grants and Contributions	(660)
	<i>Sums set aside from Revenue:</i>	
(46)	Direct revenue contributions	(1,484)
(228)	Minimum Revenue Provision	(223)
1,407	Closing Capital Financing Requirements	1,219
	Explanation of Movements in Year	
0	Increase/(Decrease) in underlying need to borrow (supported by Government financial assistance)	0
(228)	Increase/(Decrease) in underlying need to borrow (unsupported by Government financial assistance)	(188)
3	Assets Acquired under Finance Leases	0
(225)	Increase/(Decrease) in Capital Financing Requirement	(188)

28 LEASES**WEST LINDSEY DISTRICT COUNCIL AS LESSEE**Finance Leases

The Council acquired ten shops, in 1989 on long term leases (125 years) with all rents payable at minimal/nominal amount.

The Council also acquired vehicles and other plant and equipment under finance leases.

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

2015/16 £'000		2016/17 £'000
515	Other Land and Buildings	519
354	Vehicles, Plant, Furniture and Equipment	157
869		676

The Council is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Council 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:

2015/16 £'000		2016/17 £'000
	Finance lease liabilities (net present value of minimum lease payments):	
218	Current (Capital)	96
127	Non-Current (Capital)	32
20	Finance Costs Payable in Future Years	4
365		132

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

2015/16			2016/17	
Minimum Lease Payments	Finance Lease Liabilities		Minimum Lease Payments	Finance Lease Liabilities
£'000	£'000		£'000	£'000
218	15	Not later than one year	96	4
128	5	Later than one year and not later than five years	32	0
0	0	Later than five years	0	0
346	20		128	4

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 2016/17 no contingent rents were payable by the Council (2015/16 £0).

The Council has sub-let the properties held under these finance leases. At 31 March 2017 the minimum payments expected to be received under non-cancellable sub-leases was £0.093m (£0.120m at 31 March 2016).

Operating Leases

The Council has entered into operating leases for printers and a depot.

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

2015/16 £'000		2016/17 £'000
15	Not later than one year	15
49	Later than one year and not later than five years	37
0	Later than five years	0
64		52

The expenditure charged to the Environmental and Regulatory Services line in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

2015/16 £'000		2016/17 £'000
54	Minimum lease payments	23
20	Contingent rents	(1)
74		22

WEST LINDSEY DISTRICT COUNCIL AS A LESSOR

Finance Leases

The Council leased out three properties on finance leases in the 1980's with remaining terms in excess of 65 years. A premium was paid on commencement of the lease term, for each property with annual rents payable on a peppercorn basis. The total existing use value of the three properties at 31 March 2017 was £0 (31 March 2016 £0). The properties are themselves held by the Council on long leases. Based on the materiality of the values, the peppercorn rents and the length of the lease terms the Council has not assessed any gross investment in the leases.

Operating Leases

The Council leases out land and property under operating leases for the following purposes:

- For the provision of community services, such as sports facilities.
- For economic development purposes to provide suitable affordable accommodation for local businesses.

The net book value of these assets is £13.066m (15/16 £13.309m)

The future minimum lease payments receivable in future years are:

2015/16 £000		2016/17 £000
289	Not later than one year	268
789	Later than one year and not later than five years	649
321	Later than five years	321
1,399	Total future minimum lease payments receivable	1,238

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2016/17 there are no contingent rents were receivable by the Council (2015/16 £0).

29 DEFINED BENEFIT PENSION SCHEME

The Local Government Pension Scheme (LGPS) is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, the Local Government Pension Scheme (Administration) Regulations 2008 and the Local Government Pension Scheme (Transitional Provisions) Regulations 2008. It is contracted out of the State Second Pension.

The Pension Fund is administered by Lincolnshire County Council who contracted the day to day administration of the fund to West Yorkshire Pension Fund (WYPF). Lincolnshire County Council continue to undertake the investment of the pension fund assets.

The key risk to the Council is the future payments that need to be made to pensioners under the defined benefit scheme and making sure these are adequately funded. Therefore, a professional Actuary is engaged by the County Council to assess the likely asset returns and future liabilities of the Council's sub fund within the overall Lincolnshire Pension Fund. The current Actuary is Hymans Robertson LLP. The following notes are based on the assumptions and reports received from the Actuary as at 31 March 2017. A full revaluation exercise is undertaken every 3 years, and this exercise was undertaken as at 31 March 2016, the next triennial review being due 31 March 2019.

The Council can also make discretionary enhancements in accordance with its agreed policies. The additional costs resulting from historically awarding such discretions are included in the tables below.

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement. The Council participates in two post-employment schemes:

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

Arrangements for the award of discretionary post-retirement benefits upon early retirement – this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be built up to meet actual pension payments as they eventually fall due.

The Lincolnshire Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pensions Committee of Lincolnshire County Council. Policy is determined in accordance with the Pension Fund Regulations. The investment managers of the Fund are appointed by the Committee and are detailed in Pension Fund Annual Report and Accounts, which can be found on the Pension Fund website at www.lincolnshire.gov.uk/pensions.

The principal risks to the authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and performance of the equity investments held by the scheme.

These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute as described in the accounting policies note.

Discretionary Post-retirement Benefits

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities, therefore the Council is required to meet the costs of any early retirements awarded

Transactions Relating to Post-employment Benefits

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the CIES and the General Fund Balance via the Movement in Reserves Statement (MIRS) during the year:

2015/16 £'000	LOCAL GOVERNMENT PENSION SCHEME	2016/17 £'000
	<i>Comprehensive Income and Expenditure Statement</i>	
	Cost of Services:	
1,613	Current Service Cost	1,430
0	Past Service Cost/ (Gain)	59
	Financing and Investment Income and Expenditure	
1,112	Net Interest Expense	1,011
2,725	Total Post-employment Benefits charged to the (Surplus) or Deficit on the Provision of Services	2,500
	Other Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement	
	Remeasurement of the net defined benefit liability comprising:	
(867)	Return on plan assets (excluding the amount included in the net interest expense)	4,946
0	Actuarial Gains/(Losses) arising on changes in demographic assumptions	1,295
6,773	Actuarial Gains/(Losses) arising on changes in financial assumptions	(12,459)
1,120	Other actuarial Gains/(Losses) on assets	(213)
9,751	Total Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(3,931)
	Movement in Reserves Statement	
(2,725)	Reversal of net charges made to the (Surplus) or Deficit for the Provision of Services for post-employment benefits in accordance with the Code (see note)	(2,500)
	Actual amount charged against the General Fund Balance for pensions in the year:	
1,445	Employers' contributions payable to the scheme	1,338
94	Retirement benefits payable to pensioners	87

Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Councils obligation in respect of its defined benefit scheme is as follows:

2015/16 £'000	Balance Sheet	2016/17 £'000
(70,982)	Present value of the defined benefit obligation	(84,292)
42,106	Fair value of plan assets	47,910
(28,876)	Net liability arising from the defined benefit obligation	(36,382)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

2015/16 £'000	Reconciliation of Fair Value of Scheme (Plan) Assets	2016/17 £'000
42,167	Opening fair value of scheme assets at 1 April	42,106
1,341	Interest Income	1,462
(867)	Remeasurement Gains/(Losses) The return on plan assets, excluding the amount included in the net interest expense	4,946
1,445	Employer Contributions	1,338
361	Contributions paid by scheme participants	385
(2,341)	Benefits paid	(2,327)
42,106	Closing fair value of scheme assets at 31 March	47,910

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

Funded Liabilities 2015/16 £'000	Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities 2016/17 £'000
76,883	Opening balance at 1 April	70,982
1,613	Current service cost	1,430
2,453	Interest cost	2,473
361	Contribution by scheme participants	385
0	Remeasurement (Gains)/Losses Actuarial Gains/Losses arising from changes in demographic	(1,295)
(6,773)	Actuarial Gains/Losses arising from changes in financial assumptions	12,459
(1,120)	Other	213
0	Past service costs	59
(2,435)	Benefits paid	(2,414)
70,982	Closing balance at 31 March	84,292

Local Government Pension Scheme assets comprised:

2015/16		LGPS Asset Categories	2016/17	
Fair Value of Scheme Assets	% of Total Assets		Fair Value of Scheme Assets	% of Total Assets
£'000	%		£'000	%
		Equity instruments		
8,723	21%	Consumer	5,386	11%
935	2%	Manufacturing	704	1%
2,281	5%	Energy & Utilities	1,242	3%
4,542	11%	Financial Institutions	3,309	7%
1,562	4%	Information Technology	1,844	4%
4,672	11%	Other	3,933	8%
		Debt Instruments		
1,442	3%	Corporate Bonds (Investment Grade)	4,453	9%
2,664	6%	Corporate Bonds (Non-Investment Grade)	0	0%
871	2%	UK Government	1,547	3%
589	1%	Other	0	0%
		Private Equity		
1,538	4%	All	1,106	2%
		Real Estate		
4,481	11%	UK Property	4,359	9%
457	1%	Overseas Property	146	0%
		Investment Funds & Unit Trusts		
2,376	6%	Equities	13,165	28%
0	0%	Infrastructure	720	2%
4,518	11%	Other	5,657	12%
		Cash & Cash Equivalents		
455	1%	All	339	1%
42,106	100%	Total Assets	47,910	100%

All scheme assets have quoted prices in open markets.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc

Both the Local Government Pension Scheme and discretionary benefits liabilities have been provided by Hymans Robertson LLP, an independent firm of actuaries, estimates for the Lincolnshire County Council Fund being based on the latest formal valuation of the scheme as at 31 March 2016.

Significant Assumptions used by the Actuary

The significant assumptions used by the actuary have been:

Local Government Pension Scheme		
2015/16		2016/17
%	Long Term Expected Rate of Return on Assets in the Scheme	%
3.50%	Equity Investments	2.60%
3.50%	Bonds	2.60%
3.50%	Property	2.60%
3.50%	Cash	2.60%
Years	Mortality Assumptions:	Years
	Longevity at 65 for current pensioners:	
22.2	Men	22.1
24.4	Women	24.4
	Longevity at 65 for future pensioners:	
24.5	Men	24.1
26.8	Women	26.6
%	Financial Assumptions	%
2.20%	Rate of inflation	2.40%
3.70%	Rate of increase in salaries	2.80%
2.20%	Rate of increase in pensions	2.40%
3.50%	Rate for discounting scheme liabilities	2.60%
%	Take-up of option to convert annual pension into maximum retirement lump sum - within HMRC limits	%
25.00%	Pre April 2008 service - Maximum additional tax-free cash	50.00%
63.00%	Post April 2008 service - Maximum tax-free cash	75.00%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonable and possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that only the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice this is unlikely to occur and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Sensitivity Analysis	Approx. increase to Employer Liability %	Approx. monetary amount £'000
Change in Assumptions at 31 March 2017		
0.5% decrease in Real Discount Rate	9%	7,781
0.5% increase in Salary Increase Rate	1%	1,153
0.5% in the Pension Increase Rate	8%	6,517

The Lincolnshire County Council fund has approved a Funding Strategy Statement (FSS), the purpose of the FSS is:

- *to establish a **clear and transparent fund-specific strategy** which will identify how employers' pension liabilities are best met going forward;*
- *to support the regulatory framework to maintain **as nearly constant employer contribution rates as possible**; and*
- *to take a **prudent longer-term view** of funding those liabilities*

The objectives of the Fund's funding policy include the following:

- *to ensure the long-term solvency of the Fund as a whole and the solvency of each of the notional sub-funds allocated to the individual employers or pools of employers;*
- *to ensure that sufficient funds are available to meet all benefits as they fall due for payment;*
- not to restrain unnecessarily the investment strategy of the Fund so that the Administering Authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;
- to help employers recognise and manage pension liabilities as they accrue, with consideration to the effect on the operation of their business where the Administering Authority considers this appropriate;
- *to minimise the degree of short-term change in the level of each employers' contributions where the Administering Authority considers it reasonable to do so;*
- *to use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations.*

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide schemes in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Council expects to pay £1.623m in contributions in 2017/18.

The weighted average duration of the defined benefit obligation for scheme members is 17.1 years as at 31 March 2017, and are as they stood at the most recent actuarial valuation as at 31 March 2016.

30 CONTINGENT LIABILITIES

Grant Claims

The Council submits grant claims for substantial amounts each year. From time to time interpretation of legislation may be a matter of professional and technical judgement. In this context it may lead to possible grant qualifications by external auditors. It is not possible to produce a reliable forecast for the cost of any grant qualifications.

The Council also acts as the Accountable Body for a range of grant funding that is or has been paid for the benefit of third parties. In the role of Accountable Body, the Council has to agree to the repayment of grant should there be a breach of the terms and conditions of the grant. Whilst every effort is taken to administer the grants to minimise any risk of financial loss to the Council, this risk cannot be eliminated. However, it is not possible to make a reliable forecast of any grant claw back arising from Accountable Body status.

Business Rates Appeals

The Council has made a provision for Business Rates appeals based upon its best estimates of the actual liability as at the year-end in known appeals. It is not possible to quantify appeals that have not yet been lodged with the Valuation Office so there is a risk to the Council that national and local appeals may have a future impact on the accounts.

Planning Appeals

The Council is waiting to hear from the Planning Inspectorate whether a formal or informal inquiry is to be held regarding a planning appeals recently lodged. If the appeal is successful then there is the potential that the Council could be required to pay substantial damages. At this stage it is not possible to determine the success or otherwise of the appeal or the level of any damages that may be awarded.

It is not possible to quantify planning appeals yet to be lodged so there is a risk to the Council that further appeals may have a future impact on the accounts.

Capital Contribution to Rural Broadband

The Council is working with Lincolnshire County Council and BDUK Ltd on a capital scheme to provide broadband services in the district. The £9m project is underway but is significantly underspent which may affect the amount of the Councils contribution.

Although commitment in principle to the project has been given, at this stage it is not known at what level the final Council contribution will be.

Historic Planning Fees

The Council may be required to refund some historic planning fees under the refund guarantee in accordance with the Planning Guarantee, as denoted by Regulation 9A of the Town and Country Planning Regulations 2013

It is not possible to quantify the number of requests yet to be lodged so there is a risk to the Council that further requests may have a future impact on the accounts.

31 CONTINGENT ASSETS

Right to Buy Sharing Agreement

As with other agreed stock transfers, the Council has entered into an agreement with ACIS relating to any future sales of the transferred housing stock to existing tenants.

The Council will receive capital receipts each year for any properties sold. The value of the receipt is calculated using a formula that takes the net income forgone from the total proceeds from the sale of dwellings. It is difficult to ascertain how much the Council might receive but an amount of circa £0.200m has been received in each of the last 2 financial years.

VAT on Postages

Historically Royal Mail postal services have been VAT exempt. Following a case by TNT against Royal Mail in April 2009 it was found that Royal Mail were too loose on their interpretation of public/universal postal services. Therefore Councils should have had the ability to recover input tax on business postal services going back to 1973.

The Councils VAT advisors are now involved in a high court Claim for Damages restitution against Royal Mail through the legal firm Mishcon De Reya. Currently over 180 Councils stand behind this claim.

In addition, a claim is being made to the HMRC for output tax on exempt charges over the past 4 years.

It is difficult to determine how much the Council might receive should the claims prove to be successful but it could be in the region of £0.220m.

S106 Agreements

There may be S106 developers agreements and consequently contributions payable to the Council in the future. However, it is not possible to accurately determine when or the value of any such sums due since they are often dependent upon planning conditions and development

Greater Lincolnshire Enterprise Partnership

On 09 March 2017 it was confirmed that the Greater Lincolnshire Enterprise Partnership had been successful in securing £29.45m from EU funding. The Council's element of the overall bid included £4m towards the Gainsborough Growth Programme and £1.5m of funding for the Food Enterprise Zone. It is unclear at this time what the conditions of these grants are and how and when funding will be received.

32 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Key risks

The Council's activities expose it to a variety of financial risks. The key risks are:

- **Credit risk** the possibility that other parties might fail to pay amounts due to the Council;
- **Liquidity risk** the possibility that the Council might not have funds available to meet its commitments to make payments;
- **Re-financing risk** the possibility that the Council might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- **Market risk** the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates movements.

Overall procedures for managing risk

The Council's overall risk management programme focuses on the unpredictability of financial markets, and seeks to minimise potential adverse effects on the resources available to fund services. The procedures for risk management are set out through a legal framework based on the Local Government Act 2003 and associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and investment guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

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

These are required to be reported and approved at or before the Council's annual Council Tax setting budget or before the start of the year to which they relate. These items are reported with the annual Treasury Management Strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported after each year, as is a mid-year update.

The annual Treasury Management Strategy which incorporates the Investment Strategy, MRP Policy and prudential indicators was approved by Council on 3 March 2016 and is contained within the Budget Book 2016/17 available on the Council website. The key issues within the Strategy were:

- The Authorised Limit for 2016/17 was set at £22.9m. This is the maximum limit of external borrowings or other term liabilities.
- The Operational Boundary was expected to be £10.41m. This is the expected level of debt and other long term liabilities during the year.
- The maximum amounts of fixed and variable interest rate exposure were set at 100% and 75% based on the Council's net debt.

Risk management is carried out by officers in the Financial Services team, under policies approved by the Council in the annual treasury management strategy. The Council provides written principles for overall risk management, as well as written policies (Treasury Management Practices – TMPs) covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash. These TMPs are a requirement of the Code of Practice and are reviewed periodically.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as any credit exposures to the Council's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits with a financial institution located in each category.

The credit criteria in respect of financial assets held by the Council are detailed below:

The Council uses creditworthiness service provided by Capita Asset Services. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poor's, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- sovereign ratings to select counterparties from only the most creditworthy countries
- Banks 1 – good credit quality – the Council will only use banks which have, as a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated).
 - Short Term F1
 - Long term A

(N.B. Viability, Financial Strength and Support ratings have been removed and will not be considered in choosing counterparties)
- Banks 2 – Part nationalised UK banks – Lloyds Banking Group and Royal Bank of Scotland. (These banks can be included if they continue to be part nationalised or they meet the ratings in Banks 1 above).
- Banks 3 – The Council's own banker for transactional purposes. If the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Bank subsidiary and treasury operation – The Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Building Societies – The Council will use all societies which meet the ratings for banks outlined above.
- Money Market Funds – AAA
- Enhanced Money Market Funds - AAA
- UK Government (including gilts and the DMADF)
- Certificates of Deposit
- Local authorities, parish councils etc
- Supranational institutions
- Local Authority Property Asset Funds
- Corporate Bond Funds
- Covered Bonds

A limit of £2m per counterparty will be applied to the use of Non-Specified investments largely determined by the long term investment limits.

The full Investment Strategy for 2016/17 was approved by Full Council on 3 March 2016 and is available on the Council's website.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The Council's maximum exposure to credit risk in relation to its investments in financial institutions of £14m (£13.525m 2015/16) cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Authority's deposits, but there was no evidence at 31 March 2017 that this was likely to crystallise.

No credit limits were exceeded during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

Liquidity Risk

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

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

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

The maturity analysis of financial investments excluding sums due from customers, is as follows:

31 March 2016		31 March 2017	
£'000	Investments	£'000	
18,253	Less than 1 year	16,635	
0	Between 1 and 2 years	0	
0	Between 2 and 3 years	0	
2,186	More than 3 years	2,183	
20,439	Total	18,818	

Refinancing and Maturity Risk

procedures above are considered against the refinancing risk procedures, long-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets, although currently only applies to longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council's approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

Market Risk

Interest Rate Risk

The Council has no long term debt but may borrow for short term cash flow purposes. The Council is exposed to interest rate movements on its investments and potentially any borrowings. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise;
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances),
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise,
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

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

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

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	0
Increase in interest receivable on variable rate investments	52
Impact on Other Comprehensive Income and Expenditure	52

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed. These assumptions are based on the same methodology as used in the Note 15 – Fair Value of Assets and Liabilities carried at Amortised Cost.

Price Risk

The Council, excluding the Pension Fund, does not generally invest in equity shares or marketable bonds.

Foreign Exchange Risk

The Council, excluding the Pension Fund, does not generally invest in equity shares or marketable bonds.

33 CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flow for operating activities include the following items:

2015/16 £'000		2016/17 £'000
254	Interest received	308
(46)	Interest paid	(23)
80	Dividends Received	0
288		285

34 ACQUIRED AND DISCONTINUED OPERATIONS

West Lindsey District Council purchased Surestaff Lincs Ltd for £0.038m in June 2016. Initially, the primary function of Surestaff Ltd was a recruitment business with the main objective to supply the Council with temporary workers to fulfill the garden waste demand during eight months of the year when the service is delivered. This will now be fulfilled through WLDC Staffing Services Ltd. Surestaff Lincs Ltd continues to operate as a recruitment business providing agency staff to companies in the area.

In March 2017 West Lindsey District Council became a 50% shareholder of Market Street Renewal Limited and Eve Fawcett-Moralee (Commercial and Economic Growth Director for WLDC) was appointed as a Director on 24/03/2017. The company was primarily set up for the development and renovation of Market Street in Gainsborough.

35 AGENCY SERVICES

In accordance with the Code, the collection and distribution of National Non-Domestic Rates (NNDR) and Council Tax is deemed to be an agency arrangement. The costs of collection of NNDR and the surplus or deficit on the Collection Fund for the year, are shown in the Collection Fund Statement.

36 GROUP ACCOUNTS

The Council judged that the preparation of Group Accounts is not necessary under the Code of Practice and is of no material benefit to users of the Statement of Accounts in understanding the Council's financial position. Details of associated organisations can be found in note 26.

COLLECTION FUND ACCOUNT

Supplementary Financial Statements and Explanatory Notes

The Collection Fund

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 Business Rates (NNDR).

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund therefore is to isolate the income and expenditure relating to Council Tax and Business Rates. The administrative costs associated with the collection process are charged to the General Fund.

In 2013/14 the local government finance regime was revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the district. It does, however, also increase the financial risk due to non-collection and the volatility of the Business Rates tax base.

The scheme allows the Council to retain a proportion of the total Business Rates received. The Council's share is 40% with the remainder paid to Lincolnshire County Council 10% and Central Government 50%.

Business Rates Surpluses and Deficits declared by West Lindsey District Council in relation to Collection Fund are apportioned to the relevant bodies in the subsequent financial year in their respective proportions.

The Code of Practice followed by Local Authorities in England stipulates that the Collection Fund Income and Expenditure Account is included in the Council's accounts. The Collection Fund balance sheet meanwhile is incorporated into the Council's balance sheet.

COLLECTION FUND ACCOUNT

2015/16			Income/Expenditure	Note	2016/17		
Council Tax £'000	Business Rates £'000	Total £'000			Council Tax £'000	Business Rates £'000	Total £'000
44,542	0	44,542	Income				
0	15,137	15,137	Net Council Tax Receivable	1	46,397	0	46,397
			Business Rate Receivable	2	0	16,401	16,401
44,542	15,137	59,679	Total Income		46,397	16,401	62,798
			Expenditure				
6,952	6,511	13,463	West Lindsey District Council				
116	0	116	Precepts, Demands & Shares		7,279	6,653	13,932
			Distributed Surplus/(Deficit)		202	(146)	56
30,650	1,628	32,278	Lincolnshire County Council				
504	0	504	Precepts, Demands & Shares		32,599	1,663	34,262
			Distributed Surplus/(Deficit)		891	(36)	855
5,578	0	5,578	Lincolnshire Police Authority				
91	0	91	Precepts, Demands & Shares		5,819	0	5,819
			Distributed Surplus/(Deficit)		162	0	162
0	8,139	8,139	Central Government				
0	0	0	Precepts, Demands & Shares		0	8,316	8,316
			Distributed Surplus/(Deficit)		0	(183)	(183)
0	106	106	Cost of Collection Allowance		0	106	106
27	0	27	Write offs of uncollectable amounts		0	24	24
(40)	104	64	Increase/(Decrease) in Impairment Allowance		51	377	428
0	1,373	1,373	Increase/(Decrease) in Provision for Appeals		0	0	0
0	141	141	Transitional Protection Payments		0	325	325
0	20	20	Disregarded Amounts		0	25	25
43,878	18,022	61,900	Total Expenditure		47,003	17,124	64,127
664	(2,885)	(2,221)	Surplus/(Deficit) arising during the year	3	(606)	(723)	(1,329)
1,966	(255)	1,711	Surplus/(Deficit) b/fwd 1st April		2,630	(3,140)	(510)
2,630	(3,140)	(510)	Surplus/(Deficit) c/fwd 31st March		2,024	(3,863)	(1,839)

NOTES TO THE COLLECTION FUND ACCOUNT

1 Council Tax

Council tax income derives from charges raised according to the value of residential properties that have been classified into eight Valuation Bands (A to H). Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Lincolnshire County Council, Lincolnshire Police Authority and West Lindsey District Council together with each Parish requirement. This is then divided by the Council Tax base i.e. the number of properties in each valuation band for 2016/17 this was converted to an equivalent number of band D dwellings and adjusted for discounts. The basic amount of Council Tax for a band D property including an average parish charge is £1,582.38 (£1,529.88, 2015/16) and is multiplied by the ratio specified for the particular band to give an individual amount due.

The Council Tax Base for 2016/17 was 28,878.71 (28,224.11 2015/16). This increase between financial years is as a result of the a reduction in long term empty properties, and new properties added to the rating list. The tax base for 2016/17 was approved by the Council meeting in January 2016 and was calculated as follows:

Valuation Band	Ratio (ninths)	No of Dwellings on Valuation List		Equivalent Dwellings after discounts, exemptions and reliefs		Number of Band D Equivalent Dwellings	
		2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
Disabled	5	0	0	21	14	8	5
Band A	6	15,607	15,800	13,510	13,736	6,346	6,651
Band B	7	7,824	7,908	7,036	7,141	4,838	4,985
Band C	8	7,476	7,539	6,867	6,918	5,715	5,791
Band D	9	5,607	5,650	5,293	5,332	5,142	5,206
Band E	11	3,328	3,355	3,171	3,204	3,779	3,826
Band F	13	1,386	1,396	1,309	1,326	1,871	1,895
Band G	15	509	511	482	484	795	799
Band H	18	61	64	42	42	85	84
Total		41,798	42,223	37,731	38,197	28,579	29,242
Deduction for non-collection, new build, demolition and other adjustments						(488)	(497)
Band D Equivalent for Council Tax Base						28,091	28,745
Band D Equivalent for Contributions in Lieu						133	134
Council Tax Base (Band D equivalent)						28,224	28,879

2 Business Rates

Business Rates (NNDR) are determined on a national basis by Central Government which sets an annual non-domestic rating multiplier amounting to 49.7p in 2016/17 (49.3p in 2015/16). The non-domestic rate multiplier for small businesses is 48.4p in 2016/17 (48.0p in 2015/16). Subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by this multiplier. Local rateable values totalled £42.531m at 31 December 2015 and were used to calculate the Business Rates Retention scheme amounts for 2016/17 (£42.652m in 2015/16).

The introduction of the Business Rates Retention Scheme in 2013/14 resulted in local authorities retaining a proportion of the total collectable rates due, rather than paying the whole Business Rates to the central pool. (WLDC 40%, Lincolnshire CC 10% and Central Government 50%)

The business rates shares payable for 2016/17 were estimated before the start of the financial year as £8.316m to Central Government, £1.663m to Lincolnshire County Council and £6.653m to West Lindsey District Council. These sums have been paid in 2016/17 and charged to the Collection Fund in year.

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates and a top up or tariff amount to ensure that all Authorities receive their baseline amount. Tariffs due from Authorities are payable to Central Government or if the authority is part of a Business Rates Pool, to the administering authority. The tariff is used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In this respect the Council paid a tariff of £3.492m (£3.463m 2015/16) to the Lincolnshire Business Rates Pool (Central Government in 2015/16).

The total income from business rate payers collected in 2016/17 was £16.401m (£15.137m 2015/16).

In addition to the tariff, a 'safety net' figure is calculated at 92.5% of baseline amount which ensures that authorities are protected to this level of Business Rates income. The safety net figure for the Council is £2.559m (£2.538m 2015/16). The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and the revision to Small Business Rate Relief.

3 Collection Fund Surpluses and Deficits

The year-end surplus or deficit on the Collection Fund is to be distributed between billing and precepting authorities on the basis of estimates made on the year end balance. The calculation is made on the 15 January each year and taken into consideration when setting the Council Tax 2016/17. In 2016/17 the Council received £0.202m, its share of the 2015/16 Council Tax estimated surplus and this amount is reflected in the CIES, Taxation and Other Grant Income.

The actual cumulative Collection Fund deficit of £1.839m at 31 March 2017 includes the Business Rates deficit of £3.863m. There has been no increase in the provision for appeals in 2016/17 with the total provision remaining at £1.942m.

For the purpose of these accounts the accumulated surplus/(deficit) is attributed in relevant amounts for both Council Tax and Business Rates to the precepting bodies' debtor/(creditor) accounts and the billing authority (WLDC) as follows:

2015/16			2016/17		
CTAX £'000	Business Rates £'000		CTAX £'000	Business Rates £'000	Total £'000
421	(1,256)	West Lindsey District Council	324	(1,545)	(1,221)
1,871	(314)	Lincolnshire County Council	1,444	(386)	1,058
337	0	Lincolnshire Police Authority	256	0	256
0	(1,570)	Central Government	0	(1,932)	(1,932)
2,629	(3,140)	Balance at 31 March	2,024	(3,863)	(1,839)

Independent auditor's report to the members of West Lindsey District Council

We have audited the financial statements of West Lindsey District Council for the year ended 31 March 2017 on pages [a] to [b]. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014. Our audit work has been undertaken so that we might state to the members of the Authority, as a body, those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Authority, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Finance Officer and auditor

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

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Narrative Statement to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

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

Matters on which we are required to report by exception

The Code of Audit Practice requires us to report to you if:

- the Annual Governance Statement set out on pages d to e does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' (CIPFA/SOLACE 2016 Edition); or
- the information given in the Narrative Statement for the financial year for which the financial statements are prepared is not consistent with the financial statements; or
- any matters have been reported in the public interest under Section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of, the audit; or
- any recommendations have been made under Section 24 of the Local Audit and Accountability Act 2014; or
- any other special powers of the auditor have been exercised under the Local Audit and Accountability Act 2014.

We have nothing to report in respect of these matters.

Conclusion on West Lindsey District Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's responsibilities

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

Auditor's responsibilities

We are required under Section 20(1) (c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Comptroller and Auditor General (C&AG) requires us to report to you our conclusion relating to proper arrangements.

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

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by C&AG in November 2016, as to whether West Lindsey District Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The C&AG determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether West Lindsey District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

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

Conclusion

On the basis of our work, having regard to the guidance issued by the C&AG in November 2016, we are satisfied that, in all significant respects, West Lindsey District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

Certificate

We certify that we have completed the audit of the financial statements of West Lindsey District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

John Cornett

for and on behalf of KPMG LLP, Appointed Auditor

Chartered Accountants

St Nicholas House

Park Row

Nottingham

NG1 6FQ

14th September 2017

GLOSSARY OF TERMS

ACCOUNTING POLICIES

Those principles, basis, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements though:

- Recognising
- Selecting measurement bases for, and
- Presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

Accounting policies define the process whereby transactions and other events are reflected in financial statements. For example, an accounting policy for a particular type of expenditure may specify whether an asset or loss is to be recognised, the basis on which it is to be measured, and where in the revenue account or Balance Sheet it is to be presented.

ACCRUALS

Sums included in the final accounts of the Council to cover income or expenditure attributable to the accounting period for which payments have not been received/made in the financial year. Local authorities accrue for both revenue and capital expenditure.

AMORTISATION

The measure of the consumption or other reduction in the useful life of an intangible asset, charged annually to service revenue accounts.

AUTHORISED LIMIT

This represents the legislative limit on the Council's external debt under the Local Government Act 2003.

AVAILABLE FOR SALE FINANCIAL INSTRUMENTS

The Available for Sale Financial Instruments are investments that have quoted market prices or otherwise do not have fixed or determinable payments.

Any gains arising from increases in the value of the investments are credited to the Available For Sale Financial Instruments Reserve. The balance of the reserve is reduced when instruments with accumulated gains are:

- Revalued downwards or impaired and the gains are lots
- Disposed of and the gains are realisable

BALANCES

Surplus of income over expenditure that may be used to finance expenditure. Balances can be earmarked in the accounts for specific purposes. Those that are not, represent resources set aside for such purposes as general contingencies and cash flow management.

BALANCE SHEET

A statement of the recorded assets, liabilities and other balances at a specific date at the end of an accounting period.

BILLING AUTHORITIES

Those authorities that set the Council Tax and collect the Council Tax and Non-Domestic Rates.

BUSINESS RATES/NATIONAL NON DOMESTIC RATES (NNDR)

See National Non Domestic Rates (NNDR).

CAPITAL ADJUSTMENT ACCOUNT

The Capital Adjustment Account contains the amounts which are required by statute to be set aside from capital receipts and revenue for the repayment of external loans, as well as amounts of revenue, useable capital receipts and contributions which have been used to fund capital expenditure. It also accumulates depreciation impairment and write off of fixed assets on disposal.

CAPITAL CHARGES

Annual charges to service revenue accounts to reflect the cost of fixed assets used in the provision of services, an example being depreciation.

CAPITAL EXPENDITURE

Spending that produces or enhances an asset, like land, buildings, roads, vehicles, plant and machinery. Definitions are set out in Section 40 of the Local Government and Housing Act 1989. Any expenditure that does not fall within the definition must be charged to a revenue account.

CAPITAL PROGRAMME

The capital projects a Council proposes to undertake over a set period of time. The usual period covered by a capital programme is five years.

CAPITAL RECEIPTS

The proceeds from the sale of fixed assets such as land and buildings. Capital receipts can be used to repay any outstanding debt on fixed assets or to finance new capital expenditure within rules set down by Government. Capital receipts cannot, however, be used to finance revenue expenditure.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

The professional accountancy body concerned with local authorities and the public sector.

COLLECTION FUND

The Collection Fund is a statutory fund set up under the provisions of the National Local Government Finance Act 1988. It includes the transactions of the charging Council in relation to Non-Domestic Rates and Council Tax and illustrates the way in which the fund balance is distributed to Central Government, preceptors and the General Fund.

COMMUNITY ASSETS

These are fixed assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historic buildings not used in the direct provision of services

CONTINGENT LIABILITIES

Potential losses for which a future event will establish whether a liability exists and for which it is inappropriate to set up a provision in the accounts.

COUNCIL TAX

The main source of local taxation to local authorities. Council Tax is levied on households within its area by the billing Council and the proceeds are paid into its Collection Fund for distribution to precepting authorities and for use by its own General Fund.

COUNCIL TAX BASE

The council tax base of an area is equal to the number of band "D" equivalent properties. It is calculated by counting the number of properties in each of the eight Council Tax bands and then converting this into an equivalent number of band "D" properties (e.g. a band "H" property pays twice as much Council Tax as a band "D" property and therefore is equivalent to two band "D" properties). For the purpose of calculating Formula Grant, the Government assumes a 100% collection rate. For the purpose of calculations made by a local Council of the basic amount of Council Tax for its area for each financial year, the Council makes an estimate of its collection rate and reflects this in the tax base.

CURRENT EXPENDITURE

Expenditure on running costs such as that in respect of employees, premises and supplies and services.

DEFERRED CREDITS

This is the term applied to deferred capital receipts. These transactions arise when fixed assets are sold and the amounts owed by the purchasers are repaid over a number of years, e.g. mortgages. The balance is reduced by the amount repayable in any financial year.

DEPRECIATION

Charges reflecting the wearing out, consumption or other reduction in the useful life of a fixed asset.

EARMARKED RESERVES

These are reserves set aside for a specific purpose or a particular service or type of expenditure.

EMOLUMENTS

All sums paid to or receivable by an employee and any sums due by way of expenses allowance (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either employee or employer are excluded.

EXTERNAL AUDIT

The independent examination of the activities and accounts of local authorities to ensure that the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

FAIR VALUE

Fair value is the price at which an asset could be exchanged in an arm's length transaction, less any grants receivable towards the purchase of the asset.

FEES AND CHARGES

Income raised by charging users of services for the facilities. For example, Councils usually make charges for the use of leisure facilities, car parks and the collection of trade refuse etc.

FINANCE LEASE

Arrangement whereby the lessee is treated as owner of the leased asset and is required to include such assets within fixed assets on the Balance Sheet.

FINANCIAL INSTRUMENT

Contracts which give rise to a financial asset of one organisation and a financial liability.

FINANCIAL INSTRUMENT ADJUSTMENT ACCOUNT

An account that holds the accumulated difference between the financing costs included in the Comprehensive Income and Expenditure Account and the accumulated financing costs required in accordance with regulations to be charged to the General Fund Balance.

FINANCIAL REPORTING STANDARDS (FRS)

A statement of accounting practice issued by the Accounting Standards Board.

FINANCIAL YEAR

The Council's financial year commences on 1 April and ends on 31 March the following year.

FIXED ASSET

Tangible asset that yields benefits to the Council and the services it provides for a period of more than one year.

GAAP

Generally Accepted Accounting Principles is the standard framework of guidelines for financial accounting. It includes the standards, conventions and rules accountants follow in recording and summarising transactions and in the preparation of financial statements.

GENERAL FUND

The main revenue fund of a billing Council. Day to day spending on services is met from this Fund.

GROSS EXPENDITURE

The total cost of providing Council services before taking into account income from government grants and fees and charges for services.

HERITAGE ASSETS

A tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

IMPAIRMENT

Impairment occurs when that value of an asset has reduced. This can be either as a result of a general fall in prices or by a clear consumption of economic benefits such as by physical damage to the asset. Examples of factors which may cause such a reduction in value include evidence of obsolescence or physical damage to the asset.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Accounting standards adopted from 1 April 2010 for Local Government entities.

INFRASTRUCTURE ASSETS

Expenditure on works of construction or improvement but which have no tangible value, such as construction of or improvement to highways.

INTERNAL AUDIT

An independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper economic, efficient and effective use of resources. Every Council is required to maintain an adequate and efficient internal audit. A review of the effectiveness of the internal audit function of a Council has to be considered and approved by the Council's Members each year.

INTANGIBLE ASSETS

Capital expenditure which does not result in the creation of a tangible fixed asset but which gives the Council a controllable access to future economic benefits, e.g. software licences.

INVESTMENTS

Deposits with approved institutions.

LONG TERM DEBTORS

Amounts due to the Council more than one year after the Balance Sheet date.

MINIMUM REVENUE PROVISION (MRP)

The minimum annual provision from revenue towards a reduction in a Council's overall borrowing requirement.

MAIN ACCOUNT STATEMENTS

- Comprehensive Income and Expenditure Statement (CIES)
A financial statement which records the day to day activity of the Council
- Movement in Reserves Statement (MIRS)
This statement shows the movement in the year on the different reserves held by the Council
- The Balance Sheet
This statement shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council
- Cash Flow Statement
This statement shows the changes in cash and cash equivalents of the Council during the reporting period

NATIONAL NON-DOMESTIC RATE (NNDR)/BUSINESS RATES

Business rates is the common term used for national non domestic rates (NNDR) which is the levy on business property. It is based on a national rate in the pound applied to the 'rateable value' of the property. The Government determines a national rate poundage each year which is applicable to all Local Authorities. Local Authorities collect the non-domestic rate but the

proceeds are apportioned on a % basis to the Billing Authority (40%), the precepting Authority (10%) and Central Government (50%).

NET EXPENDITURE

Gross expenditure less gross income.

NON-OPERATIONAL ASSET

Fixed assets held by the Council but not directly used or consumed in the delivery of its services. This would include properties and land that are Held For Sale or Surplus.

OPERATIONAL ASSET

Fixed assets held by the Council and used or consumed in the delivery of its services.

OPERATING LEASE

An arrangement whereby the risks and rewards of ownership of the leased asset remain with the leasing company, or lessor.

OPERATIONAL BOUNDARY

This reflects the maximum anticipated level of external debt consistent with budgets and forecast cash flows.

PENSION FUND

An employees' pension fund maintained by a Council, or a group of authorities, in order to make pension payments on retirement of participants. It is financed from contributions from the employing Council, the employee and investment income.

PRECEPT

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from council taxpayers on their behalf.

PRECEPTING AUTHORITIES

Those authorities that are not billing authorities (i.e. do not collect Council Tax or NDR) and precept upon the billing Council, which then collects it on their behalf. Lincolnshire County Council, Lincolnshire Police Authority/Police and Crime Commissioner, Lincolnshire Fire and Rescue Authority and Parish Councils all precept upon West Lindsey District Council.

PROVISIONS

Sums set aside to meet future expenditure where a specific liability is known to exist but that cannot be measured accurately.

RELATED PARTIES

Two or more parties are related parties when at any one time in the financial period:

- One party has direct or indirect control of the other party;
- The parties are subject to common control from the same source;
- One party has influence over the financial or operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests;
- The parties, in entering a transaction are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

Examples of related parties of a Council include:

- UK Central Government;
- Local authorities and other bodies precepting or levying demands on the Council Tax;
- Its subsidiary and associated companies;

- Its joint ventures and joint venture partners;
- Its Members;
- Its Senior Officers.

For individuals identified as related parties, the following are also presumed to be related parties:

- Members of close family, or the same household;
- Partnerships, companies, trusts and other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

REPORTING STANDARDS

The Code of Practice prescribes the accounting treatment and disclosures for all normal transactions of a local authority. It is based on International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Interpretations Committee (IFRIC) plus UK Generally Accepted Accounting Practice (GAAP) and Financial Reporting Standards (FRS) including Statements of Standard Accounting Practice (SSAP).

REVALUATION RESERVE

This records unrealised revaluation gains arising since 1st April 2007 from holding assets. It also records any reductions in the value of assets subject to the limit of any previous increases in the value of the same asset. It should be noted that this reserve and the Capital Adjustment Account are matched by fixed assets within the Balance Sheet. They are not resources available to the Council and are therefore termed 'Unusable'.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure of a capital nature for which there is no tangible asset acquired by the Council. This would include capital grants or renovation grants to private persons.

REVENUE SUPPORT GRANT (RSG)

This funding is the Government Grant provided by the Department of Communities and Local Government (DCLG) that is based on the Government's assessment as to what should be spent on local services. The amount provided by the DCLG is fixed at the beginning of each financial year, and is announced as part of the Comprehensive Spending Review.

SOFT LOANS

A "soft loan" is where a loan has been made for policy reasons, rather than as a financial instrument. These loans may be interest free or at rates below prevailing market rates. Commonly, such loans are made to local organisations that undertake activities that the Council considers will have benefit to the local population.

STATEMENT OF ACCOUNTS

Local authorities are required to prepare, in accordance with proper practices, a Statement of Accounts in respect of each financial year, which contains prescribed financial statements and associated notes. Members of the Council must approve the Statement by 30 September following the end of the financial year.

STATEMENT OF RECOMMENDED PRACTICE (CODE)

The accounts have been produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice.

TOTAL COST

The total cost of a service or activity includes all costs that relate to the provision of the service (directly or bought in) or to the undertaking of the activity. Gross total cost includes employee costs, expenditure relating to premises and transport, supplies and services, third party payments, transfer payments, support services and depreciation charges. This includes an appropriate share of all support services and overheads that need to be apportioned.

USABLE CAPITAL RECEIPTS

Amounts available to finance capital expenditure in future years.

USABLE RESERVES

Amounts set aside in the accounts for future purposes that fall outside the definition of provisions. They include general balances and reserves that have been earmarked for specific purposes. Expenditure is not charged directly to a reserve, but to the appropriate service revenue account.

UNUSABLE RESERVES

Represent gains and losses yet to be realised and which are not available to support services.

WEST LINDSEY DISTRICT COUNCIL

Annual Governance Statement 2016/17



SCOPE OF RESPONSIBILITY

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

In discharging this overall responsibility, West Lindsey District Council has put in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

During 2016/17, West Lindsey District Council reviewed its code of corporate governance. This has ensured consistency with the principles set out in new guidance provided by CIPFA/SOLACE in 2016 in their Delivering Good Governance in Local Government Framework. The purpose of the Framework is to assist local government to take responsibility for developing and shaping an informed approach to governance, aimed at achieving the highest standards in a measured and proportionate way. A copy of the authority's framework is on the Council's website contained within the [Codes and Protocols](#) section of The Constitution.

This Annual Governance Statement explains how West Lindsey District Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulations 4(3) and 4(4), which requires all relevant bodies to prepare and publish an annual governance statement.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services that are value for money. The framework has been reviewed during the year and is deemed to be relevant and robust.

The system of internal control is an important part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of

West Lindsey District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.

The governance framework has been in place at West Lindsey District Council for the year ended 31st March 2017 and up to the date of approval of the statement of accounts at a meeting of the Governance and Audit Committee on 30th September 2017.

THE GOVERNANCE FRAMEWORK AND REVIEW OF EFFECTIVENESS

The Governance Framework is presented in detail at Appendix One with commentary about improvements made during the year and improvements still required. Some of the key features of the Governance Framework are set out below.

The [Corporate Plan \(2016-2020\)](#) sets out the Council's vision for the District and sets out the key strategic objectives which will deliver these outcomes for our communities. The Corporate Plan is explicitly aligned to the Medium Term Financial Plan, ensuring that the aspirations in the Plan are realistic within the context of the funding constraints placed on the Council. Progress against the priorities detailed within the Corporate Plan is reported annually and the on-going relevance of the Plan is reviewed annually and takes into account feedback from surveys conducted with the citizens of West Lindsey.

The Constitution of West Lindsey District Council establishes the roles and responsibilities of the Full Council, Policy Committees, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements. The Constitution is reviewed annually to ensure it continues to be fit for purpose.

The Constitution also contains rules of procedures (standing orders and financial regulations) that define clearly how decisions are taken and where authority lies for decisions. The statutory roles of Head of the Paid Service, Monitoring Officer and Chief Financial Officer are described together with their contributions to provide robust assurance on governance and to ensure that expenditure is lawful and in line with approved budgets and procedures. The influence and oversight exerted by these posts is backed by the post-holders' membership of the Governance & Corporate Leadership Team.

West Lindsey District Council has developed, communicated and embedded codes of conduct, defining the standards of behaviour for both Members and staff. In addition, training needs are identified through development appraisals and reviews, enabling individuals to undertake their present roles effectively and have the opportunity to develop to meet their own and the Council's current and future needs.

West Lindsey District Council has responsibility for conducting at least annually a review of the effectiveness of its governance framework including the system of internal control. The review is informed by:

- 1. The Combined Assurance Report – made up from:**
 - a) Feedback from senior managers within the Authority who have responsibility for the development and maintenance of the governance environment and its effectiveness within their areas
 - b) An independent review by the Corporate Governance Team
 - c) The findings of the Annual Audit Work Plan
 - d) Third Party assessment e.g. peer review
- 2. The Annual Review of Comments, Compliments and Complaints**
- 3. The Annual Review of The Constitution**
- 4. The Annual Review of the Effectiveness of Internal Audit**
- 5. The Annual Review of Whistleblowing**
- 6. The Annual Review of Fraud**
- 7. The Head of Internal Audit’s Annual Report**
- 8. Comments made by the external auditors and other review agencies and inspectorates**

These reviews have been considered by the Governance and Audit Committee as well as a draft version of this governance statement. As a result the arrangements are deemed as being fit for purpose.

The areas already addressed and those to be specifically addressed via an action plan to be developed in the coming year are outlined below.

SIGNIFICANT GOVERNANCE ISSUES

Over the last year the Council has consolidated its progress made over previous years in further strengthening its corporate governance arrangements and procedures and to consistently communicate the message across the organisation that governance is an essential component of corporate activity. This work has been recognised by the Head of Internal Audit. In providing her annual opinion she has assessed the key components of our overall governance framework as performing well.

Component	Opinion
Governance	Performing Well - Some improvements identified over the Council’s governance, risk and control framework or to manage medium risks across the Council
Risk	Performing Well – No concerns that significantly affect the risk management framework and successful delivery of Council priorities
Internal Control	Performing Well – Some improvements identified over the Council’s control framework or to manage medium risks across the Council
Financial Control	Performing Well - No concerns that significantly affect the risk management framework and successful delivery of Council priorities

To enhance capacity and capability across the Council a review of staffing requirements has been undertaken resulting in appointments to key areas to support both operational and programme delivery. Where appropriate, expert subject matter advice has been externally sourced to provide expertise and objective thinking in support of a number of the Council's key projects.

We also continue to review and refresh where appropriate the main processes which constitute the Council's performance and governance framework. This includes considerations relating to project management, partnership arrangements, risk management and contract management. We aim to provide clear guidance and support and regularly undertake workshops with staff to ensure that procedures are fully understood and are routinely applied. Significant work has also been undertaken to review the Council's Programme Board structure to provide appropriate support and scrutiny in relation to project development and to realise effective delivery.

Considerable attention has been paid to ensure governance arrangements to support the Council's growth agenda are fit for purpose. This is a fast-paced and highly technical area. The Council has worked closely with a combination of colleagues from Lincolnshire Procurement and Lincolnshire Legal Shared Services, in addition to sourcing relevant external professional advice to review particular proposals and help steer decision making.

Training for staff and Members has also taken place, as have workshop sessions and regular feedback to Members and the Governance Corporate Leadership Team (GCLT) on governance related matters. A comprehensive, well attended and well received induction programme was held for Members following the May 2015 elections and on-going training as been provided for them since that time. This provides a sound footing from which Members can continue to develop into their roles.

A refresh of measures to be incorporated into the Council's Progress and Delivery reporting has been undertaken to ensure that we report against meaningful aspects of service delivery and also track and record progress against the ambitions detailed within the Council's Corporate Plan.

During 2016/17 West Lindsey District Council has also regularly reviewed progress against the significant issues identified in the previous year's AGS (2015/16). Quarterly update reports have been presented to the Governance and Audit Committee. Issues that have been sufficiently progressed and so are now removed from the AGS (2015/16) action plan are:

1. **Strategic & Spatial Planning** – Local Plan completed and approved. Arrangements to effectively monitor delivery in place
2. **Strategic Programme Delivery** - Growth Board established and key personnel assigned to programme manage key initiatives. Regular progress reporting to GCLT and Members. Use of external expertise utilised when appropriate to provide objective opinion and provide additional capacity
3. **Information Governance & Security** – Staff awareness training implemented and PSN certification received. Malware and anti-virus detection systems robust. Incident management and disaster recovery processes in

place

4. **Intelligent Clienting** – Substantial assurance finding received from audit report into Intelligent Client principles, function and application across the Council

The actions relating to Selective Licensing and Development Management have been carried over into the action plan for 2016/17. The rationale is offered below:

Selective Licensing – the scheme has been implemented with favourable outcomes to date. However, it is to remain on the action plan until a report reviewing and evaluating the scheme has been considered by the Prosperous Communities Committee.

Development Management – It is acknowledged that the improvements wished for in terms of performance, resilience and staffing have materialised. However, the outcomes of a current audit into the service are awaited and it is considered prudent to maintain oversight via the action plan to ensure recommendations are appropriately considered and any required actions are effectively implemented.

SIGNIFICANT CURRENT ISSUES TO BE A FOCUS IN 2017/18.

For 2017/18, the Council will pay attention to a number of issues as described below and will continue to stress the message across the organisation that governance is a core component of corporate activity. Hence all officers are required to play a part in ensuring that our processes and systems are robust and adhered to. On-going 'testing' of our processes will be undertaken and we will continue to work in a collaborative manner with Internal and External Audit colleagues.

Those issues that have been identified as requiring particular attention during 2017/18 are reproduced below. These were identified by GCLT; via reference to Internal Audit opinion and through the work undertaken to complete the Council's Combined Assurance Report for 2016/17. Progress will be made in 2017/18, monitored and driven forward by GCLT and the Governance and Audit Committee in conjunction with the Challenge and Improvement Committee.

The significant issues identified are:

1. **Implementation of General Data Protection Regulations** – to ensure compliance with new regulations coming into force on 25th May 2018, which aim to increase cyber-security and the protection of data
2. **Political Governance** – to maintain and re-inforce the current high standards of behaviour across all levels of democratic governance within West Lindsey
3. **Partnerships** – to critically evaluate and maintain the effectiveness of the Council's key strategic partnerships
4. **Value for Money** – to complete value for money assessments across service areas and develop appropriate improvement plans to achieve greater value for money and increased productivity; wider usage of benchmarking and the creation of a value for money culture

5. **Delivery of Key Commercial and Community Based Projects** – to deliver at the required pace, key projects in support of the Corporate Plan which deliver benefits for the whole of the District
6. **Resilience and Capacity** – to balance the Council's capacity to deliver ambitious programmes with the operational and management responsibilities placed on staff
7. **Selective Licensing** – for Members to receive and consider a report evaluating the implementation and effectiveness of the scheme
8. **Development Management** – to receive the findings of an audit into the service, providing oversight and scrutiny to ensure subsequent recommendations and actions are appropriately considered and implemented

We propose over the coming year to take steps to address the above matters via an action plan to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review. There have been no significant events or developments relating to the governance system between the year-end and the date on which the Statement of Accounts were signed by the responsible financial officer.

Signed _____ Date 14/09/2017

Leader of the Council on behalf of West Lindsey District Council

Signed _____ Date 14/09/2017

Head of Paid Service/Section 151 on behalf of West Lindsey District Council

APPENDIX 1 - THE GOVERNANCE FRAMEWORK & REVIEW OF EFFECTIVENESS

1. The Council's Vision

Objective: Developing, communicating, operationalising and reviewing the Council's vision.

This section incorporates information relating to:

- identifying and communicating the Council's vision
- reviewing the Council's vision and its implications for the Council's governance arrangements
- translating the vision into objectives for the Council and its partnerships

To help identify priorities, the Council analyses information from external sources, internal statistics, engagement events, working with partners and horizon scanning reports. It produces an annual State of the District Report for review by Members, the public and other stakeholders alike.

Priorities are tested further through public consultation with both the Citizen's Panel (an established representative group of approximately 1300 local residents) and residents more generally. This is supplemented by engagement with a range of businesses and third sector organisations and Member workshops, which build on the identified community priorities.

The Council, is currently working to its Corporate Plan (2016-2020) which was approved by Council in March 2016. The overall vision contains the following strategic priorities:

- Theme 1: Open for Business
- Theme 2: Asset Management
- Theme 3: People First
- Theme 4: Central Lincolnshire Local Plan
- Theme 5: Partnership/Devolution
- Theme 6: Excellent Value for Money Services

The Corporate Plan is explicitly linked to the Medium Term Financial Plan through to 2020.

The Council publishes its [Corporate Plan](#) on its website in accordance with requirements for transparency and making information available for local people. A review of progress against its objectives was carried out on its first anniversary and presented at Full Council to Members for review and endorsement. A summary publication detailing this has also been produced and shared with stakeholders and published on the Council's website.

The Corporate Plan is delivered in the main through the Council's Entrepreneurial and Growth Boards. Each have clear terms of reference outlining responsibilities for delivery and each programme board delivery plan is further translated into business and service plans, team plans and personal actions (through the appraisal process), which contain specific key objectives, desired outcomes, responsibilities and targets. This ensures that the necessary resources, both staff and financial, are allocated to deliver the service plans and informs the Medium Term Financial Plan.

In addition to the Corporate Plan and MTFP, the Council has also published its Commercial Plan and the required deliverables. These three strategic documents complement one another and set the direction for the Council over the medium-term

The Council continues to operate in a challenging short and medium term financial environment. This challenge is not new to the Council and it has, since 2008, undertaken on-going reviews of its structures, services and income generating potential to achieve substantial savings. However, for the year ending 31st March 2017 the authority continued to operate within a challenging financial environment as a consequence of further cuts in government funding and local economic conditions, with the outlook for the coming years equally challenging (see [WLDC Budget Book 2017/18 to 2021/22](#)). However, to provide us with a degree of certainty the Council has accepted the Government's offer of a four year settlement deal for 2016/17 to 2019/20.

Within this context the priorities for the Financial Strategy are to maximise available resources through effective and efficient delivery of services and to identify and drive innovative and commercial approaches to service delivery; resourcing and the use of our land and property assets. This remains important so as to achieve financial sustainability. The positive action taken by the Council to date means that it is relatively well placed to respond to these challenges. In addition capital investment in projects which will generate a revenue return and working in partnership with the private sector, will bring inward investment and economic growth to the District. There are however further uncertain times ahead (despite indicators of economic recovery) and it is essential that the Council continues to take proactive and sustained action, as without this the Council's financial position will not be sustainable in the longer term.

A robust process of monitoring and the taking of responsible actions in managing its budget ensures the Council remains in a good position to achieve the additional savings/income targets of approximately £2.5m by 2020/21 in a considered manner. Budgets are controlled and monitored by Budget Managers who are supported by regular liaison meetings with the Council's Finance Business Partners. Budget and performance monitoring is reported to Members and GCLT in the form of regular Budget Monitoring and Progress and Delivery Reports.

All Committee reports contain a financial reference issued by the Finance Team. This provides decision makers with the full financial implications of the proposals being recommended.

To ensure that staff possess the necessary financial knowledge and skills, the Council is working through the delivery of a further programme of finance related training under the banner 'Finance Matters II'. This package complements and enhances the previous training (Finance Matters) delivered to staff three years ago.

2. Measuring the Quality of Services

Objective: Measuring the quality of services for users, ensuring they are delivered in accordance with the authority's objectives and ensuring that they represent the best use of resources and value for money

Performance Management & Value for Money

During the year, the Council has monitored the effectiveness of the Progress and Delivery report in monitoring and reporting on performance, with the Challenge and Improvement Committee retaining oversight. A sub-group of the Committee has met once again to discuss the need for a refresh of measures for 2017/18 to ensure that progress against the achievement of corporate priorities can be tracked. We are keen to stress the message that any measures adopted should be able to help the Council learn and improve. The Chief Operating Officer (COO) is responsible for performance management and provides:

1. Quarterly Progress and Delivery reports to the policy committees and the scrutiny committee
2. Assurance that the reports provide quality and contextual data for Members

Individual performance is discussed via the appraisal system for employees, which continues to be monitored to ensure that it is applied consistently.

The Council has adhered to the transparency agenda by publishing spend over £250 on the Council's web site on a monthly basis and continues to meet the legal requirements to publish equality objectives which are included in the Corporate Plan.

Commissioning Partnerships

To achieve value for money and the best use of resources, the Council has adopted a positive approach to partnership working and has retained a number of shared working arrangements, mainly with North Kesteven District Council. Other key partnerships include Lincolnshire Legal Services, Procurement Lincolnshire and the creation of a formal statutory body to consider planning policy across Central Lincolnshire. Additionally, key contractual partnerships incorporating performance management aspects are in place for a range of services.

The Council's ambitious growth plans for the District are beginning to crystallise with the formation of a key strategic outcome focused partnership (in the form of a joint venture) established to achieve regeneration in the retail sector in Gainsborough. Additional work is underway to secure a further development partner to focus on delivering comprehensive regeneration of Gainsborough town centre. Both arrangements conspire to ensure that the Council can deliver the Central Lincolnshire Local Plan housing growth target. Further, the Council is engaged in a meaningful manner with partners from the business sector to promote West Lindsey in general and Gainsborough specifically, as a place to invest and grow.

Further examples of partnership working are provided by the work the Council has conducted with the Greater Lincolnshire Local Enterprise Partnership (GLLEP) and the Homes and Communities Agency (HCA). As the Council moves its growth plans into delivery, this has attracted significant support and funding from these bodies, providing revenue funds to continue the intensive planning and development work to support land assembly and provide significant capital for site acquisition, infrastructure and in effect "gap" funds to bridge viability gaps.

Significant work has been undertaken during 2016/17 to review the Council's partnership arrangements relating to Choice Based Lettings. The learning taken from this work will ensure that on-going review and oversight of the effectiveness and suitability of all key strategic partnership arrangements is a key concern of the Council. This will be an area of focus for the coming year. To initiate this work, GCLT have determined to identify relevant current partnership arrangements and objectively assess their appropriateness and also consider potential future arrangements that would be of benefit.

To ensure that the Council considers the appropriateness of partnership working prior to entering into arrangements, an ACoP is in place to offer guidance and workshops have been held with staff to discuss the topic. As stressed above, it is essential that officers involved in partnership working consider value for money by assessing the on-going importance of any partnership and its effectiveness in meeting intended outcomes.

Value for Money

Specific reference has been made to our approach to achieving value for money in both the Council's Corporate Plan and also the MTFP. Our approach received a positive outcome when audited by External Audit.

One of the Council's Corporate Plan priorities is the delivery of excellent, value for money services. To assist in achieving this goal, the Council has subscribed to a database of metrics which provide the ability to benchmark service related costs and performance, triangulated where possible with outcomes. Work has commenced to use this resource and produce value for money assessments across a range of services. These assessments will provide services with the basis for generating greater value for money via improvement plans. Over the short/medium term we want to create a culture of value for money across all decision, building on evidence of benchmarking and the achievement of greater productivity.

Contract Management

Effective contract management is key to ensuring that value for money is achieved. Over the last two years the Council has taken steps to improve such matters and Internal Audit have recognised the improvements made, with the latest audit providing a substantial assurance rating. Close working during 2016/17 with Procurement Lincs across a number of key contracts (both renewals and new arrangements) have helped to further embed progress. Elements of contract management are reported via Progress and Delivery reporting. During 2017/18, plans are in place to move to a new contract management system; with training and communications key aspects of the implementation plan. The Council's Contract Procedure Rules and ACoP which supports contract management are both regularly reviewed.

Service Reviews

External reviews of service provision, structural arrangements and performance are key components in assessing the value for money of service delivery. During 2016/17 a review of enforcement related services was carried out to assess processes, structures and outcomes. This highlighted a number of areas for the Council to consider to improve the co-ordination and delivery of enforcement related functions.

Customer Feedback

The Council recognises the important role that customer feedback plays in assessing the quality and range of the services delivered. Public consultation plays an integral role in informing budget proposals. Customer satisfaction is an integral component of the Council's performance measurement metrics and an annual review of complaints is reported to GCLT, wider management and Members via a report to the Governance & Audit and the Challenge and Improvement Committees detailing the type and volumes of complaints and comparative analysis with previous years. Contextual information is also provided.

In addition, a pro-active stance is taken across a number of services in the form of customer satisfaction surveys. The consistent application of this across the Council is a key aim in support of effective performance management.

3. Roles, Responsibilities and Delegations

Objective: Defining and documenting the roles and responsibilities of the Full Council, Policy Committees, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnerships arrangements

The Council has an overview and scrutiny function and there is a clear split between policy and scrutiny. Overview and scrutiny contributes to the decision making process.

The Council's policy and decision-making process is defined in detail in The Constitution but can be summarised as follows:

- a) The Budget and Policy Framework is decided by Council and has significant links to the Corporate Plan
- b) The Corporate Policy and Resources Committee formulates policy, plans and strategies which do not form part of the Council's Policy Framework. They are responsible for the effective use of all council resources, whether land finances, property or personnel
- c) The Prosperous Communities Committee deals with economic development, leisure and cultural, environmental issues and community issues. They formulate policy, plans and strategies other than those identified for adoption by the Council or the Corporate Policy and Resources Committee
- d) The scrutiny function is provided by the Challenge and Improvement Committee which examines the activity of the policy committees to ensure they deliver Council policy and can call the policy committees to account for aspects of poor performance in areas under their jurisdiction
- e) The Challenge and Improvement Committee works to an individual work programme of matters to be considered for the year ahead and there is a monitoring role for the Committee to ensure delivery of the programme. Additionally the Committee invites and raises questions and discussion with strategic partners responsible for service delivery across the District
- f) The Challenge and Improvement Committee can also establish time limited groups to carry out in depth reviews
- g) Quasi-judicial matters such as Planning and Licensing are dealt with through separate Planning and Licensing Committees

The scheme of delegated and reserved powers is set out within The Constitution, including a formal schedule of those matters specifically reserved for collective decision of the Council, taking account of relevant legislation.

The Annual Council meeting each year considers a report from the Monitoring Officer which reviews The Constitution to ensure it remains robust and effective. This allows for appropriate amendments to be made.

There are protocols for effective communication which include:

- a) Member/Officer Relations Protocol
- b) Leaders Panel regularly meet with designated officers and Chief Officers
- c) Group Leaders meetings with Key Officers
- d) Chair's Briefs
- e) 'Call-in' protocol which enables a decision of the Policy Committees to be questioned by Scrutiny before it is finally approved

The Chief Executive and Leader have established a communication process and they have mechanisms in place to manage the delivery of objectives.

4. Standards of Behaviour

Objective: Developing, communicating and embedding codes of conduct, defining the standards of behavior for Members and staff

It is vital that there is a constructive working relationship between elected Members and Officers and that the respective roles are carried out to a high standard.

The Council's leadership is responsible for setting the tone for the organisation and it is tasked with creating a climate of openness, support and respect. A set of organisational behaviours and core values are in place and have been communicated. Lead Member positions also have clear role descriptions set out within The Constitution and these make reference to the behaviours expected when undertaking their duties.

Standards of conduct and personal behaviour expected of Members and staff, of work between Members and staff and between the Council, its partners and the community are defined and communicated through codes of conduct and protocols. These are reviewed on a regular basis and when circumstances dictate.

This includes:

- a. Members and Co-opted Members Code of Conduct
- b. Guidance when dealing with Planning Matters
- c. Protocol on Member/Officer Relations (Operational Conventions protocol)
- d. Officer Code of Conduct
- e. Whistle Blowing Policy
- f. Complaints Procedure
- g. Anti-Fraud and Corruption Policy
- h. Local Code of Corporate Governance

The Council has in place Members' related codes of conduct and a Local Code of Corporate Governance. Both have been reviewed and revised during 2016/17 with a view to being adopted from 2017/18. An agreed process is in place to deal with standards matters should they arise. The Standards Sub-Committee plays a significant role in promoting and maintaining high standards of conduct between elected and co-opted Members and hearing complaints where standards of behaviour fall short of what is expected. In particular the role of the Committee is:

- a) promoting and maintaining high standards of conduct by councillors and co-opted Members
- b) assisting the councillors and co-opted Members to observe the Members' Code of Conduct
- c) advising the Council on the adoption or revision of the Members' Code of Conduct
- d) monitoring the operation of the Members' Code of Conduct
- e) advising, training or arranging to train councillors and co-opted Members on matters relating to the Members' Code of Conduct
- f) granting dispensations to councillors and co-opted Members from requirements relating to interests set out in the Members' Code of Conduct
- g) to hear complaints locally regarding alleged breaches of the Code
- h) exercising such other functions as the Council considers appropriate; and
- i) the exercise of (a) to (g) above in relation to the town/parish councils/meetings and their Members in the Council's area

During the year, the Sub-Committee met to discuss issues arising out of complaints received as a result of allegations of breaches of the Code of Conduct. As a result, a revised Code was developed to cover aspects not previously incorporated such as bullying, confidentiality and respect.

The Code of Conduct and the Standards regime form part of the Members' induction arrangements and all Members (new and returning) are required to sign the Code of Conduct and provide a new register of interest return.

There is a Code of Conduct for employees and there is also an induction process in place which includes conduct matters. There is an appraisal process in place for both Members and Officers which allows a personal development plan to be put in place.

The Council has an [Anti-fraud and anti-corruption policy](#) and also a [whistle blowing policy](#) in place. These have been reviewed and amendments have been identified which will be introduced during 2017/18. Annual reports on fraud and whistle blowing incidents are presented to Members and are made available for review via the Council's web site.

There are registers of gifts and hospitality, interests, and secondary employment. During the year (and especially around Christmas and holiday periods) Members and staff are reminded of the procedure for registering gifts and hospitality and more senior staff are regularly reminded of the need to do this. Procedures for dealing with conflict of interest are in place. Arrangements are in place to ensure that Members and employees of the Council are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders.

Rules and procedures are set out in The Constitution including Members' Code of Conduct, Operation of the Standards Sub-Committee, Procedure Rules for Committees, Financial and Contract Procedure Rules (updated during 2016/17) and Scheme of Delegation.

The Monitoring Officer and Chief Finance Officer also have clear supporting roles.

Awareness of probity issues amongst managers is raised through regular reminders that are sent out to all staff.

The Council has an investigation and disciplinary process for conduct issues and action is taken against employees where conduct falls below that expected. At a Chief Officer level this function is undertaken by elected Members and there are clear rules of procedure defined in The Constitution.

5. The decision making framework

Objective: Reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality

The scheme of delegated and reserved powers is set out within The Constitution, including a formal schedule of those matters specifically reserved for collective decision of the Council, taking account of relevant legislation. Attention is paid to ensure that arrangements reflect current structures and roles and support appropriate good decision making.

A Scrutiny Committee (Challenge & Improvement) is in place and has clear terms of reference. Their operation is covered in The Constitution which allows them to exercise their powers to 'Call In' decisions made by the policy committees and if necessary ask them to reconsider their earlier decisions. During 2016/17, the 'Call In' process was reviewed as a result of a decision being reviewed and the updated process has been incorporated into the refresh of The Constitution.

The Council has a robust reporting process in place. There is a committee timetable and Democratic Services identify agendas with the services. The committee report template requires report authors to seek professional comment on proposals from finance and legal colleagues. It also prompts officers, where appropriate, to detail at least three options for consideration with a recommended option highlighted and to also consider legal, staffing and equalities matters and to assess risk.

The meetings of the Council have appropriate agendas, reports and minutes which demonstrate data quality. All Committees are web cast with the Planning Committee and Full Council meetings webcast live.

The Council uses training, workshops, ACoPs and manuals to help staff operate systems.

The Council has a Risk Management Strategy which set clear policy and guidance on managing risk and Members receive risk management training.

Three delivery boards are in place to manage the delivery of the Corporate Plan:

- **Entrepreneurial Board** – which focuses on the delivery of specific programmes of an entrepreneurial nature and oversees the work of the other three boards

- **Growth Board** – which leads on economic regeneration, housing and development management
- **Closer to the Customer Programme Board** – to oversee the development, identification of resourcing requirements, options generation and delivery of this programme.

Each board is chaired by a member of the GCLT and has specific terms of reference. A review of the effectiveness of the Boards has been undertaken during the year with recommendations made for incremental improvement.

A key component to assist in decision making and delivery is the role of sponsor. The Council has stressed the importance of this role (usually at Director level) during 2016/17. The role is accountable for putting in place the appropriate governance arrangements (including the formation of a board if necessary) to avoid the creation of a transactional approach and to ensure that due proportionality is applied to risk.

During 2016/17, both the Section 151 and the Monitoring Officers have played a key role in decision making. They have ensured gateway reviews have been undertaken in connection with the development of business cases associated with land and property and regeneration initiatives. Such reviews have enabled effective decisions to be made at each stage of project development.

The step change we are making on the growth and commercial agendas (specifically the Commercial Investment portfolio) requires pace, ability to take a commercial view and responsive governance. The latter two remain work in progress and present a challenge. This requires an internal shift in culture to ensure that the key foci in discussions remain on programme direction and the commercial imperatives.

Member committees have all been approved following the May 2015 elections, with membership, chairs and lead officers all agreed and documented. Staff survey results showed there is nearly 100% understanding of the committee process. The management leadership teams and project boards are established and regular meetings taking place. The Business Improvement Team provide corporate support and scrutiny on project management and progress reports.

Data quality contributes to the achievement of and underpins, the Council's priorities. The Council is committed to high standards of data quality and must take care to ensure that the data and information used throughout the organisation and particularly in relation to performance management is fit for purpose. In the recent past, the Council recognised the need to ensure a consistent approach to data quality and has therefore produced and communicated via workshops and meetings a [Data Quality Policy](#). In addition agreement has been reached with Internal Audit for them to explicitly assess and reference data quality (where relevant) as part of their audit work.

6. Risk Management

Objective: Reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability

The Council has in place a [Risk Management Strategy](#) which was revised

and approved during 2015/16. The accompanying risk management ACoP, which supports the strategy to outline operational procedures and roles and responsibilities was similarly refreshed and communicated to colleagues.

Internal Audit reviewed the Council's risk management arrangements during the year and provided a substantial assurance finding. Service risk management is a standing item of the Service Leadership Team (SLT) meeting agenda whereby any issues can be raised and service areas undertake on-going assessment of service related risks.

A number of workshops with staff and GCLT have been held during the year to discuss risk and the Council has attended the Lincolnshire Risk Management Group meetings.

All risks are maintained on a central system which enables risk owners to identify risks at a service level. If any such risk escalates in nature there is a process on place by which it can be brought to the attention of GCLT.

The Strategic Risk register identifies risks to the delivery of the outcomes in the Corporate Plan. Therefore, during 2016/17, GCLT revised the content of the strategic risk register to more effectively align it to addressing the risks associated with the delivery of the priorities contained within the Council's Corporate Plan (2016-2020). This approach reflects the guidance provided by the Association of Local Authority Risk Managers (ALARM). The register is reviewed regularly by GCLT and is presented for review by the Governance and Audit Committee on a six-monthly basis.

The Governance and Audit Committee have a responsibility as part of their terms of reference for approving the Risk Strategy and maintain an overview of risks. The committee has appointed a Member Risk Champion who has clear terms of reference.

7. Counter-fraud and anti-corruption

Objective: Ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained

The Council has an [Anti-Fraud, Corruption and Money Laundering Strategy](#) which stresses a zero tolerance approach and is part of a suite of policies covering:

- Whistleblowing Policy
- Disciplinary Policy
- Covert Surveillance Policy
- Codes of Conduct for Members and Officers
- Risk Management Policy and Strategy
- Gifts and Hospitality
- Standing Orders

The policy applies to:

- All West Lindsey District Council Employees.
- Councillors and Independent Members

- Staff and members of Council funded voluntary organisations
- Partners
- Suppliers, contractors and consultants
- Residents

Members of staff, partners and contractors have all been reminded of the policy and how to raise any concerns, or report suspected fraud or corruption, through a series of leaflets and posters and a 'Fighting Fraud' leaflet is distributed annually to all staff. An anti-fraud presentation forms part of the corporate induction process. The Council also maintains a specific fraud related risk register.

The Governance and Audit Committee receive a yearly report on anti-fraud and corruption arrangements and the action that has been taken to investigate and prosecute cases.

To monitor and manage the risk of fraud, the Council continues to retain an internal fraud capability. A programme of work has been developed supported by the Lincolnshire Fraud Partnership. The Council also takes part in the Housing Benefit Matching Service (HBMS) work and the National Fraud Initiative (NFI); a bi-annual exercise that matches electronic data within and between public sector bodies to prevent and detect fraud. A fraud-health check was conducted in the year by Assurance Lincolnshire which assessed our anti-fraud related arrangements and identified some areas for improvement.

8. Management of Change

Objective: Ensuring effective management of change and transformation

Governance arrangements are in place to ensure change is effectively managed in the form of Board scrutiny, effective project management and Progress and Delivery reporting against projects and programme development. Members are also part of this process and regular reports are produced to keep them updated.

An internal review of the Council's principles and processes in place to support effective project management has been undertaken with colleagues to ensure they remain fit for purpose. Additionally during 2016/17, Internal Audit have reported a finding of substantial assurance following an audit into the Council's project management processes and methodology.

Each Board has been assigned a Programme Manager to provide support to project managers and objective analysis of the progress and quality of project development and adherence to the Council's project management methodology.

Effective communication is regarded as crucial to delivering effective change and strong links have been forged between the relevant Boards and the Communications Team to ensure the Council as a whole is kept abreast of developments.

To provide strategic capacity and capability concerned with change and

transformation, particularly in support of the delivery of key programmes and projects, the Council has adopted an approach of sourcing professional subject related expertise on a needs basis. This is intended to deliver better value for money and objectivity.

9. Role of the Chief Financial Officer

Objective: Ensuring the authority's financial management arrangements conform with the governance requirements of the [CIPFA Statement on the Role of the Chief Financial Officer in Local Government \(2010\)](#) and, where they do not, explain why and how they deliver the same impact

The Council has designated the Director of Resources as the Chief Finance Officer under Section 151 of the Local Government Act 1972. This officer has statutory responsibility for the proper planning, administration and monitoring of the Council's financial affairs. The Council's financial management arrangements also conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

The financial management of the Council is conducted in accordance with the Financial Procedure Rules set out in The Constitution. The financial management system includes:

- A five year Medium Term Financial Strategy which is reviewed and updated annually to support the delivery of the Council's strategic priorities.
- An annual budget cycle incorporating Council approval for revenue and capital budgets as well as treasury management strategies.
- Financial Procedure Rules that are reviewed at intervals of not more than three years. A refresh was undertaken and approved during 2015/16. Relevant amendments are made when required.
- Process and procedure guidance manuals.
- Regular budget monitoring by budget holders through monthly financial monitoring meetings and reports.
- Four reports per year to GCLT and Members relating to the Council's financial position stating financial and performance information.
- Annual accounts supporting stewardship responsibilities which are subjected to external audit and which follow the Code of Practice on Local Authority Accounting in the UK in line with International Financial Reporting Standards.

10. Role of the Head of Internal Audit

Objective: Ensuring the authority's assurance arrangements conform with the governance requirements of the [CIPFA Statement on the Role of the Head of Internal Audit \(2010\)](#) and, where they do not, explain why and how they deliver the same impact

The [CIPFA statement on the Role of the Head of Internal Audit \(2010\)](#) states that the Head of Internal Audit in a public service organisation plays a critical role in delivering the organisation's strategic objectives by:

1. Championing best practice in governance, objectively assessing the adequacy of governance and management of existing risks, commenting on responses to emerging risks and proposed developments
2. Giving an objective and evidence based opinion on all aspects of governance, risk management and internal control

To perform this role the Head of Internal Audit:

3. Must be a senior manager with regular and open engagement across the organisation, particularly with the GCLT and with the Audit Committee
4. Must lead and direct an internal audit service that is resourced to be fit for purpose; and
5. Must be professionally qualified and suitably experienced

A review of the CIPFA statement has taken place and no matters of concern were identified. The Head of Internal Audit reports to the GCLT and the Governance & Audit Committee on a regular basis in relation to audit and governance related matters.

The Council has in place an Internal Audit Charter which defines the terms of reference for Internal Audit by setting out the nature, role, responsibilities and authority of the Internal Audit service within the Council.

The Constitution identifies that the Chief Finance Officer is responsible for providing an efficient and effective Internal Audit service, which will comply with relevant legislation and best auditing practice.

11. Role of the Monitoring Officer

Objective: Ensuring effective arrangements are in place for the discharge of the monitoring officer function

The [Constitution](#) covers the key statutory role and functions of the Monitoring Officer. It also includes the requirement for the Council to ensure that the Monitoring Officer has access to sufficient skills and resources to undertake the role. The Monitoring Officer has confirmed that this is the case and he continues to review this. Appropriate training is delivered where needs are identified and the Officer has attended a number of training courses during 2016/17.

There is a specific job role which reflects the Monitoring Officer duties. The Monitoring Officer is line-managed by the Chief Executive who provides mentoring support. No conflict of interest in this line management structure has been identified.

12. Role of the Head of Paid Service

Objective: Ensuring effective arrangements are in place for the discharge of the head of paid service function

The statutory provisions are included in The [Constitution](#). The authority does not share its Chief Executive with other authorities.

The Leader and the Chief Executive have agreed corporate objectives and key priorities for the year. From that the Chief Executive has agreed with the Leader key work objectives for both the Chief Executive and Directors. Monitoring against progress is achieved via regular liaison between relevant parties.

13. The Audit Committee

Objective: Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committees: Practical Guidance for Local Authorities

The Council maintains and operates a Governance & Audit Committee which is independent of the Policy Committees and the scrutiny function. Membership includes up to three Independent Members. The Committee receives training and has a defined work plan. Substitutes are not permitted unless the substitute has undertaken specific audit committee training.

The core functions of the [Governance and Audit Committee](#) are set out in The Constitution. Terms of reference are in line with CIPFA guidance and the Committee operates to these.

Some Audit Committee Members are also Members of the scrutiny committee. This arrangement has been agreed by Full Council.

14. Compliance with laws and regulations

Objective: Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

The subject of 'Compliance' is detailed within the Council's strategic risk register. This demonstrates the importance the Council places on the requirement to comply with and/or correctly implement relevant statutory legislation.

The Constitution and relevant job descriptions outline Officer, Member, Committee and Council responsibilities.

Lincolnshire Legal Services hold a central library of all relevant legislation and are consulted when required. The Corporate Governance Team maintains a horizon scanning function which feeds into monthly horizon scanning reports to Strategic Leads and Team Managers. However, departments take responsibility for receiving and operating to new legislative responsibilities as they arise with service and business planning providing opportunities to consider the implications and plan for legislative change.

Where relevant, expert legal advice is procured to support decision making, particularly in relation to delivery of projects supporting the growth and commercial plans. During 2016/17 the Council drew on expert legal advice in its negotiations and decision making relating to the purchase of a staffing agency and the subsequent creation of a holding company and two trading arms beneath this. Additionally, advice has been sought to ensure legal complexities were understood across a number of projects related to economic growth and regeneration.

Legislation and Statutory Instruments are dealt with and assessed as they are received (from a range of sources including national email alert systems). Changes in legislation have been implemented successfully with no major issues arising.

The communication of local policies and procedures is embedded in a number of different ways such as SLT meetings and workshops, team briefings and local training. Officers ensure that they are aware of and comply with laws and regulations which are relevant to their roles.

The Council pays close attention to requirements relating to Information Governance and we have provided expertise and support in this area for neighbouring authorities. Training packages have been provided for staff during the year via the Council's on-line training platform. The requirement to be compliant with the General Data Protection Regulations by May 2018, has been a focus during the year and a delivery plan is being worked through to achieve this. Best practice has been followed with the nomination of officers to the roles of Senior Information Risk Officer (SIRO) and Senior Information Governance Officer (SIGO) and Data Protection Officer (DPO). The Corporate Information Governance Group meets regularly to review information governance related matters and developments.

The Council's statutory officers are the Head of Paid Service (Chief Executive), the Section 151 Officer (Director of Resources) and the Monitoring Officer (Strategic Lead for Democracy and Business Support). These officers are responsible for ensuring that the Council acts within the law and in accordance with established policy and procedure.

Counsel opinion may be obtained in certain circumstances and unusual transactions are referred to the External Auditor for consideration.

The Section 151 Officer is specifically responsible for the proper discharge of the Council's financial arrangements and must advise elected Members where expenditure is likely to exceed resources.

Where any proposal is unlawful, the Section 151 Officer, jointly with the Monitoring Officer, have a duty (should such a scenario arise) to produce a 'Section Five' report and inform the Head of Paid Service and External Audit.

The Chief Executive and Directors carry responsibility for ensuring that legislation and policy relating to service delivery and health and safety are implemented. A disciplinary process is in place for both staff and Members for any breaches.

The Governance and Audit Committee receive reports by Internal Audit

which include review of compliance with legislation. This provides the Committee with an overview of compliance with policy and procedures and it can request attendance of managers to provide further assurance.

15. Whistleblowing arrangements

Objective: Arrangements for whistle blowing and for receiving and investigating complaints from the public

The Council has in place a [whistle blowing policy](#) which is available for reference via the Council's web site and internal intranet and its existence and content is regularly communicated to staff. The Council also works in partnership with Lincolnshire County Council and fellow Lincolnshire authorities to develop and produce a County-wide 'Fighting Fraud' leaflet which is distributed to staff.

The Council also has in place a customer complaints, compliments and comments procedure. The [procedure](#) is available for view on the intranet and web site. When complaints are received an internal independent officer is appointed to investigate and in certain circumstances an external appointment may be made. One of the key aspects of the policy is our desire to learn from complaints to rectify matters if required. Where appropriate, complaints that have been referred to the Ombudsman are brought to the attention of GCLT. Annual reports are presented to the Governance & Audit Committee on whistleblowing and more general customer feedback.

16. Member and Officer Development

Objective: Identifying the development needs of Members and senior officers in relation to their strategic roles, supported by appropriate training

An updated [Member Development Plan](#) has been approved which will oversee the training and development requirements of the current administration. The plan was compiled from a number of sources:

- Requirements from The Constitution
- Areas for development recommended for each committee
- Feedback from Members
- Areas of interest
- Changes to the local government environment including legislation

Member training is also recorded to keep track of the training delivered and details of Member attendance. During the year, Members have received training on such matters as Treasury Management Strategy Scrutiny; Statement of Accounts Scrutiny; Code of Conduct, Licensing and Development Management related topics.

Staff surveys are undertaken on an annual basis and the content is used to develop appropriate training and to address any issues identified. Additionally the Council currently holds Investors in People accreditation; however on-going participation is under consideration. During 2015/16 a People Strategy was approved and a range

of actions are being worked through to address issues. This will be supported by a newly formed Staff Engagement Group drawn from staff across the Council. A Workforce Development Plan was produced in 2016/17; agreed by both GCLT and JSCC.

To improve the ability of managers with line management responsibility to fulfil their roles more effectively, the HR team have held a series of drop-in workshops where staff can raise issues and seek advice and guidance.

The Corporate Plan is communicated to staff and forms the golden thread for staff appraisals and work objectives for the forthcoming year and associated training/development needs. During 2016/17 much of the Council's training was delivered via an on-line learning and development tool.

17. Community and Stakeholder Engagement

Objective: Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation

The Council meets its statutory responsibilities with regard to engagement on budget setting by holding events with residents, parishes and businesses. The Council uses a variety of channels to communicate with the community and stakeholders for example:

- West Lindsey Citizen Panel through surveys and focus groups
- West Lindsey District Council website
- Focus groups with residents and local businesses
- E-surveys
- Local press
- West Lindsey section of County News
- Summits
- Social media

During 2017/18, the Council is planning to review its current usage of printed means of communication to achieve on-going effectiveness and value for money.

The Council consults on key service changes and issues that may affect residents of the District. Topics consulted on during 2016/17 included:

- Three Proposed Public Space Orders
- High Speed Broadband
- County News
- Waste and Recycling
- Budget Options
- Governance Arrangements
- Level of Communication
- Contact with the Council
- Devolution
- Yearbook

- Effectiveness of Community Broadband Provision

During the year we also undertook surveys with service users (whether they are internal or external to the Council) to ascertain the levels of satisfaction with services. Results are used to develop our services to ensure they are delivering the level of service required by users.

The Council actively supports the Community Right to Bid initiative. During the year a number of applications from community groups have been received and considered with decisions fed back.

18. Partnership Governance

Objective: Enhancing the accountability for service delivery and effectiveness of other public service providers incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements.

To enhance the accountability for service delivery and effectiveness of other public service providers, the Challenge and Improvement Committee have continued with their programme of holding meetings with strategic partners to discuss their approach to addressing the strategic needs of the residents of the District. To this end the Committee focused on the issue of youth unemployment during 2016/17. Over the course of the year a number of bodies (the Careers Service, local schools, colleges and training providers, the DWP and local employers) were invited to attend the Committee to detail the work they do, the issues they face and the aspects they feel need to be addressed. The interest shown by the Committee in this issue was welcomed by all attendees. A concluding report detailing possible actions the Council could take to support young people was prepared for Members to consider; with a recommendation that the Prosperous Communities Committee take on-going ownership.

Meetings held during the year have also seen Lincolnshire Police attend to present overviews of their work; the impact it is having on the general well-being of the District and the issues they face.

The Committee has also initiated a Health Commission to review the provision, extent, locations and effectiveness of health related services for residents of the District. This work will continue through 2017/18 and will involve close working and discussion with the key health related partner organisations working across West Lindsey.

During the course of the year, the Home Choices Service has worked closely with neighbouring authorities involved in partnership to deliver of Choice Based Lettings. This work has sought to address a number of issues highlighted by a previous audit into the service.

Internal Audit have conducted an audit into the Council's approach to partnership working during 2016/17; focusing on the fulfillment of the role of Intelligent Client. It is important that the outputs required from the Council's varied arrangements for it to

achieve its objectives are completely and effectively delivered, and good value for money is achieved. To achieve this the Council acts as an Intelligent Client in its relationship with its partners, shared service providers and contractors. A finding of substantial assurance was reported; with two recommendations made to further strengthen arrangements.

Strategic partnership working is recognised by the Council as being integral to the achievement of its ambitions. Key partnerships have been formed in the areas of skills, economic development and regeneration to deliver growth and support business across the District. Partnership working is also evident in the form of the Joint Planning Unit (created to devise and deliver the Central Lincolnshire Local Plan) and the Council's participation in local enterprise partnerships. The creation of further partnerships are in the pipeline.

The Council's GCLT have sponsored a review of all current partnership arrangements across the Council to ensure on-going relevance and effectiveness. In conducting this work, reference will be paid to the Audit Commission's '[Governing Partnerships](#)' Report. The work will involve working in accordance with the Partnership ACoP, on-going population and maintenance of the Council's partnership register, consideration of the financial implications of partnership working to ensure value for money is achieved (and the required accounting assessments are undertaken to ensure appropriate accounting treatment) and the holding of workshops with service areas to discuss their partnership working arrangements.

Our current Contract Procedure Rules cover contract monitoring procedures and management of delivery. They were amended slightly during 2016/17 to reflect new thresholds. The accountability of service providers is managed through contract management and work has been undertaken to ensure The Council has robust contract management procedures in place.

If you would like a copy of this leaflet in large print, audio, Braille or in another language: Please telephone 01427 676676

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Your contact for this matter is:

Appendix B

John Cornett
Director
KPMG LLP
St Nicholas House
Park Row
Nottingham
NG1 6FQ

Tracey Bircumshaw
Tel: 01427 676560

14 September 2017

Dear John

This representation letter is provided in connection with your audit of the financial statements of West Lindsey District Council ("the Authority"), for the year ended 31 March 2017, for the purpose of expressing an opinion:

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

These financial statements comprise the Expenditure and Funding Analysis, the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the Collection Fund and the related notes (including the Expenditure and Funding Analysis).

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

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

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:

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

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

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this representation letter.

Information provided

5. The Authority has provided you with:

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

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

7. The Authority confirms the following:

- i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

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

ii) The Authority has disclosed to you all information in relation to:

- a) Fraud or suspected fraud that it is aware of and that affects the Authority and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements;and
- b) allegations of fraud, or suspected fraud, affecting the Authority's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from

material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

8. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

There are no:

- Other liabilities that are required to be recognised and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, including liabilities or contingent liabilities arising from illegal or possible illegal acts; or
 - Other environmental matters that may have an impact on the financial statements.
10. The Authority has disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as we understand them as defined in IAS 24 and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

11. The Authority confirms that:

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

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

The Authority further confirms that:

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

have been identified and properly accounted for; and

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

This letter was tabled and agreed at the meeting of the Governance and Audit Committee on 14 September 2017.

Yours faithfully,

Cllr G McNeill
Chair of the Governance and Audit Committee

Ian Knowles
Chief Finance Officer

Appendix to the Authority Representation Letter of West Lindsey District Council: Definitions

Financial Statements

A complete set of financial statements comprises:

- A Comprehensive Income and Expenditure Statement for the period;
- A Balance Sheet as at the end of the period;
- A Movement in Reserves Statement for the period;
- A Cash Flow Statement for the period; and
- Notes, comprising a summary of significant accounting policies and other explanatory information and the Expenditure and Funding Analysis.

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund.

A pension fund administering authority must prepare Pension Fund accounts in accordance with Chapter 6.5 of the Code of Practice.

An entity may use titles for the statements other than those used in IAS 1. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled, or jointly controlled by a person identified in (a).
 - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

- viii. The entity or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

Key management personnel in a local authority context are all chief officers (or equivalent), elected members, the chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a) a government that has control, joint control or significant influence over the reporting entity;
and
- b) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

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**Committee Governance and
Audit Committee**

Date 14th September 2017

**Subject: Report to those charged with Governance (ISA260 Report)
2016/17**

Report by:

John Cornett
KPMG LLP (UK)

Contact Officer:

Tracey Bircumshaw
Financial Services Manager
01427 676560
Tracey.Bircumshaw@west-lindsey.gov.uk

Purpose / Summary:

The purpose of the report is for our Auditor, KPMG, to present their Report to those charged with Governance (ISA 260 Report) in relation to the Statement of Accounts and Annual Governance Statement 2016/17

RECOMMENDATION(S):

To note and receive the information contained within this report.

IMPLICATIONS

Legal:

None arising from this report.

Financial : FIN/62/18

As detailed within the Report to those charged with Governance.

The External Audit Fee of £43,400 is met from an approved budget.

Staffing :

None arising from this report.

Equality and Diversity including Human Rights :

None arising from this report

Risk Assessment :

None arising from this report.

Climate Related Risks and Opportunities :

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary

- 1.1 The Report to those charged with Governance (ISA260) is attached at Appendix A, the headlines of which include:
 - A proposed unqualified audit opinion on the 2016/17 Statement of Accounts
 - That there have been no material audit differences identified
 - All presentational audit differences identified have been adjusted for.
 - There have been no significant risks identified within the Financial Statements
 - The Annual Governance Statement complies with recommended practice (Delivering Good Governance in Local Government; A Framework) and is consistent with understanding of the Authority.
- 1.2 The report contains one recommendation in relation to the review of the bank reconciliation process. Procedures are reviewed on a regular basis, as are other reconciliations of financial systems to ensure they are operating efficiently and effectively.
- 1.3 The report will be presented by John Cornett, Audit Manager, KPMG LLP (UK).
- 1.4 At the time of this report the Audit has yet to be concluded, an updated will therefore be provided at this meeting.

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DRAFT External audit report 2016-17

West Lindsey District Council

August 2017



Summary for Governance and Audit Committee

Financial statements

This document summarises the key findings in relation to our 2016-17 external audit at West Lindsey District Council ('the Authority').

This report focusses on our on-site work which was completed in June and July 2017 on the Authority's significant risk areas, as well as other areas of your financial statements. Our findings are summarised in Section 1.

Subject to all outstanding queries being resolved to our satisfaction we anticipate issuing an unqualified audit opinion on the Authority's financial statements before the deadline of 30 September 2017.

There are currently the following outstanding matters:

- Final audit Director review;
- Addressing any remaining audit queries and any matters arising from our completion procedures;
- General audit file completion and review procedures;
- Post balance sheet events review up to the date of signing the audit opinion; and
- Final review the working papers and amended accounts.

There were a number of minor presentational matters which officers agreed to amend in the final statement of accounts. There are no audit adjustments that we need to report to you.

Based on our work, we have raised 1 recommendation. Details can be found in Appendix 1.

Subject to clearance of our final queries and final (including Director) review we are moving into the completion stage of the audit and currently anticipate issuing our completion certificate alongside the opinion and vfm conclusion in September 2017.

Use of resources

We have completed our risk-based work to consider whether in all significant respects the Authority has proper arrangements to ensure it has taken properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We therefore anticipate issuing an unqualified value for money opinion.

See further details in section two.

Public Interest Report

We have a duty to consider whether to issue a report in the public interest about something we believe the Authority should consider, or if the public should know about. We have nothing to report.

Acknowledgements

We would like to take this opportunity to thank officers and Members for their continuing help and co-operation throughout our audit work.

We ask the Governance and Audit Committee to note this report.

Contents

The key contacts in relation to our audit are:

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Assistant Manager, KPMG LLP

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vikash.patel@kpmg.co.uk

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4	Section one: financial statements
13	Section two: value for money
	Appendices
21	One: Key issues and recommendations
23	Two: Audit differences
24	Three: Materiality and reporting of audit differences
25	Four: Declaration of independence and objectivity
27	Five: Audit fees

This report is addressed to West Lindsey District Council (the Authority) and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. Public Sector Audit Appointments issued a document entitled Statement of Responsibilities of Auditors and Audited Bodies summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact [engagement lead's name], the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Andrew Sayers (on 020 7072 7445 or by email to andrew.sayers@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3H.

Section one

Financial Statements



We anticipate issuing an unqualified audit opinion on the Authority's 2016-17 financial statements by 30 September 2017. We will also report that your Annual Governance Statement complies with the guidance issued by CIPFA/SOLACE (*'Delivering Good Governance in Local Government'*) published in April 2016.

For the year ending 31 March 2017, the Authority has reported a General Fund surplus of £0.6m and your useable reserves total has increased to £21.2m.



Significant audit risks

Our *External Audit Plan 2016-17* sets out our assessment of the Authority's significant audit risks. We have completed our testing in these areas and set out our evaluation following our work:

Significant audit risks	Work performed
<p>1. Significant changes in the pension liability due to LGPS Triennial Valuation</p>	<p>Why is this a risk?</p> <p>During the year, the Pension Fund has undergone a triennial valuation with an effective date of 31 March 2016 in line with the <i>Local Government Pension Scheme (Administration) Regulations 2013</i>. The share of pensions assets and liabilities for each admitted body is determined in detail, and a large volume of data is provided to the actuary to support this triennial valuation.</p> <p>There is a risk that the data provided to the actuary for the valuation exercise is inaccurate and that these inaccuracies affect the actuarial figures in the accounts. Most of the data is provided to the actuary by Lincolnshire County Council, who administer the Pension Fund.</p> <p>Our work to address this risk</p> <p>We have reviewed the process used to submit payroll data to the Pension Fund and have found no issues to note. We have also tested the year-end submission process and other year-end controls.</p> <p>We have also substantively agreed the total figures submitted to the actuary to the ledger with no issues to note. We have engaged with the Lincolnshire Pension Fund auditors to gain assurance over the pension figures.</p> <p>There are no matters from our work which we need to draw to your attention.</p>

Considerations required by professional standards

Fraud risk of revenue recognition

Professional standards require us to make a rebuttable presumption that the fraud risk from revenue recognition is a significant risk.

In our *External Audit Plan 2016/17* we reported that we do not consider this to be a significant risk for Local Authorities as there is unlikely to be an incentive to fraudulently recognise revenue.

This is still the case. Since we have rebutted this presumed risk, there has been no impact on our audit work.

Management override of controls

Professional standards require us to communicate the fraud risk from management override of controls as significant because management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

Our audit methodology incorporates the risk of management override as a default significant risk. We have not identified any specific additional risks of management override relating to this audit.

In line with our methodology, we carried out appropriate controls testing and substantive procedures, including over journal entries, accounting estimates and significant transactions that are outside the normal course of business, or are otherwise unusual.

There are no matters arising from this work that we need to bring to your attention.

Other areas of audit focus

We identified three areas of audit focus. This is not considered a significant risk as it is less likely to give rise to a material error. Nonetheless this is an area of importance where we would carry out substantive audit procedures to ensure that there is no risk of material misstatement.

Other areas of audit focus	Our work to address the areas
<p>1. Disclosures associated with retrospective restatement of CIES, EFA and MiRS</p>	<p>Background</p> <p>CIPFA has introduced changes to the 2016-17 Local Government Accounting Code (Code):</p> <ul style="list-style-type: none"> — Allowing local authorities to report on the same basis as they are organised by removing the requirement for the Service Reporting Code of Practice (SeRCOP) to be applied to the Comprehensive Income and Expenditure Statement (CIES); and — Introducing an Expenditure and Funding Analysis (EFA) which provides a direct reconciliation between the way local authorities are funded and prepare their budget and the CIES. This analysis is supported by a streamlined Movement in Reserves Statement (MiRS) and replaces the current segmental reporting note. <p>The Authority was required to make a retrospective restatement of its CIES (cost of services) and the MiRS. New disclosure requirements and restatement of accounts require compliance with relevant guidance and correct application of applicable accounting standards.</p> <p>What we have done</p> <p>For the restatement, we have obtained an understanding of the methodology used to prepare the revised statements. We have also ensured compliance with new disclosure requirements and found no issues to note.</p>
<p>2. Disclosure of the Authority's companies</p>	<p>Background</p> <p>The Authority has established WLDC Trading Ltd as a holding company for its commercial operations and has already set up the first of its planned Companies Limited by Shares (Surestaff). The Authority was planning to set up its second company under this structure (for operating the Authority's Building Control commercial services). It is important that the Council ensure that the financial statements properly reflect its relationship with these companies.</p> <p>What we have done</p> <p>We have reviewed the assessment of the Authority's companies prepared by the finance team and agreed with the planned accounting and disclosure of these companies.</p>
<p>3. Provision for business rate appeals</p>	<p>Background</p> <p>The level of unsettled business rates appeals had not significantly reduced nationally and there was the continuing risk that the amounts set aside as provisions may not be adequate. The provision at 31/3/16 (£0.77m) was close to our overall materiality level.</p> <p>What we have done</p> <p>We reviewed the basis of the 2016/17 provision and concluded that it was not materially misstated.</p>

Judgements

We have considered the level of prudence within key judgements in your 2016-17 financial statements and accounting estimates. We have set out our view below across the following range of judgements.



Subjective areas	2016-17	2015-16	Commentary
Property, Plant and Equipment (PPE) valuations	3	3	PPE are valued at £20.9m. Valuations are consistent with information provided by the external valuer.
Non Domestic Rates provision	3	3	The Council has established a £0.77m provision to meet its share of the cost of any successful rateable value appeals. The provision has been estimated on a similar basis to that in previous years and we concluded that it was not materially misstated.
Pensions liability	3	3	The reported balance (£36.4m), together with assumptions and disclosures for inflation, discount rate, salary growth, life expectancy etc. are consistent with the report from the external actuary.

Proposed opinion and audit differences

Subject to all outstanding queries being resolved to our satisfaction, we anticipate issuing an unqualified audit opinion on the Authority's 2016-17 financial statements following approval of the Statement of Accounts by the Governance and Audit Committee on 14 September 2017.

Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you. We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

The final materiality (see Appendix 3 for more information on materiality) level for this year's audit was set at £850,000. Audit differences below £42,000 are not considered significant.

We did not identify any material misstatements. We identified a number of minor presentational issues that have been adjusted by management.

Section one: financial statements

Annual governance statement

We have reviewed the Authority's 2016-17 Annual Governance Statement and confirmed that:

- It complies with *Delivering Good Governance in Local Government: A Framework published by CIPFA/SOLACE*;

and

- It is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

Narrative report

We have reviewed the Authority's 2016-17 narrative report and have confirmed that it is consistent with the financial statements and our understanding of the Authority.

Section one: financial statements

Accounts production and audit process

Auditing standards (*ISA 260*) require us to communicate our views on the significant qualitative aspects of the Authority's accounting practices and financial reporting.

We assessed the Authority's process for preparing the accounts and its support for an efficient audit. The efficient production of the financial statements and good-quality working papers are critical to meeting the tighter deadlines.

Accounting practices and financial reporting

The Authority has recognised the additional pressures which the earlier closedown in 2017-18 will bring. We have been engaging with the Authority in the period leading up to the year end in order to proactively address issues as they emerge.

The Authority published its draft financial statements on 31 May 2017. This puts the Authority in a good position to meet the new 2017-18 deadline. We consider the Authority's accounting practices appropriate.

Completeness of draft accounts

We received a complete set of accounts for audit on 31 May 2017, which is before the 30 June 2017 statutory deadline.

Quality of supporting working papers

Our *Accounts Audit Protocol 2016/17* ("Prepared by Client" request) outlined our documentation request. This helped the Authority to provide audit evidence in line with our expectations. We followed this up with a meeting with Management to discuss specific requirements of the document request list.

We worked with management to ensure that working paper requirements are understood and aligned to our expectations. We are pleased to report that this has resulted in good-quality working papers with supporting audit trails.

Response to audit queries

The finance team responded promptly during the audit to our requests for additional information or explanation.

Controls over key financial systems

We have tested controls as part of our focus on significant audit risks and other parts of your key financial systems on which we rely as part of our audit. The strength of the control framework informs the substantive testing we complete during our final accounts visit.

We have assessed the effectiveness of your key financial system controls, on which we rely as part of our audit. We found that the financial controls on which we seek to place reliance are operating effectively and there are no exceptions that we need to include in this report.

Prior year recommendations

As part of our audit we have followed up the Authority's progress in addressing the recommendation in last year's ISA 260 report. Appendix 1 provides further details on this.



Completion

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's 2016/17 financial statements.

Before we can issue our opinion we require a signed management representation letter.

Once we have finalised our opinions and conclusions we will prepare our Annual Audit Letter and close our audit.

Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of the financial statements of West Lindsey District Council for the year ending 31 March 2017, we confirm that there were no relationships between KPMG LLP and West Lindsey District Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 4 in accordance with ISA 260.

Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the accounts are legal and unaffected by fraud. We have provided a template to the Responsible Finance Office for presentation to the Governance and Audit Committee. We require a signed copy of your management representations before we issue our audit opinion.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- Significant difficulties encountered during the audit;
- Significant matters arising from the audit that were discussed, or subject to correspondence with management;
- Other matters, if arising from the audit that, in the auditor's professional judgement, are significant to the

oversight of the financial reporting process; and

- Matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, public interest reporting, questions/objections, opening balances etc.).

We have made a control observation at Appendix 1 regarding the continuing recommendation relating to the Authority's bank reconciliation arrangements. There are no other matters which we wish to draw to your attention in addition to those highlighted in this report.



Section two

Value for money

Our 2016-17 VFM conclusion considers whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

We have concluded that the Authority has made proper arrangements to ensure it took properly-informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

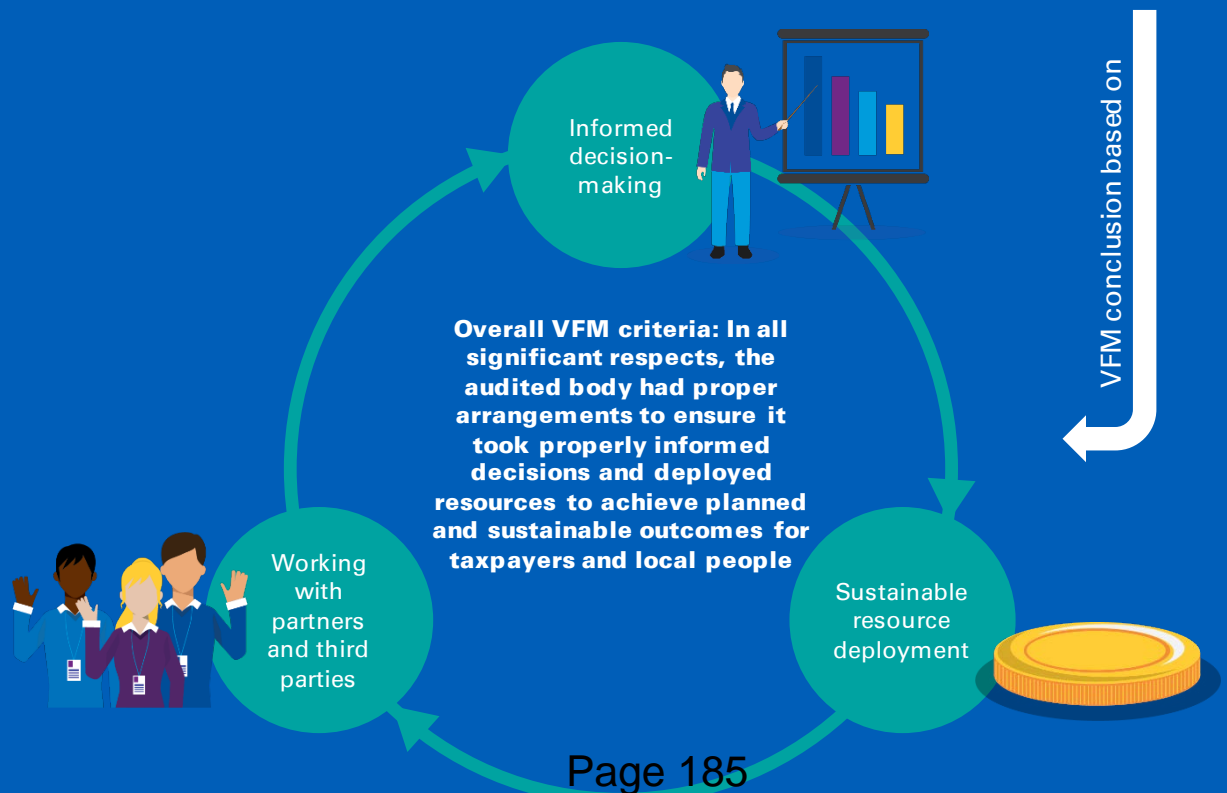
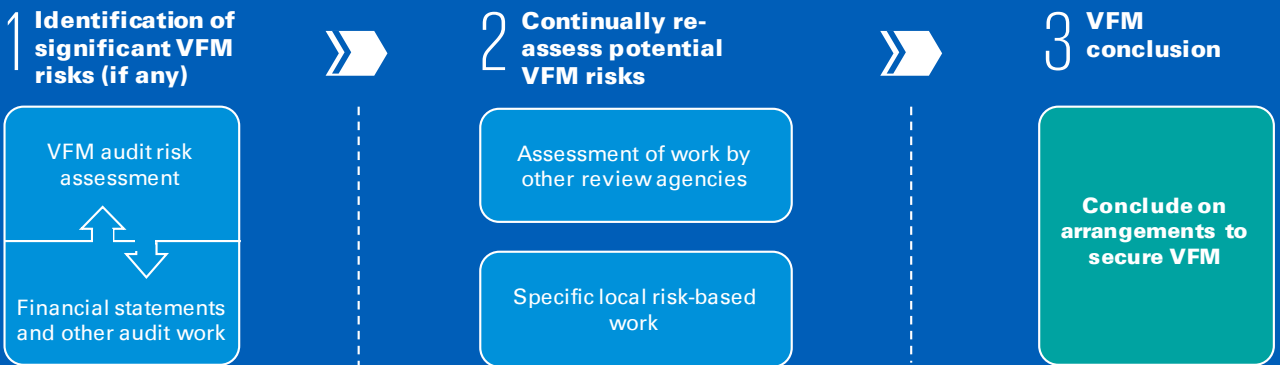
VFM conclusion

The Local Audit and Accountability Act 2014 requires auditors of local government bodies to be satisfied that the authority 'has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources'.

The Code of Audit Practice, published by the NAO in April 2015, requires auditors to 'take into account their knowledge of the relevant local sector as a whole, and the audited body specifically, to identify any risks that, in the auditor's judgement, have the potential to cause the auditor to reach an inappropriate conclusion on the audited body's arrangements.'

Our VFM conclusion considers whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

We follow a risk based approach to target audit effort on the areas of greatest audit risk.



Section two: value for money

The table below summarises our assessment of the individual VFM risk factor identified against the three sub-criteria. This directly feeds into the overall VFM criteria and our value for money opinion.

VFM assessment summary			
VFM risk	Informed decision-making	Sustainable resource deployment	Working with partners and third parties
Financial resilience	✓	✓	✓

In consideration of the above, we have concluded that in 2016-17, the Authority has made proper arrangements to ensure it took properly-informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

Further details on the work done and our assessment are provided on the following pages.

VFM risk assessment

We have identified one area of focus for our continuing VFM risk assessment, as communicated to you in our *2016-17 External Audit Plan*. We are satisfied that external or internal scrutiny provides sufficient assurance that the Authority’s current arrangements in relation to this risk area is adequate and no additional significant VFM risks have been identified.

Significant VFM risks	Work performed
<p>1. Financial resilience</p>	<p>There has been a significant shift in the national outlook over the last 12 months, primarily driven by the outcome of the referendum on 23 June 2016 on the UK’s membership of the European Union. Consequently GDP growth forecasts have been revised downwards, which potentially reduces the level of any growth in business rates income. Inflationary pressures, service pressures, and a reduction in the local government finance settlement will impact on the Authority’s finances.</p> <p>In March 2017, the Council approved its Financial Strategy and Medium Term Financial Plan (MTFP) 2017/18 – 2020/21 that set out a balanced budget for 2017/18.</p> <p>The Authority has identified funding gaps over the life of its MTFs; however it is confident that it can identify sufficient savings and generate income to bridge the forecast gap in the MTFP and intends to closely monitor the position.</p> <p>Summary of our work</p> <p>Like most of local government, the Authority faces a challenging future driven by funding reductions and an increase in demand for services. We have summarised below and overleaf our key findings in relation to the three criteria for 2016/17 VFM conclusion in relation to the significant risk.</p> <p>Informed decision making and working with partners and third parties</p> <p>We have not identified any matters we wish to draw to the Authority’s attention in relation to its arrangements for ensuring informed decision making and working with partners and third parties.</p> <p>Sustainable resource deployment - 2016/17 Outturn</p> <p>The MTFP 2015/16 identified a potential £0.7m funding gap for 2016/17. The Authority was able to identify sufficient savings opportunities to set a balanced 2016/17 budget and the planned savings were achieved. The Authority reported a net contribution to the General Fund Balance of a little over £1m. The Authority has maintained its earmarked reserves at over £13m, including £5.7m to support Regeneration and Growth and £1.1m as a Budget Smoothing reserve to help manage cyclical budget issues. The main budget savings were in relation to the costs of salaries (£61k) and fuel (£53k), whilst additional income was achieved from planning fees (£294k), property rents (£118k) and general government grants (£106k).</p>

Section two: value for money

Significant VFM risks

Work performed

1. Financial resilience (continued)

Planned Budget for 2017/18 and future years

The Authority set a balanced budget for 2017/18. The MTFP identified an expected surplus budget in 2017/18 but sets out the financial challenges in 2019/20 and future years, with further savings of £0.4 million required by 2021/22 (see the table below for details). We have considered the Authority's arrangements in 2016/17 to identifying and achieving savings and have found that appropriate arrangements are in place.

	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s
Savings target	(77)	125	440	434

The MTFS acknowledges there are risks attached to the proposals and that the medium term financial sustainability is dependent on the successful delivery of the Authority's commercial and growth opportunities, and improvement and transformation of its services. These proposals are challenging and in July 2017 the Authority was forecasting a £135k shortfall against its 2016/17 target of £270k income from investment properties; the Authority has targeted £600k income from this source by 2021. The Authority needs to continue to closely monitor progress and ensure its MTFS is kept up to date.


A close-up photograph of a stack of books on a wooden surface. The books have various colored covers, including a prominent red one. A silver pen lies horizontally in the foreground, its tip pointing towards the left. The background is softly blurred, showing more books and a warm, natural light source. The word 'Appendices' is overlaid in a thin, dark red font, centered horizontally and partially enclosed by two vertical lines of the same color.


Appendices


Key issues and recommendations

We have followed up progress made in relation to the recommendation made in 2015/16 and made a continuing recommendation on the same topic for 2016/17.

Each issue and recommendation have been given a priority rating, which is explained below.

- 

Issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.
- 

Issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.
- 

Issues that would, if corrected, improve internal control in general but are not vital to the overall system. These are generally issues of good practice that we feel would benefit if introduced.

The following is a summary of the issues and recommendation raised in 2016/17 and the previous year.

Recommendations summary		
Priority	Total raised in 2015/16	Total raised for 2016/17
High	0	0
Medium	1	1
Low	0	0
Total	1	1

Previous year's continuing recommendation

2015/16 finding - Bank reconciliation

The monthly bank reconciliation is complicated to follow. There is a risk that errors are undetected because of its complexity.

Our review of the March 2016 bank reconciliation did not identify any issues to bring to your attention.

2015/16 Recommendation

Officers should seek to simplify the presentation of the monthly bank reconciliation.

2015/16 Management Response

We have been aware of the issues relating to the bank reconciliation for a number of months, and we have therefore recently procured, and are in the final stages of implementing, an automated bank reconciliation system, which will make the reconciliation simpler and will generate efficiencies within Financial Services.

Follow up 2016/17

Managers implemented a new automated bank reconciliation system that went live in May 2016. However, this process did not operate as intended and resulted in several posting errors. At our interim audit there were several unresolved items in the Month 10 reconciliation which managers were, in liaison with the software supplier, working to clear. In the meantime managers had reverted to the manual reconciliation procedures. These matters had been resolved by the date of our final accounts audit.

Continuing recommendation 2016/17

Managers need to continue to review these arrangements to ensure there are effective, efficient and reliable bank reconciliation procedures in place.

Management Response

Agreed. We are now satisfied that the bank reconciliation system issues have been fully resolved and we will continue to review our reconciliation procedures for cash and other systems to ensure they are operating effectively.

Audit differences

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in your case is the Governance and Audit Committee). We are also required to report all material misstatements that have been corrected but that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

Our audit did not identify any material misstatements. There were a number of presentational matters which officers agreed to amend. We will check these expected amendments have been made to the final statement of accounts before giving our audit opinion. There are no agreed changes that we need to highlight in this report.

Materiality and reporting of audit differences

The assessment of what is material is a matter of professional judgement and includes consideration of three aspects: materiality by value, nature and context.

Material errors by value are those which are simply of significant numerical size to distort the reader's perception of the financial statements. Our assessment of the threshold for this depends upon the size of key figures in the financial statements, as well as other factors such as the level of public interest in the financial statements.

Errors which are material by nature may not be large in value, but may concern accounting disclosures of key importance and sensitivity, for example the salaries of senior staff.

Errors that are material by context are those that would alter key figures in the financial statements from one result to another – for example, errors that change successful performance against a target to failure.

We used the same planning materiality reported in our External Audit Plan 2016-17, presented to you in February 2017.

Materiality for the Authority's accounts was set at £850,000 which equates to around 1.9% percent of gross expenditure. We design our procedures to detect errors in specific accounts at a lower level of precision.

Reporting to the Governance and Audit Committee

Whilst our audit procedures are designed to identify misstatements which are material to our opinion on the financial statements as a whole, we nevertheless report to the Governance and Audit Committee any misstatements of lesser amounts to the extent that these are identified by our audit work.

Under *ISA 260*, we are obliged to report omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. *ISA 260* defines 'clearly trivial' as matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria.

ISA 450 requires us to request that uncorrected misstatements are corrected.

In the context of the Authority, we propose that an individual difference could normally be considered to be clearly trivial if it is less than £35,000 for the Authority.

Where management have corrected material misstatements identified during the course of the audit, we will consider whether those corrections should be communicated to the Governance and Audit Committee to assist it in fulfilling its governance responsibilities.

Declaration of independence and objectivity

Auditors appointed by Public Sector Audit Appointments Ltd must comply with the Code of Audit Practice (the 'Code') which states that:

"The auditor should carry out their work with integrity, objectivity and independence, and in accordance with the ethical framework applicable to auditors, including the ethical standards for auditors set by the Financial Reporting Council, and any additional requirements set out by the auditor's recognised supervisory body, or any other body charged with oversight of the auditor's independence. The auditor should be, and should be seen to be, impartial and independent. Accordingly, the auditor should not carry out any other work for an audited body if that work would impair their independence in carrying out any of their statutory duties, or might reasonably be perceived as doing so."

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Public Sector Audit Appointments Ltd Terms of Appointment ('Public Sector Audit Appointments Ltd Guidance') and the requirements of APB Ethical Standard 1 Integrity, Objectivity and Independence ('Ethical Standards').

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Public Sector Audit Appointments Ltd guidance requires appointed auditors to follow the provisions of ISA (UK&I) 260 'Communication of Audit Matters with Those Charged with Governance' that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor's objectivity and independence.
- The related safeguards that are in place.
- The total amount of fees that the auditor and the auditor's network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately

disclosed. We do this in our Annual Audit Letter.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor's professional judgement, the auditor is independent and the auditor's objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor's objectivity and independence may be compromised and explaining the actions which necessarily follow from this. These matters should be discussed with the Governance and Audit Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Engagement Lead and the audit team.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP Audit Partners and staff annually confirm their compliance with our Ethics and Independence Manual including in particular that they have no prohibited shareholdings.

Our Ethics and Independence Manual is fully consistent with the requirements of the Ethical Standards issued by the UK Auditing Practices Board. As a result we have underlying safeguards in place to maintain independence through: Instilling professional values, Communications, Internal accountability, Risk management and Independent reviews.

We would be happy to discuss any of these aspects of our procedures in more detail.

Auditor declaration

In relation to the audit of the financial statements of West Lindsey District Council for the financial year ending 31 March 2017, we confirm that there were no relationships between KPMG LLP and West Lindsey District Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

Non-audit work and independence

Below we have listed the non-audit work performed and set out how we have considered and mitigated (where necessary) potential threats to our independence.

Summary of non-audit work		
Description of non-audit service	Estimated fee	Potential threat to auditor independence and associated safeguards in place
Tax advice regarding group structure considerations	£5,200	<p>Self-interest: This engagement is entirely separate from the audit through a separate contract. Therefore, the engagement had no perceived or actual impact on the audit team and the audit team resources that were deployed to perform a robust and thorough audit.</p> <p>Self-review: The nature of this work was to provide tax advice. It does not impact on our opinion and we did not consider that the outcome of this work would be a threat to our role as external auditors. The existence of a separate team for this work is a further safeguard. Consequently, we consider we have appropriately managed this threat.</p> <p>Management threat: This work was for advice and support only and all decisions were made by the Council's managers.</p> <p>Familiarity: This threat was limited given the scale, nature and timing of the work. The existence of the separate team for this work is the key safeguard.</p> <p>Advocacy: We did not act as advocates for the Authority in any aspect of this work. .</p> <p>Intimidation: not applicable</p>
Total estimated fees	£5,200	
Total estimated fees as a percentage of the external audit fees	12 %	

Appendix 5

Audit fees

Audit fees

As communicated to you in our External Audit Plan 2016-17, our scale fee for the audit is £43,403 plus VAT (£43,403 in 2015-16). However, we propose an additional fee due to further work required in relation to the CIES restatement.

Our work on the certification of Housing Benefits (BEN01) is planned for October 2017. The planned scale fee for this is £6,176 plus VAT, see further details below.

PSAA fee table		
Component of audit	2016/17 (planned fee) £	2015/16 (actual fee) £
Accounts opinion and use of resources work		
PSAA scale fee set in 2014-2015	43,403	43,403
Additional work to conclude our opinions (note 1)	TBC	0
Subtotal	43,403*	43,403
Housing benefits (BEN01) certification work		
PSAA scale fee set in 2014/15 – planned for October 2017	6,176	3,696
Total fee for the Authority set by the PSAA	49,579	47,099

All fees are quoted exclusive of VAT.

Note 1: Accounts opinion and use of resources work

For 2016/17, we have discussed additional fee in relation to the work undertaken in respect of the CIES restatement. This is still subject to final agreement and PSAA approval.

* Does not include the additional fee re Note 1



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Governance & Audit
Committee

14 September 2017

Subject: : Agency Staff & Consultants Expenditure 2016/17

Report by:

Financial Services Manager (Deputy S151)

Contact Officer:

Tracey Bircumshaw
Financial Services Manager (Deputy S151)
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Purpose / Summary:

Annual update for Members on the expenditure incurred during 2016/17 on the engagement of temporary/agency staff and consultants.

RECOMMENDATIONS:

- 1) Members consider the content of this report.**

IMPLICATIONS

Legal:

None arising from this report.

Financial: FIN/58/18/TJB

The costs of Agency/External interim staffing totalled £757k of which

- £83k was funded from additional Planning Fee Income, as resources were required to meet the demands on the service.
- £75k funded by the grant and contributions

The costs of consultants was £428k of which

- £67k was funded from grant

All expenditure has been contained within approved budgets.

Staffing :

None arising from this report.

However, the impact of sickness and holidays within waste service results in an ongoing need for agency staffing throughout the year.

Equality and Diversity including Human Rights :

None from this report

Risk Assessment :

The availability of agency staff will not meet the level of demand for business continuity of operational services.

Climate Related Risks and Opportunities :

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes No

Key Decision:

Yes No

1. Background

1.1 The Governance and Audit committee have requested that an annual report be presented on the use and engagement of temporary staffing and consultancy. This was as a consequence of a 'Limited' Assurance given during the Internal Audit 2011. The following actions were subsequently implemented;

- No consultant should be engaged without evidenced authorisation from either the Chief Executive or Service Director.
- The period of engagement must be clear and adhered to with any extensions being authorised by the Chief Executive or Service Director
- Financial Services will provide a full list of consultants used including the costs of consultancy to the Governance & Audit Committee on an annual basis. (See Section 5 Expenditure on temps, agency and consultants)

2. Definition of Consulting and Consultants

2.1 It is important that officers are clear on the distinction between a consultant as opposed to an interim manager or temporary employee.

2.2 The Management Consultancies Association (MCA) defines consulting as “the creation of value for organisations, through the application of knowledge, techniques, and assets to improve performance. This is achieved through the rendering of objective advice and/or the implementation of business solutions.”

2.3 Consultants are external third parties, with expertise that is typically not available internally. The Council employ consultants for short-term projects, and usually specify an endpoint to their involvement in the project. The responsibility for the final outcome of the project rests with the Council. This means that consulting is distinct from “outsourcing” or “staff substitution” (National Audit Office: Central government’s use of consultants).

2.4 Consultants are also distinct from contractors, in that the latter fill permanent vacancies or temporary increases in operational workload. Contractors are therefore used as day-to-day operational resources to maintain departmental function, and are managed by client staff.

3. Reasons for engaging agency staff and consultants

- 3.1 Agency staff are generally appointed on a temporary basis to cover reduced resources due to vacant posts, sickness, holiday cover etc. and also in periods of high demand for a service. In some instances the appointment of temporary/ agency staff will enable West Lindsey staff to be released to work on specific project delivery.
- 3.2 With the Council's acquisition of Surestaff (Lincs) Ltd in June 2016, operational service agency staffing needs, and some administrative positions have been met via our Tekal Company (WLDC Staffing Services Ltd).
- 3.3 According to the MCA, the single most important reason for hiring consultants is to bring in people with a particular set of skills. Skills could be industry or issue-specific, but at times an organisation may also need individuals who can help get a new initiative up and running when there are difficulties freeing up internal resources.
- 3.4 As third parties, consultants are also able to approach challenges facing an organisation from a fresh perspective. As the MCA notes, sometimes an outside opinion expressed by an expert can be enough to jump-start a project, and unlike internal participants on a project who still have day-jobs, consultants are able to dedicate all their time and efforts to the project, which means that they are helpful in keeping a project going. Managers may also wish to hire consultants to collect data to help them decide what to do, or to offer a creative solution to a problem. Furthermore, the Department for Communities and Local Government (DCLG) notes that consultants are independent of internal politics that can often hinder progress, and are able to recommend actions that client staff may be unwilling to undertake as a result of their vested interests.
- 3.5 On some projects, managers may seek a tried-and-tested approach to the issue in hand. In those instances, consultants will be able to develop a plan with a structured methodology that captures the accumulated lessons of previous projects. This may also be important in increasing confidence that the project will meet the expectations of its sponsors and partners.

4. Report

- 4.1 It is important to have a clear process when engaging consultants. From the initialisation of a project the need for a consultant must be determined. Once need is established, accurate project briefs are drawn up that include a mechanism for measuring the outputs / outcomes that the consultant is to deliver. This ensures that the effectiveness of the consultant engaged can be properly evaluated.

5. Expenditure incurred 2016/17

- 5.1 The West Lindsey District Council (WLDC) employee budget totals £9,027k.

5.2 Actual expenditure including costs totalled £8,669k of which interim/agency staff totalled **£757k** in 2016/17 (£944k 2015/16).

- £379k related to Operational Services, ensuring seasonal work, operational cover and service delivery are maintained. £233k of which was via Surestaff.
- £91k was the cost of an interim Commercial Strategic Lead (1 April – 30 November) who also worked on the development of a number of significant commercial business cases.
- £83k was spent on cover for vacant planning and development control positions in addition to extra capacity to meet the increased demands of the service which has been offset by the significant amount of additional income generated from an increase planning applications.
- £58k was incurred by the Building Control Service for vacancy cover and additional resources for the implementation of the Arcus system.
- £38k was incurred by the Accountancy Service for interim support during periods of high demand i.e. closure of accounts and budget processes in addition to the project implementation of the Purchase Ordering system.
- £27k was spent by Customer Services on security staffing, (which is recharged to the Job Centre Plus) and £7k on vacancy cover via Surestaff.
- £41k for an interim Senior Housing Enforcement Officer covering maternity leave.
- £24k provided a Welfare Advisor from the City of Lincoln Council as part of our Universal Credit project; this was funded by grant.
- £16k was spent on additional staffing support for Property Services in order to assist the Council in developing a new Asset Management Strategy and identify service work streams, resource requirements and performance measures.

5.3 The expenditure incurred on consultants during 2016/17 totalled **£428k** (£356k 2015/16). As a result of the use of experts the Council has been successful in:

- attracting additional grant funding;
- developing business cases for projects to support the delivery of future income streams;
- implementing new technology delivering efficiencies and savings;
- supported our communities in the development of the Neighbourhood plans, and developed strategies for Housing and ICT.

- £128k relates to supporting the delivery of regeneration projects within the district. This work involves both Council owned assets and assets owned by third parties such as developers and includes work such as economic impact assessments, appraisals, grant bid evaluations, site investigations and technical advice. This external support is focussed on areas where the Council does not have in house capacity or expertise.

This work has focussed on the delivery of the Local Development Orders for the Housing Zone and Food Enterprise Zone (funded by grant) evaluation of the Town Heritage Initiative bid, regeneration schemes in Gainsborough and the Hemswell Master Plan.

- £47k was spent on specialist asset management related costs including advice from professional RICS valuers, structural surveyors etc. required to inform future asset management plans and capital investment requirements and support the development and delivery of the land and property programme in addition to identifying commercial opportunities for investment and advice on acquisitions.
- £79k to provide professional technical and specialist advice for major Planning Applications including conservation issues i.e. Riseholme Campus and Lincolnshire County Council for specialist and archaeological advice/services.
- £59k costs associated with expert advice and support for the delivery of Neighbourhood Plans was incurred; however this was funded by Grant support from the DCLG.
- £32k on the data analysis and for the delivery of a Housing Strategy for the district.
- £17k has been incurred to provide professional advice on the options for the future leisure provision and the procurement process.
- £12k system development consultancy for the Purchase Ordering and Bank Reconciliation system. The major outcomes of this work related to the implementation of an automated approach, resulting in staff and efficiency savings.
- £10k production of an ICT Strategy by Society of IT Management (SOCITM).
- £18k experienced consultancy engaged to identify options for leisure provision with an objective that future leisure costs be significantly reduced.
- £26k on a small number of <£10k, consultancy/advice.

Governance and Audit Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Governance and Audit Committee.

Recommendation:

1. That members note the schedule of reports.

Governance and Audit			
Active/Closed	Active		
Date	Title	Lead Officer	Purpose of the report
07/11/2017	Strategic Risks - 6 month Update	James O'Shaughnessy	To present the 6 monthly Strategic Risks Update
	Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter
	Members Allowances	Alan Robinson	To inform the work of the Remuneration Panel prior to them making recommendations to Full Council
	Review of the Effectiveness of Internal Audit	James O'Shaughnessy	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit
	Internal Audit Plan - Period 2 Monitoring Report	Tracey Bircumshaw	To present the Internal Audit plan for Period 2 Monitoring Report
	AGS Monitoring Report - Period 1	James O'Shaughnessy	To present the AGS Monitoring Report for Period 1
	outcome of development management audit	Matthew Waller	to present the finding of the audit into development management
16/01/2018	Certification of Grants and Claims	Tracey Bircumshaw	To present the Certification of Grants and Claims report
	Internal Audit Monitoring Report - Period 3	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3
	Draft Annual Treasury Management Strategy	Tracey Bircumshaw	To present the Draft Annual Treasury Management Strategy Report

	AGS Monitoring Report - Period 2	James O'Shaughnessy	To present the AGS Monitoring Report for Period 2
13/03/2018	Accounting Matters 2017/18 Closedown actuarial ass	Tracey Bircumshaw	To present the Accounting Matters 2017/18 Closedown Report and actuarial assumptions
	Combined Assurance Report 2017/18	James O'Shaughnessy	To present the Combined Assurance Report
	Draft Internal Audit Plan 18/19	Tracey Bircumshaw	To present the Draft Internal Audit Plan 18/19
	External Audit Plan 17/18	Tracey Bircumshaw	To present the External Audit Plan 17/18
	Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks
17/04/2018	Strategic Risks - 6 month Update	James O'Shaughnessy	To present the 6 monthly update
	Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan
	Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution
	AGS 15/16 Monitoring Report (Q3)	James O'Shaughnessy	To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16