



**Epping Forest
District Council**

***AUDIT AND GOVERNANCE COMMITTEE
Monday, 18th September, 2017***

You are invited to attend the next meeting of **Audit and Governance Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Monday, 18th September, 2017
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Adrian Hendry
(Governance Directorate)
Tel: 01992 564246
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors J Knapman (Chairman), L Hughes, R Jennings, A Patel, and J M Whitehouse

Independent A Jarvis (Vice-Chairman) and N Nanayakkara

WEBCASTING/FILMING NOTICE

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1. WEBCASTING INTRODUCTION

I would like to remind everyone present that this meeting will be recorded for subsequent repeated viewing on the Internet and copies of the recording could be made available for those that request it.

By being present at this meeting it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this might infringe your human and data protection rights. If you have any concerns please speak to the webcasting officer.

Please could I also remind members to put on their microphones before speaking by pressing the button on the microphone unit.

2. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

4. MINUTES

(Director of Governance) To confirm the minutes of the last meeting of the Committee held on 26 June 2017 (previously circulated).

[Click here for Audit & Governance Minutes 26-Jun-17](#)

5. MATTERS ARISING

(Director of Governance) To consider any matters arising from the previous meeting.

6. AUDIT & GOVERNANCE WORK PROGRAMME 2017/18 (Pages 5 - 6)

(Director of Governance) To consider the attached Work Programme for 2017/18.

7. STATUTORY STATEMENT OF ACCOUNTS 2016/17 (Pages 7 - 90)

(Director of Resources) To consider the attached report (AGC-006-2017/18).

8. AUDIT OF ACCOUNTS - ANNUAL GOVERNANCE REPORT 2016/17 (Pages 91 - 118)

(External Auditor) International Standard on Auditing 260 requires the External Auditor to report to those charged with governance certain matters before they give an opinion on the Statutory Statement of Accounts. The External Auditor has indicated that their audit of the Council's Statutory Statement of Accounts for 2016/17 is nearly complete and that they wish to present their ISA260 report to this meeting. (AGC-007-2017/18).

9. ANNUAL OUTTURN REPORT ON THE TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2016/17 (Pages 119 - 132)

(Director of Resources) To consider the attached report (AGC-008-2017/18).

10. AUDIT & GOVERNANCE COMMITTEE TRAINING PROGRAMME (Pages 133 - 138)

(Chief Internal Auditor) To consider the attached report (AGC-009-2017/18).

11. INTERNAL AUDIT MONITORING REPORT - JUNE TO SEPTEMBER 2017 (Pages 139 - 152)

(Chief Internal Auditor) To consider the attached report (AGC-010-2017/18).

12. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972 requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

13. EXCLUSION OF PUBLIC AND PRESS

Exclusion:

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers:

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political

advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

Audit & Governance Committee Work Programme 2017/18

26 June 2017

- Annual Report of the Chief Internal Auditor 2016/17..
- Audit & Governance Committee Annual Report 2016/17.
- Annual Governance Statement 2016/17.
- Anti-Fraud & Corruption Strategy.
- Internal Audit Progress Report.

18 September 2017

- Treasury Management Annual Outturn Report.
- Statutory Statement of Accounts 2016/17.
- Internal Audit Progress Report.

- ❖ Annual Governance Report 2016/17.

27 November 2017

- Treasury Management Mid-Year Report.
- Internal Audit Progress Report.
- Review of the Audit and Governance Committee Terms of Reference.
- Review of the Audit and Governance Committee Effectiveness.

- ❖ Annual Audit Letter 2017/18.

5 February 2018

- Treasury Management Investment & Strategy Statements.
- Internal Audit Progress Report.
- Review of Code of Corporate Governance.
- Review of the Internal Audit Charter.

26 March 2018

- Effectiveness of Risk Management.
- Internal Audit Progress Report
- Internal Audit Strategy and Audit Plan 2018/19.
- Internal Audit Compliance with the Public Sector Internal Audit Standards
- Corporate Fraud Team Strategy 2018/19

- ❖ Planning Letter 2018/19.
- ❖ Audit Plan 2017/18.
- ❖ Grant Claims Audit Report 2016/17.

Unallocated Items

- Information Regarding the Whistle Blowing Policy.

Key

- EFDC Officer Report.
- ❖ External Auditor Report.

N.B...In addition, the Committee's annual private meetings with the External (7pm) and Internal (7.15pm) Auditors are scheduled to take place prior to the 26 March 2018 meeting in the Conference Room.

Report to the Audit and Governance Committee



**Epping Forest
District Council**

Report reference: AGC-006-2017/18

Date of meeting: 18 September 2017

Portfolio: Finance

Subject: Statutory Statement of Accounts 2016/17

Responsible Officer: Bob Palmer (01992 564279)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That a report be submitted to the Council recommending that the Statutory Statement of Accounts for 2016/17 be adopted.

Executive Summary:

One of the key roles of this Committee is scrutinising the annual Statutory Statement of Accounts. All Members of the Council will have the opportunity to debate the Accounts at Full Council and part of that debate will be to consider the recommendation of this Committee.

It is anticipated that the audit will be completed shortly and that the Statutory Statement of Accounts will be presented to Council on 26 September. There is a separate report elsewhere on the agenda that sets out the key findings of the audit.

There has been one significant change to the annual Statutory Statement of Accounts for 2016/17. For 2016/17, the segmental reporting arrangements for the Comprehensive Income and Expenditure Statement have changed with the introduction of the new Expenditure and Funding Analysis. This analysis brings together the figures as they are presented in the Statutory Statement of Accounts, following proper accounting practice, with the figures more normally seen in the Council's budgets for the General Fund and Housing Revenue Account, based on the statutorily defined charges.

To assist Members with their consideration of the Accounts a report follows together with the Accounts themselves.

Reasons for Proposed Decision:

It is important that this Committee scrutinises the annual Statutory Statement of Accounts so that residents and other Members can have confidence in the Accounts.

Officers have exercised their professional judgement and liaised closely with external experts and the External Auditor to produce the Statutory Statement of Accounts. If Members are satisfied with the content of this report and the verbal responses to any questions raised, they are requested to recommend the Statutory Statement of Accounts for adoption by Full Council on 26 September.

Other Options for Action:

The Committee could decide that the accounts should be amended or expanded prior to

them being presented to Full Council.

Report:

1. The Accounts and Audit Regulations require Full Council or an Executive Committee to adopt the Council's Statement of Accounts before the end of September. The Council's constitution reserves the adoption of the Accounts to Full Council only. However, prior to Council considering the accounts it is important that they have been subject to Member scrutiny. This Committee has scrutinised the Statement of Accounts for several years.

2. The consideration of the Statement of Accounts is contained in the Terms of Reference of this Committee, the relevant parts being:

“(p) To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.”

3. This review is performed through a consideration of key aspects of the accounts including:

- (i) critical accounting policies and practices, and any changes to them;
- (ii) decisions requiring a major element of judgement;
- (iii) the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
- (iv) significant adjustments resulting from the audit; and
- (v) any material weakness in internal control reported by the Internal or External Auditor.

Critical Accounting Policies and Practices, and Any Changes to Them

4. There have been no significant changes in accounting policies and practices during the year. The accounting policies are set out on pages 13 to 19 of the Accounts.

Decisions Requiring a Major Element of Judgement

5. In preparing a set of accounts at a point in time it is inevitable that some of the information required will not yet be available. If an actual amount is uncertain an estimate is used. The estimate will be based on the assessment of information available at the time the accounts are closed. When the actual figures are determined any difference is usually accounted for in the following year. If the estimate was wrong by a material amount it would be necessary to consider re-stating the figures, this is extremely rare.

6. Two of the notes required by International Financial Reporting Standards are relevant here, Note 4 “Critical judgements in applying accounting policies” and Note 5 “Assumptions made about the future and other major sources of estimation uncertainty”. The key critical judgement highlighted in Note 4 is that the Council does not currently need to close facilities or significantly reduce levels of service provision. If this were not the case it would be necessary to consider any assets that would be affected and any consequent impairment of their values.

7. This year only one area is included under Note 5, the Council's pension liability. The substantial annual fluctuations in the pension liability make clear the element of judgement exercised by the actuary in establishing the pension figures. The largest creditor on the Balance Sheet is the Council's liability to the pension fund. The Balance Sheet shows that

the pension liability for the Council has increased in the year from £66.981 million to £81.121 million. This increased deficit is due to the £36.362 million increase in the value of the projected liabilities being greater than the £22.222 million increase in scheme assets.

8. The key to calculating the value of the projected liabilities is the discount rate, and as this falls the size of the liability increases. The decrease in the discount rate from 3.5% to 2.7% reflects the decrease in yields in the corporate bond market, which actuaries are required to base discount rates on.

9. The figures shown in the table below illustrate how the overall deficit has changed over time. Further fluctuations are likely in subsequent years as it becomes clear how members of the pension scheme are responding to the change from a final salary scheme to a career average based scheme.

	2016/17 £'m	2015/16 £'m	2014/15 £'m	2013/14 £'m	2012/13 £'m
Liabilities	(220.0)	(183.6)	(185.0)	(159.5)	(170.4)
Assets	138.9	116.7	115.1	101.7	95.0
Deficit	(81.1)	(66.9)	(69.9)	(57.8)	(75.4)

10. The inclusion of this amount in the Balance Sheet shows the extent of the authority's liability if the pension fund was to close on 31 March 2017. It does not mean that this full liability will have to be paid over to the pension fund in the near future.

11. There are two other areas in the Statement of Accounts to bring to Member's attention as having required a major element of judgement. The first of these is asset valuations, Property, Plant and Equipment (PPE), dominates the Balance Sheet with a value of just over £760 million and Investment Properties are the next largest asset with a value of £68 million. Assets are revalued periodically to ensure their valuations are correct and up to date.

12. This year has seen an increase on revaluation of more than £56 million on PPE, of which more than £48 million relates to Council Dwellings and Garages. As in previous years, the valuation of the Council's Dwellings and Garages was undertaken by the District Valuer. Investment Properties were revalued by The Council's Estates Service and this resulted in an increase of £1 million in the value of industrial estates and £4m in the value of commercial properties. The auditors have carefully considered all of the revaluations and are satisfied that the asset values are not materially misstated.

13. The other area is the provision for business rate appeals. Historically the values for non-domestic property have been updated every five years. If an occupier is unhappy with the valuation set by the Valuation Office Agency (VOA) they can appeal. Throughout the recession the number of appeals increased and the VOA was unable to keep up with the workload and process the appeals on a timely basis. This meant that when local retention came in there were a very large number of appeals outstanding, most of which related to the 2010 list but some went back to the 2005 list. Even though the appeals arose before the start of the new system, and central government had received the income from the bills being challenged, the liability for settling the outstanding appeals was given to local authorities.

14. The Collection Fund includes a Provision for Appeals of £3.5 million, which is similar to 2015/16. This provision was calculated with the help of an external firm of rating experts who analysed each outstanding appeal and gave a projected value for settlement. The Valuation Office Agency has made some progress during the year in settling appeals but we still have several hundred outstanding. To date the appeals that have been settled are similar in total to the provisions that were held against them and it appears the provision is not materially misstated. Although it is important to include a note of caution here as there are still appeals outstanding on some of the largest non-domestic premises in the District, including one with a rateable value of £5.83 million.

15. Where it has been necessary to exercise judgement in the interpretation of the Code

of Practice advice has been sought from CIPFA and staff have liaised closely with both the External Audit Manager and other Essex authorities.

The Extent to which the Financial Statements are Affected by any Unusual Transactions in the Year and how they are Disclosed

16. The financial statements for 2016/17 have not been affected by any unusual transactions in the year. There have been no extraordinary items and no prior year adjustments.

Significant Adjustments Resulting from the Audit

17. No significant adjustments have arisen from the audit. Although, some minor items have been corrected during the course of the audit. The audit is still to be concluded and any significant adjustments will be reported to this Committee.

Any Material Weakness in Internal Control Reported by the Internal or External Auditor

18. Neither the Internal nor External Auditor has reported any material weakness in internal controls. If any arise before the conclusion of the audit they will be reported to this Committee.

Resource Implications:

The Accounts set out the resource implications of the Authorities activities for 2016/17. The recommendation of the Accounts to Full Council does not in itself have any resource implications.

Legal and Governance Implications:

Full Council must approve the Accounts before the end of September and as part of the overall governance framework the Accounts should be subject to Member scrutiny prior to their approval.

Safer, Cleaner and Greener Implications:

There are no environmental implications.

Consultation Undertaken:

None.

Background Papers:

Reports on the revenue and capital outturns to the Finance & Performance Management Cabinet Committee on 22 June 2017.

Impact Assessments:

There are no equalities or risk management impacts.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

This is a factual report detailing the Council's income and expenditure for 2016/17 and the overall financial position at the end of 2016/17. It does not involve the discussion of any matters of policy or the allocation of any resources. Therefore no groups of people are affected by this report and no discrimination will arise as a result of the report.

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Epping Forest District Council

www.eppingforestdc.gov.uk

***STATEMENT OF ACCOUNTS
2016/17***



STATUTORY STATEMENT OF ACCOUNTS 2016/17

CONTENTS

		Page
Narrative Report	by the Director of Resources	i
The Statement of Responsibilities	which explains the various responsibilities of the Council and the Director of Resources for the Statement of Accounts	1
The Auditors Report	which sets out the Auditor's opinion on the Statement of Accounts	2
Movement In Reserves Statement	which is a summary of the increase/decrease in the net worth and resources available to the Council	5
Comprehensive Income and Expenditure Statement (CIES)	which brings together income and expenditure relating to all of the Council's activities	6
Balance Sheet	which sets out the financial position of the Council as at 31 March 2017	7
The Cash Flow Statement	which summarises the movements in assets, liabilities and capital which have taken place during the period and the resultant effect on cash and cash equivalents	8
The Notes to the Core Financial Statements	detailed notes to all the previous Statements	9
The Housing Revenue Account Income and Expenditure Statement	which shows income and expenditure on the provision of council housing	48
The Movement on Housing Revenue Account Statement	which shows the differences between the income and expenditure and the movement on the Housing Revenue Account balance	49
The Notes to Housing Revenue Income and Expenditure Statements	Detailed notes to the Housing Revenue Account Statements	50
The Collection Fund	which shows the income and expenditure transactions of the Council as a billing authority in relation to the collection and distribution of the Council Tax and Non Domestic Rates	54
Annual Governance Statement	which outlines the contents of the Local Code of Corporate Governance and the systems of internal control operating within the Council	57
Members' Allowances	Detailed schedule of allowances for 2016/17	61
Glossary of Terms		62
Glossary of Pension Related Terms		69

Further copies of this report are available from the Director of Resources at the Civic Offices, High Street, Epping, Essex, CM16 4BZ

NARRATIVE REPORT

1. INTRODUCTION TO EPPING FOREST DISTRICT COUNCIL

Epping Forest District in Essex takes its name from the forest which runs from its southern boundaries northwards. The district shares boundaries with Greater London and Hertfordshire as well as four other Essex districts. The three main settlements of Buckhurst Hill, Chigwell and Loughton contain more than half the district's population of approximately 132,000 people. However, this southern area amounts to only 5% of the district. The remaining 95% is made up largely of separate market towns, villages and hamlets in attractive countryside. Most of the district is designated within the protective status of the Metropolitan Green Belt.

Services are provided at three levels by Essex County Council, Epping Forest District Council and local Town and Parish Councils.

- District Council services include - housing, street cleansing, waste collection and recycling, sports and recreation, planning applications for homes and business, voter registration, benefit administration, council tax and business rate collection & environmental health.
- County Council services include - education, social care & highways and transportation.
- Parish and Town Council services include - allotments, burial grounds and cemeteries, public halls & playgrounds and sports grounds.

Forecasts suggest that the population of the district could rise significantly from the current 132,000 over the next twenty years. A key factor in this estimated growth is that life expectancy in the district is higher than the national average and rising. Projections indicate that by 2020 over 55% of the district's population will be aged over 60.

Although the population of the district is fairly affluent there are some areas of deprivation with children living in poverty. Nearly a quarter of the district's adult population and almost a fifth of children are classified as obese.

Unemployment is generally low. Many residents commute to jobs in London. The district is well connected by eight London Underground stations and a National Rail station. The M25 and M11 provide good road links including a fast route to Stansted Airport. Local employment opportunities centre on distribution, hotels, restaurants, banks and finance and public services.

2. PERFORMANCE ON CORPORATE OBJECTIVES

The Corporate Plan 2016 - 2021 has three strategic aims and each of these is supported by three key objectives. Performance against the key objectives is monitored on a quarterly basis, with reports to Member meetings of both the Executive and Overview and Scrutiny.

The first strategic aim is to ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep the Council Tax low. This aim is supported by key objectives covering budgets, property assets and joint working.

The key objective for budgets is to ensure that the Council's Medium Term Financial Strategy (MTFS) meets the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding. There were five actions to support this objective which included an early start to the budget cycle, delivering the savings already identified for both 2016/17 and 2017/18 and developing additional business cases to address the need for net savings. All of these actions were achieved during 2016/17.

The key objective for property assets is to continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts and to deliver four key projects. There were nine actions to support this objective, most of which were linked to the four key projects of the Epping Forest Shopping park, the Council Housebuilding Programme, the St John's Redevelopment Scheme and North Weald Airfield. Progress on the Shopping Park has been good and that action is on target. The various phases of the Council Housebuilding Programme have progressed at different rates. Phase 1 is behind schedule due to problems with the contractor, whilst phases 2 to 4 have achieved their targets with work commencing on site for phases 2 and 3. Progress on the St John's Redevelopment is behind schedule due to a series of delays, most of which can be attributed to Essex County Council. The action relating to North Weald Airfield is on target. Overall five of the actions on property assets have been achieved but four are behind schedule.

The key objective for joint working is to explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes. There were thirteen actions shared across the organisation to support this objective. Nine of the actions were achieved in the year and some progress has been made on the other four but they are behind schedule. The actions behind schedule mostly relate to establishing shared service arrangements and on reflection the original timescales set were too ambitious.

The second strategic aim is to ensure that the Council has a sound and approved Local Plan and commences its delivery. This aim is supported by key objectives covering the Local Plan, an Economic Development Strategy and a Leisure and Cultural Strategy.

The key objective for the Local Plan is to produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt. There were five actions to support this objective, these covered various aspects of the preparatory work necessary to deliver the Local Plan. The only action achieved in the year was to undertake Phase II of a comprehensive Green Belt Review, although the work on the duty to co-operate was also described as on target.

The key objective for economic development is to increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents. The only action to support this objective was the continuation of the apprenticeship scheme, which was achieved.

The key objective for the leisure and cultural strategy is to deliver the strategy, in order to maximise participation and value for money in leisure and cultural services for local residents and visitors. There were five actions to support this objective, these included taking forward the masterplan for the Hillhouse area and investigating the establishment of a development trust for the museum. All of the actions were achieved in the year.

The third strategic aim is to ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose. This aim is supported by key objectives covering customer contact, modernising Council operations and the district's demographic profile.

The key objective for customer contact is to have efficient arrangements in place to enable customers to easily contact the Council, in a variety of ways, and in most cases have their service needs met effectively on first contact. There were two actions to support this objective, reviewing the increased opening hours at the Limes Centre and producing an implementation plan for improvements to customer contact. Both of the actions were achieved in the year.

The key objective for modernisation is to utilise modern technology to enable Council officers and Members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access. There were five actions to support this objective, these covered work on scanning, implementing the ICT Strategy and freeing up computer suite 1 for re-use. All of the actions were achieved in the year.

The key objective for the demographic profile is to ensure that the Council understands the effects of an ageing population and works with other agencies to make appropriate plans and arrangements to respond to this need. There were four actions to support this objective. The two actions covering the multi-service study to identify and better understand the demographics of the ageing population and the effects of this were achieved. Two of the actions were not achieved in the year and these both related to the Council's provision of sheltered and designated accommodation.

The performance for 2016/17 shows a slight improvement on 2015/16, with the percentage of actions achieved in the year improving from 65% to 68%. This was probably helped by the actions being more focused and reducing from 55 to 49. It is pleasing to have improved the percentage of actions achieved and achieving more than two thirds of the actions is a good performance. Many of the 16 actions that were not completed are well underway and will continue to be monitored during 2017/18.

3. PERFORMANCE ON KEY PERFORMANCE INDICATORS

Each of the four Directorates has a set of key performance indicators that Members consider and set targets for on an annual basis. Quarterly monitoring reports on the indicators go to both Overview and Scrutiny and Executive Member meetings. The Communities Directorate had ten key performance indicators for 2016/17 and eight of these achieved the target level of performance. The indicators meeting their targets included rent collection, tenant satisfaction, repairs and the Careline service. The indicators falling short of their targets were the time taken to re-let void properties (38 days against target of 37) and the number of components replaced in order to achieve the modern homes standard (2,806 against target of 3,300). However, during the year Cabinet decided to return to the decent homes standard so not achieving the target for modern homes is in line with the amended policy.

The Governance Directorate had five key performance indicators for 2016/17 and three of these achieved the target level of performance. The indicators all relate to the processing of various types of planning applications and it was a considerable achievement to meet the processing targets whilst also dealing with a much higher volume of work. The indicators that fell short of target were for the percentage of appeals lost, following both officer and Member decisions. Targets of a maximum of 20% for officers and 50% for Members had been set but the outturns were higher at 22.2% and 66.7%. This is disappointing and a process is in place to scrutinise and learn from appeal decisions.

The Neighbourhoods Directorate had thirteen key performance indicators for 2016/17 and eleven achieved their targets. The indicators meeting their targets relate to environmental health issues such as fly tipping and noise nuisance and also the management of the Council's commercial properties. The indicators falling short of their targets cover the recycling part of the waste management service as both the percentage and weight of waste recycled were below target. Several initiatives are being examined with the service provider to try and boost recycling going forwards.

The Resources Directorate had nine key performance indicators for 2016/17 and eight achieved their targets. The indicators meeting their target relate to sickness absence, revenue collection, benefits processing and the Council's website. The indicator that fell short of its targets was the percentage of invoices paid in 30 days. However, performance here at 96% was only just short of the target of 97%.

iii

There were 37 key performance indicators for 2016/17 and 28 (75%) of these achieved their target during the year. This is a strong performance and maintains the level of 75% achieved in 2015/16. Whilst it would have been desirable to see further improvement, the context of the transformation work must be remembered and this level of performance shows a focus has been retained on the key business as usual items reflected in the performance

4. FINANCIAL PERFORMANCE

The following tables provide a summary review of net expenditure and financing for 2016/17.

General Fund

The table below summarises the revenue outturn for the General Fund and the consequential movement in balances for 2016/17.

General Fund	Original Estimate £000	Revised Estimate £000	Actual Spend £000	Variance from Original £000	Variance from Revised £000
Net Expenditure after Adjustments	13,252	13,968	14,039	787	71
Government Grants and Local Taxation	(13,216)	(13,191)	(12,974)	242	217
(Contribution to)/from Balances	36	777	1,065	1,029	288
Opening Balances - 1/04/2016	(7,272)	(7,272)	(7,272)	-	-
(Contribution to)/from Balances	36	777	1,065	1,029	288
Closing Balances - 31/3/17	(7,236)	(6,495)	(6,207)	1,029	288

Net expenditure for 2016/17 totalled £14.04 million, which was £0.79 million (5.9%) above the original estimate agreed in February 2016 and £71,000 (0.5%) above the revised estimate compiled in December 2016.

An analysis of the changes between Continuing Services Budget (on-going expenditure and Income (CSB)) and District Development Fund (One-off Expenditure and income (DDF)) expenditure illustrates where the main variances in revenue expenditure have occurred.

General Fund	Original Estimate £000	Revised Estimate £000	Actual Spend £000	Variance from Original £000	Variance from Revised £000
Opening CSB	12,714	13,336	12,465	(249)	(871)
In Year Growth	949	1,408	1,395	446	(13)
In Year Savings	(411)	(778)	(823)	(412)	(45)
Total Continuing Services Budget	13,252	13,966	13,037	(215)	(929)
Capital Expenditure Charged to Revenue	0	2	1,002	1,002	1,000
Total All CSB Items	13,252	13,968	14,039	787	71
DDF/ITS - Expenditure	2,106	3,099	2,527	421	(572)
DDF/ITS - One Off Savings/Income	(1,296)	(1,683)	(2,754)	(1,458)	(1,071)

Total DDF/ITS	810	1,416	(227)	(1,037)	(1,643)
Total Net Expenditure	14,062	15,384	13,812	(250)	(1,572)

iv

Continuing Services Budget

CSB expenditure was £215,000 below the original estimate and £929,000 lower than the revised. The variances have arisen on both the opening CSB which was £871,000 lower than the revised estimate, and the in year figures which were £58,000 lower than the revised estimate.

In common with most years, when measured against the original budget, salaries were underspent by £529,000. Actual salary spending for the authority in total, including agency costs, was some £21.97 million compared against an original estimate of £24.50 million. When comparing to the revised estimate there was an underspend of £157,000, all of which related to the General Fund, although some salary costs are DDF and this showed a small underspend.

One of the largest variances on the revised opening CSB, when compared to the actuals, was the £105,000 which had been allowed for settlement agreement as little of this was spent. There were also underspends of £133,000 on housing benefits, £103,000 on consultancy costs and £83,000 on the bad debt provision, whilst rents were £112,000 higher than anticipated.

The in year CSB movements were very much in line with the revised estimate, with the actual CSB in year increase of £572,000 being just £58,000 lower than the revised estimate. The largest individual items in the CSB changes were for additional costs relating to waste management, £419,000, and national insurance contributions, £371,000, these were partly off-set by an additional £200,000 from the Council Tax technical agreement.

District Development Fund

Net DDF expenditure was £1,144,000 below the original estimate and £1,542,000 below the revised estimate. There are requests for carry forwards totalling £1,301,000 and therefore the variation actually equates to a £241,000 net under spend on the DDF items undertaken. These one-off projects are akin to capital, in that there is regular slippage and carry forward of budgetary provision. Therefore the only reasonable variance analysis that can be done is against the revised position.

The £1,542,000 difference against the revised estimate arose largely from additional income underspends. Significant additional income was received from the Government in relation to planning matters, with £665,000 to be spent on the Garden Towns and £129,000 on joint working. There was also additional income of £158,000 for the Council Tax technical agreement, where a basic amount has been included in the CSB but amounts in excess of this are credited to the DDF.

Carry forwards of £1,301,000 have been requested, with the largest request being £1,000,000 from the Neighbourhoods Directorate. The two largest amounts have already been mentioned above, being the £665,000 for the Garden Towns and the £129,000 for joint working. The directorate with the second highest carry forward is Resources, with a total of £248,000. The majority of the carry forward from this area relates to Building Maintenance (£92,000). Less significant carry forwards were also seen in the Governance Directorate (£26,000) and the Communities Directorate (£20,000).

The effect of these variances is that there is a balance of £4.19 million on the DDF as at 31 March 2017 whereas it was expected that the balance would be £2.65 million. The carry forward provision of £1,301,000 has been added to the programme for 2017/18. The MTFS set in February 2017 had anticipated that additional top-up funds would be needed for the DDF in 2018/19 but it now appears this will not be necessary until 2020/21.

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Invest to Save

Spending from the Invest to Save fund was £219,000, some £101,000 below the revised estimate of £320,000. However, carry forwards of £107,000 have been requested, including £45,000 for ICT infrastructure to support the new car park management contract. During the year the fund was topped up with a transfer of £200,000 and at the end of 2016/17 had a balance of £406,000.

Housing Revenue Account

The table below summarises the revenue outturn for the HRA.

Housing Revenue Account	Original Estimate £000	Revised Estimate £000	Actual Spend £000	Variance from Original £000	Variance from Revised £000
Revenue Expenditure	28,016	26,391	26,270	(1,746)	(121)
Depreciation	12,925	15,765	15,763	2,838	(2)
Total Expenditure	40,941	42,156	42,033	1,092	(123)
Gross Dwelling Rents	(32,032)	(31,788)	(31,925)	(107)	137
Other Rents and Charges	(8,462)	(10,862)	(10,759)	2,297	(103)
Total Income	(40,494)	(42,650)	(42,684)	(2,190)	(34)
Deficit/(Surplus) for Year	447	(494)	(651)	(1,098)	(157)
Opening Balance 1/4/16	(3,202)	(3,202)	(3,202)	0	0
Deficit/ (Surplus) for year	447	(494)	(651)	(1,098)	(157)
Closing Balance - 31/3/17	(2,755)	(3,696)	(3,853)	(1,098)	(157)

A deficit within the HRA of £447,000 and surplus of £494,000 were expected within its original and revised revenue budgets respectively; the actual outturn was a surplus of £651,000. The difference of £157,000 between the revised estimate and the actual is largely due to savings on expenditure of £121,000. This included savings of £43,000 on sheltered unit management, £26,000 on bad and doubtful debts and a further £16,000 on grounds maintenance.

Income from Dwelling Rents was above expectations but this was largely offset by the shortfall on other income. The revenue balance on the HRA of £3.85 million is in line with the target balance of between £3 million and £4 million previously agreed by Cabinet. The Major Repairs Reserve is also in a healthy state with a balance of £12.7 million.

Capital Outturn

The table below summarises the capital expenditure outturn and its financing for 2016/17.

Capital Expenditure and Financing	Original Estimate £000	Revised Estimate £000	Actual Spend £000	Variance from Original £000	Variance from Revised £000
General Fund	19,320	22,210	19,581	261	(2,629)
Housing Revenue Account	28,277	20,867	17,376	(10,901)	(3,491)
Total Expenditure	47,597	43,077	36,957	(10,640)	(6,120)
Grants	1,015	1,466	1,799	784	333
External Borrowing	12,621	20,316	9,300	(3,321)	(11,016)
Capital Receipts	8,192	5,077	11,712	3,520	6,635
Revenue Contributions	25,769	16,218	14,146	(11,623)	(2,072)
Total Financing	47,597	43,077	36,957	(10,640)	(6,120)

The General Fund capital programme was expanded at the revised estimate stage from the original estimate of £19.32 million to £22.21 million. It had been anticipated that the land transactions for the St Johns development would have been completed in 2015/16 but this did not happen so the budget of £7.1 million was rolled forward into 2016/17 at the revised stage. This was partially offset by the delays in completing the Epping Forest Shopping Park, which meant the estimate was reduced from the original £16.2 million to £11.09 million at the revised stage. The underspend on the General Fund programme of £2.6 million comprises of £1.34 million for the shopping park, £990,000 for the surrender of lease and £318,000 on planned maintenance. All of the large underspends were due to slippage and have been carried forward to 2017/18.

The HRA capital programme was significantly reduced at the revised stage from the original estimate of £28.28 million to £20.87 million. This reflected the decision to change back from the modern homes to the decent homes standard and delays in the new build programme. The large underspend on the HRA programme of £3.49 million (16.7%) was made up primarily of £1.46 million on the new house building and £769,000 on the heating and rewiring programme. Similarly to the General Fund, these underspends will be carried forward to 2017/18 to allow the programmes to be completed.

The actual financing of the capital programme varied from the revised estimate as the large underspends meant no new external borrowing was needed during 2016/17.

Balance Sheet

In 2016/17 the Council's Balance Sheet value has increased by £42.93 million to £598.87 million. The improvement in the Balance Sheet total arises primarily from the increase in the value of the Council's fixed assets and investment properties of £69.94 million. This was offset by a reduction in the Council's cash and short term investments of £10.37 million to £41.28 million.

The growth in the Council's Balance Sheet was hindered by an increase in Long Term Liabilities, particularly in respect of the pension fund. This has increased in the year from £66.98 million to £81.12 million. The assets of the scheme have increased in value by £22.22 million but the liabilities have increased by £36.36 million. The key to calculating the value of future costs is the discount rate and as this decreases the size of the liability increases. The decrease in the discount rate from 3.5% to 2.7% reflects the decreasing yields in the corporate bond market, which actuaries are required to base discount rates on. The inclusion of this amount in the Balance Sheet shows the extent of the Council's liability if the pension fund was to close on 31 March 2017. It does not mean that this full liability will have to be paid over to the pension fund in the near future.

5. PRINCIPAL RISKS AND UNCERTAINTIES

A risk management strategy is in place to identify and evaluate risks. There are clearly defined steps to support better decision making through the understanding of risks, whether a positive opportunity or a threat and the likely impact. The risk management process is audited on an annual basis and the Audit & Governance Committee decided that the arrangements for risk management during 2016/17 were effective.

Below are our top risks from the Council's Corporate Risk Register:

Risk - failure to put in place a Local Plan in a timely manner

Impacts - loss of control of Local Plan process, reduced ability to defend decisions on appeal

Mitigation - external project management support, regular Member briefings, engagement with stakeholders

Risk - failure to deliver developments on strategic sites

Impacts - loss of income potential, sub-optimal economic development, reputational damage

Mitigation - external project management support, overseen by dedicated Cabinet Committee

Risk - residents and the Council adversely affected by welfare reforms

Impacts - increases in rent arrears and homelessness, redundancy costs for staff and systems

Mitigation - multi-disciplinary working group has developed and implemented an action plan

Risk - Council's finances hit by reductions in income

Impacts - reductions in services, increases in Council Tax and charges, reductions in reserves

Mitigation - monthly income monitoring, increased urgency on Local Plan (see above), pooling to improve rate retention

Risk - failure to achieve strong economic development

Impacts - loss of inward investment, reductions in Non Domestic Rates, reduced employment opportunities for residents

6. EXPLANATION OF ACCOUNTING STATEMENTS

The Statement of Accounts sets out the Council's income and expenditure for the year, and its financial position at 31 March 2017. It comprises core and supplementary statements, together with disclosure notes. The format and content of the financial statements is prescribed by the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2016/17, which in turn is underpinned by International Financial Reporting Standards.

The Core Statements are:

Comprehensive Income and Expenditure Statement this records all of the Council's income and expenditure for the year. The top half of the statement provides an analysis by service area - this is now in line with management reporting so that local authority accounts and spending can be compared. The bottom half of the statement deals with corporate transactions and funding.

Movement in Reserves Statement - this is a summary of the changes to the Council's reserves over the course of the year. Reserves are divided into "useable" , which can be invested in capital projects or service improvements, and "unuseable" which must be set aside for specific purposes.

Balance Sheet - this is a "snapshot" of the Council's assets, liabilities, cash balances and reserves at the year-end date.

Cash Flow Statement - this shows the reasons for changes in the Council's cash balances during the year, and whether that change is due to operating activities, new investment, or financing activities.

The Supplementary Financial Statements are:

Annual Governance Statement - this sets out the governance structures of the Council's and its key internal controls.

Housing Revenue Account - this separately identifies the Council's statutory landlord function as a provider of social housing under the Local Government and Housing Act 1989.

Collection Fund - this summarises the collection of council tax and business rates, and the redistribution of that money to other local authorities and central government.

The Notes to these financial statements provide more detail about the Council's accounting policies and individual transactions.

Statement of Responsibilities for the Statement of Accounts

THE AUTHORITY'S RESPONSIBILITIES

The Authority 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 Authority, that officer is the Director of Resources;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Statement of Accounts

COUNCILLOR DAVID STALLAN
CHAIRMAN OF THE COUNCIL

THE DIRECTOR OF RESOURCES RESPONSIBILITIES

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

In preparing this Statement of Accounts, the Director of Resources has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgments and estimates that were reasonable and prudent;
- Complied with the Local Authority Code.

The Director of Resources has also:

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

I certify that the accounts set out on pages 5 to 56 give a true and fair view of the financial position of the Council as at 31 March 2017 and the income and expenditure for the year then ended.

ROBERT PALMER BA FCA
DIRECTOR OF RESOURCES

September 26, 2017

Opinion on the Council's financial statements

We have audited the financial statements of Epping Forest District Council for the year ended 31 March 2017 under the Local Audit and Accountability Act 2014. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and Collection Fund Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

This report is made solely to the members of Epping Forest District Council in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in the Statement of Responsibilities of Auditors and Audited Bodies within Chapter 2 of the Code of Audit Practice published by the National Audit Office in April 2015. Our work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's statement and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Council and the Council's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Director of Resources and auditors

As explained more fully in the Statement of the Director of Resources Responsibilities, the Director of Resources is responsible for the preparation of the Statement of Accounts, which comprises 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 Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Director of Resources; and the overall presentation of the financial statements. In addition, we read the financial and non-financial information in the Narrative Report and Annual Governance 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 Epping Forest District Council as at 31 March 2017 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

Opinion on other matters

In our opinion, the information given in the Narrative Report and Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we report by exception

We have nothing to report in respect of the following other matters which the Code of Audit Practice (April 2015) requires us to report to you if:

- the Annual Governance is misleading or inconsistent with other information that is forthcoming from the audit;
- we issue a report in the public interest;
- we designate under section 24 of the Local Audit and Accountability Act 2014 any recommendation as one that requires the Council to consider it at a public meeting and to decide what action to take in response;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

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

Respective responsibilities of the Council and the auditor

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

We are required under Section 20 of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the National Audit Office.

We report if significant matters have come to our attention which prevent us from concluding that the Council 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 Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of review of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the National Audit Office in November 2016, as to whether in all significant respects, the 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 National Audit Office has determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the 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, the 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 on the specified criterion published by the National Audit Office in November 2016, we are satisfied that, in all significant respects, Epping Forest 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 accounts of Epping Forest District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Zoe Thompson
For and on behalf of BDO LLP, Appointed Auditor

Ipswich, UK

September 26, 2017

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

MOVEMENT IN RESERVES STATEMENT

Note	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Reserves
Movements in 2015/16	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance as at 1 April 2015	9,293	2,570	17,205	19,534	11,154	96	59,852	360,727	420,579
Surplus/(Deficit) on Provision of Services	15,066	13,775	-	-	-	-	28,841	-	28,841
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	106,521	106,521
Total Comprehensive Income and Expenditure	15,066	13,775	-	-	-	-	28,841	106,521	135,362
Adjustment between accounting and funding bases under regulations	7 (16,711)	(10,622)	-	(15,746)	1,137	112	(41,830)	41,830	-
Net Increase/(Decrease) before transfer to Earmarked Reserves	(1,645)	3,153	-	(15,746)	1,137	112	(12,989)	148,351	135,362
Transfers to Earmarked Reserves	(376)	(2,521)	2,897	-	-	-	-	-	-
Increase/(Decrease) in Year	(2,021)	632	2,897	(15,746)	1,137	112	(12,989)	148,351	135,362
Balance as at 31 March 2016	7,272	3,202	20,102	3,788	12,291	208	46,863	509,078	555,941
Movements in 2016/17	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance as at 31 March 2016	7,272	3,202	20,102	3,788	12,291	208	46,863	509,078	555,941
Surplus/(Deficit) on Provision of Services	(2,008)	65	-	-	-	-	(1,943)	-	(1,943)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	44,874	44,874
Total Comprehensive Income and Expenditure	(2,008)	65	-	-	-	-	(1,943)	44,874	42,931
Adjustment between accounting and funding bases under regulations	7 1,631	812	-	(3,788)	413	(41)	(973)	973	-
Net Increase/(Decrease) before transfer to Earmarked Reserves	(377)	877	-	(3,788)	413	(41)	(2,916)	45,847	42,931
Transfers to Earmarked Reserves	(687)	(226)	996	-	-	(83)	-	-	-
Increase/(Decrease) in Year	(1,064)	651	996	(3,788)	413	(124)	(2,916)	45,847	42,931
Balance as at 31 March 2017	6,208	3,853	21,098	-	12,704	84	43,947	554,925	598,872

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

for the year ended 31 March 2017

		2016/17			2015/16		
	Note	Gross Expend £000	Income £000	Net Expend £000	Gross Expend Restated £000	Income Restated £000	Net Expend Restated £000
CONTINUING OPERATIONS							
Office of the Chief Executive		1,384	-	1,384	1,095	(6)	1,089
Communities		5,014	(1,934)	3,080	6,839	(1,691)	5,148
Governance		4,734	(2,013)	2,721	4,540	(1,936)	2,604
Neighbourhoods		18,971	(4,607)	14,364	15,686	(4,365)	11,321
Resources		38,854	(36,268)	2,586	40,881	(38,046)	2,835
Housing Revenue Account		32,843	(34,714)	(1,871)	28,762	(44,435)	(15,673)
NET COST OF SERVICES		101,800	(79,536)	22,264	97,803	(90,479)	7,324
OTHER OPERATING EXPENDITURE	9			1,061			2,786
FINANCING AND INVESTMENT INCOME AND EXPENDITURE	10			(131)			(15,819)
TAXATION AND NON-SPECIFIC GRANT INCOME	11			(21,251)			(23,132)
(SURPLUS)/DEFICIT ON PROVISION OF SERVICES				1,943			(28,841)
(Surplus) on Revaluation of Property Plant and Equipment	12			(56,768)			(101,207)
Actuarial (gains)/losses on Pension Assets/Liabilities	32			11,900			(5,314)
Other (gains)/losses				(6)			-
TOTAL COMPREHENSIVE INCOME AND EXPENDITURE				(42,931)			(135,362)

BALANCE SHEET

	Note	31 March 2017		31 March 2016	
		£000	£000	£000	£000
LONG TERM ASSETS					
Property, Plant & Equipment	12	760,725		695,670	
Heritage Assets		542		542	
Investment Properties	13	67,744		63,070	
Intangible Assets		768		651	
Long Term Debtors	14	4,886		5,632	
TOTAL LONG TERM ASSETS			834,665		765,565
Current Assets					
Assets held for sale		-		850	
Inventories		151		154	
Debtors and Prepayments	16	9,377		7,742	
Short Term Temporary Investments	15	25,017		37,672	
Cash & Cash Equivalents	17	16,258		13,969	
			50,803		60,387
Current Liabilities					
Creditors	18	(16,040)		(12,897)	
Provisions	19	(1,404)		(1,521)	
			(17,444)		(14,418)
LONG TERM LIABILITIES					
Long Term Loans	15	(185,456)		(185,456)	
Pensions Liability	32	(81,121)		(66,981)	
Leasing liability	15	(2,326)		(2,908)	
Capital Grant Receipts in Advance		(249)		(248)	
			(269,152)		(255,593)
TOTAL ASSETS LESS LIABILITIES			598,872		555,941
Usable Reserves					
		43,947		46,863	
Unusable Reserves					
	20	554,925		509,078	
			598,872		555,941

THE CASH FLOW STATEMENT

	Note	2016/17 £000	2015/16 £000
Net Surplus\ (Deficit) on Provision of Services		(1,943)	28,841
Adjustments to net surplus or deficit on the provision of services for non-cash movements	21	24,226	(10,201)
Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	21	(10,866)	(11,344)
Net cash flows from Operating Activities	21	11,417	7,296
Investing Activities	22	(10,806)	(22,415)
Financing Activities	23	1,678	2,879
Net Increase or (Decrease) in cash and cash equivalents		2,289	(12,240)
Cash and Cash Equivalents at the beginning of the reporting period		13,969	26,209
Cash and Cash equivalents at the end of the reporting period	17	16,258	13,969

Index of Notes to the Statement of Accounts

	Page
1 Expenditure & Funding Analysis	10
2 Accounting Policies	13
3 Accounting Standards that have been issued but not yet adopted	19
4 Critical judgements in applying Accounting Policies	20
5 Assumptions made about the future and Other Major Sources of Estimation Uncertainty	20
6 Events after the Balance Sheet Date	20
7 Adjustments between Accounting Basis and Funding Basis under Regulation	21
8 Earmarked Reserves	23
9 Other Operating Expenditure	24
10 Financing and Investment Income and Expenditure	24
11 Taxation and Non-Specific Grant Income	24
12 Property, Plant & Equipment	25
13 Investment Property	28
14 Long Term Debtors	28
15 Financial Instruments	29
16 Debtors and Prepayments	30
17 Cash and Cash Equivalents	31
18 Creditors	31
19 Provisions	31
20 Usable and Unusable Reserves	32
21 Cashflow Statement - Operating Activities	35
22 Cashflow Statement - Investing Activities	36
23 Cashflow Statement - Financing Activities	36
24 Trading Operations	37
25 Member Allowances	37
26 Officer Remuneration	37
27 External Audit Fees	38
28 Grant & Contributions	39
29 Related Party Declarations	39
30 Capital Expenditure and Capital Financing	40
31 Leases	40
32 Pensions	41
33 Nature and Extent of Risks Arising from Financial Instruments	45
34 Capital Contracts	47

1. EXPENDITURE AND FUNDING ANALYSIS

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

Net Expenditure Chargeable to General Fund & HRA Balances	Adjustments between the funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement		Net Expenditure Chargeable to General Fund & HRA Balances	Adjustments between the funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement
£000	2015/16 £000	£000		£000	2016/17 £000	£000
1,071	23	1,094	Chief Executive	1,318	66	1,384
3,154	1,994	5,148	Communities	2,811	269	3,080
2,246	357	2,603	Governance	2,375	346	2,721
8,633	2,688	11,321	Neighbourhoods	9,904	4,460	14,364
1,667	1,163	2,830	Resources	815	1,771	2,586
(12,906)	(2,766)	(15,672)	Housing Revenue Account	(12,075)	10,204	(1,871)
3,864	3,460	7,324	Net Cost of Service	5,148	17,116	22,264
(5,372)	(30,793)	(36,165)	Other Income & Expenditure	(5,647)	(14,674)	(20,321)
(1,508)	(27,333)	(28,841)	Surplus / Deficit	(499)	2,442	1,943
29,068			Opening General Fund & HRA Balance	30,576		
1,508			Surplus / Deficit on General Fund & HRA Balance in Year	583		
30,576			Closing General Fund & HRA Balance at 31 March 2017	31,159		

NOTES TO THE EXPENDITURE AND FUNDING ANALYSIS

Adjustments between Funding & Accounting Basis

	2016/17			
	Adjustments for Capital Purposes £000	Net Change for the Pensions Adjustments £000	Other Differences £000	Total £000
Chief Executive		32	34	66
Communities	144	125	(1)	269
Governance	8	333	4	346
Neighbourhoods	4,142	311	7	4,460
Resources	1,285	472	14	1,771
Housing Revenue Account	9,669	537	(2)	10,204
Net Cost of Service	15,249	1,810	56	17,115
Other Income & Expenditure from the Expenditure & Funding Analysis	(14,643)	430	(460)	(14,674)
Difference between General Fund Surplus / Deficit and Comprehensive Income & Expenditure	606	2,240	(404)	2,442

	2015/16			
	Adjustments for Capital Purposes £000	Net Change for the Pensions Adjustments £000	Other Differences £000	Total £000
Chief Executive	-	23	0	23
Communities	1,855	132	8	1,994
Governance	10	334	14	357
Neighbourhoods	2,335	356	(3)	2,688
Resources	645	516	2	1,163
Housing Revenue Account	(3,284)	526	(8)	(2,766)
Net Cost of Service	1,561	1,885	14	3,460
Other Income & Expenditure from the Expenditure & Funding Analysis	(31,436)	481	161	(30,793)
Difference between General Fund Surplus / Deficit and Comprehensive Income & Expenditure	(29,875)	2,366	175	(27,333)

Expenditure & Income Analysed by Nature

	2016/17						
	Chief Executive £000	Communities £000	Governance £000	Neighbourhoods £000	Resources £000	Housing Revenue Account £000	Total £000
Fees, charges & other service income	-	(1,255)	(1,931)	(3,864)	(497)	(34,706)	(42,253)
Government Grants	-	(678)	(82)	(743)	(35,771)	(9)	(37,283)
Total Income	-	(1,934)	(2,013)	(4,607)	(36,268)	(34,714)	(79,536)
Employee Expenses	12	2,019	1,813	1,968	2,022	3,407	11,241
Other Service Expenses	(324)	1,815	571	10,325	580	8,194	21,162
Support Service Recharges	1,696	1,059	2,351	2,698	1,298	3,495	12,597
Asset Charges	-	120	-	3,979	652	17,746	22,497
Benefit Payments	-	-	-	-	34,302	-	34,302
Total Expenditure	1,384	5,014	4,734	18,971	38,854	32,843	101,800
Net Cost Of Services	1,384	3,080	2,721	14,364	2,586	(1,871)	22,264

2015/16							
	Chief Executive	Communities	Governance	Neighbourhoods	Resources	Housing Revenue Account	Total
	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other service income	-	(1,146)	(1,782)	(4,316)	(477)	(35,245)	(42,966)
Gain on Revaluation						(9,184)	(9,184)
Government Grants	-	(439)	(140)	-	(37,552)	(5)	(38,136)
Total Income	-	(1,585)	(1,922)	(4,316)	(38,029)	(44,435)	(90,287)
Employee Expenses	25	1,998	1,638	2,057	2,072	3,197	10,987
Other Service Expenses	(331)	1,876	605	9,058	787	9,052	21,047
Support Service Recharges	1,400	1,068	2,282	2,322	1,484	2,939	11,495
Asset Charges	-	1,791	-	2,201	6	13,574	17,572
Benefit Payments	-	-	-	-	36,511	-	36,511
Total Expenditure	1,094	6,733	4,525	15,637	40,859	28,763	97,611
Net Cost Of Services	1,094	5,148	2,604	11,321	2,830	(15,672)	7,324

2. ACCOUNTING POLICIES

2.1 GENERAL PRINCIPLES

General Principles

The Statement of Accounts has been prepared in accordance with the Code of Practice on Local Authority Accounting in United Kingdom 2016/17. The Code has been developed by the CIPFA/LASAAC Joint Committee under the oversight of the Financial Reporting Advisory Board as opposed to the Accounting Standards Board as previously.

The Code is based on International Financial Reporting Standards (IFRS) which comprises of International Accounting Standards (IAS), interpretations of the International Financial Reporting Interpretations Committee (IFRIC) and interpretations of the Standing Interpretations Committee (SIC). The Code notes that it interprets and adapts IFRS but such instances are identified within the Code.

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.

2.2. ACCOUNTING CONCEPTS

The accounting policies referred to are consistent with the pervasive accounting concepts of:

Going Concern - The accounts have been drawn up on the basis that the Council is going to continue in its operational existence for the foreseeable future.

Accruals - Income and expenditure is recognised in the period to which they relate rather than when the related cash is received or paid.

The Primacy of Legislation - Where there is conflict between legislative requirements and accounting principle, legislative requirements will prevail.

2.3 PROPERTY PLANT AND EQUIPMENT

All expenditure on the acquisition, creation or enhancement of property plant and equipment (PPE) is capitalised on an accruals basis in the accounts. Expenditure is capitalised, provided that the asset yields benefits to the Council and the services it provides for more than one year. This excludes expenditure on routine repairs and maintenance of assets, which is charged directly to service accounts.

Council dwellings and garages are revalued every year using the Beacon Properties approach as the basis for valuation. The valuation takes the form of a full revaluation followed by four years of desk top revaluations. Other assets are revalued as part of the Council's rolling programme under which assets are revalued over a five year period.

Within the accounts, Council dwellings and associated land were valued on the basis of Existing Use for Social Housing (EUV-SH) being 38%, (39% 2015/16), of the Vacant Possession value. The components within the dwelling have been valued based on the proportion of the total dwelling to which their value relates.

An impairment is defined as a loss in value due to the consumption of economic benefits. Where a valuation reduction occurs due to a fall in prices generally this is known as a downward revaluation. In both cases the loss is taken to the revaluation reserve to the extent that revaluation gains relating to that particular asset exists within the revaluation reserve in the first place.

If the value of the impairment or downward revaluation exceeds the revaluation amount relating to that asset already residing in the revaluation reserve then the difference is recognised in the Comprehensive Income & Expenditure Statement (CIES) in the year in which it occurs. The valuations are based upon the facts and evidence prevailing at the date of valuation.

Revaluations of individual assets are also undertaken when a material change happens. Infrastructure and community assets do not have a value attributed to them and therefore their value is based on the historic cost of providing the asset. Surplus assets, which are identified for sale on the open market, are revalued at market value which reflects any changes in planning permission granted.

Land, operational properties and other operational assets are included in the balance sheet at the lower of net current replacement cost and net realisable value in existing use. Investment properties are included in the balance sheet at the lower of net current replacement cost and net realisable value (open market value). Community assets are included in the balance sheet at historical cost and Infrastructure assets at depreciated historic cost.

Long term assets are valued on the basis recommended by CIPFA and in accordance with the Statement of Asset Valuation Principles and Guidance Notes, issued by the Royal Institution of Chartered Surveyors (RICS). Non Current assets (excluding land) are classified as follows:

Type of Asset	Valuation Method
Council Dwellings and Garages	Existing use value for social housing Existing use value
Other land and buildings	Existing use value
Infrastructure assets	Depreciated historic cost
Community assets	Historic cost
Vehicles, plant, furniture and equipment	Depreciated historic cost
Non-operational assets	Existing use value Market value Historic Cost (where market value for existing use cannot be ascertained)

2.4 DEPRECIATION

In accordance with the provisions of IAS 16, assets are depreciated on a straight-line basis over their useful economic life. Where a unique asset is purchased or constructed the useful life is assessed based on information available concerning that asset. The only general exceptions to this are freehold land, community assets and non-operational investment properties which are not depreciated. Subsequent expenditure on a fixed asset that maintains or enhances the previously assessed standard of performance of the asset does not negate the need to charge depreciation.

2.5 INVESTMENT PROPERTIES

The Council has a significant holding of Investment Properties which are valued on an annual basis. The properties were valued by Ashiff Merali (MRICS) as at 28th February 2017. The properties are valued at fair value in accordance with IFRS 13, being the amount that would be received if the assets were sold without restrictions under usual marketing conditions for that type of asset. Any higher alternative use value has been taken into account where applicable.

In order to provide a fair value for a particular asset a Fair Value hierarchy consisting of 3 levels has been established to assist in the process. Level 1 refers to assets that have quoted prices in active markets at the valuation date. Level 2 to assets that do not have quoted prices but do have other observable inputs to the valuation process. Level 3 is where there are no observable inputs.

Investment properties have been valued based on level 3. The techniques applied in the valuation process have been a combination of market approach, income approach and cost approach as appropriate.

2.6 INVESTMENTS

Investments are accounted for in accordance with IAS 32, 39 and IFRS 7. These reporting standards prescribe the recognition, measurement and disclosure requirements in relation to financial instruments. All the Council's financial assets are in the form of loans and receivables. Investments are therefore shown in the Balance Sheet at amortised cost.

2.7 DEBTORS AND CREDITORS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code of Practice and IAS 8. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

The recoverability of the Council's General Fund debts is considered each year through an analysis by age and type of debt outstanding at 31 March. An appropriate provision is made for any bad debts/losses that are anticipated.

2.8 CASH AND CASH EQUIVALENTS

Cash and cash equivalents are held for the purpose of meeting short-term cash commitments rather than for investment or other purposes. For an investment to qualify as a cash equivalent it must be capable of being converted into cash within 24 hours.

2.9 FINANCIAL INSTRUMENTS

Financial assets and liabilities are carried at amortised cost. Credits are made to the CIES for Interest Receivable and are based on the carrying amount multiplied by the effective rate of interest. The amount appearing in the Balance Sheet relates to the principal outstanding plus accrued interest.

2.10 GRANTS AND OTHER CONTRIBUTIONS

Where a grant or contribution has been received the first consideration is whether there is a condition attached to the receipt of that grant. Where there is no condition, or the condition is met, then the income is recognised in the CIES. This income must then be reversed out within the Movement in Reserves Statement. If the related expenditure has been incurred the reversal is to the Capital Adjustment Account, if the expenditure has not been incurred the reversal is to the Capital Grants Unapplied Account.

Where a condition is not met the income must be recognised in the Capital Grants Received in Advance Account. If in a future accounting period the condition is met, at that point the grant income is recognised in the CIES and reversed out in the Movement in Reserves Statement as before. If there is no prospect of the conditions being met the grant monies are held as a creditor until such time as repayment can be made. Where the only condition attached to a grant is that it must be spent on a particular asset or used for a particular purpose then the condition is assumed to be met only when expenditure actually occurs.

2.11 REVENUE GRANTS

Grants are credited to the operational heading to which they relate, or, if they are not specific, to the Taxation and Non-Specific Grant Income section of the CIES, in the year of receipt unless there are conditions attached to the grant that have not yet been met. The Grant is then recognised in the Financial year when the conditions are eventually met.

2.12 COST OF SUPPORT SERVICES AND SERVICE ADMINISTRATION

Administrative expenses are allocated over all services and to all users including services to the public, trading undertakings, capital accounts and services provided for other bodies and other support services, on a consistent basis applicable to the service provided, i.e. actual time spent by staff, area occupied, per capita, actual use etc.

2.13 RESERVES

The Council has set aside certain revenue and capital amounts as earmarked reserves. They include reserves for the repayment of Housing debt, District Development Fund, Invest to save, insurance, housing repairs, on-street parking, building control and future museum acquisitions. All other fund balances represent working balances for the purpose of the specific fund and are made up of accumulated surpluses and deficits derived over a period of time. All earmarked fund balances and reserves are reviewed periodically as to their size and appropriateness.

2.14 PENSIONS

The accounting treatment for pensions is to recognise the assets, liabilities and long term commitments, rather than merely the contributions to the scheme. The assets of the scheme are measured at realisable value (Bid Values), the liabilities are measured on an actuarial basis which examines the benefits for pensioners and accrued benefits for current scheme members.

2.15 CONTINGENT LIABILITIES

A contingent liability arises when it is possible that an obligation will materialise from past events and will only be confirmed by the occurrence of one or more future events which are not wholly within the control of the Council, or a present obligation arising from past events is not recognised because it either is unlikely that a transfer of economic benefits will occur or the amount of such a transfer cannot be measured with sufficient reliability.

2.16 VALUE ADDED TAX (VAT)

VAT is included in the accounts only to the extent that it is irrecoverable from HM Revenue and Customs. VAT can only be recovered on partially exempt activities where all such activities account for less than 5% of total VAT on all the Council's activities.

2.17 LEASES

Finance Leases: A finance lease is defined as a lease that transfers substantially the risks and rewards of ownership without necessarily transferring the title. The embedded lease within the waste management contract has been treated as a finance lease.

Operating Leases: An operating lease is defined as any lease that is not a finance lease. The Council has a variety of assets under operating leases, including vehicles, vending machines and mowers. The leases transfer benefits of ownership without actually transferring title to the assets, and therefore in accordance with accounting practice the leased assets are not stated in the Balance Sheet. Hire purchase contracts similar to operating leases are accounted for on the same basis where applicable.

Rentals are charged to service revenue accounts on a straight line basis over the period of the lease. No provision is made for outstanding lease commitments.

Various Council assets, such as Commercial Properties, industrial estate units and areas of land, are let to tenants under the heading operating leases. Rental income (net of cash incentives for a lessee to sign a lease) is credited to the CIES.

Where assets are acquired under operating leases, the leasing rentals payable are charged to revenue. The cost of assets and the related liability for future rentals payable are not shown in the balance sheet but are disclosed in the notes. (See Note 31).

2.18 PRINCIPAL AND AGENT RELATIONSHIPS

Most transactions of the Council are undertaken on its own behalf and thereby the risk and rewards of those transactions belongs to the Council. In these situations the Council is acting as a Principal.

There are, however, some situations where this is not the case and the Council acts as an intermediary or agent. The two main instances relate to the collection of Council Tax and Business Rates where the Council is collecting income on behalf of itself and preceptors. With regard to Council Tax the major preceptors are Essex County Council, Essex Police and Crime Commissioner and Essex Fire Authority and with regard to Business Rates, the Department of Communities and Local Government (DCLG), Essex County Council and Essex Fire Authority.

The Balance Sheet transactions at the year end in relation to these agent relationships are split between the parties with the balances contained in the balance sheet relating to the Council's own portion of the debt and associated balances. The proportion of the transactions relating to the other parties are therefore shown as debtors or creditors due to or from those parties.

2.19 COLLECTION FUND

Accounting for Council Tax

While the Council Tax income for the year credited to the Collection Fund is the accrued income for the year, regulations determine when it should be released from the Collection Fund and transferred to the Council's General Fund, or paid out to the major preceptors. The amount credited to the General Fund under statute is the Council's demand for the year plus or minus the Council's share of the surplus or deficit on the Collection Fund for the previous year.

The Council Tax income included in the Comprehensive Income and Expenditure Statement is the Council's share of the Collection Fund's accrued income for the year. The difference between this value and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account via the Movement in Reserves Statement. Revenue relating to Council Tax shall be measured at the full amount receivable (net of any impairment losses) as the transactions are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.

The cash collected by the Council from Council Tax payers belongs proportionately to the Council and the major preceptors. The difference between the amounts collected on behalf of the major preceptors and the payments made to them is reflected as a debtor or creditor balance as appropriate.

Accounting for Non Domestic Rates (NDR)

While the NDR income for the year credited to the Collection Fund is the accrued income for the year, regulations determine when it should be released from the Collection Fund and transferred to the Council's General Fund, or paid out to the precepting authorities and the Government. The amount credited to the General Fund under statute is the Council's share of NDR for the year specified in the National Non Domestic Rates NNDR1 return.

The NDR income included in the Comprehensive Income and Expenditure Statement is the Council's share of the Collection Fund's accrued income for the year and is as set out in the NNDR3 return. The difference between this value and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account via the Movement in Reserves Statement. Revenue relating to NDR shall be measured at the full amount receivable (net of any impairment losses) as these transactions are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.

The cash collected by the Council from NDR payers belongs proportionately to the Council, the precepting authorities and Government. The difference between the amounts collected on behalf of the precepting authorities and Government and the payments made to them is reflected as a debtor or creditor balance as appropriate.

2.20 EVENTS AFTER THE REPORTING PERIOD

Events occurring after the year end fall into two categories either adjusting or non-adjusting event. In the case of an adjusting event where information becomes available after the year end that provides more certainty relating to conditions that existed at the year end the accounts are adjusted to reflect the new information. In the case of a non adjusting event this usually takes the form of information relevant to an understanding of the accounts rather than relating to conditions that existed at the year end. No adjustment is made to the accounts for such items.

2.21 PRIOR YEAR ADJUSTMENTS

Where there is a material prior period adjustment required due to an error and if it relates to the previous reporting period then the prior period comparative figures are restated in the accounts and marked as such. If however it relates to a period before the prior period then a third balance sheet reporting the position as at the beginning of the earliest prior period is presented to show the effect of that adjustment.

3. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The Council is required to disclose information on the impact of a change in accounting policy that will be required by an accounting standard that has been issued but not yet adopted. This applies to accounting standards that come into effect for financial years commencing on or before 1 January of the financial year in question (i.e. 1 January 2017 for the 2017/18 financial year).

The changes proposed are not expected to have a material impact on the information in the financial statement

From 2018/19 IFRS 15 Revenue from Contracts with Customers will come into effect. The standard is intended to address inconsistent practices and ensure that revenue is recognised at an amount that reflects the expected consideration in exchange for those goods and services. It is possible that the Leisure Management contract may be affected by this standard as by 2018/19 under the terms of the contract the contractor will be paying the Council to manage the leisure facilities.

From 2019/20 IFRS 16 Leases will come into effect. The standard sets out the principles for the recognition, measurement, presentation and disclosure of leases for both parties to a contract, ie the customer ('lessee') and the supplier ('lessor'). For Lessees the IFRS eliminates the classification of leases as either operating leases or finance leases and introduces a single lessee accounting model. Applying that model, a lessee is required to recognise:

- (a) assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value; and
- (b) depreciation of lease assets separately from interest on lease liabilities in the income statement.

A lessor continues to classify its leases as operating leases or finance leases, and to account for those two types of leases differently.

4. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying 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 major uncertainty is around 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.

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

The Accounts contain a number of figures that are estimated based on historical experience, current trends or other factors that are relevant. As these figures cannot be ascertained with certainty it is possible that actual results could be materially different from those estimated. The items in the Balance Sheet where there is a risk of material adjustment are as follows:

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. Consultant actuaries are engaged to provide advice about assumptions to be applied. The actuary has provided some sensitivity analysis around the assumptions and this is contained within the Pensions note 32. The carrying value of the Pensions Liability is (£81 million).

6. EVENTS AFTER THE BALANCE SHEET DATE

Non Adjusting Events

The financial statements and notes have not been adjusted for the following event which took place after 31 March 2017 as it provides information that is relevant to an understanding of the Council's financial position but does not relate to conditions at that date.

Business Rates Revaluation

On 1 April 2017 a business rates revaluation came into effect. The revaluation is carried out by the Valuation Office Agency and is based on property values as at 1 April 2015. Revaluations take into account changes in the property market and are based in the open market rental value of the properties. Revaluations normally occur every 5 years but the Government extended the last revaluations, commencing on 1 April 2010, by two years.

The revaluation resulted in the rateable value for the Council's area increasing from £86m as at 31 March 2017 to £94m

Small business multiplier, which applies to those who qualify for small business relief, is 46.6 pence in the pound (48.4 pence in 2016/17).

Standard multiplier, which applies to everyone else, is 47.9 pence in the pound (49.7 pence in 2016/17).

The effect of this is to increase the gross business rates yield for the Council's area by 4.4%. However, the amount of business rates income actually retained by the Council will not increase by this percentage because the Government also reset the Tariff amount that the Council must pay on business rates income and there is a significant increase in business rates reliefs. It is estimated that the amount of business rates net retained income for 2017/18 will not be materially different to the 2016/17 amount.

The financial statements were authorised for issue on 26 September 2017 by Robert Palmer BA FCA. The financial statements reflect all events up to this date.

7. 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.

	2016/17 £000 <i>Usable Reserves</i>					
	General Fund	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
Adjustments involving the Capital Adjustment Account:						
Exclusions;						
Charges for depreciation and impairment of non-current assets	(2,716)	(15,778)	-	-	-	18,494
Upward/(Downward) revaluation of non-current assets	(1,942)	(1,908)	-	-	-	3,850
Movements in the fair value of Investment Properties	5,044	-	-	-	-	(5,044)
Amortisation of intangible assets	(176)	(8)	-	-	-	184
Capital Grants and contributions applied	71	934	-	-	-	(1,005)
Revenue expenditure funded from Capital under statute	(1,686)	-	-	-	-	1,686
Amounts of non-current assets written off on disposal or sale as part of the gain\loss on disposal to the CIES	(189)	(4,687)	-	-	-	4,876
Capital expenditure charged against the General Fund and HRA balances	1,072	5,367	-	-	-	(6,439)
Reversal of Notional Lease adjustment	559	23	-	-	-	(582)
Adjustments primarily involving the Capital Grants Unapplied Account	84	-	-	-	41	(125)
Adjustments involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain\loss on disposal to the CIES	2,241	7,847	(10,088)	-	-	-
Transfer from Deferred Capital receipts on receipt of cash	-	-	(775)	-	-	775
Used to finance new capital expenditure	-	-	11,712	-	-	(11,712)
Contribution towards administrative costs of non-current asset disposals	-	(60)	60	-	-	-
Contribution to finance the payments to the Government capital receipts pool	(2,879)	-	2,879	-	-	-
Adjustments involving the Deferred Capital Receipts Reserve:						
Transfer to Deferred Capital Receipts Reserve upon revaluation of rents to mortgages.	-	170	-	-	-	(170)
Adjustments relating to the Major repairs Reserve:						
Reversal of Major repairs Allowance credited to the HRA	-	8,010	-	(8,010)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	7,597	-	(7,597)
Adjustments involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited\credited to the CIES.	(1,523)	(717)	-	-	-	2,240
Adjustments involving the Collection Fund Adjustment Account						
Amount by which council tax and business rate income credited to the CIES is different from that calculated in accordance with statutory requirements.	470	-	-	-	-	(470)
Adjustments involving the Accumulated Absences Account						
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.	(61)	(5)	-	-	-	66
TOTAL ADJUSTMENTS	(1,631)	(812)	3,788	(413)	41	(973)

	2015/16 £000					
	Usable Reserves					
	General Fund	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
Adjustments involving the Capital Adjustment Account:						
Exclusions;						
Charges for depreciation and impairment of non-current assets	(2,787)	(13,514)	-	-	-	16,301
Upward/(Downward) revaluation of non-current assets	(1,664)	9,170	-	-	-	(7,506)
Movements in the market value of Investment Properties	20,036	-	-	-	-	(20,036)
Amortisation of intangible assets	(200)	(12)	-	-	-	212
Capital Grants and contributions applied	1,070	1,857	-	-	-	(2,927)
Revenue expenditure funded from Capital under statute	(815)	-	-	-	-	815
Amounts of non-current assets written off on disposal or sale as part of the gain\loss on disposal to the CIES	(14)	(1,792)	-	-	-	1,806
Capital expenditure charged against the General Fund and HRA	3,151	4,344	-	-	-	(7,495)
Reversal of Notional Lease adjustment	556	25	-	-	-	(581)
Adjustments primarily involving the Capital Grants Unapplied Account	-	-	-	-	(112)	112
Adjustments involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain\loss on disposal to the CIES	27	3,278	(4,179)	-	-	874
Transfer from Deferred Capital receipts on receipt of cash	-	-	(3)	-	-	3
Used to finance new capital expenditure	-	-	19,046	-	-	(19,046)
Contribution towards administrative costs of non-current asset disposals	-	(26)	26	-	-	-
Contribution to finance the payments to the Government capital receipts pool	(856)	-	856	-	-	-
Adjustments involving the Deferred Capital Receipts Reserve:						
Transfer to Deferred Capital Receipts Reserve upon revaluation of rents to mortgages.	-	425	-	-	-	(425)
Adjustments relating to the Major repairs Reserve:						
Reversal of Major repairs Allowance credited to the HRA	-	7,615	-	(7,615)	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	6,478	-	(6,478)
Adjustments involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited\credited to the CIES	(1,609)	(757)	-	-	-	2,366
Adjustments involving the Collection Fund Adjustment Account						
Amount by which council tax income credited to the CIES is different from that calculated in accordance with statutory requirements.	(163)	-	-	-	-	163
Adjustments involving the Accumulated Absences Account						
Amount by which officer remuneration charged to CIES on an accruals basis is different from that required in accordance with statutory requirements	(21)	9	-	-	-	12
TOTAL ADJUSTMENTS	16,711	10,622	15,746	(1,137)	(112)	(41,830)

8. EARMARKED RESERVES

A summary of balances on earmarked reserves is

	Balance 31			Balance 31			Balance 31
	March	Transfers	Transfers	March	Transfers	Transfers In	March
	2015	Out	In	2016	Out	£000	2017
	£000	£000	£000	£000	£000		£000
Housing Repairs Reserve	1,491	(6,336)	5,855	1,010	(5,574)	5,800	1,236
District Development Fund	3,599	(1,909)	2,052	3,742	(2,308)	2,754	4,188
Invest to Save Reserve	500	(75)	-	425	(219)	200	406
Self Financing Reserve	9,540	-	3,180	12,720	-	-	12,720
Deferred Revenue Income	438	(22)	324	740	(51)	-	689
Insurance Reserve	1,069	(54)	-	1,015	(7)	-	1,008
Service Enhancement Fund (HRA)	179	(179)	-	-	-	-	-
Building Control	81	-	47	128	(13)	-	115
On Street Parking	16	(16)	-	-	-	-	-
Museum Fund	53	(6)	40	87	(58)	-	29
All Weather Pitch	17	-	15	32	-	15	47
O2 Mast Fund	48	(19)	6	35	(13)	14	36
Rental Loans	168	(6)	-	162	(12)	30	180
Small Loans Fund	6	-	-	6	-	-	6
S106 Revenue Contributions	-	-	-	-	-	57	57
Community Services Projects	-	-	-	-	-	381	381
Total Earmarked Reserves	17,205	(8,622)	11,519	20,102	(8,255)	9,251	21,098

9. OTHER OPERATING EXPENDITURE

	31 March	
	2017	2016
	£000	£000
Parish Council Precepts	3,274	3,160
Parish Support Grants	201	246
Payments to the Government Housing Receipts Pool	2,879	856
(Gains)/losses on the disposal of non-current assets	(5,293)	(1,476)
Total	1,061	2,786

10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	31 March	
	2017	2016
	£000	£000
Total Net Surplus from Trading Operations (Note 24)	(2,391)	(2,465)
Interest payable and similar charges	5,572	5,614
Pensions interest cost	2,268	2,172
Interest receivable and similar income	(366)	(679)
Changes in Fair Values of Investment Properties	(5,044)	(20,036)
Changes in Value of Deferred Capital Receipts	(170)	(425)
Total	(131)	(15,819)

11. TAXATION AND NON SPECIFIC GRANT INCOME AND EXPENDITURE

	31 March	
	2017	2016
	£000	£000
Council Tax income	(11,780)	(11,581)
Non Domestic Rate income	(14,341)	(13,406)
Non Domestic Rate tariff payment	11,013	10,230
Non-ring fenced government grants	(5,107)	(5,448)
Capital grants and other contributions	(1,036)	(2,927)
Total	(21,251)	(23,132)

12. PROPERTY, PLANT & EQUIPMENT

	Council Dwellings and Garages £000	Other Land and Buildings £000	Vehicles, Plant and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets under Construction £000	Total £000
Gross Book Value 1 April 2016	619,114	40,546	18,495	8,504	1,143	1,250	19,546	708,598
Additions	11,262	210	560	231	-	7,095	14,742	34,100
Disposals/Impairments	(4,327)	(1,431)	(498)	(550)	-	-	-	(6,806)
Restated	-	-	-	-	-	-	5	5
Reclassified in year	(663)	2,126	-	-	-	550	(1,056)	957
Revaluations Applied to the CIES	(1,364)	(767)	-	-	-	-	(5)	(2,136)
Revaluation Credited to the Revaluation reserve	48,134	2,071	-	-	-	-	6,563	56,768
Accumulated Depreciation & Impairment written off on revaluation	(15,364)	(108)	-	-	-	-	(13)	(15,485)
Gross Book Value 31 March 2017	656,792	42,647	18,557	8,185	1,143	8,895	39,782	776,001
Depreciation 31 March 2016	-	(1,354)	(8,514)	(3,057)	-	-	(3)	(12,928)
Restated	-	1	2	-	-	-	-	3
<i>1 April 2016</i>	<i>-</i>	<i>(1,353)</i>	<i>(8,512)</i>	<i>(3,057)</i>	<i>-</i>	<i>-</i>	<i>(3)</i>	<i>(12,925)</i>
Reclassified	13	-	-	-	-	-	(13)	-
Depreciation in Year	(15,485)	(1,054)	(1,722)	(233)	-	-	-	(18,494)
Depreciation on Assets Sold	108	63	283	204	-	-	-	658
Accumulated Depreciation & Impairment written off on revaluation	15,364	108	-	-	-	-	13	15,485
Depreciation 31 March 2017	-	(2,236)	(9,951)	(3,086)	-	-	(3)	(15,276)
Net Book Value 31 March 2017	656,792	40,411	8,606	5,099	1,143	8,895	39,779	760,725

PROPERTY, PLANT AND EQUIPMENT

	<i>Council Dwellings and Garages</i>	<i>Other Land and Buildings</i>	<i>Vehicles, Plant and Equipment</i>	<i>Infrastructur e Assets</i>	<i>Community Assets</i>	<i>Surplus Assets</i>	<i>Assets under Construction</i>	<i>Total</i>
	£000	£000	£000	£000	£000	£000	£000	£000
Gross Book Value 1 April 2015	513,548	38,511	13,637	8,276	2,038	646	4,284	580,940
Additions	10,182	850	4,446	228	-	-	18,758	34,464
Disposals	(1,782)	-	(435)	-	-	-	(30)	(2,247)
Reclassified in year	1,769	2,645	847	-	(895)	(106)	(4,260)	-
Revaluations Applied to the CIES	9,184	(1,685)	-	-	-	-	-	7,499
Revaluation Credited to the Revaluation reserve	99,361	338	-	-	-	710	798	101,207
Accumulated Depreciation & Impairment Written off on revaluation	(13,148)	(113)	-	-	-	-	(4)	(13,265)
Gross Book Value 31 March 2016	619,114	40,546	18,495	8,504	1,143	1,250	19,546	708,598
Depreciation 31 March 2015	1	(454)	(7,068)	(2,828)	-	-	-	(10,349)
Restated Depreciation	-	-	-	-	-	-	-	-
1 April 2015	1	(454)	(7,068)	(2,828)	-	-	-	(10,349)
Reclassified	7	-	-	-	-	-	(7)	-
Depreciation in Year	(13,201)	(1,013)	(1,277)	(229)	-	-	-	(15,720)
Depreciation on leased assets	-	-	(581)	-	-	-	-	(581)
Depreciation on assets sold	45	-	412	-	-	-	-	457
Accumulated Depreciation & Impairment written off on revaluation	13,148	113	-	-	-	-	4	13,265
Depreciation 31 March 2016	-	(1,354)	(8,514)	(3,057)	-	-	(3)	(12,928)
Net Book Value 31 March 2016	619,114	39,192	9,981	5,447	1,143	1,250	19,543	695,670

	PROPERTY, PLANT AND EQUIPMENT							
	Council Dwellings and Garages	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Carried at historical cost	-	1,232	18,557	8,185	1,143	7,645	18,845	55,607
Valued at current value as at:								
28 February 2017	656,792	5,626					19,281	681,699
28 February 2016	-	2,343	-	-	-	1,250	1,550	5,143
31 March 2015		24,425	-	-	-	-	66	24,491
31 March 2014	-	9,021	-	-	-	-	40	9,061
31 March 2013	-	0	-	-	-	-	-	0
Total Cost or Valuation	656,792	42,647	18,557	8,185	1,143	8,895	39,782	776,001

The Council dwellings and garages valuation has been carried out by District Valuer Thomas Dimmock and MRICS. The valuation date for 2016/17 is 28 February . As part of this years revaluation the valuer has re-assessed the proportion of value in the Land element and concluded that it should remain unchanged at 35%. The valuer has also provided assurance that the valuation has not changed significantly between the valuation date and the year end.

The useful lives of both dwellings and the components within have been reviewed during 2016/17. The useful life of the buildings has been assessed at 60 years with the average life of components at 26 years. Other property, including investment properties have also been valued as at 28th February 2017 by Ashiff Merali (MRICS).

Type of Asset	Estimated Useful Life (Years)
Council Dwellings and Garages	15 to 60
Other land and buildings (buildings element only)	20 to 50
Infrastructure assets	15 to 40
Community assets	Indeterminable
Vehicles, plant, furniture and equipment	5 to 20

13. INVESTMENT PROPERTY

The following items of income and expenditure have been accounted for in the Financing and Investment Income and Expenditure line in the CIES. Income and expenditure relating to the General Fund is recorded under trading operations.

	31 March	
	2017 £000	2016 £000
Rental income from investment property	4,606	4,170
Direct operating expenses arising from investment property	(999)	(900)
Net gain/(loss)	3,607	3,270

The following table summarises the movement in fair value of investment properties over the year. Most property valuations have increased, industrial estates by £0.7m and commercial properties by £4.3m. All investment properties have been valued based on Level 3 unobservable inputs using an Income approach and that their current use is their highest and best use. The updated valuations were carried out as at 28 February 2017.

Properties Categorised within level 3

	31 March	
	2017 £000	2016 £000
Balance as at 31 March	63,070	43,034
Reclassified		
Balance as at 1 April	63,070	43,034
Reclassified in year	(406)	-
Acquisition	-	-
Construction	36	-
Net gains/(losses) from fair value adjustments	5,044	20,036
Balance at end of the year	67,744	63,070

14. LONG TERM DEBTORS

	31 March	
	2017 £000	2016 £000
Mortgages	-	2
Capital Advances (B3 Living)	526	584
Rents to Mortgages	2,029	2,000
Other Local Authorities - Transferred Debt	295	323
Loan to Waste Management Contractor	1,723	2,413
Home Assist Loans	313	260
Place Loans	-	50
Net Carrying Amount at end of year	4,886	5,632

15. FINANCIAL INSTRUMENTS

Categories of Financial Instruments

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

	Long term		Current	
	31 March 2017 £000	31 March 2016 £000	31 March 2017 £000	31 March 2016 £000
Financial liabilities at amortised cost				
Borrowing	185,456	185,456	-	-
Finance Lease Liability	2,326	2,908	582	582
Trade Creditors	-	-	9,092	6,124
Total financial liabilities	187,782	188,364	9,674	6,706
Loans and receivables				
Investments	-	-	25,017	37,672
Debtors	4,886	5,632	1,591	1,827
Cash	-	-	16,258	13,969
Total financial assets	4,886	5,632	42,866	53,468

On 28 March 2012 the Council took on debt of £185.456m from the Public Works Loan Board (PWLb) to pay the Department of Communities and Local Government on the cessation of the HRA Subsidy System.

Income, Expense, Gains and Losses

The gains and losses recognised in the CIES in relation to financial instruments consists of the following items:

	Financial Liabilities:		Financial Assets:	
	2016/17 £000	2015/16 £000	2016/17 £000	2015/16 £000
Interest expense	(5,536)	(5,579)	-	-
Impairment (losses) / gains	-	-	-	-
Interest payable and similar charges	(5,536)	(5,579)	-	-
Interest income	-	-	366	679
Interest and investment income	-	-	366	679
Net gain/(loss) for the year	(5,536)	(5,579)	366	679

Fair Values of Assets and Liabilities

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost, i.e. the aggregate of principal and accrued interest. Fair value is the amount for which an asset can be exchanged, or a liability settled. The Council's debt outstanding at 31 March 2017 consists of loans from the Public Works Loan Board (PWLb). The PWLB has provided the Council with Fair Value amounts in relation to its debt portfolio. The PWLB has assessed the Fair Values by calculating the amounts the Council would have to pay to extinguish the loans on these dates.

The fair value for financial assets can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions: a) where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value; b) the fair value of trade and other receivables is taken to be the invoiced or billed amount.

	31 March 2017		31 March 2016	
	Carrying amount £000	Fair Value £000	Carrying amount £000	Fair Value £000
<u>Financial liabilities</u>				
Borrowing	188,409	240,940	188,991	226,435
Total Financial Liabilities	188,409	240,940	188,991	226,435
<u>Financial assets</u>				
Investments	25,017	25,017	37,672	37,672
Long-term debtors	4,886	4,886	5,632	5,632
Total Financial Assets	29,903	29,903	43,304	43,304

The fair value of long term liabilities is higher than the carrying amount because the authority's portfolio of loans includes a number of loans where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

16. DEBTORS AND PREPAYMENTS

	31 March	
	2017 £000	2016 £000
Amounts falling due in one year		
Government Departments	3,621	1,034
Other Local Authorities	1,174	1,345
Council Tax arrears	471	482
NDR arrears	347	369
Housing Rent arrears	278	312
Sundry debtors	3,272	3,802
Prepayments & Deposits	214	398
Total Debtors	9,377	7,742

Council Tax and Business Rates arrears shown above and the related bad debt provision relate only to the Council's proportion of the total debt. The remainder is shown as part of an amount due from major preceptors on the basis that the Council has paid over more in precepts than it has received and is net of prepayments. In 2016/17 there was a net creditor for both Council Tax and Business Rates.

17. CASH AND CASH EQUIVALENTS

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

	31 March	
	2017 £000	2016 £000
Cash	20	45
Bank current accounts	6,238	2,424
Short-term deposits with money market funds	10,000	11,500
Total Cash and Cash Equivalents	16,258	13,969

The 'Short-term deposits' relates to £10m deposits made to a number of different Money Market Funds. This has been included within the cash equivalents as funds can be drawn down and used on the day of request. The fund has a constant net asset value, this means that each £1 put in buys 1 unit, which is re-priced back to £1 at the end of each day.

18. CREDITORS

	31 March	
	2017 £000	2016 £000
Government Departments and Other Local Authorities	4,266	4,003
Council Tax	246	219
Non Domestic Rates	526	385
Housing rents	299	301
Sundry creditors	6,318	4,742
Accruals and deferred income	4,385	3,247
Total Creditors	16,040	12,897

Council Tax and Business Rates prepayments shown above relate only to the Council's proportion of the total debt. The remainder is shown as being due to Government Departments and Other Local Authorities. This is shown net of arrears, Collection Fund balance and, in the case of Business Rates, Provision for Appeals. There was a net creditor in relation to Council Tax and Business Rates at the end of 2016/17.

19. PROVISIONS

With the retention of Business Rates income the Council has had to take on the liability for settling appeals. It has been necessary to make a provision for those appeals within the Collection Fund. The total amount being £3.5 million (£3.6 million 2015/16) of which £1.4 million (£1.4 million 2015/16) relates to this Council.

20. USABLE AND UNUSABLE RESERVES

Movements in Usable Reserves are shown in detail on the Movement in Reserves Statement.

	31 March	
	2017 £000	2016 £000
Revaluation Reserve	178,783	126,651
Capital Adjustment Account	452,299	444,103
Pensions Reserve	(81,121)	(66,981)
Deferred Capital Receipts Reserve	5,094	5,839
Collection Fund Adjustment Account	174	(296)
Accumulated Absences Account	(304)	(238)
Total Unusable Reserves	554,925	509,078

Revaluation Reserve

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

- revalued downwards or impaired and the gains are lost
- used in the provision of services and 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 reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	31 March	
	2017 £000	2016 £000
Balance as at 1 April	126,651	26,248
Prior Year Adjustment	-	(6)
Revaluations during the year	56,768	101,207
Depreciation adjustment	(3,077)	(743)
Disposals/Restatements	(1,559)	(55)
Balance at 31 March	178,783	126,651

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 provision. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the CIES (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 enhancement.

The Account contains accumulated gains and losses on Investment Properties.

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

Note 7 details the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve and Deferred Capital Receipts.

	31 March	
	2017	2016
	£000	£000
Balance at 1 April		403,186
Reversal of items relating to capital expenditure debited or credited to the CIES		
Charges for depreciation and impairment of non-current assets	(17,933)	(15,719)
Depreciation Leased Assets	(561)	(581)
Amortisation of intangible assets	(185)	(212)
Reversal of Notional Lease	582	581
Revaluation gains/(losses) on Property, Plant and Equipment	(2,136)	7,506
Revenue expenditure funded from capital under statute	(1,685)	(815)
Transfer To Deferred Capital Receipts	-	(4,711)
Amounts for non-current assets written off on disposal or sale as part of gain/loss on disposal to the CIES	(6,445)	(1,806)
Adjusting Amounts written out of the Revaluation Reserve		799
	420,377	388,228
Capital financing applied in the year		
Use of the Capital Receipts Reserve to finance new capital expenditure	11,712	19,046
Use of the Major Repairs Reserve to finance new capital expenditure	7,597	6,478
Capital grants credited to the CIES that have been applied to capital financing	1,130	2,815
Capital expenditure charged against the General Fund and HRA balances	6,439	7,495
Asset Restatements		5
Movement in the market value of Investment Properties debited		20,036
Balance at 31 March	452,299	444,103

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 CIES 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 employers contributions to the pension fund or eventually pays any pensions for which it is directly responsible. The debit balance of the Pension Reserve therefore shows a substantial shortfall in the benefits earned by the past and current employees and the resources the Council have set aside to meet them. The statutory arrangements ensure the funding will have been set aside by the time the benefits come to be paid.

	31 March	
	2017 £000	2016 £000
Balance at 1 April	(66,981)	(69,929)
Remeasurements of the net defined liability/(asset)	(11,900)	5,314
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES	(6,492)	(6,518)
Employers pensions contributions and direct payments to pensioners payable in the year	4,252	4,152
Balance at 31 March	(81,121)	(66,981)

Deferred Capital Receipts Reserve

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

	31 March	
	2017 £000	2016 £000
Balance at 1 April	5,839	1,580
Repayment of Mortgages	(1)	(3)
Rents to mortgages	29	425
B3 Living loans	(58)	-
Waste Contractor Loan	(715)	-
Balance at 31 March	5,094	5,839

21. CASH FLOW STATEMENT - OPERATING ACTIVITIES

Adjust net surplus or deficit on the provision of services for non cash movements

	31 March	
	2017 £000	2016 £000
Depreciation	17,907	15,720
Amortisation	184	212
Impairment and upward revaluations	2,136	(7,512)
Increase / (Decrease) in Creditors	2,057	(70)
(Increase) / Decrease in Interest and Dividend Debtors	64	(7)
(Increase) / Decrease in Debtors	(1,587)	(3,024)
(Increase) / Decrease in Inventories	3	86
Pension Liability	2,240	2,366
Carrying amount of non-current assets sold	6,449	1,806
Other non-cash items charged to the net surplus or deficit on the provision of services	(5,227)	(19,778)
Total	24,226	(10,201)

Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities

	31 March	
	2017 £000	2016 £000
Any other items for which the cash effects are investing or financing cash flows	(808)	(2,927)
Proceeds from the sale of property and equipment, investment property and intangible assets	(10,058)	(8,417)
Total	(10,866)	(11,344)

Operating activities within the cashflow statement include the following cash flows relating to interest and other operating

	31 March	
	2017 £000	2016 £000
Interest received	431	595
Interest charge for the year	(5,572)	(4,806)
Other operating activities	16,558	11,507
Total	11,417	7,296

22. CASH FLOW STATEMENT - INVESTING ACTIVITIES

	31 March	
	2017 £000	2016 £000
Purchase of property, plant and equipment, investment property	(34,955)	(30,957)
Purchase of short-term and long-term investments	(84,000)	(105,500)
Other payments for Investing Activities	(238)	(6,245)
Proceeds from sale of property, plant and equipment, investment	10,832	9,293
Proceeds from short-term and long term investments	96,500	110,001
Other receipts from investing activities	1,055	993
Net cash flows from investing activities	(10,806)	(22,415)

23. CASH FLOW STATEMENT - FINANCING ACTIVITIES

	31 March	
	2017 £000	2016 £000
Billing Authorities - Council Tax and NNDR adjustments	1,678	2,879
Net cash flows from financing activities	1,678	2,879

24. TRADING OPERATIONS

The trading operations of the Council comprise a number of commercial properties and industrial estates including North Weald Airfield where units are leased to local businesses at market rates, the Fleet Operations Service provides MOT testing and motor servicing to the public, and is currently under review.

	2016/17 Expenditure £000	2016/17 Income £000	2016/17 Surplus/Deficit £000
Industrial Estates	210	(1,560)	(1,350)
Commercial Properties	578	(2,211)	(1,633)
Fleet Operations	248	(195)	53
North Weald Centre	1,374	(835)	539
Total Surplus	2,410	(4,801)	(2,391)
2015/16	1,934	(4,399)	(2,465)

25. MEMBER ALLOWANCES

Member allowances and expenses are shown below. Further details of these allowances are available on page 61.

	2016/17 £000	2015/16 £000
Allowances	348	313
Expenses	5	6
Total	353	319

26. OFFICER REMUNERATION

	2016/17			
	Salary (Including fees & Allowances)	Benefits in Kind	Pension Contributions	Total Remuneration including pension contributions.
	£	£	£	£
Chief Executive	113,120	1,339	17,986	132,445
Director of Neighbourhoods	94,628	1,332	15,046	111,006
Director of Communities	92,910	1,274	14,756	108,940
Director of Resources	93,542	1,933	14,873	110,348
Director of Governance	93,593	1,268	14,881	109,742

	2015/16			
	Salary (Including fees & Allowances)	Benefits in Kind	Pension Contributions	Total Remuneration including pension contributions.
	£	£	£	£
Chief Executive	112,000	1,354	17,808	131,162
Director of Neighbourhoods	93,847	2,893	14,922	111,662
Director of Communities	92,904	1,275	14,735	108,914
Director of Resources	92,224	2,390	14,663	109,277
Director of Governance	91,970	1,264	14,623	107,857

There were no payments relating to bonuses in the year. The emoluments above include all taxable employee payments. Pension Contributions relate to Employer's contributions of 15.9%.

The number of employees whose remuneration, including benefits in kind, but excluding employers pension contributions, was £50,000 or more in bands of £5,000 were (there were no officers in bands between £115,000 - £149,999).

Remuneration Band	2016/17 Number of Employees	2015/16 Number of Employees
£50,000 - £54,999	4	3
£55,000 - £59,999	9	12
£60,000 - £64,999	6	1
£65,000 - £69,999	-	-
£70,000 - £74,999	-	-
£75,000 - £79,999	-	-
£80,000 - £84,999	-	-
£85,000 - £89,999	-	-
£90,000 - £94,999	2	4
£95,000 - £99,999	2	-
£100,000 - £104,999	-	-
£105,000 - £109,999	-	-
£110,000 - £114,999	1	1
Total	24	21

Termination Benefits

Exit Package Cost Band (including special payments)	2016/17			Total Cost of Exit Packages in each band
	Number of Compulsory Redundancies	Number of Other Departures	Total number of Exit Packages	
£0- £20,000	3	-	3	30,138
Total cost included in bandings and in the CIES			3	30,138

27. EXTERNAL AUDIT FEES

The following external audit fees have been paid to Public Sector Audit Appointments Ltd.

	2016/17 £000	2015/16 £000
Fees payable to BDO LLP with regard to external audit services carried out by the appointed auditor for the year.	65	65
Fees payable to BDO LLP for the certification of grant claims and returns for the year.	17	19
Fees paid in respect of other services	2	2
Total	84	86

28. GRANTS AND CONTRIBUTIONS

The Council credited the following grants and contributions to the CIES in 2016/17:

	2016/17 £000	2015/16 £000
Credited to Taxation and Non-Specific Grant Income		
Revenue Support Grant	1,534	2,445
New Homes Bonus	2,684	2,113
S31 Small business rate Relief	826	793
Council Tax Freeze grant	-	83
Transitional Grant	54	-
Community Projects	8	9
Other	1	5
Total	5,107	5,448

	2016/17 £000	2015/16 £000
Credited to Services		
Department for Work and Pensions	35,268	37,237
Department for Communities and Local Government	1,110	499
Essex County Council	1,353	1,082
Arts Council	122	-
Essex Police Authority	79	79
Town and Parish councils	21	6
Broxbourne Borough Council	85	82
Cabinet office	74	37
Essex Fire Authority	33	36
Lottery Fund	47	-
National Heritage	44	-
Harlow Borough Council	44	24
East Herts District Council	43	-
Uttlesford District Council	43	-
Housing Associations	23	-
Colchester Borough Council	18	-
Other grants and contributions received	14	24
Total	38,421	39,106

29. RELATED PARTY DECLARATIONS

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. During 2016/17 expenditure of £78,248 was paid to Fortismere Associates for personnel management services. The owner of the company acted as an interim Assistant Director of Neighbourhoods during the year. At the year end £31,932 was due to the company. The Council holds a Register of Interests in which all members are required to declare any interests in accordance with the code of conduct which is open to the public.

Central Government

Central government has effective control over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides a significant amount 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, housing benefits).

30. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it.

	2017 £000	2016 £000
<i>Opening Capital Financing Requirement</i>	184,672	184,672
Capital Investment		
Property, Plant and Equipment	34,100	34,464
Investment Properties	36	-
Revenue Expenditure Funded from Capital Under Statute	1,685	2,322
Private Sector Housing Loans	53	265
Intangible Assets	304	248
Sources of Finance		
Capital Receipts	(11,712)	(19,046)
Government grants and other contributions	(1,130)	(3,725)
Major Repairs Reserve	(7,597)	(6,477)
Direct revenue contributions	(6,439)	(8,051)
Closing Capital Financing Requirement	193,972	184,672

31. LEASES

The Council has leases with third parties under operating leases with rental income from the lease being credited to trading operations.

Assets Leased to Third Parties	2016/17 £000	2015/16 £000
The total of future minimum lease payments due within 1 year are:		
Land & Buildings		
Shops	1,869	1,835
Industrial & Commercial	1,243	1,021
Other	329	313
Total Rental Receivable	3,441	3,169

The timing of total future minimum lease payments are:

	31 March 2017		31 March 2016	
	Receipts due between 2 and 5 years	Total receipts due thereafter	Receipts due between 2 and 5 years	Total receipts due thereafter
	£000	£000	£000	£000
Land & Buildings				
Shops	5,444	6,958	5,902	7,327
Industrial & Commercial	4,515	51,245	3,954	51,779
Other	831	4,340	944	5,167
Total	10,790	62,543	10,800	64,273

Gross Amount of Assets held for use in operating leases.

	31 March	
	2017 £000	2016 £000
Land & Buildings		
Shops	31,618	29,785
Industrial & Commercial	22,474	21,872
Other	13,652	11,413
Total Assets	67,744	63,070

There are no accumulated depreciation charges on the assets held for use in operating leases.

Notional lease with Biffa.

Under IFRIC 4 the Waste Collection contract is deemed to contain a finance lease.
The contract contains a capital element related to the provision of specialised vehicles.
The Council has to recognise these assets in it's own Balance Sheet together with a liability for a Finance Lease.

The assets are carried as PPE as the following net amounts :-

	2016/17 £000	2015/16 £000
Vehicles, Plant, Furniture and Equipment	2,908	3,490
	2,908	3,490

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

		2016/17 £000	2015/16 £000
Minimum lease payments	Current	582	582
	Non Current	2,327	2,908
Finance Costs payable in future years		361	519
Minimum Lease Payments		3,270	4,009

The Minimum lease payments will be payable over the following periods :-

	Minimum Lease Payments		Finance Lease Liabilities	
	31.3.2017 Net Exp £000	31.3.2016 Net Exp £000	31.3.2017 Net Exp £000	31.3.2016 Net Exp £000
Not later than one year	711	739	582	582
Later than one year and not later than 5 years	2,559	2,673	2,326	2,326
Later than 5 years	0	597	0	582
	3,270	4,009	2,908	3,490

32. PENSIONS

Employees of Epping Forest District Council are admitted to the Essex County Council Pension Fund ("the Fund"), which is administered by Essex County Council under the Regulations governing the Local Government Pension Scheme (LGPS), a defined benefit scheme. The Fund is a funded scheme meaning that the authority and employees pay contributions into a fund calculated at a level intended to balance the pensions liabilities with investment assets.

As part of the terms and conditions of employment of the Council's officers the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire the Council has a commitment to make the payments that need to be disclosed at the time employees earn their future entitlement.

The figures disclosed below have been derived from a re-assessment of the assets and liabilities as a result of an interim actuarial valuation of the Fund carried out by the Fund's Actuary, Barnett Waddingham Public Sector Consulting, as at 31 March 2017. The approach to calculating the IAS19 figures in between full actuarial valuations is approximate in nature. Broadly the approach by the Actuaries assumes that the experience of the Fund will be in line with the actuarial assumptions used for IAS19 purposes. The approach adopted by the Actuary follows "IAS 19 - Calculation Guide for Local Authorities".

The Council recognises cost of retirement benefits in the Net Cost of Services when they are earned by employees rather than when the benefits are eventually paid as pensions. However, the charge made against Council Tax is based on contributions payable to the fund in respect of 2016/17 so the real cost of retirement benefits is reversed out of the Income and Expenditure Account after Net Operating Expenditure.

The transactions below have been made in the CIES during the year.

Comprehensive Income and Expenditure Statement

	2016/17 £000	2015/16 £000
Service Cost	4,167	4,290
Net interest charged	2,268	2,172
Administration Expenses	49	56
Net charge made to the CIES	6,484	6,518

Re-measurements in other comprehensive income

	2016/17 £000	2015/16 £000
Return on Fund assets in excess of interest	18,445	(913)
Other actuarial gains/(losses)	(145)	-
Change in financial assumptions	(33,807)	6,130
Change in demographic assumptions	3,871	-
Experience gain/(loss) on defined benefit obligation	(272)	97
Net settlements received	8	-
Remeasurement of the net assets/(defined liability)	(11,900)	5,314

Pension Assets and Liabilities Recognised in the Balance Sheet

	2016/17 £000	2015/16 £000
Present value of the funded obligation	216,448	179,907
Present value of the unfunded obligation	3,554	3,733
Fair value of scheme assets	(138,881)	(116,659)
Net Liability in the Balance Sheet	81,121	66,981

Reconciliation of the fair value of the Scheme Liabilities

	Unfunded Liabilities		All Funded/Unfunded Liabilities: Local Government Pension Scheme	
	2017 £000	2016 £000	2017 £000	2016 £000
Net pensions liability at 1 April	(3,733)	(4,086)	(183,640)	(185,018)
Current service cost	-	-	(4,164)	(4,273)
Interest cost	(125)	(126)	(6,350)	(5,837)
Change in financial assumptions	(282)	62	(33,807)	6,130
Change in demographic assumptions	200	-	3,871	-
Experience gain	80	97	(272)	97
Liabilities assumed\extinguished on settlements	-	-	30	-
Estimated benefits paid	-	-	5,108	5,994
Past service cost including curtailments	-	-	(11)	(17)
Contributions by scheme participants	-	-	(1,073)	(1,036)
Unfunded pension payments	306	320	306	320
Net pensions liability at 31 March	(3,554)	(3,733)	(220,002)	(183,640)

Reconciliation of fair value of the Scheme Assets:

	2017 £000	2016 £000
Fair value of the plan assets at 1 April	116,659	115,089
Interest on assets	4,082	3,665
Return on assets less interest	18,445	(913)
Other actuarial gains\losses	(145)	-
Administration Expenses	(49)	(56)
Employer contributions including unfunded	4,252	4,152
Contributions by scheme participants	1,073	1,036
Benefits paid	(5,414)	(6,314)
Settlement prices received\paid	(22)	-
Fair value of the plan assets at 31 March	138,881	116,659

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets. The actual return on assets less interest in the year was £18.4 million (£0.9 million for 2015/16). The major factor in the downward trend in investment returns is due to the volatile nature of assets employed being below the discount factor employed by the Actuaries. The weighted average duration of the defined benefit obligation for scheme members is 17 Years (17 years in 2015/16).

Scheme History

	2016/17 £000	2015/16 £000	2014/15 £000	2013/14 £000	2012/13 £000
Present Value of Liabilities	(220,002)	(183,640)	(185,018)	(159,515)	(170,417)
Fair Value of Assets	138,881	116,659	115,089	101,695	95,060
Surplus/(deficit) in the scheme	(81,121)	(66,981)	(69,929)	(57,820)	(75,357)

The liabilities show the underlying commitments that the Council has in the long run to pay retirement benefits. The total liability of £ 81.1 million in the balance sheet has decreased the reported net worth of the Council by 14% (12% 2015/16).

However statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit will be gradually eliminated by increased contributions over the remaining working life of employees, as assessed by the scheme Actuary.

The total employer contributions expected to be made to the scheme by the Council in the year to 31 March 2018 is £3.9 million. The Service Cost is expected to be £5.9 million for the year to 31 March 2018.

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, and inflation rates. The District Council fund liabilities have been assessed by Barnett Waddingham, a firm of actuaries who provide the service for the Essex County Council Pension Fund, being based on the full Actuarial Valuation of the scheme as at 31 March 2014.

The principal assumptions used by the actuary have been:

	2016/17	2015/16
Mortality Assumptions		
Longevity at 65 for current pensioners in years:		
Men	22	23
Women	25	25
Longevity at 65 for future pensioners in years:		
Men	24	25
Women	27	28
Rate of Inflation RPI	3.50%	3.20%
Rate of Inflation CPI	2.60%	2.30%
Rate of Increase in Salaries	4.10%	4.10%
Rate of Increase in pensions	2.60%	2.30%
Rate for discounting scheme liabilities	2.70%	3.50%

The Scheme's assets consist of the following categories, by proportion of the total assets held.

	As at 31 March 2017		As at 31 March 2016	
	£000	%	£000	%
Equities	94,860	68	78,956	68
Government Bonds	5,254	4	3,439	3
Other Bonds	5,644	4	5,599	5
Property	13,511	10	13,893	12
Cash/Liquidity	4,180	3	3,790	3
Alternative Assets	9,262	7	5,187	4
Other Managed Funds	6,170	4	5,795	5
Total	138,881	100	116,659	100

The extent to which the expected future returns on assets are sufficient to cover the estimated net liabilities was considered by the actuaries in the 2014 actuarial review of the Pension Fund. The anticipated shortfall in the funding of the scheme has determined the future level of pension contributions which will be due in between triennial valuations.

Sensitivity Analysis as at 31 March 2017	Sensitivity 1	Sensitivity 2	Sensitivity 3
	£000s	£000s	£000s
<u>Adjustment to discount rate</u>	+0.1% p.a.	0.0% p.a.	-0.1% p.a.
Present value of total obligation	216,293	220,002	223,779
Projected service cost	5,758	5,884	6,012
<u>Adjustment to long term salary increase</u>			
Present value of total obligation	220,536	220,002	219,472
Projected service cost	5,884	5,884	5,884
<u>Adjustment to pension increases and deferred revaluation</u>			
Present value of total obligation	223,245	220,002	216,816
Projected service cost	6,012	5,884	5,758
<u>Adjustment to mortality age rating assumption</u>	+1year	none	-1year
Present value of total obligation	228,330	220,002	211,988
Projected service cost	6,072	5,884	5,702

33. NATURE & EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Council has adopted CIPFA's Revised Code of Practice on Treasury Management and complies with The Prudential Code of Capital Finance for Local Authorities (both revised in November 2011).

As part of the adoption of the Treasury Management Code, the Council approves a Treasury Management Strategy (for 2016/17 this was agreed at Full Council on 20 February 2016). The Strategy sets out the parameters for the management of risks associated with Financial Instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks.

The Treasury Management Strategy includes an Annual Investment Strategy in compliance with the CLG Investment Guidance for local authorities. This guidance emphasises that priority is to be given to security and liquidity, rather than yield. The Council's Treasury Strategy, together with its Treasury Management Practices are based on seeking the highest rate of return consistent with the proper levels of security and liquidity.

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;
- Market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rate movements.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers.

Investments

The risk is minimised through the Annual Investment Strategy, which requires that deposits are made with Debt Management Office, other local authorities, AAA rated money market funds or Banks and Building Societies having sufficiently high credit worthiness as set out in the Treasury Management Strategy. It must also be noted that although credit ratings remain a key source of information, the Council recognises that they have limitations and investment decisions are based on a range of market intelligence. A limit of £10m is placed on the amount of money that can be invested with a single counterparty excepting UK Central Government which is unlimited. The Council also sets a total group investment limit (£10m) for institutions that are part of the same banking group.

The table below summaries the nominal value of the Council's investment portfolio at 31 March 2017, and confirms that all investments were made in line with the Council's approved rating criteria when investment placed:

The amounts below include the money market fund which is included in cash and cash equivalents.

	Credit rating criteria met	Balance invested as at 31 March 2017					Total
		Up to 1 month	Between 1 and 3	Between 4 and 6 months	Between 7 and 12	Greater than 12 months	
		£000	£000	£000	£000	£000	£000
Banks UK	YES	11,076	-	5,000	-	-	16,076
Total Banks		11,076	-	5,000	-	-	16,076
Building Societies	YES	-	-	-	-	-	-
Local Authorities		4,000	6,000	5,000	-	-	15,000
Money Market Funds	YES	10,000	-	-	-	-	10,000
Total		25,076	6,000	10,000	-	-	41,076

Debtors

The following analysis summaries the Council's potential maximum exposure to credit risk, based on the experience gathered over the last five financial years on the level of default on trade debtors, adjusted for market conditions.

	Amount at 31 March 2017	Default risk judged as at 31 March 2017	Bad debt provision for 2016/17
	£000	%	£000
Sundry Debtors	5,789	43.4	2,517
Housing Arrears	884	68.6	606
Total	6,673		3,123

The credit risk in relation to counterparty investments is relatively small as the likelihood of default is also small. With regard to sundry debtors, housing and taxation debtors, a risk arises by virtue of the fact that they represent amounts owed to the Council and there will always be a level of default inherent in such debts. A provision for non payment of debts is provided within the overall debtors figure stated in the accounts.

Liquidity Risk

The Council has access to borrowing facilities via the Public Works Loan Board, commercial banks, bond issues and other local authorities. There is no perceived risk that the Council will be unable to raise finance to meet its commitments. The Council also has to manage risk that it will not be exposed to replenishing a significant proportion of its borrowing at a time of unfavourable interest rates.

The Council would only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

The maturity analysis of the nominal value of the Council's debt at 31 March 2017 was as follows:

		31 March 2017 £000	% of total debt portfolio	Cash flows including interest £000
Short Term Borrowing	Less than 1 Year	-	0%	5,499
Long Term Borrowing	Over 1 but not over 2	-	0%	5,499
	Over 2 but not over 5	31,800	17%	48,298
	Over 5 but not over 10	-	0%	26,740
	Over 10 but not over 15	-	0%	26,740
	Over 15 but not over 20	-	0%	26,740
	Over 20 but not over 25	153,656	83%	181,296
Long Term Borrowing		185,456	100%	315,313

Market Risk

Interest Rate Risk - The Council is exposed to risks arising from movements in interest rates. The Treasury Strategy aims to mitigate these risks by setting an upper limit of 25% on external debt that can be subject to variable rates. At 31 March 2017, 83% of the debt portfolio was held in fixed rate instruments and 17% in variable rate instruments.

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 borrowing	318
Increase in interest receivable on variable rate investments	(153)
Impact on Surplus or Deficit on the Provision of Services	165
Share of overall impact debited/(credited) to HRA	165

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 Fair Value disclosure note.

Price risk - The Council does not invest in equity holdings or in financial instruments whose capital value is subject to market fluctuations. It therefore has no exposure to losses arising through price variations.

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

34. CAPITAL CONTRACTS

The Council is in the process of constructing a shopping park on land that it owns in Langston Road, Loughton. There are two parts to the scheme the shopping park itself and S278 works to the highway nearby. Work commenced during 2016/17 with construction costs to 31 March 2017 for the shopping park being £9.445m and for the S278 works £2.331m. The shopping park is due for completion on 19th June 2017 but due to delays the S278 works are unlikely to be completed before the end of September 2017.

The final cost of construction of the park is expected to be a little over £16m which includes incentive payments to tenants and various other fees and fitting out costs. A number of tenants have signed leases with others due to sign shortly the first unit opening in August. Marketing of the remaining units is ongoing and it is expected that all units will be occupied by Christmas.

HOUSING REVENUE ACCOUNT INCOME & EXPENDITURE STATEMENT

	Note	2016/17 £000	2015/16 £000
INCOME			
Dwelling Rents (Gross)	3	(31,925)	(32,150)
Non Dwelling Rents		(846)	(856)
Charges for Services and Facilities		(1,930)	(1,831)
Leaseholder Contributions		(13)	(414)
Revaluation of Fixed Assets	1	-	(9,184)
TOTAL INCOME		(34,714)	(44,435)
EXPENDITURE			
Repairs and maintenance	4	5,961	6,451
Supervision and Management		7,937	7,265
Revaluation of Fixed Assets		1,917	-
Rents, Rates, Taxes and Insurance		402	363
Revenue Expenditure funded from Capital under Statute		13	414
Depreciation & Amortisation	8/9	15,764	13,498
Debt Management		67	68
Provision for Bad / Doubtful Debts		75	75
TOTAL EXPENDITURE		32,136	28,134
NET COST OF SERVICES AS INCLUDED IN THE COMPREHENSIVE INCOME & EXPENDITURE STATEMENT		(2,578)	(16,301)
HRA services share of Corporate Expenses		675	583
HRA share of other services		32	45
NET COST (INCOME) OF HRA SERVICES		(1,871)	(15,673)
HRA SHARE OF THE INCOME AND EXPENDITURE INCLUDED IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT		(1,871)	(15,673)
Capital Grants and Contributions		(934)	(1,857)
Gain on sale of HRA non-current assets		(3,110)	(1,460)
Interest Payable and Similar Charges		5,538	5,573
Interest and Investment Income		(244)	(628)
Valuation increase Rent to Mortgages		(170)	(425)
Pensions Interest/Return on Assets		726	695
(SURPLUS)/DEFICIT FOR THE YEAR ON HRA SERVICES		(65)	(13,775)

MOVEMENT ON HOUSING REVENUE ACCOUNT STATEMENT

The Housing Revenue Income and Expenditure Statement shows the Council's actual financial performance for the year in managing its housing stock, measured in terms of the resources consumed and generated over the last twelve months. However,

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed.
- The payment of a share of housing capital receipts to the Government is treated as a loss in the Income and Expenditure Account, but is met from the usable capital receipts balance rather than from council tax.
- Retirement benefits are charged as amounts become payable to pension funds and pensioners rather than as future benefits earned.

The Housing Revenue Account Statement compares the Council's spending against the Income that it raised for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for the future.

This reconciliation statement summarises the differences between the outturn in the Housing Revenue Income and Expenditure Statement and the Housing Revenue Account balance.

	Note	2016/17 £000	2015/16 £000
INCREASE/DECREASE IN THE HOUSING REVENUE ACCOUNT BALANCE			
(Surplus)/Deficit for the year on the Housing Revenue Account Income and Expenditure Statement		(65)	(13,775)
Adjustments between accounting basis and funding basis under statute (including to or from reserves)	10	(812)	10,622
Transfers to Earmarked Reserves	10	226	2,521
(Increase) or decrease in the Housing Revenue Account balance		(651)	(632)
Housing Revenue Account surplus brought forward		(3,202)	(2,570)
Housing Revenue Account surplus carried forward		(3,853)	(3,202)

1. HOUSING REVENUE ACCOUNT ASSET VALUATION

The valuation of the Council's housing stock and other HRA assets is as follows:

	OPERATIONAL ASSETS						NON- OPERATIONAL ASSETS	
	Land £000	Dwellings £000	Garages £000	Vehicles & Equipment £000	Other Land & Buildings £000	Other £000	Investment Properties £000	Total £000
Gross Book Value								
1 April 2016	218,640	395,482	4,993	3,252	1,459	7,422	143	631,391
Restated	-	-	-	-	(857)	338	-	(519)
Additions	-	11,251	11	90	-	5,997	-	17,349
Disposals	(1,514)	(2,813)	-	(103)	-	-	-	(4,430)
Reclassified in Year	(298)	-	(365)	-	-	2,125	-	1,462
Revaluations Debited to the CIES	(477)	(888)	-	-	55	(5)	(14)	(1,329)
Revaluation Credited to the Revaluation reserve	14,379	33,526	229	-	298	325	-	48,757
Accumulated Depreciation Written Off	-	(15,190)	(174)	-	(28)	(13)	-	(15,405)
Gross Book Value	230,730	421,368	4,694	3,239	927	16,189	129	677,276
1 April 2016	-	-	-	(2,062)	(38)	(601)	-	(2,701)
Restated	-	-	-	-	-	(83)	-	(83)
Accumulated Depreciation Written Off	-	15,190	174	-	28	13	-	15,405
Reclassified	-	-	13	-	-	(32)	-	(19)
Depreciation in Year	-	(15,298)	(187)	(220)	(21)	(79)	-	(15,805)
Depreciation on Assets Sold	-	108	-	75	-	-	-	183
Depreciation								
31 March 2017	-	-	-	(2,207)	(31)	(782)	-	(3,020)
Net Book Value								
31 March 2017	230,730	421,368	4,694	1,032	896	15,407	129	674,256
Net Book Value								
1 April 2016	218,640	395,482	4,993	1,190	1,421	6,821	143	628,690

The dwelling valuation shown in the balance sheet represents the value of the housing stock to the Council in its existing use as social housing occupied on the basis of secured tenancies. The corresponding value of those dwellings if sold on the open market without tenants, i.e. vacant possession is £1,554,535,000 based on stock figures from 31 March 2017 and values as at 1 April 2016. The difference between the two values represents the economic cost of providing council housing at less than open market rents.

2. HOUSING STOCK

The Council was responsible for managing on average 6409 (6432 in 2015/16) dwellings during 2016/17. Changes in the stock are summarised below. The figures include 48 units for the homeless at Norway House, North Weald, and 6 wardens' and caretakers' dwellings.

	2016/17	2015/16
Stock as at 1 April	6,428	6,435
Less		
Sales	(46)	(20)
Stock Transfers / Conversions	-	14
Other Movements	1	(1)
Add		
New Properties	6	-
Stock as at 31 March	6,389	6,428
Number of:		
Houses and Bungalows	3,441	3,455
Flats and Maisonettes	2,938	2,963
Other	10	10
	6,389	6,428

3. GROSS DWELLING RENT INCOME

During 2016/17 1.12% (0.71% in 2015/16) of all lettable dwellings were vacant. Average rents were £96.92 per week including affordable rents, a reduction of £0.62 or 0.6% on the previous year. 52% (48% in 2015/16) of all Council tenants received some help through rent rebates in 2016/17. Rent arrears decreased to £884,461 (£929,681 in 2015/16), which represents 2.76% (2.87% in 2015/16) of gross dwelling rent income. The provision for bad and doubtful debts on these arrears amounted to £606,397 (£617,907 in 2015/16). Amounts written off during the year totalled £84,940 (£51,751 in 2015/16). Dwelling rents are shown after allowing for voids.

4. HOUSING REPAIRS FUND

The Council maintains a Housing Repairs Fund that evens out the annual cost to tenants of a cyclical repairs programme. The movement on the Fund is as follows:

	2016/17		2015/16	
	£000	£000	£000	£000
Balance as at 1 April		(1,010)		(1,491)
Contribution from the HRA	(5,800)		(5,855)	
Other Income	(387)		(114)	
Total Income		(6,187)		(5,969)
Responsive & Void Repairs	3,856		3,887	
Planned Maintenance	2,079		2,476	
Other	26		88	
Total Expenditure		5,961		6,451
Balance as at 31 March		(1,236)		(1,010)

The amount shown on the face of the Housing Revenue Income and Expenditure Statement is the actual net expenditure on repairs and maintenance rather than the contribution to the repairs fund. The difference between the two figures forms part of the adjustments between accounting basis and funding basis under regulations (Note 8 page 21).

5. PENSIONS

The Council recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees rather than when the benefits are eventually paid as pensions. However, the charge made against the HRA is based on the contributions payable to the fund in respect of 2016/17; the real cost of retirement benefits is therefore reversed out of the Housing Revenue Account after Net Operating Expenditure.

6. HOUSING REVENUE ACCOUNT CAPITAL RECEIPTS

The Council received £7,723,140 in respect of HRA capital receipts during 2016/17. This arose as a result of the sale of council houses (£7,400,845), sale of other property (£290,000), sale of Land (£30,500) and principal repayments on mortgages (£1,795). Of this the Council used £3,432,941 for housebuilding projects and £59,800 for the administration of the sales which left £1,351,226 to fund other capital projects and pay the central government pool an amount of £2,879,173.

7. CAPITAL EXPENDITURE

The HRA incurred the following capital expenditure.

Capital Expenditure on:	£000	Financed by:	£000
Council Dwellings	8,616	Revenue	5,367
House Building and developments	7,880	Major Repairs Reserve	7,597
Disabled Adaptations	543	Capital Receipts	3,359
Plant, Vehicles and Equipment	90	Other Contributions	1,026
Environmental Works	220		
	17,349		17,349

8. MAJOR REPAIRS RESERVE

The Council is required to maintain a Major Repairs Reserve. This was originally funded from the Government via Housing Subsidy but is now funded from the HRA directly. The Housing Revenue Account is charged with the depreciation for the year the opposite entry of which is a credit to the Major Repairs Reserve. This income can then be used to fund repairs of a capital nature. For a transitional period of five years the Council is allowed to transfer back to the HRA a notional sum calculated by the Government in lieu of the Major Repairs Allowance received. The movement on the reserve is as follows:

	2016/17		2015/16	
	£000	£000	£000	£000
Balance as at 1 April		(12,291)		(11,154)
Depreciation transferred from the HRA		(15,748)		(13,486)
Used to fund Capital Expenditure on Council Dwellings	7,597		6,478	
Transferred to the HRA	7,738		5,871	
Total Expenditure		15,335		12,349
Balance as at 31 March		(12,704)		(12,291)

9. DEPRECIATION

Depreciation is charged on Housing Revenue Account assets in accordance with IAS 16. Depreciation is charged with reference to balance sheet values and the average life remaining on the housing stock and its major components. No depreciation is chargeable on the HRA investment assets. The difference between the figure shown on the face of the HRA and Note 8 above relates to £16,000 amortisation of intangible assets and other non dwellings depreciation.

10. NOTE OF RECONCILING ITEMS FOR THE STATEMENT OF MOVEMENT ON HRA BALANCE

	2016/17 £000	2015/16 £000
AMOUNTS TO BE EXCLUDED		
Transfer from Major Repairs Reserve and other depreciation reversals and impairments	(7,776)	(5,925)
Upward revaluation of Council Dwellings and Garages	(1,908)	9,184
Revenue expenditure funded from Capital under statute	(13)	(414)
Reversal of Notional Lease payment	23	25
Valuation changes Rents to Mortgages	170	425
Gain/(loss) on disposal of HRA fixed assets	3,100	1,460
Flexi / Leave Accruals	(5)	9
HRA share of contributions to/ (from) pensions reserve	(2,240)	(2,086)
	(8,649)	2,678
AMOUNTS TO BE INCLUDED		
Leaseholder Contributions	13	414
Employers contributions payable to the pension fund	1,523	1,329
Capital Expenditure funded by the HRA	5,367	4,344
Capital Contributions Applied	934	1,857
	7,837	7,944
Net Increase or (Decrease) before Transfers to/from Reserves	(812)	10,622
TRANSFERS (TO)\FROM EARMARKED RESERVES		
Housing Repairs Fund	226	(480)
Self Financing Reserve	-	3,180
Service Enhancement Fund	-	(179)
	226	2,521
	(586)	13,143

11. TRANSFER TO SELF FINANCING RESERVE

A Self Financing Reserve was set up with the purpose of receiving a transfer of £3.18m per annum to accumulate enough funds to repay the £31.8m variable loan. Whilst this is the stated purpose of the fund the decision does not preclude the use of these funds for another HRA purpose. The balance on the Reserve as at 1 April 2016 was £12.72m, however it was agreed that in 2016/17 the contribution would be suspended leaving the year end balance unchanged.

THE COLLECTION FUND

INCOME AND EXPENDITURE ACCOUNT

		Council Tax	Non Domestic Rates	Collection Fund Total	Council Tax	Non Domestic Rates	Collection Fund Total
INCOME	Note	2016/17 £000	2016/17 £000	2016/17 £000	2015/16 £000	2015/16 £000	2015/16 £000
Council Tax	1	(83,186)	-	(83,186)	(79,403)	-	(79,403)
Non Domestic Rates	2	-	(36,509)	(36,509)	-	(35,465)	(35,465)
TOTAL INCOME		(83,186)	(36,509)	(119,695)	(79,403)	(35,465)	(114,868)
EXPENDITURE							
Precepts and Demands:							
Essex County Council		59,058	3,216	62,274	55,637	3,115	58,752
Essex Police		7,948	-	7,948	7,534	-	7,534
Essex Fire Authority		3,537	357	3,894	3,400	346	3,746
Epping Forest District Council		11,048	14,294	25,342	10,776	13,846	24,622
Distribution of Estimated Collection Fund Surplus/(Deficit).	3						
Essex County Council		1,420	(122)	1,298	1,095	(57)	1,038
Essex Police		192	-	192	145	-	145
Essex Fire Authority		87	(14)	73	67	(6)	61
Epping Forest District Council		275	(544)	(269)	211	(253)	(42)
Non Domestic Rate							
Payment to Central Government		-	17,868	17,868	-	17,306	17,306
Repayment of Deficit		-	(680)	(680)	-	(316)	(316)
Transitional Protection		-	45	45	-	322	322
Cost of Collection Allowance		-	172	172	-	171	171
Provision for Appeals		-	262	262	-	1,138	1,138
Provision for Non Payment		(25)	(62)	(87)	(102)	1	(101)
Write Offs		413	290	703	464	319	783
TOTAL EXPENDITURE		83,953	35,082	119,035	79,227	35,932	115,159
DEFICIT / (SURPLUS) FOR YEAR		767	(1,427)	(660)	(176)	467	291
BALANCE BROUGHT FORWARD		(2,216)	1,514	(702)	(2,040)	1,047	(993)
BALANCE CARRIED FORWARD		(1,449)	87	(1,362)	(2,216)	1,514	(702)

1. COUNCIL TAX

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into eight valuation bands, estimating 1 April 1991 values for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Essex County Council, Essex Police, Essex Fire Authority and this Council for the forthcoming year and dividing this by the council tax base (the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted discounts: 52,258 for 2016/17, 51,196 for 2015/16). The basic amount of Council Tax for a Band D property (£1,498.68 for 2016/17, £1,449.09 for 2015/16) is multiplied by the proportion specified for the particular band to give an individual amount due.

	Chargeable Dwellings	Chargeable Dwellings after Discount, Exemptions and Disabled Relief	Ratio to Band D	Band D Equivalents
Band A Disabled	1	1	5/9	1
Band A	1,663	1,434	2/3	956
Band B	4,824	4,022	7/9	3,128
Band C	11,277	10,128	8/9	9,003
Band D	13,680	12,698	1	12,698
Band E	9,467	8,889	1 2/9	10,864
Band F	6,740	6,403	1 4/9	9,249
Band G	5,741	5,535	1 2/3	9,225
Band H	1,114	1,072	2	2,144
Total Band D				57,268
Less Band D equivalents entitled to Council Tax Support				4,215
Total Band D equivalents				53,053
Less Adjustment for Collection Rate				795
Council Tax Base				52,258

Income of £83,186,116 for 2016/17 (£79,403,095 for 2015/16) was receivable from council tax payers. An Amount of £22,995 (£57,923 in 2015/16) was clawed back from Council Tax payers and passed to the General Fund.

2. NON DOMESTIC RATES

Non Domestic Rates are organised on a national basis. The Government specifies an amount, 48.4p (small business) and 49.7p (others) in 2016/17, (48.0p (small business) 49.3p (others) in 2015/16) and, subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount.

In 2013/14 the method of distributing and accounting for Business Rates changed. Prior to 1 April 2013 Non Domestic Rates were collected by the Council and paid over to central Government who then redistributed the sums collected in the form of Non Domestic rates grant.

From 1 April 2013 Business Rates Retention was introduced whereby Local Authorities retain 50% of the Business Rates collected and pay the remainder over to Central government. The amount retained is shared between the Council (40%), Essex County Council (9%) and Essex Fire Authority (1%). In addition, the Government has set a level of Business Rates Funding deemed to be applicable to each area and every Council either receives a top up (where business rates are below this deemed level of funding) or pays a tariff (if business rates collected are above this deemed level of funding). In 2016/17 this Council paid a tariff of £10,314,922 (£10,230,000 in 2015/16).

If the Council increases its business rates base and therefore income it is allowed to retain a proportion of this increased income whilst paying up to 50% to Central Government. This payment is known as a levy payment.

If a reduction of business rates income of more than 7.5% of its funding baseline has occurred then the government will make up any difference between this and the actual loss in the form of a safety net payment.

The Council is part of the Essex Business Rates Pool. A pool is set up in order to minimise the potential levy on business rate growth that an individual authority might need to pay Central Government. A number of Authorities that are paying a tariff to the Government join a pool with an authority receiving a top up. In the case of the Essex Pool the County Council are receiving a top up and the districts are paying a tariff and by pooling their business rates can significantly reduce their levy rates from the 50% they would face if on their own.

The total non-domestic rateable value at the year-end was £86,591,046 (£86,608,906 in 2015/16).

3. CONTRIBUTIONS TO COLLECTION FUND SURPLUSES AND DEFICITS

The surplus or deficit on the Collection Fund arising from council tax and business rates transactions relates to this Council, other Major Precepting Authorities and Central Government. The surplus or deficit on the fund is estimated as at 15 January every year and paid over or recovered from the Council's General fund and major precepting authorities in the following Financial year. The balance on the Fund represents the difference between the estimated surplus or deficit and the actual position.

Annual Governance Statement

1 Scope of Responsibility

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

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

The Council has approved and adopted a Code of Governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government and forms part of the Council's Constitution. A copy of the Code is on our website at www.eppingforestdc.gov.uk. This statement explains how the Council has complied with the Code and also meets the requirements of Regulation 4 of the Accounts and Audit Regulations 2015, in relation to the publication of a Statement on Internal Control.

2 The Purpose of the Governance Framework

The governance framework comprises the systems and processes, culture and values for the direction and control of the Council and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of the Governance Framework and is designed to manage risk to a reasonable level. It cannot eliminate all risks of failure to achieve policies, aims and objectives, and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives. It is also responsible for evaluating the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016).

The Council's Code of Governance recognises that effective governance is achieved through the following seven CIPFA/SOLACE principles.

- (i) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- (ii) Ensuring openness and comprehensive stakeholder engagement.
- (iii) Defining outcomes in terms of sustainable economic, social and environmental benefits.
- (iv) Determining the interventions necessary to optimise the achievement of intended outcomes.
- (v) Developing the Council's capacity, including the capability of its leadership and the individuals within it.
- (vi) Managing risks and performance through robust internal control and strong public financial management.
- (vii) Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

At their February 2017 meeting the Audit and Governance Committee agreed a new Local Code of Corporate Governance, which was updated to reflect the latest CIPFA/SOLACE guidance. It is important the Council can demonstrate that its Annual Governance Statement is aligned with its Local Code.

The table below summarises the Council's Governance Framework (which includes the system of internal control) for the year ending 31st March 2017 and up to the date of approval of this Statement and the Statement of Accounts.

No.	The Governance Framework
	The key elements of the Council's governance arrangements for 2016/17 were:
1	A Corporate Plan covering 2015-2020, setting out the Council's priorities and defining the goals to be achieved.
2	The Constitution, which is revised each year:
	2.1 Sets out the Council's decision-making framework.
	2.2 Gives a clear definition of the roles and responsibilities of Members, Committees, and the statutory officers (Head of the Paid Service, Section 151 Officer and Monitoring Officer);
	2.3 Includes a scheme of delegation of responsibility, financial regulations and contract standing orders; and
	2.4 Defines codes of conduct for Members and officers, and a protocol for how the two work together.
3	The Council facilitates policy and decision making via a Cabinet Structure with Cabinet Member portfolios. The Council's Local Code of Governance was refreshed during 2016/17.
4	There are Standing Scrutiny Panels to cover key policy areas, Task and Finish Panels to undertake specific reviews and a co-ordinating Overview and Scrutiny Committee.
5	A Standards Committee.
6	An Audit and Governance Committee.
7	A Management Board consisting of the Chief Executive, Deputy Chief Executive and Directors.
8	A Corporate Governance Group consisting of the Chief Executive, Deputy Chief Executive, Section 151 Officer, Monitoring Officer, Deputy Monitoring Officer, Director of Communities and the Chief Internal Auditor, meeting monthly
9	A Corporate Risk Strategy managed by a Risk Management Group meeting quarterly.
10	A standard committee report format that includes specific consideration of all legal, financial, professional and technical considerations.
11	A Medium Term Financial Strategy which informs service planning and budget setting.
12	A compliments and complaints procedure.
13	A risk-based approach to internal audit, emphasising the need for sound control and good value.
14	A robust whistle blowing policy and process along with supporting documents outlining the Council's zero tolerance approach to fraud and corruption, which include anti bribery and anti money laundering policies.

3 Review of effectiveness

The Council is responsible for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the various sources noted below and concludes that the arrangements continue to be regarded as fit for purpose in accordance with the council's governance framework:

- Directors governance statements, which provide appropriate management assurance that the key elements of the system of internal control are operating effectively. For the first time, these were completed by the Directors in conjunction with their Assistant Directors;
- Documentary evidence of processes, procedures and standards:
- A Corporate Fraud Team, which supports the Council's counter fraud and corruption framework in taking action to prevent, detect and investigate fraud.
- The Chief Internal Auditor's annual opinion on the Council's control environment, delivered to the Audit and Governance Committee, as the body charged with governance. Audit reports issued along with the assurance ratings of substantial, limited or no assurance, on the adequacy and effectiveness of the Council's control environment, including key financial systems;
- The work undertaken by the External Auditor reported in their annual audit and inspection letter and other review reports;
- Significant governance issues from previous years and from 2016/17.

This final part of the Annual Governance Statement (AGS) outlines the actions taken, or proposed, to deal with significant governance issues identified. The Council's Corporate Governance Group, who monitors and reviews the corporate governance framework, has ensured that the issues raised in the previous AGS have been addressed as detailed in Table one below.

Table One: Progress on significant governance issues identified in the 2015/16 AGS

No.	Significant issue identified in 15/16 AGS	Action taken in 2016/17 to address the issue
1	<p>Procurement Rules</p> <p>A common theme coming out of 2014/15 internal audit reviews was non-compliance with Contract Standing Orders as these had developed over time and were difficult to follow.</p> <p>On 26 April 2016 Council approved the new Procurement Rules, which replaced the Council's previous Contract Standing Orders. These provide a more flexible approach and are more responsive to the current and future procurement needs of the Council.</p>	<p>A wide range of staff were trained on the Council's new Procurement Rules and a review of their effectiveness, led by the Director of Communities, concluded the new rules were generally being followed, being easier to follow.</p> <p>Refresher training will take place during 2017/18 following minor amendments proposed as a consequence of the review.</p>
2	<p>Corporate Policies</p> <p>A need to raise awareness of, and communicate changes to, corporate policies e.g. Whistleblowing Policy and Officer Code of Conduct was a common theme coming out of this years' Service Assurance Statements.</p>	<p>Partially completed as there have been periodic reminders in the staff newsletter (District Lines) on whistleblowing. The anti-fraud and corruption policy is currently being updated and a staff awareness programme will initiated to promote its contents once approved.</p>
3	<p>Project Management</p> <p>Service Assurance Statements also identified a need to develop project management processes and provide training in this area.</p>	<p>A Project and Programme Management project team was set up, sponsored by the Chief Executive, and has been meeting monthly. Via the project team an IT system solution is currently being rolled out which will include both system and project management training.</p>

In preparing this statement and reviewing the effectiveness of the Council's governance arrangements, the following areas have been identified for improvement or require careful monitoring. These are set out in the table below, together with the steps to be taken to address them.

Table Two: Areas for improvement or monitoring during 2017/18

No.	Issue	Management response
1	General Data Protection Regulations (GDPR) It is imperative that businesses and public bodies are prepared for the GDPR which will apply in the UK from 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.	Work is already in hand to ensure Epping Forest is compliant with the requirements of the GDPR ahead of May 2018 and beyond.
2	Corporate Policies For the second year, Service Assurance Statements identified a need to raise awareness of, and communicate changes to, corporate policies in particular Officer Code of Conduct, data protection policies, anti-fraud and Whistleblowing.	A staff awareness campaign will be devised and implemented to address this and will include use of metacompliance to ensure staff have read relevant policies, articles in the monthly staff newsletter District Lines, and reminders at staff briefings.

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

Signed
Glen Chipp
Chief Executive

Signed
Councillor Chris Whitbread
Leader of the Council

For the purposes of this Statement of Accounts, the following definitions have been adopted:

ACCRUALS

The concept that income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

BALANCE SHEET

This statement sets out an authority's financial position at the year-end. It shows the balances and reserves at an authority's disposal and its long-term indebtedness and the fixed and net current assets employed in its operations together with summarised information on the fixed assets held.

CAPITAL EXPENDITURE

Expenditure on the acquisition of a fixed asset or expenditure that adds to and not merely maintains the value of an existing asset.

CAPITAL ADJUSTMENT ACCOUNT

This account records the accumulated amount of set aside receipts and minimum revenue provision together with capital expenditure financed by way of capital receipts and revenue contributions. Set against these amounts are adjustments to the revenue account for depreciation and capital expenditure written off to revenue during the year. This, therefore, ensures that only actual expenses are charged to revenue in year.

CAPITAL FINANCING REQUIREMENT

This measures the change in and the underlying need for the council to borrow to finance Capital expenditure. Where all capital expenditure is financed by resources generated by the council the Capital Financing Requirement will remain unchanged.

CASH FLOW STATEMENT

This statement summarises the cash flows of the authority for capital and revenue spending as well as the cash flows used to finance these activities.

COLLECTION FUND

This account reflects the statutory requirement for billing authorities to maintain a separate collection fund which shows the transactions of the billing authority in relation to non-domestic rates and the council tax and illustrates the way in which these have been distributed to other authorities (preceptors) and the general fund.

COMMUNITY ASSETS

Assets that the local authority 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.

CONSISTENCY

The accounting treatment of like items within an accounting period and from one period to the next is the same.

CONTINGENCY

A condition that exists at the balance sheet date where the outcome will be confirmed only on the occurrence or non-occurrence of one or more uncertain future events.

CONTINGENT LIABILITIES

A contingent liability is either:

(i) a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain events not wholly within the authority's control; or

(ii) a current obligation arising from past events where it is not probable (but not impossible) that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

It is considered that a contingent liability below £50,000 need not be disclosed, as any such amounts would not be significant.

CONTINGENT GAINS

A contingent gain (or asset) is a possible economic gain arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control.

INTANGIBLE ASSETS

Expenditure which may properly be defined as being capital expenditure, but which does not result in a physical asset being created. For expenditure to be recognised as an intangible asset it must yield future economic benefits to the council.

REVENUE EXPENDITURE CHARGED TO CAPITAL UNDER STATUTE

Expenditure of a capital nature that does not result in a fixed asset being created. An example of such an item would be expenditure on a former HRA property held on a long lease by a third party. The expenditure is written off in the year that it is incurred.

DEPRECIATION

The measure of the wearing out, consumption or other reduction in the useful economic life of a fixed asset whether arising from use, passage of time or obsolescence through technological or other changes. The useful life is the period over which the local authority will derive benefit from the use of a fixed asset.

FAIR VALUE

The fair value of an asset is the price at which it could be exchanged in an arms length transaction less, where applicable, any grants receivable towards the purchase or use of the assets.

FINANCE LEASE

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Such a transfer of risks and rewards may be presumed to occur if, at the inception of the lease, the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset.

PROPERTY, PLANT AND EQUIPMENT

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

GENERAL FUND

This statement records the information of all the authority's activities, excluding those in relation to the Housing Revenue Account and Local Council precepts.

GOING CONCERN

The concept that the authority will remain in operational existence for the foreseeable future, in particular that the revenue accounts and balance sheet assume no intention to curtail significantly the scale of operations.

GOVERNMENT GRANTS

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

HOUSING REVENUE ACCOUNT

The Housing Revenue Account (HRA) reflects a statutory obligation to account separately for local authority housing provision, as defined in particular in Schedule 4 of the Local Government and Housing Act 1989. It shows the major elements of housing revenue expenditure such as maintenance, administration, rent rebates and capital financing costs, and how these are met by rents subsidy and other income.

IMPAIRMENT

An impairment occurs when a fixed asset suffers a loss in value either due to a fall in market values generally, or as a result of use of the asset other than normal wear and tear.

INVESTMENTS

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the authority. Investments should be so classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment.

Investments that do not meet the above criteria should be classified as current assets.

INVESTMENT PROPERTIES

An interest in land and / or buildings:

- (i) in respect of which construction work and development have been completed; and
- (ii) which is held for its investment potential, any rental income being negotiated at arms length.

MINIMUM REVENUE PROVISION (MRP)

Local authorities are required by statute to set aside a minimum revenue provision for the redemption of external debt. The method of calculation is defined by statute and does not relate to actual external debt outstanding. Statute requires MRP of 2% of the housing credit ceiling and 4% of the non-housing credit ceiling, offset by an adjustment for debts commuted in relation to old improvement grants.

NET BOOK VALUE

The amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

NET CURRENT REPLACEMENT COST

The cost of replacing or recreating the particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

NET REALISABLE VALUE

The open market value of the asset in its existing use (or open market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

NON-OPERATIONAL ASSETS

Fixed assets held by a local authority but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties, assets that are surplus to requirements pending sale or redevelopment and assets under development or construction.

OPERATING LEASES

Leases other than a finance lease.

OPERATIONAL ASSETS

Fixed assets held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility. Operational assets comprise Council dwellings, other land and buildings, vehicles plant and equipment, infrastructure and community assets.

POST BALANCE SHEET EVENTS

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the responsible financial officer signs the Statement of Accounts.

PRIOR YEAR ADJUSTMENTS

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

PROVISIONS

Provisions are required for any liabilities of uncertain timing or amount that have been incurred. Provisions are required to be recognised when:

- (i) the local authority has a present obligation (legal or constructive) as a result of a past event;
- (ii) it is probable that a transfer of economic benefits will be required to settle the obligation; and
- (iii) a reliable estimate can be made of the amount of the obligation.

A transfer of economic benefits or other event is regarded as probable if the event is more likely than not to occur. If these conditions are not met, no provision should be recognised.

A constructive obligation is an obligation that derives from an authority's actions where;

- (i) by an established pattern of past practice, published policies or sufficiently specific current statement, the authority has indicated to other parties that it will accept certain responsibilities; and
- (ii) as a result, the authority has created a valid expectation on the part of those other parties that it will discharge those responsibilities.

PRUDENCE

The concept that revenue is not anticipated until received in the form either of cash or of other assets, or a reliable estimate of the cash realisation can be assessed with reasonable certainty.

RELATED PARTY TRANSACTION

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party, irrespective of whether a charge is made. Examples of related party transactions include:

- (i) the purchase, sale, lease, rental or hire of assets between related parties;
- (ii) the provision of a guarantee to a third party in relation to a liability or obligation of a related party;
- (iii) the provision of services to a related party, including the provision of pension fund administration services;
- (iv) transactions with individuals who are related parties of an authority or a pension fund, except those applicable to other members of the community or the pension fund, such as Council Tax, rents and payments of benefits.

This list is not intended to be comprehensive.

The materiality of related party transactions should be judged not only in terms of their significance to the authority but also in relation to its related party.

REVALUATION RESERVE

This account was created on 31 March 2007. The purpose of which is to hold all revaluations occurring to fixed assets subsequent to that date.

STOCKS

Comprise the following categories:

- (i) Goods or other assets purchased for resale;
- (ii) consumable stores;
- (iii) raw materials and components purchased for incorporation into products for sale;
- (iv) products and services in intermediate stages of completion;
- (v) long-term contract balances; and
- (vi) finished goods.

UNAPPORTIONABLE CENTRAL OVERHEADS

These are overheads for which no user now benefits and should not be apportioned to services.



EPHING FOREST DISTRICT COUNCIL

AUDIT COMPLETION REPORT
Audit for the year ended 31 March 2017
6 September 2017



CONTENTS

INTRODUCTION	2	APPENDIX I: AUDIT DIFFERENCES.....	21
SUMMARY	3	APPENDIX II: RECOMMENDATIONS AND ACTION PLAN.....	22
OUTSTANDING MATTERS	5	APPENDIX III: MATERIALITY	23
KEY AUDIT AND ACCOUNTING MATTERS.....	6	APPENDIX IV: INDEPENDENCE.....	24
OTHER REPORTING MATTERS.....	15	APPENDIX V: DRAFT FEES SCHEDULE	25
CONTROL ENVIRONMENT	14	APPENDIX VI: DRAFT REPRESENTATION LETTER.....	26
WHOLE OF GOVERNMENT ACCOUNTS	17		
USE OF RESOURCES.....	18		

INTRODUCTION

PURPOSE AND USE OF THIS REPORT

We present our audit completion report to the Audit and Governance Committee, which details the key findings arising from the audit for the attention of those charged with governance. It forms a key part of our communication strategy with you, a strategy which is designed to promote effective two way communication throughout the audit process.

As auditors we are responsible for performing our audit in accordance with International Standards on Auditing (UK & Ireland) which provide us with a framework which enables us to form and express an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management nor those charged with governance of their responsibilities for the preparation of the financial statements.

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements and use of resources. As the purpose of the audit is for us to express an opinion on the financial statements and use of resources, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

This report has been prepared solely for the use of the Audit and Governance Committee. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person.

We would like to thank staff for their co-operation and assistance during the audit and throughout the period.

AUDIT QUALITY

BDO is totally committed to audit quality. It is a standing item on the agenda of BDO's Leadership Team who, in conjunction with the Audit Stream Executive (which works to implement strategy and deliver on the audit stream's objectives), monitor the actions required to maintain a high level of audit quality within the audit stream and address findings from external and internal inspections. BDO welcomes feedback from external bodies and is committed to implementing necessary actions to address their findings.

We recognise the importance of continually seeking to improve audit quality and enhancing certain areas. Alongside reviews from a number of external reviewers, the AQR (the Financial Reporting Council's Audit Quality Review team), QAD (the ICAEW Quality Assurance Department) and the PCAOB (Public Company Accounting Oversight Board who oversee the audits of US firms), the firm undertakes a thorough annual internal Audit Quality Assurance Review and as member firm of the BDO International network we are also subject to a quality review visit every three years. We have also implemented additional quality control review processes for all listed and public interest audits.

More details can be found in our latest Transparency Report at www.bdo.co.uk.

SUMMARY

AUDIT SCOPE AND OBJECTIVES	
Audit status	We have substantially completed our audit procedures in accordance with the planned scope and our objectives have been achieved, subject to resolution of matters set out in the outstanding matters section below.
Audit risks	Property, Plant & Equipment valuations and Pension Liability assumptions were classified as significant risks during our updated risk assessment subsequent to our Planning Report to you dated 10 March 2017. These were previously reported as “Normal risk” within our Planning Report, however given the size and sensitivities of these estimations the risk was considered “significant”. Please see pages 8-9.
Materiality	Our final materiality is £2,000,000. We have increased our materiality by £100,000 since our planning report to you, based upon gross expenditure in the current year’s draft financial statements.
Changes to audit approach	There were no other significant changes to our planned audit approach nor were any restrictions placed on our audit.

KEY AUDIT AND ACCOUNTING MATTERS	
Material misstatements	Our audit has not identified any material misstatements to date.
Adjusted misstatements	A number of presentational changes have been made to the draft financial statements as a result of the audit.
Unadjusted audit differences	Our audit work to date has not identified any unadjusted audit differences.
Control environment	Our audit identified no significant deficiencies in internal controls.

SUMMARY

AUDIT OPINION	
Financial statements	Subject to the successful resolution of outstanding matters set out on page 5, we anticipate issuing an unmodified opinion on the financial statements for the year ended 31 March 2017.
Annual governance statement	We have no exceptions to report in relation to the consistency of the annual governance statement with the financial statements or our knowledge.
Use of resources	We anticipate issuing an unmodified conclusion on the Council’s arrangements to secure economy, efficiency and effectiveness in the use of resources.

OTHER MATTERS FOR THE ATTENTION OF THE AUDIT AND FINANCE COMMITTEE	
Whole of Government Accounts	The Council is below the audit threshold for a full assurance review of the Whole of Government Accounts (WGA) return.
Other responsibilities	We have not exercised any of our other powers or duties under the Local Audit and Accountability Act 2014.
Audit independence	Our observations on our audit independence and objectivity and related matters are set out in Appendix IV.

OUTSTANDING MATTERS

We have substantially completed our audit work for the year ended 31 March 2017, and anticipate issuing an unmodified opinion on the financial statements and use of resources conclusion.

The following matters are outstanding at the date of this report. We will update you on their current status at the Audit and Governance Committee meeting at which this report is considered:

- 1 Collection Fund Income
- 2 Current Debtors
- 3 Current Creditors
- 4 Housing Rent Income and its Reconciliation to the General Ledger
- 5 Review of Annual Governance Statement and Narrative Reports
- 6 Clearance of manager and Director review comments
- 7 Final review and approval of the Statement of Accounts, including the financial statements
- 8 Internal quality control review process
- 9 Subsequent events review
- 10 Management representation letter, as set out in Appendix VI, to be approved and signed.

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT RISKS

We assessed the following matters as audit risks, as identified in our earlier planning report dated 10 March 2017 and the additional significant audit risks in relation to property, plant and equipment and pension liability valuations during our updated planning process. Below we set out how these risks have been addressed and the outcomes of our procedures.

Key: ■ Significant risk ■ Normal risk

AUDIT AREA		RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
1	Management override of controls	<p>The primary responsibility for the detection of fraud rests with management. Their role in the detection of fraud is an extension of their role in preventing fraudulent activity. They are responsible for establishing a sound system of internal control designed to support the achievement of departmental policies, aims and objectives and to manage the risks facing the organisation; this includes the risk of fraud.</p> <p>Under International Standards on Auditing (UK and Ireland) 240, there is a presumed significant risk of management override of the system of internal controls.</p>	<p>We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.</p> <p>We also reviewed accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud.</p> <p>We also obtained an understanding of the business rationale for significant transactions that are outside the normal course of business for the entity or that otherwise appear to be unusual.</p>	<p>No issues have been identified in our review of the appropriateness of journal entries and other adjustments to the financial statements.</p> <p>Our work on accounting estimates has not identified any evidence of bias.</p> <p>We have not identified any unusual transactions.</p>

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA		RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
2	Revenue recognition	<p>Under auditing Standards there is a presumption that income recognition presents a fraud risk. For local authorities, the risks can be identified as affecting the completeness, accuracy and existence of income.</p> <p>We also consider there to be a significant risk in relation to the existence of fees and charges and investment rental income recorded in the Comprehensive Income and Expenditure Statement.</p>	<p>We carried out audit procedures to gain an understanding of the authority's internal control environment for the significant income streams, including how these operate and ensure that income is recognised.</p> <p>We also substantively tested an increased sample of fees and charges income.</p>	No issues have been identified during our testing.

KEY AUDIT AND ACCOUNTING MATTERS

AUDIT AREA		RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
3	Property, plant and equipment valuations	<p>Local authorities are required to ensure that the carrying value of property, plant and equipment (PPE) is not materially different to the fair value at the balance sheet date.</p> <p>The fair value for land and buildings, including Epping Forest Shopping Park, in PPE and investment properties is a management estimate based on market values or depreciated replacement cost (DRC). Management use external valuation data to assess whether there has been a material change in the value of classes of assets and periodically (minimum of every five years) employs an external expert (valuer) to undertake a full valuation. For investment properties the council uses in house RICS-qualified valuers.</p> <p>There is a risk over the valuation of land and building as the valuations are based on assumptions that are uncertain by nature, if inappropriate or inaccurate assumptions are used in the calculation of fair values.</p> <p>The extent of these increases exceeded our expectations (which are based on the increases in property prices suggested by published indices). We therefore considered that the valuation of property, plant and equipment (including investment properties) presented a significant risk of material misstatement.</p>	<p>We reviewed the inputs, instructions provided to the valuer and reviewed the valuers' skills and expertise in order to determine if we can rely on the management experts.</p> <p>We also confirmed that the basis of valuation for assets valued in year is appropriate based on their usage.</p> <p>We also reviewed valuation movements against indices of price movements for similar classes of assets and followed up valuation movements that appeared unusual compared to these indices.</p>	No issues have been identified during our testing.

AUDIT AREA		RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
4	Pension liability assumptions	<p>The net pension liability comprises the Council's share of the market value of assets held in the Essex County Council Pension Fund and the estimated future liability to pay pensions.</p> <p>An actuarial estimate of the pension fund liability is calculated by an independent firm of actuaries with specialist knowledge and experience. The calculation is complex and inputs can be part of a range of appropriate percentages and ages. Management uses an external expert Barnett Waddingham to provide the updated IAS 19 valuations, and the assumptions are determined independently by the actuary based on its sector experience. The estimate is based on the most up to date membership data held by the pension fund and has regard to local factors such as mortality rates and expected pay rises along with other assumptions around inflation when calculating the liability.</p> <p>There is a risk the valuation is not based on accurate membership data or uses inappropriate assumptions to value the liability.</p> <p>An independent review of actuarial assumptions by PwC, commissioned by PSAA, highlighted that the discount rate used by the pension fund actuary, Barnett Waddingham, to calculate the value of the liability is outside of what PwC would consider a reasonable range and that the inflation assumption was at the top of their reasonable range.</p>	<p>We agreed the disclosures to the information provided by the pension fund actuary.</p> <p>We contacted the administering authority and requested confirmation of the controls in place for providing accurate membership data to the actuary.</p> <p>We reviewed the reasonableness of the assumptions used in the calculation against other local government actuaries and other observable data.</p> <p>We engaged an auditors' expert, Broadstone, due to the specialist nature of the pension fund liability calculation to consider the matters highlighted in the PwC report and the impact on the reported pension liability.</p> <p>Broadstone concluded that reducing both of the identified variables would have a negligible effect on the pension liability.</p>	<p>We have no matters to report.</p> <p>We are satisfied that the matters highlighted in the PwC report regarding Barnett Waddingham do not have a material impact on the financial statements.</p>

KEY AUDIT AND ACCOUNTING MATTERS

	AUDIT AREA	RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
5	Changes in presentation of the financial statements	<p>The Code requires a change to the presentation of some areas of the financial statements. This includes:</p> <ul style="list-style-type: none"> • Change to the format of the Comprehensive Income and Expenditure Statement (CIES) • Change to the format of the Movement in Reserves Statement (MIRS) • New Expenditure and Funding Analysis (EFA) note • Change to the Segmental Reporting note • New Expenditure and Income analysis note. <p>These changes will require a restatement to the 2015/16 CIES.</p> <p>There is a risk that these presentational changes are not correctly applied in the financial statements.</p>	<p>We reviewed the draft financial statements against the CIPFA Disclosure Checklist to ensure that all of the required presentational changes have been correctly reflected within the financial statements.</p> <p>We ensured that the restatements required by the changes to the Code agreed to prior year financial records. We also ensured that the new notes are in the same format as reported to Finance and Performance Management Cabinet Committee.</p>	<p>No issues were identified by our audit. The presentational changes and restatement of relevant sections of the financial statements are in accordance with the Code.</p>

AUDIT AREA		RISK DESCRIPTION	HOW RISK WAS ADDRESSED BY OUR AUDIT	AUDIT FINDINGS AND CONCLUSION
6	Consideration of related party transactions	We need to consider if the disclosures in the financial statements concerning related party transactions are complete and adequate and in line with the requirements of the accounting standards.	<p>We documented the related party transactions identification procedures in place and reviewed the relevant information concerning any such identified transactions.</p> <p>We also discussed with management and reviewed councillors and Senior Management declarations to ensure there are no potential related party transactions which have not been disclosed. This is something we will require you to include in your management representation letter to us.</p>	Five declarations had not been returned. This has been commented on in Appendix II. No other issues have been identified during our testing.

KEY AUDIT AND ACCOUNTING MATTERS

OTHER ISSUES

We comment below on other issues identified in the course of our audit, of which we believe you should be aware:

AUDIT AREA		AUDIT FINDINGS
1	Fraud and error	<p>We are required to discuss with you the possibility of material misstatement, due to fraud or error, and to reassess this throughout the audit. We enquired of management regarding instances of fraud in the period, and considered throughout the audit the possibility of material misstatement of the financial statements due to fraud or error.</p> <p>We are not aware of any instances of fraud other than housing benefit and housing tenancy fraud committed against the Council.</p> <p>Our audit procedures have not identified any material errors due to fraud.</p>

OTHER REPORTING MATTERS

We comment below on other reporting required to be considered in arriving at the final content of our audit report:

MATTER	COMMENT
1 We are required to review the draft Annual Governance Statement and be satisfied that it is not inconsistent or misleading with other information we are aware of from our audit of the financial statements, the evidence provided in the Councils review of effectiveness and our knowledge of the Council.	This work is in currently in progress and a verbal update will be provided at the Audit and Governance Committee.
2 We are required to read all the financial and non-financial information in the Narrative Report to the financial statements to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit.	This work is in currently in progress and a verbal update will be provided at the Audit and Governance Committee.

CONTROL ENVIRONMENT

We are required to report to you, in writing, significant deficiencies in internal control that we have identified during the audit. These matters are limited to those which we have concluded are of sufficient importance to merit being reported to you.

As the purpose of the audit is for us to express an opinion on the Council's financial statements and conclusion on the use of resources, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

We note that the Council's internal audit function has issued a number of observations and recommendations on the Council's control environment during 2016/17. We have not repeated these recommendations in this report unless we consider them to highlight significant deficiencies in control which we are required to report to you.

We are not aware of any significant deficiencies in the Council's internal controls in 2016/17.

WHOLE OF GOVERNMENT ACCOUNTS

We comment below on other reporting required:

MATTER	COMMENT
<div>1</div> <div>Auditors are required to review Whole of Government Accounts (WGA) information prepared by component bodies that are over the prescribed threshold of £350 million in any of: assets (excluding property, plant and equipment); liabilities (excluding pension liabilities); income or expenditure.</div> <div>The Council falls below the threshold for review and there is no requirement for further work other than to submit the section on the WGA Assurance Statement to the WGA audit team with the total values for assets, liabilities, income and expenditure.</div>	<div>Local authorities were required to submit the unaudited data collection tool (DCT) to HM Treasury and auditors by 7 July 2017. The Council has not yet submitted its DCT as the Finance department had been awaiting further information from other Council departments. The Finance department has confirmed that the submission will be made by mid-September.</div> <div>We will submit the relevant section of the assurance statement to the National Audit Office prior to the statutory deadline.</div>

USE OF RESOURCES

We are required to be satisfied that proper arrangements have been made to secure economy, efficiency and effectiveness in the use of resources (value for money). This is based on the following reporting criterion:

In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

There are three sub criteria that we consider as part of our overall risk assessment:

- Informed decision making
- Sustainable resource deployment
- Working with partners and other third parties.

We reported our risk assessment, which included use of resources significant risks, in the 2016/17 planning report issued on 10 March 2017. We have since undertaken a more detailed assessment of risk following our completion of the interim review of financial controls and review of the draft financial statements, and we have not included any additional significant risks.

We report below our findings of the work designed to address these significant risks and any other relevant use of resources work undertaken.

DESCRIPTION AND WORK PERFORMED	FINDINGS AND CONCLUSION
<p>At the planning stage we did not identify any significant risks in relation to use of resources. We stated we would notify the Audit and Governance Committee of any changes to our risk assessment. We have no such changes to report and have not identified any significant risks during our updated risk assessment work.</p>	<p>As no significant risks have been identified no additional work has been performed.</p> <p>There are no matters to report.</p>
<p>Our work performed during our on-going risk assessment process included a review of the Medium Term Financial Strategy (covering the period 2016/17 to 2020/21), the current year outturn and the Council's reserves position.</p>	
<p>The Council remains in a strong financial position due to its healthy reserve balances. Management have updated the Medium Term Financial Strategy (MTFS) since our initial risk assessment and the predicted revenue balance at the end of the period covered by the MTFS is expected to be £5.287m, which represents 41% of the Council's net budget requirement for 2020/21. This is significantly above the minimum 25% approved by members.</p>	
<p>We have assessed the Council's response to falling central government funding for local government through its exploitation of commercial opportunities and the Transformation Programme. The Langston Road Retail Park development is expected to provide the Council with a significant source of income once fully operational. There have been delays in the full opening of the Retail Park. The delays have had no significant financial impact on the Council and revenue estimates within the MTFS from the Shopping Park appear reasonable.</p>	
<p>In the prior year, the Council initiated its Transformation Programme. As part of this the Council commissioned an option appraisal around its Service Accommodation as the Council is presently occupying more office space than it requires for its current or future headcount. The service accommodation review demonstrates how the Council is forward thinking in relation its future service requirements and its ability to generate new income streams in an environment of falling central government funding. A detailed business case is being commissioned to quantify costs and savings from the reorganisation of the Council's estate.</p>	

APPENDICES

APPENDIX I: AUDIT DIFFERENCES

We are required to bring to your attention audit differences identified during the audit, except for those that are clearly trivial, that the Audit and Governance Committee is required to consider. This includes: audit differences that have been corrected by management; and those that remain uncorrected along with the effect that they have individually, and in aggregate, on the financial statements.

ADJUSTED AUDIT DIFFERENCES

Our audit has not identified any material misstatements and there were no differences that have been corrected in the revised draft financial statements that affect the reported surplus for the year.

UNADJUSTED AUDIT DIFFERENCES

There are no unadjusted audit differences identified from our work to date.

APPENDIX II: RECOMMENDATIONS AND ACTION PLAN

AREA	CONCLUSIONS FROM WORK	RECOMMENDATION	RECOMMENDATION MADE IN 15/16	MANAGEMENT RESPONSE	RESPONSIBLE OFFICER	TIMING
ANNUAL REPORT AND ACCOUNTS						
RELATED PARTIES	We noted that five related party declarations had not been returned from councillors.	Require all Councillors to return their NO related party declarations including positively confirming no related party relationships.		It is proposed to ask those members still to sign to do so at the next Full Council later this month.	Assistant Director of Resources	30/9/17
LATE DELIVERY OF WORKING PAPERS	We encountered difficulties in obtaining working papers for areas of our audit as these had not been prepared in advance of our onsite visit. These delays were most significant for the payroll information and listings for debtors and creditors to enable audit sampling.	Prepare key working papers and listings in advance of the auditors' onsite visit.	NO	It is proposed to have a meeting with BDO during October to assess the key papers required and make sure these are available from 1 June 2018	Principal Accountant	31/5/18

APPENDIX III: MATERIALITY

MATERIALITY - FINAL AND PLANNING		
	FINAL	PLANNING
Materiality	£2,000,000	£1,900,000
Clearly trivial threshold	£40,000	£38,000

Planning materiality for the Council was based on 2% of the budgeted gross expenditure. We revised our materiality following receipt of the draft Financial Statements which indicated a higher level of gross expenditure than the budgeted gross expenditure.

The clearly trivial amount is based on 2% of the materiality level.

APPENDIX IV: INDEPENDENCE

We confirm that the firm complies with the Financial Reporting Council’s Ethical Standards for Auditors and, in our professional judgement, is independent and objective within the meaning of those Standards.

In our professional judgement the policies and safeguards in place ensure that we are independent within the meaning of all regulatory and professional requirements and that the objectivity of the audit engagement lead and audit staff is not impaired. These policies include engagement lead and manager rotation, for which rotation is required after 5 years and 10 years respectively.

INDEPENDENCE - ENGAGEMENT TEAM ROTATION	
Senior team members	Number of years involved
Zoe Thompson - Audit engagement lead	1
Nick Bernstein - Audit manager	1

We are not aware of any financial, business, employment or personal relationships between the audit team, BDO and the Council.

Other than the items identified above and in Appendix V, we have not identified any potential threats to our independence as auditors.

Should you have any comments or queries regarding this confirmation, we would welcome their discussion in more detail.

APPENDIX V: FEES SCHEDULE

	2016/17 FINAL PROPOSED £	2016/17 PLANNED £	2015/16 FINAL £	EXPLANATION FOR VARIANCES
Code audit fee - scale	64,672	64,672	64,672	N/A
Certification fee for Housing benefits subsidy claim	18,533	18,533	18,533	N/A
TOTAL AUDIT AND CERTIFICATION FEES	83,205	83,205	83,205	
Audit related services:				
• Fee for limited assurance review of Pooling of Housing Capital Receipts return	2,000	TBC	2,000	N/A
Fees for other non-audit services	-	-	-	N/A
TOTAL ASSURANCE SERVICES	85,205	TBC	85,205	

APPENDIX VI: DRAFT REPRESENTATION LETTER

TO BE TYPED ON CLIENT HEADED NOTEPAPER

16 The Havens
Ransomes Europark
Ipswich
Suffolk
IP3 9SJ

XX September 2017

Dear Sirs

Financial statements of Epping Forest District Council for the year ended 31 March 2017

We confirm that the following representations given to you in connection with your audit of the Council's financial statements (the 'financial statements') for the year ended 31 March 2017 are made to the best of our knowledge and belief, and after having made appropriate enquiries of other officers and members of the Council.

The Chief Finance Officer has fulfilled his responsibilities for the preparation and presentation of the financial statements as set out in the Accounts and Audit Regulations 2015 and Statement of responsibilities of auditors and of audited bodies issued by Public Sector Audit Appointments (PSAA), and in particular that the financial statements give a true and fair view of the financial position of the Council as of 31 March 2017 and of its income and expenditure and cash flows for the year then ended in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code) and for making accurate representations to you.

We have fulfilled our responsibilities on behalf of the Council, as set out in the Accounts and Audit Regulations 2015, to make arrangements for the proper administration of the Council's financial affairs, to conduct a review at least once in a year of the effectiveness of the system of internal control and approve the Annual Governance Statement, to approve the Statement of Accounts (which include the financial statements), and for making accurate representations to you.

We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence. In addition, all the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and other meetings have been made available to you.

In relation to those laws and regulations which provide the legal framework within which the Council's business is conducted and which are central to our ability to conduct our business, we have disclosed to you all instances of possible non-compliance of which we are aware and all actual or contingent consequences arising from such instances of non-compliance.

There have been no events since the balance sheet date, other than those which have already been disclosed in the 'Events after the reporting period' note to the financial statements, which either require changes to be made to the figures included in the financial statements or to be disclosed in the note. Should any material events of this type occur, we will advise you accordingly.

We are responsible for adopting sound accounting policies, designing, implementing and maintaining internal control, to, among other things, help assure the preparation of the financial statements in conformity with international financial reporting standards and preventing and detecting fraud and error.

We have considered the risk that the financial statements may be materially misstated due to fraud and have made the results available to you.

To the best of our knowledge we are not aware of any fraud or suspected fraud involving councillors, management or employees. Additionally, we are not aware of any fraud or suspected fraud involving any other party that could materially affect the financial statements.

To the best of our knowledge we are not aware of any allegations of fraud or suspected fraud affecting the financial statements that have been communicated by councillors, employees, former employees, analysts, regulators or any other party.

We have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware. We have appropriately accounted for and disclosed such relationships and transactions in accordance with the applicable financial reporting framework.

We have no plans or intentions that may materially affect the carrying value and where relevant, the fair value measurement, or classification of assets or liabilities reflected in the financial statements.

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

We have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been disclosed in accordance with the requirements of accounting standards.

We confirm that the above representations are made on the basis of enquiries of councillors, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We confirm that the financial statements are free of material misstatements, including omissions.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each director and member has taken all the steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that you are aware of that information

Yours faithfully

Robert Palmer

Director of Resources

XX September 2017

Councillor John Knapman

Chair of the Audit and Governance Committee

Signed on behalf of the Audit and Governance Committee

XX September 2017

FOR MORE INFORMATION:

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The matters raised in our report prepared in connection with the audit are those we believe should be brought to the attention of the organisation. They do not purport to be a complete record of all matters arising. No responsibility to any third party is accepted.

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Report to the Audit & Governance Committee



Report reference: AGC-008-2017/18
Date of meeting: 18 September 2017

**Epping Forest
District Council**

Portfolio: Finance

Subject: Annual Outturn Report on the Treasury Management and Prudential Indicators for 2016/17.

Responsible Officer: John Bell (01992 564387).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To consider how the risks associated with Treasury Management have been dealt with during 2016/17; and**
- (2) To make any comments or suggestions that Members feel necessary to the Finance & Performance Management Cabinet Committee.**

Executive Summary:

The annual treasury management outturn report is a requirement of the Council's reporting procedures. It covers the treasury activity for 2016/17 and confirms that there were no breaches of policy during the year.

The risks associated with the treasury function are highlighted within the report along with how these risks were managed during the year.

Reasons for Proposed Decision:

The proposed decision is necessary in order to show that the risks associated with the treasury strategy were managed during the year and to comply with the requirements of the CIPFA Code of Practice on Treasury Management on reporting on the performance of the treasury activity.

Other Options for Action:

Members could ask for additional information about the CIPFA Codes or the Prudential Indicators.

Report:

Introduction

1. The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management), which includes the requirement for reporting on the treasury outturn on the financing and investment activity for the previous year.

2. The report attached at appendix 1 shows the Treasury Management Outturn Report for 2016/17 in accordance with the revised CIPFA Treasury Management Code and the revised Prudential Code.

Capital Activity in the Year

3. The Council undertakes capital expenditure on long-term assets. These activities may either be financed immediately through capital receipts, grants etc; or through borrowing.

4. The Council had planned to borrow to finance the capital programme. However, an underspend on the programme and the availability of sufficient cash has allowed the external borrowing to be deferred. The outturn capital programme is shown below in the table:

Capital Expenditure	2016/17 Original £m	2016/17 Revised £m	2016/17 Actual £m
Non-HRA capital expenditure	19.470	22.514	19.594
HRA capital expenditure	28.127	20.563	17.363
Total Capital expenditure	47.597	43.077	36.957
Financed by:			
Capital grants	1.015	1.466	1.799
Capital receipts	8.192	5.077	11.712
Revenue	25.769	16.218	14.146
Borrowing (including Internal)	12.621	20.316	9.300
Total resources Applied	47.597	43.077	36.957
Closing balance on:			
Capital Receipts	7.023	4.136	0
Major Repairs Reserve	0.514	9.143	12.704

5. The closing balance on capital receipts is after taking into account new receipts being generated from the right to buy sales and for major repairs reserve the major repairs allowance received in the year.

6. The risk involved with the Capital Activity is the impact on reducing the balances of financial reserves to support the capital programme. This risk has the following potential consequences; loss of interest; loss of cover for contingencies; financial strategy becoming untenable in the long run; service reductions required; and Council Tax increases required.

7. The table above shows the movements on the Capital Receipts and Major Repairs Reserve. This shows that the balance on the Capital Receipts Reserve has been fully utilised in supporting the capital programme, but resources are available via the Major Repairs Reserve. Whilst it has been possible to avoid external borrowing in 2016/17 it is clear that this will be required in 2017/18.

The Impact on the Council's Indebtedness for Capital Purposes

8. The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge for the Council's debt position. The Council has borrowed £185.456m to finance the payment to Government for Housing Self-Financing. This resulted in the Council's CFR becoming an overall positive CFR (HRA and Non-HRA). No further

borrowing was incurred in 2016/17.

CFR	Original 31-Mar-17 £m	Revised 31-Mar-17 £m	Actual 31-Mar-17 £m
Non-HRA	55.0	50.0	29.6
HRA	155.1	155.1	155.1
Closing balance	210.1	205.1	184.7

9. The Council did not breach the Authorised Limit (set at £240m for 2016/17) or the Operational Boundary (set at £230m for 2016/17) and the Maturity Structure of Fixed Rate Borrowing (restricted to 30 years and below).

10. The risks for Councils are associated with affordability, interest rates and refinancing – the affordability risk is whether the Council can afford to service the loan, this was achieved through the Council producing a viable thirty-year financial plan. This plan continues to be reviewed quarterly by officers and half yearly reports are presented to the Housing Scrutiny Panel. The interest rate risk is whether a change in interest rate could have an impact on the viability of the financial plan. Only 17% of the amount borrowed in 2011/12 was at a variable rate, the remainder were fixed at preferential rates. Any upward movement in interest rates would be ‘hedged’ by a corresponding increase in interest earned on Council investments. The refinancing risk is that maturing borrowings, capital project or partnership financing cannot be refinanced on suitable terms. Within the financial plan it is anticipated that all borrowing will be repaid on maturity and any borrowing to support future capital expenditure can easily be obtained from other local authorities or the Public Works Loans Board.

The Council’s Treasury Position

11. The table below shows the Council’s level of balances for 2016/17.

Treasury position	Original 31-Mar-2017 £m	Revised 31-Mar-17 £m	Actual 31-Mar-17 £m
Usable Reserves	46.9	46.9	43.9
Working Capital	3.0	4.0	2.0

12. It is important that the cash flow of the Council is carefully monitored and controlled to ensure enough funds are available each day to cover its outgoings. This will become more difficult as the Council uses up capital receipts and reduces investment balances.

13. The Council did not breach any of the following indicators:

(a) the Maximum Upper Limit for Fixed Rate Exposure during 2016/17 was 83% for Debt and 61% for Investments (limit set at 100%) and Maximum Upper Limit for Variable Rate Exposure during 2016/17 was 17% on Debt and 39% on Investments (limit set at 25% and 75% respectively);

(b) the maximum amount of the portfolio being invested for longer than 364 days was £0m (limit set at £15m); and

(c) the maximum limit set for investment exposure per country outside of the UK was £5m. Average £2m in Sweden. Standard Life MMF is domiciled in Guernsey, so is also Non-UK. Average £5m.

14. The risks associated with this section are as follows:

(a) Credit and Counterparty Risk – the risk of failure by a third party to meet its contractual obligations to the Council, i.e. goes into liquidation. The Council's counter-party lists and limits reflect a prudent attitude towards organisations with which funds may be deposited and these are regularly updated by our treasury advisors.

(b) Liquidity Risk – the risk that cash will not be available when it is needed, incurring additional unbudgeted costs for short-term loans. The Director of Resources has monthly meetings with Treasury Staff, to go through the cash flow for the coming month. A number of instant access accounts are used to ensure adequate cash remains available.

(c) Interest Rate Risk – the risk of fluctuations in interest rates. The Council allows a maximum of 75% of its investments to be invested in variable rates, and the remainder are in fixed rate deposits. This allows the Council to receive reasonable rates, whilst at the same time, gives the Council flexibility to take advantage of any changes in interest rates.

Summary

15. The Council has continued to finance its capital programme through the use of internal resources. Whilst the capital receipts reserve has been fully exhausted, it is anticipated that future right to buy sales will fund some part of the programme, and the Major Repairs Reserve will be available to support the on-going capital maintenance of the housing stock, before the need to borrow arises sometime late into the 2017/18 programme. The Council did not breach any of the treasury prudential indicators during the year.

Resource Implications:

As outlined within the report.

Legal and Governance Implications:

The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance:

- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken (although no restrictions were made in 2009/10 or subsequently);
- Statutory Instrument (SI) 3146 2003, as amended, develops the controls and powers within the Act;
- The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities;
- The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;

- Under the Act the ODPM (now DCLG) has issued Investment Guidance to structure and regulate the Council's investment activities.
- Under section 21(1) AB of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8 November 2007.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

The Council's external treasury advisors provided the framework for this report and have confirmed that the content satisfies all regulatory requirements.

Background Papers:

The report on the Council's Prudential Indicators for 2016/17 and the Treasury Management Strategy for 2016/17 to 2018/19 went to Council on 18 February 2016.

Risk Management:

As detailed in the report, a risk aware position is adopted to minimise the chance of any loss of the capital invested by the Council. The specific risks associated with the different aspects of the treasury management function have been outlined within the main report.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

No groups of people affected by this report which is not directly service related.

Treasury Management Outturn Report 2016/17

Introduction

In April 2002 the Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management annual report after the end of each financial year.

The Authority's treasury management strategy for 2016/17 was approved by full Council on 18 February 2016. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

External Context

Economic background: Politically, 2016/17 was an extraordinary twelve month period which defied expectations when the UK voted to leave the European Union and Donald Trump was elected the 45th President of the USA. Uncertainty over the outcome of the US presidential election, the UK's future relationship with the EU and the slowdown witnessed in the Chinese economy in early 2016 all resulted in significant market volatility during the year. Article 50 of the Lisbon Treaty, which sets in motion the 2-year exit period from the EU, was triggered on 29th March 2017.

UK inflation had been subdued in the first half of 2016 as a consequence of weak global price pressures, past movements in sterling and restrained domestic price growth. However the sharp fall in the Sterling exchange rate following the referendum had an impact on import prices which, together with rising energy prices, resulted in CPI rising from 0.3% year/year in April 2016 to 2.3% year/year in March 2017.

In addition to the political fallout, the referendum's outcome also prompted a decline in household, business and investor sentiment. The repercussions on economic growth were judged by the Bank of England to be sufficiently severe to prompt its Monetary Policy Committee (MPC) to cut the Bank Rate to 0.25% in August and embark on further gilt and corporate bond purchases as well as provide cheap funding for banks via the Term Funding Scheme to maintain the supply of credit to the economy.

Despite growth forecasts being downgraded, economic activity was fairly buoyant and GDP grew 0.6%, 0.5% and 0.7% in the second, third and fourth calendar quarters of 2016. The labour market also proved resilient, with the ILO unemployment rate dropping to 4.7% in February, its lowest level in 11 years.

Following a strengthening labour market, in moves that were largely anticipated, the US Federal Reserve increased rates at its meetings in December 2016 and March 2017, taking the target range for official interest rates to between 0.75% and 1.00%.

Financial markets: Following the referendum result, gilt yields fell sharply across the maturity spectrum on the view that Bank Rate would remain extremely low for the foreseeable future. After September there was a reversal in longer-dated gilt yields which moved higher, largely due to the MPC revising its earlier forecast that Bank Rate would be dropping to near 0% by the end of 2016. The yield on the 10-year gilt rose from 0.75% at the end of September to 1.24% at the end of December, almost back at pre-referendum levels of 1.37% on 23rd June. 20- and 50-year gilt yields also rose in Q3 2017 to

1.76% and 1.70% respectively, however in Q4 yields remained flat at around 1.62% and 1.58% respectively.

After recovering from an initial sharp drop in Q2, equity markets rallied, although displaying some volatility at the beginning of November following the US presidential election result. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31st March, both up 18% over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March.

Money market rates for overnight and one week periods remained low since Bank Rate was cut in August. 1- and 3-month LIBID rates averaged 0.36% and 0.47% respectively during 2016-17. Rates for 6- and 12-months increased between August and November, only to gradually fall back to August levels in March, they averaged 0.6% and 0.79% respectively during 2016-17.

Credit background: Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. UK bank credit default swaps saw a modest rise but bank share prices fell sharply, on average by 20%, with UK-focused banks experiencing the largest falls. Non-UK bank share prices were not immune, although the fall in their share prices was less pronounced.

Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome.

None of the banks on the Authority's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests. The tests were based on banks' financials as at 31st December 2015, 11 months out of date for most. As part of its creditworthiness research and advice, the Authority's treasury advisor Arlingclose regularly undertakes analysis of relevant ratios - "total loss absorbing capacity" (TLAC) or "minimum requirement for eligible liabilities" (MREL) - to determine whether there would be a bail-in of senior investors, such as local authority unsecured investments, in a stressed scenario.

On the advice of Arlingclose, new investments with Deutsche Bank and Standard Chartered Bank were suspended in March 2016 due to the banks' relatively higher credit default swap (CDS) levels and disappointing 2015 financial results. The Authority's deposits with Standard Chartered Bank matured in May 2016. Standard Chartered was reintroduced to the counterparty list in March 2017 following its strengthening financial position, but Deutsche Bank was removed altogether from the list.

Local Context

On 31st March 2017, the Authority had net borrowing of £144.18m arising from its revenue and capital income and expenditure, an increase on 2016 of £10m. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors and the year-on-year change are summarised in table 1 below.

Table 1: Balance Sheet Summary

	31.3.16 Actual £m	2016/17 Movement £m	31.3.17 Actual £m
General Fund CFR	29.6	0	29.6
HRA CFR	155.1	0	155.1
Total CFR	184.7	0	184.7
Less: Usable reserves	-46.9	3	-43.9
Less: Working capital	-4.0	2	-2
Net Worth	133.8	5	138.8

Table 2: Treasury Management Summary

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %
Long-term borrowing	185.5	0	185.5	2.97
Total borrowing	185.5	0	185.5	
Short-term investments	37.7	-12.7	25.0	0.37
Cash and cash equivalents	14.0	2.3	16.3	0.27
Total investments	51.7	-10.4	41.3	
Net Borrowing	133.8	-10.4	144.2	

Note: the figures in the table are from the balance sheet in the Authority's statement of accounts.

Net borrowing has increased due to falls in usable reserves and working capital. As investment balances were used to fund the capital programme no additional borrowing was required.

The Authority's current strategy is to maintain a minimum investment balance of £10m with a view to borrowing to fund the rest of the house building programme probably later in 2017. The treasury management position as at 31st March 2017 and the year-on-year change in show in table 2 above.

Borrowing Activity

At 31st March 2017, the Authority held £185.5m of loans, this has remained static over the year as slippage in the capital programme has meant the need to borrow has not materialised. The year-end borrowing position and the year-on-year change in show in table 3 below.

Table 3: Borrowing Position

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %	31.3.17 WAM* years
Public Works Loan Board	185.55	0	185.55	2.97	19.95

*Weighted average maturity

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

In furtherance of these objectives, no new borrowing was undertaken in 2016/17, as the capital programme has been funded using available internal resources. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.

Investment Activity

The Authority holds significant invested funds, representing balances and reserves held. During 2016/17, the Authority's investment balances have been falling due to funding the capital programme. The year-end investment position and the year-on-year change in show in table 4 below.

Table 4: Investment Position

	31.3.16 Balance £m	2016/17 Movement £m	31.3.17 Balance £m	31.3.17 Rate %	31.3.17 WAM* days
Banks & building societies (unsecured)	21.7	-5.4	16.3	0.42	124.5
Government (incl. local authorities)	18.5	-3.5	15.0	0.33	137.4
Money Market Funds	11.5	-1.5	10.0	0.27	1.0
Other Pooled Funds					
Total investments	51.7	-10.4	41.3	0.34	94.74

*Weighted average maturity

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

In furtherance of these objectives, and given the increasing risk and falling returns from short-term unsecured bank investments, the Authority has kept investment balances short term in line with the cash flow so as to enable funds to be available when required by operational and capital requirements.

Risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in table 5 below.

Table 5: Investment Benchmarking

	Credit Score	Credit Rating	Bail-in Exposure	WAM* (days)	Rate of Return
31.03.2016	3.80	AA-	66%	53	1.04%
30.06.2016	3.89	AA-	64%	57	0.99%
30.09.2016	4.03	AA-	66%	54	0.88%
31.12.2016	3.96	AA-	64%	50	0.79%
31.03.2017	3.97	AA-	60%	47	0.99%
All LAs	4.01	AA-	58%	137	1.31%

*Weighted average maturity.

The table above shows how the Council is performing with its investments, and as can be seen performance is commensurate with other Local Authorities, with the exception of the Rate of Return. This is due to this Council keeping investments shorter, 47 days invested against other Local Authorities 137 days, which gives rise to lower interest rates received.

The Council set itself targets of 7 or below for the credit score and A- or higher for the credit rating and the table above shows both these targets were achieved.

Performance Report

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 6 below.

Table 6: Performance

	Actual £'000	Budget £'000	Over/ Under £'000	Actual %	Benchmark %
Temporary Loans Interest	(156.9)	(178.1)	21.2	0.50	0.57
Money Market Funds Interest	(62.3)	(57.8)	(4.5)	0.58	0.48
Total investment income	(219.2)	(235.9)	16.7	0.52	0.55
Fixed Rate Loans Interest	5,348.0	5,348.0	0.0	3.48	3.48
Variable Rate Loans Interest	183.1	214.0	(30.9)	0.58	0.67
Total debt expense	5,531.1	5,562.0	(30.9)	2.97	3.00
GRAND TOTAL	5,311.9	5,326.1	(14.2)	n/a	n/a

Temporary loan interest receivable has under achieved over the year. This is because the Council has been investing for shorter periods as cash is being used to support the capital programme. The variable rate of loan interest is more favourable as the benchmark is set based upon the previous years actual and any subsequent falls in the rate from the lender are borne in this year.

Compliance Report

The Director of Resources is pleased to report that all treasury management activities undertaken during 2016/17 complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Table 7: Investment Limits

	2016/17 Limit	31.3.17 Actual	Complied
Any single organisation, except UK Government	£5m	£5m (Lloyds and Santander)	✓
UK Central Government	Unlimited	£15m	✓
Any group of funds under the same management	£5m per group	£5m (Lloyds)	✓
Any group of pooled funds under the same management	£5m per manager	Nil	✓
Negotiable instruments held in a broker's nominee account	£15m per broker	£11m ICAP and £4m BGC	✓
Foreign countries	£5m per country	Nil	✓
Registered Providers	£5m in total	Nil	✓
Unsecured investments with Building Societies	£5m in total	Nil	✓
Loans to unrated corporates	£5m in total	Nil	✓
Money Market Funds	£15m in total	£10m	✓

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 8: Debt Limits

	31.3.17 Actual	2016/17 Operational Boundary	2016/17 Authorised Limit	Complied
Borrowing	£185.55m	£230.00m	£240.00m	✓

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	31.3.17 Actual	2016/17 Target	Complied
Portfolio average credit rating	AA-	A-	✓

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month without additional borrowing.

	31.3.17 Actual	2016/17 Target	Complied
Total cash available within 3 months	£26m	£15m	✓

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as proportion of net principal borrowed was:

	31.3.17 Actual	2016/17 Limit	Complied
Upper limit on fixed interest rate exposure on debt	82.86%	100%	✓
Upper limit on fixed interest rate exposure on investments	(71.43%)	(100%)	✓
Upper limit on variable interest rate exposure on debt	17.14%	25%	✓
Upper limit on variable interest rate exposure on investments	(28.57%)	(75%)	✓

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing were:

	31.3.17 Actual £m	Lower limit	Upper Limit	Complied
Under 12 months	0%	0%	100%	✓
12 months and within 24 months	0%	0%	100%	✓
24 months and within 5 years	0%	0%	100%	✓
5 years and within 10 years	0%	0%	100%	✓
10 years and above	100%	0%	100%	✓

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2016/17	2017/18	2018/19
Actual principal invested beyond year end	£0m	£0m	£0m
Limit on principal invested beyond year end	£15m	£5m	£5m
Complied	✓	tbc	tbc

Report to the Audit and Governance Committee



Report reference: **AGC-009-2017/18**
Date of meeting: **18 September 2017**

**Epping Forest
District Council**

Portfolio: Technology and Support Services

Subject: Audit & Governance Committee Training Programme.

Responsible Officer: Sarah Marsh (01992 564446).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the training sessions for the Committee for the next 12 months as set out below, be agreed:

(a) November 2017 – Role of the Audit Committee, incorporating an interactive session facilitated by the Chief Internal Auditor in order for the Committee to gauge its own effectiveness;

(b) February 2018 – Project Management, including a demonstration of the Council's Project Management and Performance System (Covalent);

(c) March 2018 – Risk Management, to coincide with the Committee's Effectiveness of Risk Management review;

(d) June 2018 – Assurance Framework, ahead of the Committee's approval of the Annual Governance Statement; and

(e) September 2018 – How to Read a Set of Accounts, ahead of the Committee receiving the Statutory Statement of Accounts for 2017/18; and

(2) That the Chairman of the Audit and Governance Committee has delegated authority to approve the training programme for the Committee in future years.

Executive Summary:

This report provides details of the skills and knowledge analysis for the Committee and considers suggested subjects for training sessions to take place prior to committee meetings, which will be open to all members (as well as those councils in the Internal Audit partnership).

Reasons for Proposed Decision:

The training programme as set out in this report assists the Audit and Governance Committee in discharging their duties as set out in their Terms of Reference. Regular briefings or training will ensure committee members keep up to date or extend their knowledge.

Other Options for Action:

None

Report:

Skills and Knowledge Analysis

1. At its November 2016 meeting the Audit and Governance Committee, whilst reviewing its effectiveness, agreed there was a range of knowledge and experience that audit committee members can bring to the committee to enable it to perform effectively. No one committee member would be expected to be expert in all areas, but there are core areas of knowledge that committee members will need to acquire through training or briefings.

2. A questionnaire was circulated to all committee members to evaluate its overall knowledge and skills, which in turn would be used to guide members on their training needs. Whilst to date only three questionnaires have been completed, the results confirm the committee does indeed collectively have a wide range of skills and experiences including both the public and private sector. There was no one area that lacked collective knowledge or experience although respondents requested training or an update on financial management and accounting, the work of assurance providers (including Internal Audit) and IT systems and IT governance.

Training Programme

3. It is proposed that a 30 minute training session is delivered prior to each Audit and Governance Committee, in line with the other Audit Committees in the Internal Audit shared service. Such training would consist of short topical briefings by Council officers with input, where appropriate, from the external auditors.

4. Specific training topics should be determined in consultation with the Chairman to co-ordinate with relevant agenda items and the needs of committee members. Where appropriate, certain topics would be revisited to provide an update or refresher for members. Possible training topics could include:

- Annual accounts – external audit perspective and external audit plan.
- Anti-Fraud and Corruption.
- Assurance frameworks and the Annual Governance Statement.
- Audit and Governance functions.
- Contract Standing Orders and procurement legislation.
- Financial Regulations.
- Information management, security and data quality.
- Principles of good governance.
- Reviewing the annual accounts.
- Risk management.
- Role of Internal and External Audit.
- Value for Money.
- Treasury Management.
- Project Management.

5. The Council already provides a number of training events that are open to all Members, including Risk Management and Treasury Management.

6. In order to obtain the maximum benefit from the training provided, all members of the Council would be invited to attend if they wish (and where appropriate members from

neighbouring Councils). This will assist in mainstreaming the Committee's activities and may help to identify potential future members of the Committee. Training opportunities at Broxbourne and Harlow will continue to be offered to Epping Forest Councillors.

7. The following training programme spanning the next 12 months is proposed:

- November 2017 – role of the Audit Committee incorporating an interactive session facilitated by the Chief Internal Auditor in order for the Committee to gauge its own effectiveness.
- February 2018 – project management including a demonstration of the Council's project management and performance system (Covalent).
- March 2018 – risk management to coincide with the Committee's effectiveness of risk management review.
- June 2018 – assurance framework ahead of the Committee's approval of the Annual Governance Statement.
- September 2018 – how to read a set of Accounts, ahead of the committee receiving the 2017/18 Statement of Accounts.

Resource Implications:

There are no financial implications arising from the recommendations.

Legal and Governance Implications:

The fulfilment of a training programme will assist the Council in meeting a number of legal obligations including the consideration and approval of the Annual Statement of Accounts and the Annual Governance Statement.

Safer, Cleaner and Greener Implications:

None

Consultation Undertaken:

The results of a skills and knowledge questionnaire completed by Members of the Audit and Governance Committee formed the basis of this report.

Background Papers:

Audit Committees: Practical Guidance for Local Authorities and Police (2013 Edition)

Risk Management:

There are no direct risk management implications arising from the recommendations.

The operation of an effective audit committee provides assurance on the effective management of governance risks and internal controls. Implementation of a training plan allows members to fulfil this assurance role.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is

provided at Appendix 1 to the report.

Appendix 1: Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Audit and Governance Committee Training Programme
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	To approve training for Members.
Relationship with other policies / projects:	None
Name of senior manager for the policy / project:	Colleen O'Boyle
Name of policy / project manager:	Sarah Marsh

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant. <i>No</i>	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7. <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision: Training programme is open to all Members.

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Report to the Audit and Governance Committee



**Epping Forest
District Council**

Report reference: AGC-010-2017/18
Date of meeting: 18 September 2017

Portfolio: Technology and Support Services

Subject: Internal Audit Monitoring Report - June to September 2017

Responsible Officer: Sarah Marsh (01992 564446).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the Committee notes the progress made against the 2017/18 Internal Audit Plan, the summary of the work of Internal Audit and the Corporate Fraud Team for the period June to September 2017.

Executive Summary:

This report updates members on the work completed by the Internal Audit Shared Service since the June 2017 Audit and Governance Committee, and the work of the Corporate Fraud Team for the period April to September 2017. It also provides the current position in relation to overdue recommendations.

Reasons for Proposed Decision:

Monitoring report as required by the Audit and Governance Committee Terms of Reference.

Other Options for Action:

No other options.

Report:

2017/18 Internal Audit Plan

1. Good progress is being made against the 2017/18 Audit Plan as detailed in Appendix 1. An additional audit has been included for this year to follow up the Health and Safety at Townmead Depot audit which was carried out in September 2016. This should be reported to the November Committee meeting.

Internal Audit Reports

2. Each audit report provides an opinion as to the adequacy of the control environment for the processes reviewed. As a reminder, the assurance levels used across the shared service were reviewed following the External Quality Assessment in November 2016. The following assurance levels are being used for 2017/18 and onwards across all three Councils:

- **Substantial** - Overall, there is a sound system of control. Any weaknesses which put system/service objectives at risk will be minor and does not lead the Council to significant risk exposure.
- **Moderate** - Basically sound control, with areas of weakness, which put system/service objectives at risk.
- **Limited** - There are significant weaknesses in more than one key control area, which could put system/service objectives or the Council at risk.
- **No Assurance** - There are fundamental control weaknesses, leaving the system/service open to material errors or abuse and exposes the Council to significant risk.

3. The following reports have been issued since the Committee received its last update in June 2017:

- **Fire Risk Assessments - Moderate Assurance**

This audit reviewed the policies and processes around Fire Risk Assessments (FRAs) in Council owned residential blocks of flats and communal areas.

The audit found that the register of properties requiring FRAs was complete and accurate and FRAs had been completed within agreed timescales. FRAs in the Council's high risk buildings (temporary accommodation and sheltered housing schemes) will continue to be completed every two years. Following a review of fire safety after the recent Grenfell Tower incident, FRAs will now be undertaken every two years in all Council owned residential blocks of flats and communal areas (previously every five years in the low risk, general needs flats).

Significant progress was made during the audit to substantially improve the recording and monitoring of fire safety improvement recommendations raised in FRAs to ensure that progress is tracked and recommendations are completed within agreed timescales. As it is too early to confirm whether this process is working in practice, this will be followed up by Internal Audit in due course. Recommendations have been made to ensure Housing Management (South) follow the same process as Housing Management (North) to record, monitor and report tenant related FRA recommendations, and that fire safety guidance issued in June 2017 should be formalised in a fire safety policy.

- **Cyber Security - Substantial Assurance**

This review was a non- technical audit designed to assess the adequacy of the Council's framework in relation to both internal and external cyber threats.

The audit found that the security of the Council's computer network and servers is well managed and there are effective controls in place to detect unauthorised access and suspicious activity. A multi-layered boundary of defences is in place to protect the internal computer network and these are monitored and reviewed by the ICT security team. Management Board are effectively engaged in ICT Security Governance and the Technology and Support Services Portfolio Holder provides Member oversight.

Cyber security awareness training is given to new staff joining the Council and

refresher training and security updates ensure existing staff are kept informed of current threats. Incident management plans are in place to deal with potential security threats. User access management is well controlled and there are restrictions in place to block inappropriate emails and access to websites that could compromise the security of the network.

- **Planning Application Processes - Substantial Assurance**

This audit reviewed the processes around the external publicity of planning applications submitted to the Council, and checked that planning applications are determined in accordance with the Council's Scheme of Delegation.

The Council's policies in relation to the publicity for planning applications meet the statutory requirements and are available on the Council's website along with the processes for public participation in the Area Plans sub-committees. Where permitted by legislation, the Council favours the use of neighbour notification letters rather than site notices as the means of publicity and has robust processes to ensure that all relevant 'neighbours' are informed of planning applications.

Planning applications processes are operating satisfactorily and planning applications are determined in accordance with the procedures in the Council's Constitution and Scheme of Delegation. It is recommended that the relevant policies and procedures and the Scheme of Delegation are reviewed ahead of adoption of the Local Plan to identify any areas where efficiencies can be made in order that processing times are not affected by any increase in the number of planning applications.

Recommendation Tracker

4. The Audit and Governance Committee continues to receive details of all overdue recommendations, plus any high priority recommendations from final reports regardless of whether they are overdue or not.

5. The current tracker is shown at Appendix 2 and contains two medium and two low priority recommendations which have passed their due date (compared to one medium and two low priority recommendations in June 2017). There are no outstanding high priority recommendations.

6. Three of the recommendations relate to the external transfer of data which are all being addressed through the General Data Protection Regulations working party, of which Internal Audit is a member.

Table 1. Summary of tracker as at 6 September 2017:

Recommendation type	Number (as at 06 September 2017)	Number (as at 12 June 2017)
High Priority not passed its due date	0	0
High Priority passed its due date	0	0
Medium Priority passed its due date	2	1
Low Priority passed its due date	2	2

Other Internal Audit Activities

7. A number of assignments in the Audit Plan are included to provide advice and guidance throughout the year on current and future issues relevant to the Council, and ultimately help to inform the Chief Internal Auditor's annual opinion; but these do not result in an audit report. This includes Internal Audit representation on business groups and project teams in addition to less formal meetings. Significant items are included below for Members' information:

- **General Data Protection Regulation (GDPR) Working Party**

The General Data Protection Regulation will replace the existing Data Protection Act in May 2018. The Council is required to ensure compliance with the principles of the new legislation. Work is already in hand to ensure the Council is compliant with the requirements of the GDPR through the formation of a GDPR working party, chaired by the Director of Governance, which Internal Audit is a member of.

Internal Audit is playing a key role in the preparation of a Council-wide Information Asset Register. This involves identifying the Council's information assets (manual records and electronic information) to ensure personal data is recorded and used responsibly. Internal Audit is also advising on the implementation of the Council's GDPR action plan, which has been shared with the other Councils (Broxbourne and Harlow) in the Internal Audit shared service.

- **Programme and Project Management**

Internal Audit continues to be an active member of this project group which is drawing to a close as the system solution, Covalent, has now been rolled out across the Council.

- **Personal Data (Payroll/HR)**

Internal Audit attends the project group reviewing the processes and forms associated with the new iTrent payroll/HR system, which is currently being implemented, and the controls around the new electronic time recording system. Advice has been provided to ensure that appropriate controls are retained in the new processes, which has most recently focussed on those around the payroll side of the system.

- **Corporate Debt Working Party**

Advice over processes and controls has been given to this group which is reviewing the Council-wide approach to debt management. The group has worked to ensure directorates take ownership of debts within their service areas and options for a corporate debt management system are currently being explored.

- **Risk Management Group**

Internal Audit is actively involved in improving risk management processes throughout the Authority and as part of this work has revised the risk management strategy. A new risk register template for directorates has been developed and, following its successful implementation in the Governance Directorate, will be rolled out to the other directorates with the assistance of the Chief Internal Auditor.

National Fraud Initiative

8. The National Fraud Initiative (NFI) matches electronic data within and between public and private sector bodies to prevent and detect fraud. These bodies include the Department for Works and Pensions (DWP), police, fire and rescue authorities as well as local councils and a number of private sector bodies.

9. The review of the 2016/17 data matches is in progress and Internal Audit is providing training and guidance to Officers on their matches. Previous exercises have found many NFI matches are not fraudulent and there is usually a simple explanation for matches (for example inaccurate data). Internal Audit is a key contact for the NFI, coordinating the submission of the Council's data and ensuring there is a process for reviewing data matches in accordance with the Council's available resources and the requirements of the Cabinet Office. Internal Audit, in conjunction with the Corporate Fraud Team, assesses any data matches involving Council staff and Members.

Internal Audit Shared Service

10. The Internal Audit Shared Service, which commenced formally on 1 April 2017, is overseen through quarterly meetings of the Shared Services Board. As the Service currently has an auditor vacancy, a tender exercise was undertaken and Mazars have been engaged to carry out a small number of audits at each Council to assist in achieving the 2017/18 Audit Plan.

11. Staff work across all three Councils and are, therefore, able to apply their skills and knowledge to assignments at each Council. This has been particularly useful in the work around data mapping and the construction of Information Asset Registers where Internal Audit is assisting all three Councils in preparing for the General Data Protection Regulation.

12. The Councils can also benefit from sharing good practice. For example, good practice points identified at Harlow District Council helped inform the Fire Risk Assessments audit and have been shared with the relevant Officers at Epping Forest.

Corporate Fraud Team

13. Since April 2017, four Right To Buy applications have been stopped / withdrawn as a result of Corporate Fraud Team intervention, resulting in a discount saving of approximately £311,600 and ongoing rent revenue streams of around £183,000. In addition, two Council properties have been recovered and placed back into housing stock which has saved around £36,000.

14. During the same period, one Housing application has been stopped due to fraud being discovered in the application process and one grant application stopped as a result of fraud, saving around £10,000.

15. Two social housing fraud prosecutions are ongoing, both involving Proceeds of Crime action and will be going to trial.

16. The team is now engaged in involvement in Operation Scorpion, an initiative being run by Kent & Essex Police Serious Crime Directorate, targeting organised crime (including fraud etc.). This includes, for example, intelligence sharing and providing mutual assistance.

Resource Implications:

Within the report.

Legal and Governance Implications:

None.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

Corporate Governance Group.

Background Papers:

2017/18 Audit and Resource Plan.

Risk Management:

Failure to achieve the audit plan and poor follow up of audit recommendations may lead to a lack of assurance that internal controls are effective and risks properly managed, which ultimately feeds into the Annual Governance Statement.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 3 to the report.

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Internal Audit
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Update report to Audit and Governance Committee on the Internal Audit Service and Corporate Fraud Team
Relationship with other policies / projects:	None
Name of senior manager for the policy / project:	Colleen O'Boyle
Name of policy / project manager:	Sarah Marsh

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant. <i>No</i></p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>The recommendations affect the operational delivery of the Internal Audit Service and will help improve the effectiveness of the Audit and Governance Committee; individuals are not being targeted.</p>

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Appendix 1 - Audit Plan Monitoring 2017-18

	Directorate	Plan Days	Status	Fieldwork started	Report issued to Management	Finalised	Opinion: Level of Assurance	High Priority Recs	Medium Priority Recs	Low Priority Recs
Quarter 1 and 2										
Cyber security	Resources	16	Final report	n	n	n	Substantial	0	1	0
Health & Safety - Fire Risk Assessments	Communities	10	Final report	n	n	n	Moderate	0	2	0
Planning Applications	Governance	5	Draft report	n	n		Substantial	0	0	0
Health & Safety - Lone Working	Resources	10	In Progress	n	n					
Local Plan - internal resources	Neighbourhoods	5	In Progress	n						
House building	Communities	10	In Progress	n						
Community Safety - joint working	Communities	10	In Progress	n						
Income - Fleet Operations	Neighbourhoods	12	In Progress	n						
Payroll inc new HR/payroll system	Key Financial Control	14	Scoping							
Planned maintenance and major works	Communities	12	Scoping							
North Weald Airfield - establishment audit	Neighbourhoods	12								
Governance: St John's Road	Neighbourhoods	10								
Asset Management strategy	Neighbourhoods	10								
Quarter 3										
Commercial property - service charges	Neighbourhoods	12								
Income - card payments	Resources	15								
Contract register	Resources	15								
Agency staff	Resources	12								
Accounting system/General Ledger	Key Financial Control	10								
Debtors	Key Financial Control	12								
Capital projects programme	Resources	14								
Housing Benefits	Key Financial Control	10								
Safeguarding	Communities	10								
Leisure management contract	Neighbourhoods	12								
Quarter 4										
Business Continuity Planning	Neighbourhoods	10								
Anti Social Behaviour	Communities	12								
Equality Impact Assessments	Chief Executive	12								

HR absence management	Resources	12									
Complaints	Chief Executive	10									
Additional audits											
Health & Safety - Townmead Depot follow up	Neighbourhoods	5	In Progress	n							
									0	3	0

EFDC Internal Audit Recommendation Tracker (Overdue)

Last updated: 06 September 2017

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Assistant Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
Audit Recommendations 2015/16									
External Data Transfers 2015/16 Report No. 763 July 2016	1	The Council should undertake a mapping exercise of its information flows both internally and externally of the organisation. Following the mapping exercise, the Council should produce a central information asset register to include: System details, data held, classification of the data, data owner, who the information is shared with and the process by which it is shared (electronically/manual) . If an ISP has been produced, this should also be linked to the document. Once the mapping exercise has been undertaken, a formal review process should be developed to ensure that the information flow is valid and current.	Med	Whilst some individual directorates have independent processes in place, it is recognised that there is not a corporate approach to this matter. A corporate working party to address this situation and create an Information Asset Register is being co-ordinated by the Council's Internal Audit section within the Governance Directorate.	Director of Governance	31/03/17	30/06/17 30/09/17	April 17: A Council-wide data mapping exercise has been undertaken. The data is now being collated into an Information Asset Register database, which will include a formal review process. May 17: The data has been collated and has been loaded onto the database. A review of the data has started. August 17: The Information Asset Register has been produced and is being reviewed as part of the Council's General Data Protection Regulations (GDPR) working group.	Overdue
External Data Transfers 2015/16 Report No. 763 July 2016	3	A mechanism should be devised for monitoring compliance against agreed information sharing protocols. For example, a sample should be selected,	Low	This will be considered as part of the Information Asset Register being created as part of recommendation 1.	Director of Governance	31/03/17	31/03/18	April 17: This process will be developed along with the review process in recommendation 1, once the Information Asset Register is complete. May 17: The review process in recommendation 1 has begun and	Overdue

EFDC Internal Audit Recommendation Tracker (Overdue)

Last updated: 06 September 2017

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Assistant Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
		say annually, to see if the relevant department or business is complying with the agreed sharing protocol.						will include a process for monitoring compliance with information sharing protocols. August 17: The processes around information sharing protocols are included in the GDPR action plan which is being delivered by via the GDPR working group..	
External Data Transfers 2015/16 Report No. 763 July 2016	6	The Council should periodically request assurance from 3rd parties that the data shared is only retained for the period it was intended, that the process for disposal in place is appropriate and in line with current best practice and legislative requirements.	Low	This will be considered as part of the Information Asset Register being created as part of recommendation one.	Director of Governance	31/03/17	31/03/18	April 17: This process will be developed along with the review process in recommendation 1, once the Information Asset Register is complete. May 17: The review process in recommendation 1 has begun and will include a process for gaining third party assurances over shared data. August 17: Processes around third party data assurances are included in the GDPR action plan.	Overdue
Audit Recommendations 2016/17									
Health and Safety - Townmead Depot Report No. 05.16/17 September 2016	1	EFDC should implement a formal agreement for WATC's usage of Townmead Depot. The agreement should include the following: <ul style="list-style-type: none"> Terms of use Operational arrangements Roles and responsibilities of both parties 	Med	The process of drafting the agreement will be led by the Assistant Director (Technical Services) and require additional help from Legal and Estates. The recent site visit to the Depot highlighted the ongoing issues between EFDC and WATC. The meeting concluded the two authorities will work together to ensure the Depot is managed effectively and access is	Director of Neighbourhoods Assistant Director (Technical Services)	30/06/17	31/12/17	April 17: Legal Services have produced the first draft of the agreement, this is currently being reviewed internally, once any changes are agreed WATC will be invited to comment on the document August 17: Following a strategic review of land allocation between the Council and WATC, the Estates and Valuation Manager is revisiting the appropriate form of agreement with the Town Council. A meeting will be arranged with WATC to	Overdue

EFDC Internal Audit Recommendation Tracker (Overdue)

Last updated: 06 September 2017

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Assistant Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
				controlled. This is a longstanding issue which will require negotiation on both sides.				explore the options. In light of this development it is prudent to put on hold the formal agreement for the time being.	

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