



Oadby & Wigston

BOROUGH COUNCIL

Law & Democracy
Democratic Services

TO COUNCILLOR:

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L A Bentley
G A Boulter
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Mrs L M Broadley
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R F Eaton
Mrs L Eaton JP
D A Gamble (Chair)
Miss P V Joshi
J Kaufman
Mrs L Kaufman

K J Loydall JP
D W Loydall
Dr I K Ridley (Vice-Chair)

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the **COUNCIL CHAMBER - COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 23 JULY 2019** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
24 July 2019

Mrs Anne E Court
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA (UPDATE)</u>	<u>PAGE NO'S</u>
7.	Statement of Accounts and Annual External Audit ISA 260 Governance Report (2018/19)	1 - 164

Report of the Deputy Chief Executive / Section 151 Officer and the Head of Finance, Revenues and Benefits

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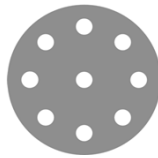


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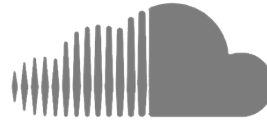
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OADBY & WIGSTON BOROUGH COUNCIL

DRAFT FINANCIAL REPORT

FOR THE YEAR

2018/19



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THE NARRATIVE REPORT

Introduction by the Chief Financial Officer

I am pleased to present Oadby and Wigston Borough Council's Statement of Accounts for the financial year ended 31 March 2019. These accounts inform their users as to the financial performance of the Council during the year and as a result are an important element of demonstrating sound financial stewardship of the taxpayers' money.

The Council's Auditors, Grant Thornton LLP, will commence their audit on 10 June 2019 after which the full audited accounts were presented to members for their approval at the Policy, Finance and Development Committee on 23 July.

Prior to approval the draft accounts were subjected to a thirty working days public inspection period which includes the first ten days of June. For the 2018/19 accounts, this inspection period commenced on 1 June 2019. From that date the unaudited accounts have been available to the public on the Council's website.

The purpose of this Narrative Report is to provide an organisational overview of Oadby and Wigston Borough Council and the external environment in which it operates. It provides information about Oadby and Wigston, including key issues affecting the Council and its accounts.

This Statement of Accounts (the Accounts) summarises the financial position of Oadby and Wigston Borough Council for the year ended 31 March 2019. These accounts have been produced for the Council as a single entity. No group accounts are required.

The principles adopted in compiling the Statement of Accounts are those recommended by The Chartered Institute of Public Finance and Accountancy (CIPFA) namely:

- The Code of Practice on Local Authority Accounting in the United Kingdom (the Code);
- International Financial Reporting Standards (IFRS); and
- The Service Reporting Code Of Practice (SeRCOP)

A Guide to Oadby and Wigston

The Borough is located at the south-east of the city of Leicester and comprises the three town centres of Oadby, Wigston and South Wigston. Along with Leicester it shares its boundaries with the two other local authorities of Harborough District and Blaby District.

Geography

The Borough is primarily urban in nature consisting of 2,400 hectares in area with a population of 57,035 residents. It is situated 5 miles from both Leicester City centre and from Junction 21 of the M1 motorway.

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Population

The population of the Borough has a gender split of: Males 48.6% and Females 51.4% (*Source Mid 2017 Population Estimates*)

The age demographic is set out below and shows a population that is aging when compared to both the surrounding area and the country as a whole.

Age	Oadby & Wigston	Leics County	East Midlands	England
0 – 19	24.2%	22.7%	23.3%	23.7%
20 - 64	54.6%	57.2%	57.6%	58.3%
65 - 89	19.9%	19.2%	18.2%	17.1%
90 and over	1.3%	0.9%	0.9%	0.9%

The residential population is one of the most culturally diverse in the region with the overall Black and Minority Ethnic (BME) population being 29% which is almost triple the Leicestershire County average (11.1%) and double the East Midlands regional figure (14.6%). This diversity is also reflected in the religious composition of the Borough, with 22% belonging to non-Christian religions compared to a national average of 9%.

Political Structure

There has been political continuity since 1991 when the Liberal Democrats achieved an overall majority for the first time. The Council at 31 March 2018 consisted of 26 members including 20 Liberal Democrats, 3 Conservatives, 2 Independent Members and 1 vacant seat. Councillor John Boyce is the Leader of the Council while his deputy is Councillor Michael Charlesworth. Local Borough Elections were held on 2 May 2019 leaving the Council with 24 Liberal Members and 2 Conservative.

All 26 members sit on the Full Council and this oversees decisions and actions of the four main committees. The four committees are:

- Policy, Finance & Development Committee
- Service Delivery Committee
- Development Control Committee
- Licensing & Regulatory Committee

The Committees debate and decide Council policy and make specific decisions in relation to those individual committee's responsibilities. There are also a number of working groups with limited decision making power, that develop specific initiatives and which report through the main committees to Council. A Standards Panel to oversee Councillor's conduct can be called at any time from the membership of the Policy, Finance and Development Committee.

Oadby and Wigston Borough Council have not adopted a cabinet system and all 26 members are involved in the decision making.

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On a national level Oadby and Wigston is contained wholly within the Harborough Constituency and is represented at Westminster by Neil O'Brien, MP of the Conservative Party. Mr O'Brien held the seat, for the Conservatives, at the June 2017 election with a majority of 12,429.

Management Structure

During the financial year 2018/19 the Senior Management Team comprised of the Chief Executive and the Director of Finance and Transformation. Its role is to lead the organisation so that the Council can fulfil its statutory responsibilities and deliver its services and local priorities. Supporting this are a team of Heads of Service across all frontline and support services of the Council.

Workforce

At 31 March 2019 the Council employed 167 (2017/18 -178) members of staff equating to 159.4 (2017/18 – 167) Full Time Equivalent posts. The Council has a policy of reducing its reliance on agency staff placing the emphasis on a stable permanent workforce

	Agency Staff Expenditure 2018/19				
	Q1	Q2	Q3	Q4	Total
	£'000	£'000	£'000	£'000	£'000
2018/19	64	111	140	169	484
2017/18	162	146	125	132	565

The Council holds the Investors in People Award, Level 6, and is one of a handful of local authorities to achieve this status.

The Vision and Values of the Council

The Council has a clear vision for the borough, its services and employees. These were adopted after lengthy consultation with officers and members. The Council's adopted vision is 'A Stronger Borough Together' along with five organisational values;

- 1) Accountability – Proud to take responsibility for actions, seeing tasks through to completion
- 2) Respect – Act with honesty, fairness and equality at all times.
- 3) Teamwork – Committed to sharing information, skills and experience.
- 4) Innovation – Striving for service improvements by exploiting new ways of working.
- 5) Customer Focus – A mind-set that exceeds residents and stakeholder expectations.

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These values are ingrained into the Council's service provision, performance, management and recruitment policies throughout the Council.

Council Pledges and Priorities

The Council is committed to delivering quality services to all its residents and in order to do so have adopted the following nine underlying public pledges to its residents which continued throughout 2018/19 which is the final year of this current administration.

1) Protect the Borough

- a. The Council will resist any attempt by either the City or County Councils to impose their control over the Borough.
- b. The Council will work cooperatively and consensually with all the other Councils in Leicester and Leicestershire in order to form a Combined Authority and to seek the devolution of powers with the corresponding financial support from central government without the loss of its sovereignty.

2) Maintain Front Line Services

- a. The Council is committed to free shoppers' car parking and weekly collection of waste and recycling.
- b. No major changes would ever be made to these services without consultation.

3) Offering Choice when Possible

- a. The Council will offer choice wherever possible.
- b. When major decisions affecting front line services need to be considered, the Council will ensure that all the options available are explained clearly and listen and respond to residents.

4) Save Money through Service Redesign

- a. The Council will look at all its services and redesign those that can be improved and cheaper to run.
- b. The main focus of this redesign will be the better and wider use of ICT, Council assets and procurement.

5) Involve Residents and Partners

- a. The Council is committed to continue with the town forums and to develop other community engagement systems.
- b. The Council will work with and continue to support partners.

6) Economic Development

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- a. The Council recognises the need to develop both housing and the town centres.
- b. This will be done with maximum public involvement and at minimum cost to the green spaces in the Borough.

7) Greening the Borough

- a. The Council will continue to invest in and encourage activities which result in a greener Borough
- b. The prioritising of the protection of trees will be a cornerstone of this commitment.

8) Improving the Health of Residents

- a. The Council wants to ensure residents live a full and healthy life.
- b. The Council will continue to develop its relationship with partners in order to develop and implement appropriate outcomes that attempt to achieve this.

9) Value for Money

- a. The Council will always accept any council tax freeze grant offered by the Government.
- b. The Council will endeavour to benchmark its services against the "most like" authorities to ensure transparency and demonstrate value for money.

These nine pledges have in turn been translated into five corporate priorities:

1) An Inclusive and Engaged Borough

To work with existing forums and forge new relationships in order to strengthen community engagement and cohesion throughout the borough. To listen and empower residents by communicating, consulting and where possible offering a choice on decisions which would affect frontline services.

2) Effective Service Provision

To continue to examine services and identify improvements in order to provide the most cost effective front line services. Through Innovation strive for the optimum use of Council assets, its human resources and those of its partners in order to protect front line services.

3) Balanced Economic Development

Develop, implement and create opportunities for a balanced economic development primarily focused around the three town centres, respecting the Borough's natural environment whilst providing suitable housing that meets local needs.

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4) Green and Safe Places

Invest in and encourage activities that provide green, pleasant and safe places in the borough for all to enjoy, whilst protecting the borough's trees and natural habitat wherever possible.

5) Wellbeing for all

Work with other organisations to improve wellbeing for all in the borough. Help secure new easy to access opportunities to enable everybody to live a harmonious and healthy life.

The new Corporate Plan which takes effect from 2019/20 when a new Council will take its seats will see a refocusing of the corporate objectives of which there will be three

- i) Building Protecting and Empowering Communities
- ii) Growing the Borough Economically
- iii) Providing Excellent Services

Equality

Oadby and Wigston Borough Council is committed to ensure that all people who visit, live or work in the Borough are treated justly and equally, are free from prejudice, fear, harassment and discrimination, and have equal access to learning, employment and social opportunities to enhance their quality of life.

Service Developments

The Council has introduced a number of service developments for 2018/19. In April it commenced charging for the collection of garden waste which prior to 2018/19 was given free of charge. The decision to start charging for this service was as a consequence of the reductions in Local Government Funding put in place by the Central Governments 'Austerity Programme'. The service has still proved very popular with 11,000 subscribers bringing in £375,000 in income.

The Council has also been delighted to start the introduction of a wheeled bin collection for its recycling service. This service development which was launched in June 2018 saw the replacement of plastic bags for recycling with wheelie bins without jeopardising its pledge to retain a weekly service. The success of this transformation means that in 2019/20 residents can look forward to the introduction of wheeled bins for domestic waste, again while still retaining a weekly service while providing a safer cleaner way to dispose of the resident's rubbish.

During the year the Council has increased the availability to use the various 'PayPoint' locations within the Borough. This was first introduced in 2017/18 as a Housing Rent Pilot and has now been expanded to include all Council

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Tax, rent bills and general debtors raised. This offers members of the public more choice as to how and when they can pay their bills with the added impact of lessening the amount of cash and cheques having to be handled by the Council's Customer Services Department freeing up time and reducing costs.

Service Performance

The Council operates performance management through Key Performance Indicators. The year 2018/19 saw a continuation of this with the indicators evolving as well as being added to. All the indicators are formally reported to management monthly and to members at each quarter of the committee cycle before being published. The Council operates a Green, Amber, Red reporting criteria.

The Council published a total of 100 Key Performance Indicators for 2018/19 and performance was as follows.

Rating	No	%age	Narrative
Green	76	76	Target fully achieved or is currently on track to achieve target
Amber	8	8	Indicator is in danger of falling behind target
Red	16	16	Indicator is off target or has been completed behind the deadline target

Each indicator relates to a specific corporate priority and the performance by Council Priority and by Service as follows.

By Priority	Green		Amber		Red	
	No	%	No	%	No	%
Inclusive and Engaged Borough	13	93	1	7	1	7
Balanced Economic Development	5	83	0	0	1	17
Effective Service Provision	16	89	0	0	2	11
Green and Safer places	5	71	1	14	1	14
Wellbeing for All	19	76	2	8	4	16

By Service	Green		Amber		Red	
	No	%	No	%	No	%
Customer Service and Transformation	12	100	0	0	0	0
Finance Revenues and Benefits	11	73	3	20	1	7
Health and Wellbeing	16	89	0	0	2	11
Operations and Street Scene	3	60	2	40	0	0
People and Performance	4	57	1	0	3	43
Planning, Development and Regeneration	30	71	2	5	10	24

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The Council deliberately sets ambitious 'stretch' targets in order to offer its customers the best possible service. Overall the Council performed well with 76% of all indicators achieving the set target or better. Only 16 indicators in total were categorised Red and in each instance reasons for this were investigated and corrective action taken.

Below is a table of the most prominent indicators of interest to the public.

Indicator	Target	Performance
Creditor invoice paid with 30 days of registration	95%	94.7%
Average No of days to pay a creditor invoice	15	11
Council Tax Collection Rate	98.5%	97.9%
Non Domestic Rates Collection Rate	98.5%	98.7%
Average No of days to process new benefit claims	15	15.8
Missed Refuse Bin Collections	< 30 per month	26 per month
Time to Determine Major Planning Applications	91 days	88 days
Time to Determine Minor Planning Applications	56 Days	48 days
Time to Determine Other Planning Applications	56 Days	45 Days

Risks and Opportunities

The Council's recognises ten key risks within its corporate risk register, which are then mitigated through risk assessments and careful planning together with performance management across the authority. Although all these risks have an impact on Council activities it is the threat of decreasing financial resources which has the most direct impact on the services it provides.

The risk register has been reviewed this year and is updated, as appropriate, each month as any new risks become apparent. The principal addition during the course of the year is in recognising the increased risk that cybercrime now poses and the Council has taken steps to recognise this with both training for offers as well a simulated attack exercise. All departments of the authority have a comprehensive business continuity plan and this two has gone through a thorough testing process.

The Council has reviewed the risk posed by a no-deal Brexit and this is discussed further later in this statement.

Corporate Developments

The Council was pleased to announce in 2018 that the Building Control Shared Service arrangements, which it had been in discussion with Blaby

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District Council, would commence on 1 January 2019. The Council had for some years found it difficult to recruit and retain qualified staff in this area and had been forced to use interim agency staff which proved costly. This builds on the strong relationship the Council shares with its neighbouring district and expects this arrangement to not only improve customer service but represent good value to the tax payer.

The Statutory Accounts

The pages which follow are the Council's Statement of Accounts for 2018/19 and comprise:-

- **Statement of Responsibilities**

This sets out the respective responsibilities of the Council and the Chief Financial Officer in respect of preparation of the Statement of Accounts.

- **Accounting Policies Statement**

This explains the basis of the figures included in the accounts. The accounts can only be properly appreciated if the policies, accounting estimates and judgements, which have been followed in dealing with material items, are explained.

- **Movement in Reserves Statement**

This statement shows the movement in the year on the different reserves held by the Council, analysed into "Usable Reserves" (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The "Net Increase/Decrease before Transfers to or from Earmarked Reserves" line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves are undertaken by the Council.

- **Comprehensive Income and Expenditure Statement**

This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards (IFRS), rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

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- **Balance Sheet**

The Balance Sheet shows the value as at 31 March each year of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves includes those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement of Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

- **Cash Flow Statement**

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

- **The Housing Revenue Account**

This reflects a statutory obligation to separately account for housing provision. It shows the major elements of housing revenue expenditure - maintenance, administration and capital financing costs and how these are met from rents, subsidy and other income. This account is reported using two statements – the Housing Revenue Account Income and Expenditure Statement and the Movement on the Housing Revenue Account Statement.

- **The Collection Fund**

Oadby and Wigston Borough Council acts as an agent in the collection of Council Tax and Non-Domestic Rates on behalf of other precepting

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authorities in Leicestershire. As such the Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing Council in relation to the collection from taxpayers and ratepayers, and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

- **The Annual Governance Statement**

This Statement summarises the systems and processes, cultures and values by which this Council is directed and controlled and through which it accounts to, engages with and where appropriate, leads the community. It identifies any gaps or weaknesses and implements responding action plans.

Financial Performance and Monitoring

The 2018/19 Budget

Once again, reduced level of core grant funding together with the limitations on Council Tax increases, effectively pre-set the amount of money available for the Council to spend on services in 2018/19. The budget was, therefore, formulated with a view to ensuring that realistic service costs were reflected whilst striving to deliver services within future funding limits. The 2018/19 budget was scrutinised by both Service Delivery and Policy Finance and Development Committees before finally being approved at Full Council in February 2018. Budget performance has been reported to members at the Policy, Finance and Development Committee during the year.

Level of Balances and Savings Targets

When the Council met in February 2018 it set a total budget of £6.399m. The 2018/19 Medium Term Financial Strategy also set a level at which the General Fund Reserve should be held, this was £0.6m. In order to produce a balanced budget some saving had already been identified including moving the management of Brocks Hill to SLM Ltd, the Council's principal leisure provider, closing of the Recycling Facility at Oadby Depot and introducing charging for the collection of garden waste which contributed around £0.375m. Officers were then asked to make further savings of around £0.4m in year from efficiencies and income generation.

These savings have been largely made however the ongoing dispute between the Council and two of its employees has continued through the year and therefore the Council has incurred considerable external legal costs, relating to this' which have been funded from reserves.

At 31 March 2019 the Council's General Fund Balance was £600,000 which equates to 9.5% of total expenditure in the 2019/20 budget.

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Financial Outturn 2018/19

During 2018/19 the General Fund revenue account has been subject to regular monitoring through the budget monitoring processes and reporting to committees. The year-end net outturn position compared to budget is set out below:

	Original Budget 2018/19	Revised Budget 2018/19	Actual Spent 2018/19	Variance Under /(Over) Spend 2018/19
Services	£000's	£000's	£000's	£000's
Finance Revenues and Benefits	1,573	158	(363)	521
Corporate Services	104	419	445	(26)
Customer Services	0	1,173	1,180	(7)
Planning and Regeneration	1,228	1,337	1,365	(28)
Operational Services and Street Scene	1,644	1,403	1,443	(40)
Leisure and Well Being	348	121	(23)	144
Law and Governance	1,084	840	890	(50)
Senior Management Team	0	332	546	(214)
Net Service Expenditure	5,981	5,783	5,483	300
Capital Financing	853	746	703	43
Total Net Expenditure	6,834	6,529	6,186	343
Transfer to/(from) Reserves	(435)	(130)	(273)	143
Net Expenditure	6,399	6,399	5,913	486
Financing	6,399	6,399	5,913	486
Transfer (from)/to Balances	0	0	0	0

The actual position for the year shows no change to the General Fund Balance of £0.60m. This is after planned usage of earmarked reserves and keeps the General Fund at an appropriate level and in line with the MTFS.

The figures given above are reported on the same basis as the management accounts. These do not consider pure accounting entries that would have equal contra entries such as "Non Distributed Costs" and depreciation that occur at year end and are part of the Comprehensive Income and Expenditure Statement.

Major Changes in the Council's Assets and Liabilities

During 2018/19 the Council expended £3.878m (2016/17 £3.267m) on capital projects as shown below.

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	Budget 2018/19 £000's	Outturn 2018/19 £000's	Outturn 2017/18 £000's
Capital Expenditure			
Service Delivery (Housing Related)			
Housing Revenue Account	1273	838	1,641
General Fund	0	0	191
	1,273	838	1,832
Service Delivery	276	2,885	1,175
Policy Finance and Development	69	155	260
Total	1,618	3,878	3,267
Financed By			
Capital Receipts	0	201	681
Government Grants	0	0	191
Borrowing	287	2,396	1,108
External Funding	58	417	33
Revenue & Reserves	0	26	12
Major Repairs Allowance	1273	838	1,242
Total	1,618	3,878	3,267

Throughout 2018/19 the Council struggled with capacity in the Housing area resulting in the capital programme not being completed. Support was bought in for the department in the last quarter of the year to bring the programme up to date over the forthcoming twelve months. The General Fund expenditure was largely made up of major vehicle replacements carried over from previous years and the purchase of wheeled bins as the Council transformed its refuse and recycling service.

Material Charges

Any material items impacting the Comprehensive Income and Expenditure Statement and the Housing Revenue Account are disclosed separately to ensure transparency. For 2018/19 there are no material charges other than those disclosed in the Notes to the Core Financial Statements.

Pensions Liability

The Council participates in the Local Government Pension Scheme administered by Leicestershire County Council – this is a defined benefit funded scheme, meaning the benefit is guaranteed. Both the Council and employees pay contributions into a fund. Under International Accounting Standard 19 the Council is required to account for its share of the scheme's total liabilities. In this respect, the Council's liability to the fund has been included in the accounts in the sum of £25.358m as at 31 March 2019. This liability is matched by a corresponding reserve in the Balance Sheet which means it has no impact on the net worth of the Council. The value of the liability is assessed at each year end by an independent actuary, to establish any changes in the market or the membership of the scheme that may impact

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the balance. The total liability has increased by £3.310m since the prior year due to these changes.

Further details on the pension schemes are set out in Note 37.

Accounting Policies

Accounting policies have been reviewed and are explained fully in the Statement of Accounting Policies which is part of the financial statements.

Statutory Functions and Planned Future Developments

There have been no changes in the statutory functions of the Council. The Council is constantly reviewing how services are provided to ensure excellent levels of service delivery whilst protecting frontline services.

The Council has approved a net General Fund revenue budget for 2019/20 of £6.312m and a total Capital Programme of £3.250m. The Housing Revenue Account (HRA) budget is expected show a small deficit of £91,000 in the forthcoming year, leaving revenue balances of around £1.00m, which is higher than the minimum level prescribed in the business plan.

During 2019/20 the Council will continue with its transformation of its refuse service as it moves totally onto wheeled bins.

Borrowing Facilities

The Council is able to raise finance for capital expenditure and operational requirements from a number of approved borrowing instruments. As part of its prudential indicators and treasury strategy, the Council sets limitations on borrowing and sets strategic objectives, including the minimisation of the value and cost of external borrowing.

The Prudential Code sets the following indicators for external debt:

- The Authorised Limit - This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some head room for unexpected movements. This is the statutory limit under Section 3 (1) of the Local Government Act 2003.
- The Operational Boundary - This indicator is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around the boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached.

The following table illustrates the limits and levels of borrowing as at 31 March 2019 as compared to the preceding year end.

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	2018/19	2017/18
	£000's	£000's
Borrowing Limits		
Authorised	40,000	40,000
Operational	35,000	35,000
Other Resources		
Long-term	23,425	24,002
Short-term	8,000	8,000
Bank Overdraft	0	480
	<u>31,425</u>	<u>32,482</u>

The Council also utilises operating leases primarily in respect of operational vehicles and finance leasing relating to photocopying equipment. Leasing obligations are shown in note 29 to the core financial statements. The use of operating leases is gradually being wound down in favour of the outright purchase of vehicles.

Reserves and Balances

The following table sets out the resources available to the Council to meet its capital expenditure plans and other financial commitments as at 31 March 2019.

	2018/19	2017/18
	£'000	£'000
Revenue Reserves		
General Fund	600	600
Housing Revenue Account	1,083	635
Other Resources		
Usable Capital Receipts	1,326	1,018
Earmarked Reserves	2,629	2,676

Outlook and the Impact of the Current Economic Climate

2018/19 saw a continuation of the Government's austerity programme and with it a reduction in central government grants to fund Council services. This year is the final year the Council will receive Revenue Support Grant in its traditional form with it reducing to zero in 2019/20. Interest rates have remained low, however the Bank of England did raise base rate to 0.75% in August. This has very little impact on the opportunity for the Council to earn interest from investing its balances as it has run its cash balances down in order to mitigate the cost of borrowing for its major capital projects. Going forward, there is an expectation that there will be a general trend of a gentle increase in rates over the next few years; however, there is so much

THE NARRATIVE REPORT

uncertainty around Brexit with interest rate changes dependent on the type of deal if any that the UK receives.

Brexit uncertainty is still a key issue as it is now three years since the referendum which resulted in a decision for the UK leave the European Economic Community (EEC) and over two years since the commencement of the process when Article 50 was triggered. The UK failed to leave on 29 March as scheduled and now has an extension to 31 October 2019. The Council has been preparing for a No-Deal Brexit, which is the current default position, should the UK parliament not agree the current offer. The Council is conferring with key suppliers and partners to quantify the impact of a no deal Brexit and put contingency plans in place to meet this risk. However, it is viewed, that the risk of a "No Deal" Brexit poses only a moderate financial risk, given we are unlikely to see major movement of businesses from the Borough, reducing the amount of monies collected through business rates.

Council house sales through the Right to Buy Scheme have been steady over the last few years and these should continue at a similar level to 2019/20.

Oadby and Wigston implemented Universal Credit 'Full Service' in June 2018. This has seen a gradual migration from legacy benefits to Universal Credit. This has had the initial, expected, impact of seeing rent arrears rise. However the Council has been pro-active in engaging with tenants at an early stage and arrears have been brought under control. Managed migration of all claims to UC will start in 2020 with a number of pilot schemes; however, it is not yet known where Oadby and Wigston will fit into this timetable.

Receipt of Further Information

For further information about these accounts please email finance@oadby-wigston.gov.uk or write to The Chief Financial Officer, Council Offices, Station Road, Wigston, Leicestershire LE18 2DR

Acknowledgements

The production of the Statement of Accounts would not have been possible without the exceptionally hard work and dedication of staff across the Council and in particular the Finance Section. I would like to express my thanks to all colleagues who have assisted in the preparation of this document. I would also like to thank them for all their support during the financial year.



Stephen Hinds FCPFA
Director of Finance and Transformation

Date: 31 May 2019

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 Section 151 Officer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

The Section 151 Officer's responsibilities -

The Section 151 Officer 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 Chief Financial Officer has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that are reasonable and prudent
- complied with the Code.
- kept proper accounting records which are up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.
- assessed the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern;
- used the going concern basis of accounting on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future; and
- maintained such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Certification of the Accounts

I certify that the unaudited statement of accounts gives a true and fair view of the financial position of Oadby and Wigston Borough Council as at the 31 March 2019 and the Council's income and expenditure for the year ended 31 March 2019.



Stephen Hinds FCPFA,
Director of Finance and Transformation

Date 31 May 2019

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

Approval of the Accounts

I certify that the audited Financial Statements have been approved by the Section 151 Officer in accordance with the Accounts and Audit (England) Regulations 2015 and are authorised for issue.

Councillor Mrs Dean Gamble

Chair, Policy Finance and Development Committee Date 23 July 2019

THE STATEMENT OF ACCOUNTING POLICIES

1. General

The Statement of Accounts (the Accounts) summarise the Council's transactions for the 2018/19 financial year and its position at 31 March 2019. It has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) and The Service Reporting Code Of Practice (SeRCOP), supported by International Financial Reporting Standards (IFRS). It also complies with guidance notes issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) on the application of accounting standards to local Council accounts.

Since the Statement of Accounts is prepared under the Code, it means that the relevant accounting policies adopted, have been reviewed to ensure that the Statement of Accounts can be relied upon to give a true and fair view of the Council's financial performance and position. It also ensures that all legislative requirements have been correctly applied and that finally, the accounts have been prepared on a going concern basis. That is, the Council will continue in operational existence for the foreseeable future.

The accounting convention adopted is historical cost, modified by the revaluation of certain categories of non-current assets, and the Statement of Accounts have been prepared with reference to the following fundamental qualitative characteristics:

- Understandability;
- Relevance;
- Materiality;
- Faithful Representation;
- Completeness;
- Neutrality;
- Free from error

These accounts are presented in GB Pounds Sterling (£) as this is the most representative currency of the Council's operations, and rounded to the nearest thousand pounds.

The preparation of accounts in accordance with the Code requires management to make judgements, estimates and assumptions that affect the application of policies, the reported amounts of assets, liabilities, income and expenses. These estimates and associated assumptions are based on historical experience and other factors which are considered to be reasonable under the circumstances. They form the basis of judgements about the carrying values of assets and liabilities that are not readily available from other sources. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on a continuing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Critical judgements and areas where the use of estimates is significant are discussed in note 2.

THE STATEMENT OF ACCOUNTING POLICIES

2. Critical Judgements in Applying Accounting Policies

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

- There is a high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.
- The Code gives strict criteria for assets held as Investment Properties. For the Council, investment properties are classified as those assets which are held for rental.
- All leases held by the Council have been reviewed in detail using the finance lease flowchart, to determine whether they should be classified as finance or an operating lease. The results of this exercise have been reviewed to establish the substance of the transaction and its appropriate treatment.
- When the Local Government Pension Scheme (LGPS) benefit structure was reformed in 2014, transitional protections were applied to certain older members close to normal retirement age allowing them certain protections against the changes in the new scheme. In December 2018 upheld a ruling in the McCloud/Sargeant cases that these protections were unlawful on the grounds of age discrimination and that these protections should apply to all members regardless of age. In June 2019 the Government were denied leave to appeal to the Supreme Court. All though the ruling in the McCloud/Sargeant case related to the Judges and Firefighter pension schemes it is widely expected to apply to the LGPS also. In the light of this the Council requested that it's actuaries, Hymans Robertson LLP, review its pension liability and have taken the view that it would be both prudent and correct to adjust the accounts for this ruling. The increase liability for this adjustment is £0.305m

3. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

THE STATEMENT OF ACCOUNTING POLICIES

Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

4. Revenue Recognition

Revenue (excluding discounts, value added tax and similar sales taxes), represents the amount receivable in respect of services provided to customers. Revenue is recognised only when payment is probable.

Revenue from services is recognised as the services are provided.

The total consideration on arrangements with multiple revenue generating activities is allocated to those components that are capable of operating independently based on the estimated fair value of the components. When the fair value of components cannot be assessed, the revenue is spread over the term of the service.

Revenue arising from the provision of other services is recognised evenly over the periods in which the service is provided.

5. Segmental Reporting

The Council's operating segments are organised into eight service areas. These were determined to give both members and the general public a clear picture of the services the Council provides and will assist the making of decisions about allocating resources and assessing performance. The eight segments are

Welfare and Taxation	Finance and Corporate Services	Community Services	Depot Operations
Regulatory Services	Planning and Economic Development	Leisure Services	Housing Revenue Account

Measurement of segmental income and expenses is in accordance with the Council's accounting policies. Shared costs are included in segments on the basis of the actual recharges made.

The Council does not report on segmental asset and liability internally, therefore it is not required to report segmental information on assets and liabilities.

6. Accruals of Income and Expenditure

THE STATEMENT OF ACCOUNTING POLICIES

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

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- Supplies are recorded as expenditure when they are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventory on the Balance Sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress on the Balance Sheet.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- When income and expenditure has been recognised, but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Exceptions to this are:-

- Telephone accounts are being charged to that year which has the majority of the quarter to which the rental or the charge relates as appropriate. This is rather than apportioning them between the financial years and as this policy is consistently applied each year it does not have a material effect on the year's accounts.
- Insurance premiums are due on the 30 September each year and are charged to the year that the payment is made and not adjusted between the years.
- Rentals and maintenance agreements are consistently charged to the year where the period starts and are not apportioned between the years.

Exceptions to the accruals principle are consistently applied each year, and therefore do not have a material effect on the year's accounts.

7. Interest Income and Expenses

Interest income and expenses are accrued on a time basis by reference to the principal outstanding and the effective interest rate applicable.

An interest expense on a qualifying asset is capitalised.

8. Exceptional Items

Exceptional items are material items which derive from individual events that fall within the ordinary activities of the Council and are identified as

THE STATEMENT OF ACCOUNTING POLICIES

exceptional items by virtue of their size, nature or incidence. These items are disclosed separately in the accounts.

9. Overheads and Support Services

The cost of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2018/19 (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Council's status as a multi-functional, democratic organisation.
- Non-Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on non-operational properties.

These two cost categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Cost of Services.

An appropriate charge has been made from the General Fund to the Housing Revenue Account for Corporate and Democratic Core costs. This has been based on the proportion of committee time spent on Housing Revenue Account business.

10. Government Grants and Contributions

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

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific

THE STATEMENT OF ACCOUNTING POLICIES

Grant Income (non-ringfenced revenue grants and contributions and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Items in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

11. Revenue Expenditure Funded From Capital under Statute

Revenue expenditure funded from capital under statute results from expenditure of a capital nature where no fixed asset is created for the Council. They include private sector renewal grants and advances to other parties to finance capital investments.

This also includes exceptional revenue expenditure for which a capitalisation direction can be granted to allow this expenditure to be funded from capital. Capitalisation direction gives the Council the flexibility to treat specified revenue expenditure as capital expenditure, the Council has to meet strict criteria and should only be sought for costs which are due largely to factors beyond the control of the Council and are unavoidable.

The Council generally writes off revenue expenditure funded from capital under statute to revenue in the year in which it is created.

Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer to the Capital Adjustment Account then reverses out the amounts charged in the Movement in Reserves Statement so there is no impact on the level of council tax.

12. Value Added Tax (VAT)

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from them.

13. Investment Properties

An investment property is one that is used solely to earn rentals or for capital appreciation or both. Property that is used to facilitate the delivery of services or production of goods as well as to earn rentals or for capital appreciation does not meet the definition of an investment property.

THE STATEMENT OF ACCOUNTING POLICIES

Investment properties are measured at fair value, with gains and losses recognised in surplus or deficit within the Comprehensive Income and Expenditure Statement rather than through the Revaluation Reserve. Investment properties held at fair value are not depreciated.

Fair value is to be interpreted as the amount that would be paid for the asset in its highest and best use which is market value. The fair value of investment property held under a lease is the lease interest.

14. Charges to Revenue for Non-Current Assets

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

- Depreciation attributable to the assets used by the relevant service
- Impairment losses attributable to the clear consumption of economic benefits on non-current assets used by the service and other losses where there are no accumulated gains in the Revaluation Reserve against which they can be written off
- Amortisation of intangible fixed assets attributable to the services

The Council is not required to raise Council Tax to cover depreciation, impairment losses or amortisations. However, it is required to make an annual provision from revenue (known as the Minimum Revenue Provision - MRP) to contribute towards the reduction in its overall borrowing requirement. For this year, in respect of debt that is supported by Revenue Support Grant (RSG), the provision is calculated using the Capital Financing Requirement (CFR) method. For new borrowing for which no Government support has been given and is therefore self-financed, the asset life method has been used for the 2018/19 accounts.

The CFR method calculates the provision as 4% of the non-housing supported CFR at the end of the preceding financial year (4% of the capital expenditure funded by supported borrowing).

The asset life method requires MRP to be made in equal annual instalments over the estimated life of the asset for which the unsupported borrowing is undertaken.

The annuity asset life method requires that the MRP for each year be the amount presumed to be the principal element of the equal amounts that would be payable each year in respect of a loan at a specified rate of interest that would reduce the outstanding principal amount to zero at the end of the estimated useful life of the asset. This results in an MRP charge that rises over time. This is deemed to be particularly appropriate for assets which generate increasing revenues over time.

THE STATEMENT OF ACCOUNTING POLICIES

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

15. Intangible Fixed Assets

Expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) is capitalised when it will bring benefits to the Council for more than one financial year. The balance is amortised to the relevant revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

16. Property, Plant and Equipment

Property, Plant and Equipment are non-current assets that have physical substance and are held for use in the provision of services or for administration purposes on a continuing basis.

Recognition: Expenditure equal to or in excess of £3,000 (De minimis level) on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it yields benefits to the Council for more than one financial year. Expenditure that secures but does not extend the previously assessed standards of performance of an asset (e.g. repairs and maintenance) is charged to revenue as it is incurred.

Measurement: Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. Assets are then carried in the balance sheet using the following measurement bases:

- Council Dwellings - Existing Use Value (Social Housing)
- Property, Plant and Equipment (Includes Other Land and Buildings, Vehicles, Plant and Equipment) – At Existing Use Value or Depreciated Replacement Cost where the asset is specialised.
- Infrastructure Assets – Depreciated Historical Cost
- Community Assets – Historical Cost if available otherwise Depreciated Replacement Cost
- Investment Properties – Existing Use Value
- Assets Held for Sale – Market Value (As an approximation to Fair Value)
- Surplus Assets - Market Value (As an approximation to Fair Value)

Assets included in the Balance Sheet at current value are revalued each year by either a desktop revaluation or by the major revaluation exercise which occurs every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement

THE STATEMENT OF ACCOUNTING POLICIES

where they arise from the reversal of an impairment loss previously charged to a service revenue account.

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

Depreciation: depreciation is provided for on all assets with a determinable finite life (except for investment properties), by allocating the value of the asset in the balance sheet over the periods expected to benefit from their use.

Depreciation is calculated on the following bases:

- Council dwellings and other buildings – straight-line allocation over the life of the property as estimated by the valuer. Council dwellings are depreciated over a useful life of between 45 and 50 years.
- Vehicles, plant and equipment – straight line allocation over the life of the asset as advised by a suitably qualified officer. The useful life of the plant, equipment and vehicles has fallen into a range of between 5 and 10 years.
- Generally a prudent view has been taken on the life of the Council's operational buildings and as such they have been depreciated over a period of between 5 and 20 years. However it is recognised that the Leisure Centres which are a new build, therefore the expected life is greater, and these have been depreciated over 40 years.
- Newly acquired or operational assets are depreciated for a full year in the first year, although assets in the course of construction are not depreciated until they are brought into use
- No depreciation is provided on assets in the year of disposal
- Depreciation is not charged on freehold land, investment properties or assets held for sale.

Where an asset has major components with different estimated useful lives, these are depreciated separately.

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

Componentisation: A component is a part of a larger asset that has to be separately identified and depreciated, for the purposes of assisting more accurate financial reporting and asset management.

A component must have the following factors:

THE STATEMENT OF ACCOUNTING POLICIES

- A significantly different useful life from the parent asset
- A significantly different value to the parent asset
- Provide an economic or service benefit to the Council, which is materially different to the rest of the asset.

The Council will recognise significant components of an item of property, plant and equipment where the asset's value is greater than £1,000,000 and where the component is more than 25% of the total asset's value.

Componentisation takes place at valuation, acquisition and enhancement of the parent asset.

The following assets have been componentised:

- Wigston Swimming Pool
- Brocks Hill Visitor Centre
- Blaby Road Park
- Parklands Leisure Centre

Council Dwellings are not componentised, other than the separations of the land value, as the internal components, individually, do not form a significant enough part of the value to be material. However where components are replaced the Council derecognises the replaced components in the accounts.

Impairment: the values of each category of assets and of material individual assets are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for as follows:

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

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

Disposals: when an asset is disposed of or decommissioned, the value of the asset in the Balance Sheet is written off to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals are credited to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account

THE STATEMENT OF ACCOUNTING POLICIES

A proportion of receipts relating to Housing Revenue Account disposals (75% for dwellings, 50% for land and other assets, net of deductions and allowances) is payable into a Government pool. The Council also retains an amount relating to the building of new houses in the One-for-One replacement agreement the Council has signed up to as well as Council House Buy-Back should these occur.

The balance of receipts received from disposals are credited to the Useable Capital Receipts Reserve, which can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the reserve from the Movement in Reserves Statement.

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

17. Heritage Assets

Heritage assets are defined as those tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities and are held for their contribution to knowledge and culture.

Heritage assets are recognised where they meet these criteria and are valued in excess of the de-minimis threshold of £3,000. Heritage assets are measured in the Balance Sheet at insurance value which is based on market value. An impairment review is carried out each year to assess any physical depletion of the assets. All heritage assets held by the Council are deemed to have indefinite lives and are therefore not depreciated. Any disposal of assets will be treated in the same manner as other Property, Plant and Equipment.

18. Inventories and Work in Progress

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. Work in progress is subject to an interim valuation at the year-end and recorded in the Balance Sheet at cost plus any profit reasonably attributable to the works.

19. Cash and Cash Equivalents

Cash comprises cash in hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

20. Leases

Finance Leases

THE STATEMENT OF ACCOUNTING POLICIES

The Council accounts for leases as finance leases when substantially all the risks and rewards relating to the leased property transfer to the Council. Rentals payable are apportioned between:

- A charge for the acquisition of the interest in the asset (recognised as a liability in the Balance Sheet at the start of the lease, matched with a tangible fixed asset – the liability is written down as the rent becomes payable) and
- A finance charge (debited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement as the rent becomes payable).

Assets recognised under finance leases are accounted for using the policies applied generally to Property, Plant and Equipment, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

Operating Leases

Leases that do not meet the definition of finance leases are accounted for as operating leases. Rentals payable are charged to the relevant service revenue account on an accruals basis.

21. Provisions

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged to the appropriate revenue account when the Council becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the balance sheet. Estimated settlements are reviewed at the end of each financial year - where it becomes more likely than not that a transfer of economic benefits will not be required, the provision is reversed and credited back to the relevant service revenue account.

Where some or all of the payment required to settle a provision is expected to be met by another party (e.g. from an insurance claim), this is only recognised as income in the relevant revenue account if it is virtually certain that reimbursement will be received if the obligation is settled.

22. Employee Benefits

Payable During Employment

THE STATEMENT OF ACCOUNTING POLICIES

Short-term employee benefits (those that fall wholly within 12 months of the year end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits such as car loans for current employees, are recognised as an expense in the year in which employees render service to the Council. An accrual is made against the service in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and flexi-time earned by employees but not taken before the year end and which employees can carry forward into the next financial year. The accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Unuseable Reserve – Accumulated Absence Account in the Movement in Reserves Statement.

Termination Benefits

These are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant service(s) within the Surplus or Deficit on Provision of Services in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to either terminating the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

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

23. Retirement Benefits

Employees of the Council are members of the Local Government Pensions Scheme, administered by Leicestershire County Council.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

The Local Government Scheme is accounted for as a defined benefits scheme:-

- The liabilities of the pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of future earnings for current employees.

THE STATEMENT OF ACCOUNTING POLICIES

- Liabilities are discounted to their value at current prices, using a discount rate of 2.8% and 2.9% dependent on the duration of the liability. (A Corporate Bond yield curve is constructed based on the constituents of the iBoxx Corporates AA bond index and using the UBS delta curve fitting methodology. The discount is set based on the employer's own weighted average duration).
- The assets of pension fund attributable to the Council are included in the Balance Sheet at their fair value:-
 - Quoted securities – current bid price
 - Unquoted securities – professional estimate
 - Unitised securities – current bid price
 - Property – market value
- The change in the net pensions liability is analysed into eight components:-
 - Current service cost - the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
 - Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Net Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement.
 - Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement.
 - Gains/losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited to the Net Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non-Distributed Costs.
 - The return on plan assets – excluding amounts included in net interest on the net defined benefit liability – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure

THE STATEMENT OF ACCOUNTING POLICIES

- Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Comprehensive Income and Expenditure Statement.
- Contributions paid to the pension fund – cash paid as employer's contributions to the pension fund.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year end.

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

24. Financial Liabilities

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For all of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year in the loan agreement.

25. Financial Assets

Financial assets are classified into two types:

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

Loans and Receivables

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the

THE STATEMENT OF ACCOUNTING POLICIES

asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

However, the Council has made a number of loans to employees as part of its assisted car purchase scheme at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited at a marginally higher effective rate of interest than the rate receivable from employees, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement on the General Fund Balance.

Where assets are identified as impaired because of the likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement.

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

Available-for-sale Assets

Available-for-sale assets are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Income and Expenditure Account for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

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

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

THE STATEMENT OF ACCOUNTING POLICIES

Changes in fair value are balanced by an entry in the Available-for-sale Reserve and the gain/loss is recognised in the Comprehensive Income and Expenditure Statement. Where impairment losses have been incurred – these are also debited to the Comprehensive Income and Expenditure Statement, along with any net gain/loss for the asset accumulated in the Reserve.

Where assets are identified as impaired because of the likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement.

Any gains or losses that arise on derecognition of the asset are credited or debited to the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised.

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

26. Reserves

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

Certain reserves are kept to manage the accounting processes for Property, Plant and Equipment, retirement benefits and other items that do not represent useable resources for the Council. Full explanations are given within the Notes to the Core Financial Statements of the Capital Adjustment Account (Note 23), the Revaluation Reserve (Note 24) and the Pensions Fund Reserve (Note 25). Other than these the following unuseable reserves apply:

- Financial Instruments Adjustment Account – This account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions (Note 44).
- Deferred Capital Receipts Reserve – This 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 deferred cash settlement eventually takes place, amounts are transferred to the Useable Capital Receipts Reserve.

THE STATEMENT OF ACCOUNTING POLICIES

- Collection Fund Adjustment Account – This manages the difference arising from the recognition of council tax and non domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from Council Tax payers compared with statutory arrangements for paying across amounts to the General Fund from the Collection Fund.
- Accumulated Absence Account – This absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year such as leave carried forward at 31 March.

27. Contingencies

Where a contingent loss can be accurately estimated and it is probable that a future event will confirm a material loss, it will be accrued in the financial statements. In the case of contingent liabilities that cannot be accurately estimated or where it is not certain that a future event will confirm a material loss, no accrual is made but details are set out in a disclosure note. In accordance with the concept of prudence, contingent gains are not allowed in the accounting statements.

28. Related Party Transactions

Material related party relationships and transactions, outstanding balances between the Council and its related parties are disclosed within a note to the Statement of Accounts (Note 34).

29. Events after the Reporting Period

Events after the Balance Sheet date are those events, both favourable and unfavourable, which provide evidence of conditions that existed at the end of the reporting but occur between the end of the reporting period and the date when the financial statements are authorised for issue.

An adjustment is made to the Statement of Accounts where events provide evidence of conditions that existed at the end of the reporting. Where events are only indicative of conditions, no adjustment is made but a disclosure is made where the impact is deemed to be material.

30. Collection Fund

The Council acts as an agent collecting Council Tax on behalf of the major preceptors and itself. Consequently, Council Tax transactions and balances are allocated to this Council and the other major preceptors. This results in the Comprehensive Income and Expenditure Statement showing the accrued amounts payable with an adjustment in the Movement in Reserves Statement on the General Fund Balance to reflect statutory requirements. The Balance Sheet shows debtors or creditors for the amounts receivable or payable to the major preceptors and this Council.

THE STATEMENT OF ACCOUNTING POLICIES

In the case of National Non-Domestic Rates (NNDR), the Council again acts as agents collecting the income for major preceptors including Central Government. This results in the Comprehensive Income and Expenditure Statement showing the accrued amounts payable with an adjustment in the Movement in Reserves Statement on the General Fund Balance to reflect statutory requirements. The Balance Sheet shows debtors or creditors for the amounts receivable or payable to the major preceptors and this Council. "Tariff" expenditure included in the Comprehensive Income and Expenditure Statement for the year is treated as accrued expenditure.

THE MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on the different reserves held by the Council, analysed into 'useable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The Net Increase/Decrease before Transfers to/from Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to/from Earmarked Reserves undertaken by the Council.

Movement in Reserves 2018-19	Note	General Fund Balance £000's	Deferred Capital Receipts £000's	Housing Revenue Account £000's	Earmarked Reserves £000's	Capital Receipts Reserve £000's	Capital Grants Unapplied £000's	Total Usable Reserves £000's	Total Unusable Reserves £000's	Total Authority Reserves £000's
Balance at 1 April 2018		600	3	635	2,676	1,018	30	4,962	30,677	35,639
<u>Movement in Reserves during 2018/19</u>										
Deficit on the provision of services		(2,378)		2,807				429	0	429
Other Comprehensive Income and Expenditure								0	936	936
Total Comprehensive Income and Expenditure		(2,378)	0	2,807	0	0	0	429	936	1,365
Adjustments between accounting basis & funding basis under regulations	4	1,907		(2,359)	423	308	(6)	273	(273)	0
Net Increase/(Decrease) before Transfers to Earmarked Reserves		(471)	0	448	423	308	(6)	702	663	1,365
Transfers (to)/from Earmarked Reserves	5	471			(471)			0	0	0
Increase/(Decrease) in 2018/19		0	0	448	(48)	308	(6)	702	663	1,365
Balance at 31 March 2019 carried forward		600	3	1,083	2,628	1,326	24	5,664	31,340	37,004

THE MOVEMENT IN RESERVES STATEMENT

Movement in Reserves 2017/18		General Fund Balance	Deferred Capital Receipts	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Authority Reserves
	Note	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2017		617	3	433	2,454	1,277	30	4,814	26,828	31,642
<u>Movement in Reserves during 2016/17</u>										
Deficit on the provision of services		(1,604)	0	2,191	0	0	0	587	0	587
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	3,410	3,410
Total Comprehensive Income and Expenditure		(1,604)	0	2,191	0	0	0	587	3,410	3,997
Adjustments between accounting basis & funding basis under regulations	4	1,462	0	(1,594)	(48)	(259)	0	(439)	439	0
Net Increase/(Decrease) before Transfers to Earmarked Reserves		(142)	0	597	(48)	(259)	0	148	3,849	3,997
Transfers (to)/from Earmarked Reserves	5	125	0	(395)	270	0	0	0	0	0
Increase/(Decrease) in 2017/18		(17)	0	202	222	(259)	0	148	3,849	3,997
Balance at 31 March 2018 carried forward		600	3	635	2,676	1,018	30	4,962	30,677	35,639

THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

		2018/19			2017/18	
		Gross	Gross	Net	Gross	Net
		Expend	Income	Expend	Expend	Expend
	Note	£000's	£000's	£000's	£000's	£000's
EXPENDITURE ON SERVICES						
Welfare and Taxation		9,090	(8,776)	314	10,353	(9,318)
Finance and Corporate		4,602	(1,164)	3,438	2,530	(747)
Community Services		612	(129)	483	650	(195)
Depot Operations		3,229	(1,148)	2,081	3,133	(623)
Regulatory Services		1,096	(667)	429	729	(634)
Planning and Economic Development		781	(276)	505	912	(222)
Leisure Services		1,944	(983)	961	1,141	(363)
Housing Revenue Account		1,142	(5,024)	(3,882)	1,597	(5,085)
Net Cost of Services		22,496	(18,167)	4,329	21,045	(17,187)
Other Operating Expenditure	7			238		471
Financing and Investment Income	8			1,293		1,284
Taxation and Non-specific Grant						
Income and Expenditure	9			(6,289)		(6,200)
(Surplus) or Deficit on Provision of Services				(429)		(587)
(Surplus)/Deficit arising on						
Revaluation of Plant, Property and						
Equipment Assets	24			(3,051)		(1,932)
Actuarial (Gains)/Losses on						
Pension Fund Assets and						
Liabilities	25			2,114		(1,478)
Other Comprehensive Income and Expenditure				(937)		(3,410)
Total Comprehensive Income and Expenditure				(1,366)		(3,997)

THE BALANCE SHEET

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

		As At 31/03/2019	As At 31/03/2018
	Note	£000's	£000's
Property, Plant & Equipment	10	92,611	86,767
Heritage Assets	11	50	50
Investment Property	12	415	409
Intangible Assets	13	143	119
Long Term Debtors	14	132	132
Long Term Investments	15	0	0
Long Term Assets		93,351	87,477
Short Term Debtors	14	2,407	2,400
Short Term Investments	15	1	2,000
Inventories	17	17	22
Cash and Cash Equivalents	18	4,112	3,465
Current Assets		6,537	7,887
Short Term Borrowing		(9,052)	(8,045)
Bank Overdrawn	18	(1)	(480)
Short Term Creditors	19	(3,977)	(2,919)
Short Term Provisions	20	(875)	(681)
Current Liabilities		(13,905)	(12,125)
Long Term Creditors		(20)	(30)
Long Term Borrowing		(22,418)	(24,002)
Other Long Term Liabilities	37	(25,358)	(22,048)
Capital Grants Receipts in Advance	21	(1,182)	(1,520)
Long Term Liabilities		(48,978)	(47,600)
Net Assets		37,005	35,639

THE BALANCE SHEET

		As At 31/03/2019	As At 31/03/2018
	Note	£000's	£000's
Usable Reserves	22	(5,664)	(4,961)
Unusable Reserves			
Capital Adjustment Account	23	(45,293)	(43,831)
Revaluation Reserve	24	(11,693)	(9,147)
Pension Fund Reserve	25	25,358	22,048
Financial Instrument Adjustment Account		7	7
Collection Fund Adjustment Account	22	220	185
Accumulated Staff Absences Reserve	22	60	60
Total Reserves		(37,005)	(35,639)

THE CASH FLOW STATEMENT

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

		2018/19	2017/18
	Note	£000's	£000's
Net (Surplus) or Deficit on the Provision of Services		(429)	(587)
Adjustments to the Net Surplus or Deficit of the Provision of Services for Non Cash Movement			
Depreciation and Impairment of Non-current Assets		(314)	(104)
Bad Debts Written Off in Year		(12)	0
Increase/(Decrease) in Inventories		(6)	(15)
Increase/(Decrease) in Debtors		(198)	600
(Increase)/Decrease in Creditors		(779)	(335)
Net Charges made for Retirement Benefits		(1,196)	(849)
Carrying Amount of Non Current Assets Sold		(608)	(552)
Carrying Amount of Non Current Assets De-recognised		(139)	(340)
Increase/(Decrease) in Provisions		(195)	(51)
Movement in the Value of Investment Properties		6	16
Other Cash and Non Cash Movements		14	0
		(3,427)	(1,630)
Adjustments for Items Included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities			
		508	(244)
Interest Received in Year		(23)	(11)
Interest Paid in Year		741	741
Net Cashflows from Operating Activities		(2,630)	(1,731)
Investing Activities	26	956	2,485
Financing Activities	27	547	(3,138)
Net Increase or (Decrease) in Cash or Cash Equivalents		(1,127)	(2,384)
Cash or Cash Equivalents at the Beginning of the Reporting Period		(2,985)	(601)
Cash or Cash Equivalents at the End of the Reporting Period	18	(4,112)	(2,985)
Movement in Cash and Cash Equivalents		(1,127)	(2,384)

NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Standards Issued but not Adopted

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard which has been issued but is yet to be adopted by the 2018/19 Code.

The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified, this would result in an impact on disclosures spanning two financial years.

Accounting changes that are introduced by the 2019/20 code are:

- Amendments to IAS 40 Investment Property: Transfers of Investment Property
- Annual Improvements to IFRS Standards 2014-2016 Cycle
- IFRIC 22 Foreign Currency Transactions and Advance Consideration
- IFRIC 23 Uncertainty over Income Tax Treatments
- Amendments to IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation.

These changes are not expected to have a material impact on the Council's financial statements

2. Events after the Reporting Period

There were no adjusting events after the reporting period.

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

The Statement of Accounting Policies describes the significant areas in which estimates and assumptions have been made, relating to the reporting of results of operations and the financial position of the Council.

The items in the Council's Balance Sheet at 31st March 2019 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Depreciation and Amortisation are provided for Property, Plant and Equipment and Intangible assets respectively. This enables the assets to be written down over their estimated useful lives and show an appropriate cost of the asset in the	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £36k on General Fund Property and £43k on

NOTES TO THE CORE FINANCIAL STATEMENTS

	<p>Comprehensive Income and Expenditure Statement. Management judgement based on independent external advice is used to determine the useful economic lives of the Council's property.</p> <p>Property Plant and Equipment are reviewed for both economic and price impairment on an annual basis. As at 31st March each year the Council's valuers carry out a valuation review of the Council's assets. In addition, a year end impairment review is also undertaken. The recoverable amount is then estimated having regard to the application of the concept of materiality.</p>	<p>Housing Revenue Account property for every year that the useful life is reduced.</p> <p>If an asset is impaired the carrying amount of the asset is reduced.</p>
Pensions Liability	<p>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. These judgements are made by actuaries appointed by Leicestershire County Council who administer the pension fund.</p>	<p>The effect on net pensions of changes in individual assumptions can be measured. For instance:</p> <ul style="list-style-type: none"> • A decrease in the discount rate assumption would result in an increase in pension liability. • A one year increase in member life expectancy would result in an increase in pension liability. • An increase in the pension increase rate would result in an increase in pension liability.
Arrears	<p>At 31st March 2019, the Council had a balance of £0.26m for sundry debtors. A review of balances suggested that an impairment of doubtful debts of £0.04m was appropriate.</p>	<p>If collection rates were to deteriorate and sundry debt increased with the same debt profile, an additional contribution would be required to be set aside as an allowance.</p>

NOTES TO THE CORE FINANCIAL STATEMENTS

4. Adjustments between Accounting and Funding Basis under Regulation

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

2018/19

	Usable Reserves					Movement in	
	General Fund Balance	Deferred Capital Receipts	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Unusable Reserves
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
	1,511		(1,258)				(253)
	(6)						6
	53		7				(60)
							0
	166		581				(747)
	(529)						529
							0
				(27)			27

Adjustment primarily involving the Capital Adjustment

Account:

Reversal of items debited or credited to the Comprehensive

Income and Expenditure Statement:

Depreciation and impairment of non-current Assets

Movement in Market Value of Investment Properties

Amortisation of Intangible Assets

Revenue expenditure funded from capital under statute

Amounts of non current assets written off on disposal or sale

as part of the gain/loss on disposal to the Comprehensive

Income and Expenditure Statement

Insertion of items not debited or credited to the

Comprehensive Income and Expenditure Statement:

Statutory provision for the financing of capital investment

Capital Expenditure charged against General Fund and HRA

Balances

Capital Expenditure charged against Earmarked Reserves

NOTES TO THE CORE FINANCIAL STATEMENTS

2018/19	Usable Reserves							Movement in Unusable Reserves £000's
	General Fund Balance £000's	Deferred Capital Receipts £000's	Housing Revenue Account £000's	Earmarked Reserve £000's	Capital Receipts Reserve £000's	Capital Grants Unapplied £000's		
Adjustments primarily involving the Capital Grants Unapplied Account:								
Application of grants to capital financing transferred to Capital Adjustment Account								
	(411)					(6)		417
Adjustments primarily involving the Capital Receipts Reserve:								
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement								
Use of the Capital Receipts Reserve to finance new capital expenditure								
	(129)		(533)		662			0
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposal								
	2				(201)			201
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool								
	151				(2)		(151)	0
Adjustments involving the Major Repairs Reserve:								
Reversal of Major Repairs Allowance credited to the HRA								
			(1,288)	1,288				0
Use of the Major Repairs Reserve to finance new capital expenditure								
				(838)				838

NOTES TO THE CORE FINANCIAL STATEMENTS

	Usable Reserves					Movement in Unusable Reserves
	General Fund Balance £000's	Deferred Capital Receipts £000's	Housing Revenue Account £000's	Earmarked Reserves £000's	Capital Receipts Reserve £000's	
2018/19						
Adjustments involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	2,087		258			(2,345)
Employer's pension contributions and direct payments to pensioners payable in the year	(1,023)		(126)			1,149
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	35					(35)
Adjustments involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirement						0
Total Adjustments	1,907	0	(2,359)	423	308	273

NOTES TO THE CORE FINANCIAL STATEMENTS

2017/18 Comparative Figures

Adjustment primarily involving the Capital Adjustment Account:

Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:

Depreciation and impairment of non-current Assets

Revaluation losses on Property, Plant and Equipment

Movement in Market Value of Investment Properties

Amortisation of Intangible Assets

Revenue expenditure funded from capital under statute

Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement

Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:

Statutory provision for the financing of capital investment

Capital Expenditure charged against General Fund and HRA Balances

Capital Expenditure charged against Earmarked Reserves

General Fund Balance	£000's	Usable Reserves				Movement in Unusable Reserves		
		Deferred Capital Receipts	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	£000's	£000's
853		0	(811)	0	0	0	(42)	0
(16)		0	0	0	0	0	16	(62)
43		0	19	0	0	0	(40)	0
40		0	0	0	0	0	(40)	0
0		0	892	0	0	0	(892)	0
(512)		0	0	0	0	0	512	0
0		0	0	0	0	0	0	0
0		0	0	(12)	0	0	12	0

NOTES TO THE CORE FINANCIAL STATEMENTS

2017/18 Comparative Figures

2017/18 Comparative Figures	Usable Reserves						Movement in Unusable Reserves £000's
	General Fund Balance	Deferred Capital Receipts	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	
	£000's	£000's	£000's	£000's	£000's	£000's	
Adjustments primarily involving the Capital Grants Unapplied Account:							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement							0
Application of grants to capital financing transferred to Capital Adjustment Account	(33)	0	0	0	0	0	33
Adjustments primarily involving the Capital Receipts Reserve:							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal of the Capital Receipts Reserve to finance new capital expenditure	(5)	0	(590)	0	596	0	(1)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposal	0	0	0	0	(681)	0	681
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	8	0	0	0	(8)	0	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	166	0	0	0	(166)	0	0
							0
Adjustments involving the Major Repairs Reserve:							
Reversal of Major Repairs Allowance credited to the HRA	0	0	(1,206)	1206	0	0	0
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	(1,242)	0	0	1242

NOTES TO THE CORE FINANCIAL STATEMENTS

2017/18 Comparative Figures

General Fund Balance	Usable Reserves					Movement in Unusable Reserves
	Deferred Capital Receipts	Housing Revenue Account	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	
£000's	£000's	£000's	£000's	£000's	£000's	£000's
1,734	0	237	0	0	0	(1,971)
(987)	0	(135)	0	0	0	1,122
166	0	0	0	0	0	(166)
6	0	0	0	0	0	(6)
1,462	0	(1,594)	(48)	(259)	0	(439)

Adjustments involving the Pensions Reserve:

Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement

Employer's pension contributions and direct payments to pensioners payable in the year

Adjustments involving the Collection Fund Adjustment Account:

Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements

Adjustments involving the Accumulated Absences Account:

Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirement

Total Adjustments

NOTES TO THE CORE FINANCIAL STATEMENTS

5. Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and Housing Revenue Account (HRA) balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2018/19

	2017/18			2018/19			
	Balance 31 March 2017 £000's	Transfer In/(Out) Fund £000's	(To)/From Other Reserves £000's	Balance 31 March 2018 £000's	Transfer In/(Out) Fund £000's	(To)/From Other Reserves £000's	Balance 31 March 2019 £000's
General Fund Earmarked Reserves							
Budget Carried Forward	36	(31)	0	5	(5)	0	0
Homelessness	0	0	0	0	0	100	100
Wellbeing	0	0	0	0	0	160	160
Capital	1	0	0	1	0	0	1
Service Improvement	12	0	0	12	0	0	12
Council Priority	161	(35)	0	126	(14)	0	112
Welfare Reform	72	0	0	72	0	0	72
Troubled Families	23	(23)	0	0	0	0	0
Disabled Facilities	6	193	0	199	(199)	0	0
ERDF Schemes	28	0	(12)	16	0	0	16
Greening the Borough	170	(50)	0	120	0	0	120
Active Asset Management	300	0	0	300	0	0	300
Contingency	0	0	0	0	0	68	68
Budget Equilibrium	201	(169)	0	32	0	0	32
Income Profiling	47	0	0	47	0	0	47
Land Valuation	17	0	0	17	0	0	17
Land Charges	22	0	0	22	0	0	22
Borough Events	7	(1)	0	6	0	0	6
Total General Fund Earmarked Reserves	1,103	(116)	(12)	975	(218)	328	1,085

NOTES TO THE CORE FINANCIAL STATEMENTS

	2017/18			2018/19			
	Balance	Transfer	(To)/From	Balance	Transfer	(To)/From	Balance
31 March	In/(Out)	Other		31 March	In/(Out)	Other	31 March
2017	Fund	Reserves		2018	Fund	Reserves	2019
£000's	£000's	£000's		£000's	£000's	£000's	£000's
General Fund Grants							
Grounds Maintenance	373	(20)	0	353	(39)	0	314
Housing and Planning Delivery Grant	131	(31)	0	100	(49)	0	51
Earmarked Grants	479	41	0	520	(165)	(355)	0
Total General Fund Grants	983	(10)	0	973	(253)	(355)	365
Total General Fund	2,086	(126)	(12)	1,948	(471)	(27)	1,450
HRA							
Regeneration Reserve	361	0	0	361	0	0	361
Major Repairs Reserve	0	35	(35)	0	0	450	450
Housing Voids Levy Reserve	0	220	0	220	0	0	220
Universal Credit Reserve	0	140	0	140	0	0	140
Budget Carried Forward	8	0	0	8			8
Total HRA	369	395	(35)	729	0	450	1,179
Grand Total	2,455	269	(47)	2,677	(471)	423	2,629

Purpose of Reserves

Details of the purpose of reserves not given elsewhere in either the Notes to the Core Financial Statements or the Statement of Accounting Policies are shown below.

Housing and Planning Delivery Grant	Contains the remaining proceeds of this Central Government funding for future housing and planning projects.
Earmarked Revenue Grants and Contributions	Reserves containing the proceeds of revenue grants and other external contributions that are yet to be used.
Budget Carried Forward	Contains authorised budget carry forwards from this year, to be used in the next financial year.
Homelessness	Fund to mitigate the increased incidence of homelessness within the borough

NOTES TO THE CORE FINANCIAL STATEMENTS

Health & Wellbeing	Fund to promote the physical and mental health and wellbeing of residence of the borough through sport and light recreation.
Capital	Monies put aside specifically for use to fund capital projects.
Service Improvement Reserve	Used to fund improvements in Council services to improve performance after corporate restructure and reductions in commensurate budgets
Council Priority Reserve	Funding to be used to fund the improvement of areas which are specific to Council priorities and allocated through the Local Forums.
Grounds Maintenance Reserve	This reserve holds a commuted lump sum received from a developer earmarked for the maintenance of a specific green space.
Major Repairs Reserve	Resources available to meet capital investment in council housing.
Welfare Reform	Monies set aside to cover the additional costs of administration and recovery following the introduction of the local Council Tax Benefit scheme and Universal Credit.
Troubled Families	Used to fund investment in the Leicestershire Troubled Families programme.
Disabled Facilities	Monies put aside specifically to fund Disabled Facilities Grants.
ERDF	Monies put aside specifically to provide matched funding for European Regional Development Fund schemes.
Greening the Borough	Resources available to improve the environment of the Borough and well-being of residents.
Active Asset Management	Funding for developing Business Enterprise Centres in the Borough.
Regeneration Reserve	Additional reserve set aside for regeneration and new build of council housing.
Contingency Reserve	To safeguard against budget risk and for one off priming initiatives.

NOTES TO THE CORE FINANCIAL STATEMENTS

Income Profiling Reserve	To safeguard against the volatility of planning income in future years
Budget Equilibrium Reserve	To safeguard against changes in Council funding.
Land Valuation Reserve	To allow the Council to value land within the Borough with a view to selling.
Land Charges Reserve	To fund improvements in the land charges service
Borough Events Reserve	To fund commemorative events held in the borough by the Council or other grant assisted groups.
Housing Voids Levy Reserve	To mitigate the impact of any levy imposed by the Government in relation to the sale of high value void dwellings.
Universal Credit Reserve	To fund if necessary the impact of Universal Credit on the level of rent arrears and therefore income to the HRA

6. Material Items of Income and Expenditure

For 2018/19 the Council has the following material items of income and expenditure for both capital and revenue:

The Council paid out £5.788 million in housing benefits during 2018/19 and a further £2. 506 million in rent rebates. The Government subsidy that provides the funding for these items is not listed here, but is included in Note 38 to the core statements.

The Council also carried out £0.838 million of major refurbishment work on the Council's housing stock. It has also invested £0.931 million on new vehicles to update the refuse collection and street cleaning fleets as well as £0.801 million on wheeled bins as part of the recycling transformation.

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Other Operating Expenditure

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
(Gain)/Loss on Disposal of Non-Current Assets	(54)	(43)
Loss on De-Recognition of Fixed Assets *	139	340
Contribution to Housing Pooled Capital Receipts	153	174
	<u>238</u>	<u>471</u>

* De-recognition relates to components of various housing assets which have been replaced and therefore de-recognised in year.

8. Financing and Investment Income and Expenditure

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Interest Payable and Similar Charges	742	740
(Gains)/Loss on Revaluation of Investment Properties	(6)	(16)
Interest and Investment Income	(24)	(11)
Pension Interest Costs and Expected Return on Pension Assets	577	571
Total	<u>1,289</u>	<u>1,284</u>

9. Taxation and Non Specific Grant Income and Expenditure

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
General Government Grants	(252)	(381)
Council Tax Income	(3,754)	(3,608)
Collection Fund (Surplus)/Deficit - Council Tax	(10)	(28)
Non Domestic Rates Income	(4,750)	(4,687)
Non Domestic Rates Tariff Payment	3,618	3,549
Non Domestic Rates Levy	101	10
Non Domestic Rates LLP Share of Surplus (Pool)	0	(12)
Collection Fund (Surplus)/Deficit - NNDR	139	(40)
S31 Small Business Rate Relief	(631)	(562)
Capital Grants and Contributions	(411)	(33)
New Homes Bonus	(339)	(408)
Total	<u>(6,289)</u>	<u>(6,200)</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

10. Property, Plant and Equipment

Cost or Valuation

	Council Dwellings	Other Land & Buildings	Community Assets	Vehicles, plant etc.	Assets Under Construction	Total Assets
	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2017	55,720	22,034	2,894	5,505	3	86,156
Additions	1,610	921	11	338	76	2,956
Revaluation Increases/ (Decreases) Recognised in the Revaluation Reserve	320	840	6	0	0	1,166
Revaluation Increases/ (Decreases) Recognised in the Surplus/Deficit on the Provision of Services	1,157	113	(9)	0	(116)	1,145
Derecognition - Sales	(553)	0	0	(20)	0	(573)
Derecognition - Component Disposals	(340)	0	0	0	0	(340)
Assets Reclassified (to)/from Non-Operational Assets	0	0	0	0	0	0
Assets Reclassified (to)/from Assets Under Construction	0	0	0	0	235	235
Derecognition - Other	0	0	0	0	0	0
Balance at 31 March 2018	57,914	23,908	2,902	5,823	198	90,745
 Balance at 1 April 2018	 57,914	 23,908	 2,902	 5,823	 198	 90,745
Additions	805	485	75	1,944	484	3,793
Revaluation Increases/ (Decreases) Recognised in the Revaluation Reserve	1,569	153	175			1,897
Revaluation Increases/ (Decreases) Recognised in the Surplus/Deficit on the Provision of Services	1,886	(417)	(4)			1,465
Derecognition - Sales	(442)	0	0	(451)		(893)
Derecognition - Component Disposals	(139)	0				(139)
Assets Reclassified (to)/from Assets Under Construction		178			(178)	0
Balance at 31 March 2019	61,593	24,307	3,148	7,316	504	96,868

NOTES TO THE CORE FINANCIAL STATEMENTS

Depreciation and Impairment

	Council Dwellings	Other Land & Buildings	Community Assets	Vehicles, plant etc.	Assets Under Construction	Total Assets
	£000's	£000's	£000's	£000's	£000's	£000's
Balance at 1 April 2017	0	0	0	3,576	0	3,576
Depreciation Charge	1,096	769	9	421	0	2,295
Depreciation Written out to the Revaluation Reserve	(255)	(510)	0	0	0	(765)
Depreciation & Impairment Written Out to the Surplus/Deficit on the Provision of Services	(841)	(259)	(9)	0	0	(1,109)
Derecognition - Sales	0	0	0	(19)	0	(19)
Balance at 31 March 2018	0	0	0	3,978	0	3,978
Balance at 1 April 2018	0	0	0	3,978	0	3,978
Depreciation Charge	1,175	902	9	563	0	2,649
Depreciation Written out to the Revaluation Reserve	(522)	(632)	0	0		(1,154)
Depreciation & Impairment Written Out to the Surplus/Deficit on the Provision of Services	(653)	(270)	(9)	0	0	(932)
Derecognition - Sales	0	0	0	(285)	0	(285)
Balance at 31 March 2019	0	0	0	4,256	0	4,256

	2018/19			2017/18		
	Net Book Value	Nature of Asset Holding Finance Lease	Owned	Net Book Value	Nature of Asset Holding Finance Lease	Owned
	£000's	£000's	£000's	£000's	£000's	£000's
Council Dwellings	61,593		61,593	57,914	0	57,914
Other Land & Buildings	24,308		24,308	23,908	0	23,908
Community Assets	3,147		3,147	2,902	0	2,902
Vehicles, Plant etc	3,030	30	3,060	1,804	41	1,845
Incomplete Assets	503		503	198	0	198
Total	92,581	30	92,611	86,726	41	86,767

Depreciation

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

- i) Council Dwellings - 45 to 50 Years
- ii) Other land and buildings - 5 to 40 years
- iii) Vehicle Plant and Equipment - 5 to 10 years

NOTES TO THE CORE FINANCIAL STATEMENTS

Capital Commitments

At 31st March 2019, the Council had outstanding capital commitments of £1.04M on the Housing Revenue Account, comprising:

- £152K for window and door replacement
- £493K for kitchen and bathroom replacement
- £257K for replacement of the communal heating system at William Peardon Court
- £139K for other smaller HRA schemes, including ventilation, heating and fire door replacement

On the General Fund, there is a commitment of £954K for the construction of Horsewell Lane Pavilion.

Valuation of Assets

The freehold and leasehold properties which comprise the Council's property portfolio have been valued as at 31 March 2019 by an external independent valuer, Innes England, in accordance with the statements of Asset Valuation Practice and Guidance Notes of the Royal Institution of Chartered Surveyors (RICS), except that not all the properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purposes of the valuation. Consequently, Council Dwellings were valued using the "Beacon Principle". Inspections to determine the Beacon properties were carried out between February and April 2015.

Plant and machinery directly associated with the building is generally included in the valuation of the buildings. However, where in conjunction with the valuer it is found that a building has plant of which the value forms a significant part of the building and which needs to be depreciated at a different rate from the building, then this has been dealt with as a separate item.

Properties regarded by the Council as operational were valued on the basis of open market value for the existing use or, where this could not be assessed because there was no market value for the subject asset, the depreciated replacement cost.

Where an impairment loss on an operational fixed asset occurs this has been recognised, if it is caused by a clear consumption of economic benefit (e.g. physical damage or deterioration in the quality of the service provided by the asset), or a significant decline in the market value of assets that is significantly greater than would be expected as a result of the passage of time or normal use.

In order to judge impairment of Council Dwellings, a rolling stock condition survey is being carried out. Any assets that are considered to have suffered any impairment are referred to the Council's independent valuer for assessment. To date no impairment relating to obsolescence has been recognised although some assets have suffered a reduction in value due to market forces.

NOTES TO THE CORE FINANCIAL STATEMENTS

11. Heritage Assets

Heritage assets are held and maintained principally for their contribution to knowledge and culture. They have historical, artistic, technological, geophysical or environmental qualities. All assets are deemed to have indefinite useful economic lives.

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Balance at 1 April	50	50
Additions	0	0
Balance at 31 March	50	50

12. Investment Properties

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

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Rental Income from Investment Property	(10)	(14)
Net Gain/(Loss)	(10)	(14)

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

2018/19 has seen a net increase of £6,000 in the value of the Council's investment properties due to revaluation gains

The current investment property balance consists of £170,000 of retail property let out, and £245,000 of property awaiting development.

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Balance at 1 April	409	627
Disposals	0	0
Revaluation Gain Recognised in the Surplus/Deficit on the Provision of Services	6	17
Reclassification of asset	0	(235)
Balance at 31 March	415	409

NOTES TO THE CORE FINANCIAL STATEMENTS

13. Intangible Assets

The Council accounts for its software and licenses as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The useful life assigned to all the major software suites used by the Council is 5 years.

Amortisation of the assets is charged to the ICT support service and then recharged to services on an appropriate basis under Net Cost of Services within the Comprehensive Income and Expenditure Statement.

Cost or Valuation of Software

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Balance at 1 April	717	865
Additions	85	80
Disposals	0	(228)
Balance at 31 March	802	717

Depreciation and Impairment of Software

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Balance at 1 April	598	765
Amortisation for the Year	61	61
Disposals	0	(228)
Balance at 31 March	659	598

Net Book Value

	<u>Balance as at 31 March 2019</u>	<u>Balance as at 31 March 2018</u>
	£000's	£000's
Software	143	119

NOTES TO THE CORE FINANCIAL STATEMENTS

14. Debtors

Amounts falling due in less than one year are:

	<u>2018/19</u>	<u>2017/18</u>
	<u>£000's</u>	<u>£000's</u>
Central Government Bodies	454	546
Other Local Authorities	801	638
Other Entities and Individuals	1152	1216
Total	<u>2,407</u>	<u>2,400</u>

Amounts falling due after one year are:

	<u>2018/19</u>	<u>2017/18</u>
	<u>£000's</u>	<u>£000's</u>
Voluntary Organisation Loans	2	2
Bushloe Developments Loan	100	100
Car Loans to Employees	30	30
Other Long Term Debtors	0	0
	<u>132</u>	<u>132</u>

15. Investments

The Council had no Long Term or Short Term Investments in 2018/19.

16. Assets Held for Sale

In 2018/19 no assets were held for sale.

17. Inventories

	Stores		Materials		Recyclates		Total	
	<u>2018/19</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2017/18</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>
Balance Outstanding at Start of Year	11	13	12	12	0	13	23	25
Purchases	154	153	14	12	0	228	168	165
Recognised as an Expense in the Year	(153)	(152)	(21)	(12)	0	(241)	(174)	(164)
Written Off Balances	0	(3)	0	0	0	0	0	(3)
Balance Outstanding at End of Year	<u>12</u>	<u>11</u>	<u>5</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>17</u>	<u>23</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

The remaining stock of the Brocks Hill shop was written off when the operation of the facility was transferred to SLM.

18. Cash and Cash Equivalent and Bank Overdrawn

Cash and Cash Equivalents	31 March 2019 £000's	31 March 2018 £000's
Short-term Deposits	2,987	3,465
Bank Overdrawn	31 March 2019 £000's	31 March 2018 £000's
Cash Held by the Authority		
Bank Current Accounts	1,125	(480)
	1,125	(480)
Total	4,112	2,985

Cash and cash equivalents consist of short-term bank deposits and money market funds.

Short-term bank deposits consist primarily of money market deposits, which can be readily converted to cash at short notice. The effective interest rate on short-term bank deposits at 31st March 2019 was 0.50% (0.50% as at 31st March 2018).

The maximum exposure to credit risk for cash and cash equivalents is equal to the carrying value.

19. Short Term Creditors

	2018/19 £000's	2017/18 £000's
Central Government Bodies	(1,476)	(958)
Other Local Authorities	(287)	(152)
Other Entities and Individuals	(2,214)	(1,809)
Total	(3,977)	(2,919)

NOTES TO THE CORE FINANCIAL STATEMENTS

20. Short Term Provisions

	Accumulated Absence 2018/19	NNDR Appeals 2018/19	Total 2018/19
	£000's	£000's	£000's
Balance B/Fwd	(61)	(620)	(681)
Arising during the year		(195)	(195)
Used during the year			
Balance C/Fwd	(61)	(815)	(876)
Current Provision	(61)	(815)	(876)
	(61)	(815)	(876)

Expected Timing of Cash Flows:

To 31 March 2020	(61)	(815)	(876)
Total	(61)	(815)	(876)

	Accumulated Absence 2017/18	NNDR Appeals 2017/18	Total 2017/18
	£000's	£000's	£000's
Balance B/Fwd	(54)	(576)	(630)
Arising during the year	(61)	(44)	(105)
Used during the year	54		54
Balance C/Fwd	(61)	(620)	(681)
Current Provision	(61)	(620)	(681)
	(61)	(620)	(681)

Expected Timing of Cash Flows:

To 31 March 2019	(61)	(620)	(681)
Total	(61)	(620)	(681)

An accumulated absence provision was made for the best estimate of the unavoidable cost associated with holiday pay. This provision is expected to be used by the end of next period as no holiday pay can be carried forward for more than one year.

A provision has been set up to fund appeals against rateable values for business within the Borough. This will be utilised as appeals are settled.

NOTES TO THE CORE FINANCIAL STATEMENTS

21. Capital Grants and Contributions - Receipts in Advance

	2018/19	2017/18
	£ 000's	£ 000's
Grants and Contributions		
Big Lottery Grant - Toy library	(5)	(5)
Big Lottery Grant - Mobile library	(1)	(1)
Section 106 South Wigston Regeneration	(10)	(10)
South Wigston Regeneration - Interest	(277)	(277)
Section 106 - Open Space	(876)	(1,215)
Green Roof Bus Shelter	(6)	(6)
Brocks Hill Alarm	(1)	(1)
DECC Grant	(5)	(5)
Total	(1,181)	(1,520)

22. Movements on Reserves

	Balance At 31st March 2017 £000's	Net Movement in Year £000's	Balance At 31st March 2018 £000's	Net Movement in Year £000's	Balance At 31st March 2019 £000's
Earmarked Reserves (Note 5)	(2,455)	(222)	(2,677)	49	(2,628)
Other Usable Reserves					
Usable Capital Receipts Reserve	(1,277)	259	(1,018)	(308)	(1,326)
Capital Grants Unapplied Reserve	(30)	0	(30)	6	(24)
Deferred Capital Receipts - General Fund	(3)	0	(3)	0	(3)
General Fund	(616)	16	(600)	0	(600)
Housing Revenue Account	(433)	(202)	(635)	(448)	(1,083)
	(4,814)	(149)	(4,963)	(701)	(5,664)

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance At 31 March 2017 £000's	Net Movement in Year £000's	Balance At 31 March 2018 £000's	Net Movement in Year £000's	Balance At 31 March 2019 £000's
Unusable Reserves					
Collection Fund Adjustment Account	20	165	185	35	220
Pensions Reserve	22,677	(629)	22,048	3,310	25,358
Revaluation Reserve	(7,563)	(1,583)	(9,146)	(2,547)	(11,693)
Capital Adjustment Account	(42,024)	(1,807)	(43,831)	(1,462)	(45,293)
Financial Instruments Adjustment Account	7	0	7	0	7
Accumulated Absences Reserve	54	6	60	0	60
	(26,829)	(3,848)	(30,677)	(664)	(31,341)
Total	(31,642)	(3,997)	(35,639)	(1,365)	(37,004)

Purpose of Reserves

Details for the purpose of reserves not given elsewhere in either the Notes to the Core Financial Statements or the Statement of Accounting Policies are shown below.

Usable Capital Receipts	Proceeds of fixed asset sales available to meet future capital investment
Capital Grants Unapplied	Reserve contains capital grants for which all conditions of use have been fulfilled, but have yet to be used for funding.
Deferred Capital Receipts	Proceeds of fixed asset sales which are not receivable immediately on sale.
General Fund	Resources available to meet future running costs of non-housing services
Housing Revenue Account	Resources available to meet future running costs of council houses
Financial Instruments Adjustment Account	Accounts for the timing differences in the different methods of accounting for Financial Instruments
Accumulated Staff Absence	The authority's obligation to staff for leave earned but not taken at the end of the financial year.

NOTES TO THE CORE FINANCIAL STATEMENTS

23. Capital Adjustment Account

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

	<u>2018/19</u> <u>£000's</u>	<u>2017/18</u> <u>£000's</u>
Balance as at 1 April	(43,831)	(42,024)
Reversal of Items Relating to Capital Expenditure Debited or Credited to the Comprehensive Income and Expenditure Statement		
Charges for depreciation and impairment of non-current assets	253	43
Amortisation of intangible assets	60	62
Revenue expenditure funded from capital under statute	0	40
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	747	892
	1,060	1,037
Adjusting amounts written out of the Revaluation Reserve	(504)	(348)
Net Written Out Amount of the Cost of Non-current Assets Consumed in the Year	556	689
Capital financing applied in the year		
Use of Capital Receipts Reserve to finance new capital expenditure	(201)	(681)
Use of Major Repairs Reserve to finance new capital expenditure	(838)	(1,242)
Capital Grants & Contributions Credited to the Comprehensive Income & Expenditure Statement That Have Been Applied to to Capital Financing	(438)	(33)
Application of grants to capital financing from the Capital Grants Unapplied Account	(6)	0
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(529)	(512)
Capital expenditure charged against the General Fund and HRA balances	(6)	(12)
	(2,018)	(2,480)
Movements in the Market Value of Investment Property Debited or Credited to the Comprehensive Income & Expenditure Statement		(16)
Balance as at 31 March	<u>(45,293)</u>	<u>(43,831)</u>

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

NOTES TO THE CORE FINANCIAL STATEMENTS

24. Revaluation Reserve

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

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

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

	2018/19	2017/18
	<u>£000's</u>	<u>£000's</u>
Balance as at 1 April	(9,146)	(7,563)
Upward revaluation of assets	(3,301)	(1,955)
Downward revaluation of assets and impairment losses not charged to the surplus/deficit on the Provision of Services	250	23
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(3,051)	(1,932)
Difference Between Fair Value Depreciation & Historical Cost Depreciation	(504)	(349)
Accumulated Gains on Assets Sold or Scrapped	504	349
Amount Written off to the Capital Adjustment Account	504	349
Balance as at 31 March	<u>(11,693)</u>	<u>(9,146)</u>

25. Pensions Fund Reserve

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

NOTES TO THE CORE FINANCIAL STATEMENTS

	2018/19	2017/18
	£000's	£000's
Balance as at 1 April	22,048	22,677
Transfer to Pension Reserve	(45)	82
Remeasurements of the net defined benefit liability/(asset)	2,159	(1,560)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	2,345	1,971
Employer's Pension Contributions and direct payments to the pensioners payable in the year.	(1,149)	(1,122)
Balance as at 31 March	25,358	22,048

26. Cash Flow Statement - Investing Activities

	2018/19	2017/18
	£000's	£000's
Purchase of Property, Plant and Equipment	3,878	3,035
Proceed of the Sale of Property, Plant and Equipment	(662)	(590)
Other Receipts from Investing Activities	(260)	(460)
Net Change in Investments	(2,000)	500
Total Investing Activities	956	2,485

27. Cash Flow Statement - Financing Activities

	2018/19	2017/18
	£000's	£000's
Cash Receipts from Long and Short Term Borrowing	(1,006)	(3,500)
Repayments of Short Term and Long Term Borrowing	1,583	75
Appropriation to/from the Collection Fund Adjustment Account	35	166
Other Payments for Financing Activities	(65)	121
Total Financing Activities	547	(3,138)

28. Net Movement in Liquid Resources

The Council seeks to maximise return on short term cash surpluses by the use of money market deposits.

	As at 31st March 2019 £000's	As at 31st March 2018 £000's	Increase/ (Decrease) in Year £000's
Money Market	2,987	5,465	(2,478)
Short Term Deposits	2,987	5,465	(2,478)

NOTES TO THE CORE FINANCIAL STATEMENTS

The Council collects Council Tax and Non Domestic Rates on behalf of its Precepting Authorities and the Government. At the end of the year the difference between money collected and paid over is shown as an increase or decrease in liquid resources.

	As At 31/03/2019 £000's	As At 31/03/2018 £000's
Net Movement in other Liquid Resources	121	(383)

29. Operating and Finance Leases

Operating Leases

During the year the Council made payments on operating leases as detailed below.

2018/19			2017/18
Vehicles £000's	Other Equipment £000's	Total £000's	Total £000's
25	2	27	62

At 31 March 2019 the Council had commitments in respect of operating leases for future years as shown below.

As at 31st March 2019

	Vehicles £000's	Other Equipment £000's	Total £000's
Less than 1 year	10	2	12
Between 1 and 5 years	5	1	6
Total	15	3	18

As at 31st March 2018

	Vehicles £000's	Other Equipment £000's	Total £000's
Less than 1 year	14	2	16
Between 1 and 5 years	15	3	18
Total	29	5	34

Finance Leases

During 2018/19 the Council held photocopying equipment under a finance lease. This is carried as Property, Plant and Equipment in the Balance Sheet at a net amount of £29,541 at 31 March 2019 (£40,940 at 31 March 2018).

NOTES TO THE CORE FINANCIAL STATEMENTS

The Council is committed to making minimum lease payments as shown below:

Minimum Lease Payments	2018/19 £000's	2017/18 £000's
Amounts Payable under Finance Leases		
Within One Year	11	22
Between One and Five Years	25	37
Less Future Finance Charges	(7)	(10)
Present Value of Minimum Lease Payments	<u>29</u>	<u>49</u>
Included in:		
Current Liabilities	9	19
Non-current Liabilities	20	30
Total	<u>29</u>	<u>49</u>

The total future minimum lease payments amount to £36,691 which includes a future rental cost of £29,542 at 31 March 2019.

30. Note to The Expenditure and Funding Analysis

The Expenditure and Funding Analysis

2018-19	Net Expenditure Chargeable to the General Fund and HRA Balances £000's	Adjustments between the Funding and Accounting Basis £000's	Net Expenditure in the Comprehensive Income and Expenditure Statement £000's
Welfare & Taxation Services	277	37	314
Finance & Corporate Services	2,937	501	3,438
Community Services	421	62	483
Depot Operations	1,357	724	2,081
Regulatory Services	407	21	428
Planning & Economic Development	448	56	504
Leisure Services	220	742	962
Housing Revenue Account (HRA)	(2,666)	(1,215)	(3,881)
Net Cost of Services	<u>3,401</u>	<u>928</u>	<u>4,329</u>
Total - Other Operating Expenditure	0	238	238
Total - Financing & Investment Income & Expenditure	2,566	(1,273)	1,293
Total - Taxation & Non Specific Grant Income	(5,907)	(382)	(6,289)
(Surplus)/Deficit on Provision of Services	<u>60</u>	<u>(489)</u>	<u>(429)</u>
Opening General Fund & HRA Balance at 1st April	(1,235)		
Less Deficit/(Surplus) on General Fund and HRA Balance in Year	(448)		
Closing General Fund & HRA Balance at 31st March	<u>(1,683)</u>		

* See Movement in Reserves Statement for the split of General Fund and HRA balances.

NOTES TO THE CORE FINANCIAL STATEMENTS

2017/18	Net Expenditure Chargeable to the General Fund and HRA Balances	Adjustments between the Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£000's	£000's	£000's
Welfare & Taxation Services	991	44	1,035
Finance & Corporate Services	1,580	204	1,784
Community Services	301	154	455
Depot Operations	2,051	459	2,510
Regulatory Services	70	25	95
Planning & Economic Development	622	67	689
Leisure Services	537	241	778
Housing Revenue Account (HRA)	(2,745)	(743)	(3,488)
HRA Reversal of Previous Impairment	0	0	0
Net Cost of Services	3,407	451	3,858
Total - Other Operating Expenditure	1	470	471
Total - Financing & Investment Income & Expe	2,470	(1,186)	1,284
Total - Taxation & Non Specific Grant Income	(6,333)	133	(6,200)
(Surplus)/Deficit on Provision of Services	(455)	(132)	(587)
Opening General Fund & HRA Balance at 1st A	(1,049)		
Less Deficit/(Surplus) on General Fund and			
HRA Balance in Year	(186)		
Closing General Fund & HRA Balance	(1,235)		

The Expenditure and Funding Analysis above 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/ services/ departments. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement. (See also Note 30 and 31)

NOTES TO THE CORE FINANCIAL STATEMENTS

2018/19

2018/19	Adjustments between Funding and Accounting Basis			
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts	Adjustments	Net change		
	for Capital	for the	Other	Total
	Purposes	Pensions	Differences	Adjustments
	(Note 1)	(Note 2)	(Note 3)	
	£000's	£000's	£000's	£000's
Welfare and Taxation	0	37	0	37
Finance and Corporate	120	381	0	501
Community Services	49	13	0	62
Depot Operations	641	84	0	725
Regulatory Services	3	18	0	21
Planning and Economic Development	22	34	0	56
Leisure Services	730	12	0	742
Housing Revenue Account (HRA)	(1,252)	36	0	(1,216)
Net Cost of Services	313	615	0	928
Other Income and Expenditure from the Expenditure and Funding Analysis	(2,029)	577	35	(1,417)
Difference between General Fund Surplus or Deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(1,716)	1,192	35	(489)

2017/18

2017/18	Adjustments between Funding and Accounting Basis			
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Amounts	Adjustments	Net change		
	for Capital	for the	Other	Total
	Purposes	Pensions	Differences	Adjustments
	(Note 1)	(Note 2)	(Note 3)	
	£000's	£000's	£000's	£000's
Welfare and Taxation	0	44	0	44
Finance and Corporate	201	3	0	204
Community Services	144	10	0	154
Depot Operations	341	118	0	459
Regulatory Services	1	24	0	25
Planning and Economic Development	33	34	0	67
Leisure Services	219	22	0	241
Housing Revenue Account (HRA)	(794)	51	0	(743)
HRA - Reversal of Previous Impairment			0	0
Net Cost of Services	145	306	0	451
Other Income and Expenditure from the Expenditure and Funding Analysis	(1,298)	543	172	(583)
Difference between General Fund Surplus or Deficit and the Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(1,153)	849	172	(132)

NOTES TO THE CORE FINANCIAL STATEMENTS

Note 1 - Adjustments for Capital Purposes

This column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

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

Note 2 – Net Change for the Pensions Adjustments

Net change for the removal of pension contributions and the addition of IAS 19 *Employee Benefits* pension related expenditure and income:

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

Note 3 – Other Differences

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

- **For Financing and investment income and expenditure** – the other differences column recognises adjustments to the General Fund for the timing differences of premiums and discounts.

NOTES TO THE CORE FINANCIAL STATEMENTS

- **Taxation and non-specific grant income and expenditure** – this charge represents the difference between, what is chargeable under statutory regulations for council tax and NNDR that was projected to be received at the start of the year, and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

Segmental Income

Income received on a segmental basis is analysed below:

	<u>2018/19</u>	<u>2017/18</u>
Services	Income from Services £000's	Income from Services £000's
Welfare and Taxation	(8,776)	(9,318)
Finance and Corporate	(1,164)	(747)
Community Services	(129)	(195)
Depot Operations	(1,148)	(623)
Regulatory Services	(667)	(634)
Planning and Economic Development	(276)	(222)
Leisure Services	(983)	(363)
Housing Revenue Account	(5,024)	(5,085)
Total Income analysed on a Segmental Basis	<u>(18,167)</u>	<u>(17,187)</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

31. Expenditure and Income Analysed By Nature

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

	2018/19	2017/18
	<u>£000's</u>	<u>£000's</u>
Expenditure / Income :		
Expenditure		
Employee benefits expenses	6,964	6,446
Other services expenses	14,551	13,168
Support service recharges	630	1,125
Depreciation, amortisation, impairment	304	307
Interest payments	2,187	2,113
Precepts and levies	3,982	3,581
Payments to Housing Capital Receipts Pool	153	174
Gain on the disposal of assets	79	281
Total Expenditure	<u>28,850</u>	<u>27,195</u>
Income		
Fees, charges and other service income	(8,397)	(7,513)
Interest and investment income	(888)	(813)
Income from council tax, non-domestic rates and district rate income	(8,639)	(8,399)
Government grants and contributions	(11,355)	(11,057)
Total Income	<u>(29,279)</u>	<u>(27,782)</u>
Surplus or (Deficit) on the Provision of Services	<u>429</u>	<u>587</u>

32. Members Allowances

In 2018/19 the Council paid allowances to Members totalling £170,113 (2017/18 £171,763).

33. Audit Costs

In 2018/19 Oadby and Wigston Borough Council incurred the following fees relating to external audit and inspection:

	2018/19	2017/18
	<u>£000's</u>	<u>£000's</u>
Fees payable to the Council's auditors with regard to external audit services carried out by the appointed auditor.	38	43
Fees payable to the Council's auditors for the certification of grant claims and returns.	0	8
Fees payable in respect of other services.	5	3
	<u>43</u>	<u>54</u>

£4,750 of the fee payable for external audit services in 2018/19 relates to 2016/17.

NOTES TO THE CORE FINANCIAL STATEMENTS

34. Related Party Transactions

The aim of this note is to demonstrate that any material transactions between the Council and those in a position to influence decisions are properly disclosed.

Any material transactions between related parties must be disclosed in the Statement of Accounts. The purpose of this is to highlight the possibility that the reported position and results may have been affected by the existence of the related parties and by any material transactions with them.

As Members and Chief Officers are considered to be related party, a Register of Interest is used to record and monitor related party transactions. Disclosure forms were also completed by both Members and Chief Officers. Any declarations made by members are listed below. Leicestershire County Council, Leicestershire Police and the Leicestershire Local Government Pension Scheme are considered to be related party transactions, their year end balances being:

	<u>2018/19</u>	<u>2017/18</u>
	Payments	Payments
	£000's	£000's
Leicestershire County Council	367	381
Leicestershire County Council, Pension Fund	1,149	1,122
Leicestershire County Council - Year End Debtor	0	65
Leicestershire County Council - Year End Creditor	213	299
Leicestershire Police Authority	196	13
	<u>1,925</u>	<u>1,880</u>
	Precepts	Precepts
	£000's	£000's
Leicestershire County Council	22,600	21,351
Leicestershire Police	3,447	3,237
Leicestershire and Rutland Fire Authority	1,120	1,087
	<u>27,167</u>	<u>25,675</u>
Total	<u>29,092</u>	<u>27,555</u>

In 2018/19 the Council received a number of Government grants. These have been listed in notes 9 and 38 in the accounts.

NOTES TO THE CORE FINANCIAL STATEMENTS

Entities controlled or significantly influenced by the Council:

The following grants were given to external organisations in year. Whilst these amounts may not be material to the Council they may be material to and indicate control of the awarded bodies.

	<u>2018/19</u>		<u>2017/18</u>	
	<u>Receipts</u>	<u>Payments</u>	<u>Receipts</u>	<u>Payments</u>
	£000's	£000's	£000's	£000's
Leicestershire County Council				
Safer Communities Grant	28	0	29	0
Community/Youth Grants				
South and West				
Leicestershire CAB	0	28	0	28
SSAFA	0	0	0	5
Age UK – Oadby & Wigston	0	0	0	10
Helping Hands	0	28	0	28
Pride of the Borough	0	0	0	5

35. Remuneration of Senior Staff

The Council is required to disclose payments made to senior employees, by post, whose remuneration is in excess of £50,000 per annum. The situation for 2018/19 is as follows;

Senior Officers' Salary - £50,000 to £150,000

Post holder information		<u>Salary, Fees & Allowances</u>	<u>Expense Allowances</u>	<u>Pension contributions</u>	<u>Total</u>
		£000's	£000's	£000's	£000's
Chief Executive	2018/19	95	0	20	115
01/04/17 to 30/09/17	2017/18	49	0	16	65
Interim Chief Executive	2018/19	0	0	0	0
01/10/17 to 31/03/18	2017/18	45	0	13	58
Director of Service Delivery	2018/19	0	0	0	0
01/04/17 to 30/09/17	2017/18	40	0	11	51
Interim Director of Service Delivery	2018/19	0	0	0	0
18/09/2017 to 31/03/18	2017/18	36	0	2	38
Chief Financial Officer S151	2018/19	0	0	0	0
01/04/17 to 17/09/17	2017/18	42	0	3	45
Director of Finance & Transformation	2018/19	80	1	17	98
18/09/17 to 31/03/18	2017/18	41	0	10	51

NOTES TO THE CORE FINANCIAL STATEMENTS

Officers Salary Exceeding £50,000

The Council's other employees receiving more than £50,000 remuneration for the year were paid in the following bands:

Remuneration Band	2018/19	2017/18
£50,000 - £55,000	6	0
£55,000 - £60,000	1	0
£60,000 - £65,000	0	0
£65,000 - £70,000	0	0
	<u>7</u>	<u>0</u>

Remuneration for these purposes includes all sums paid to or receivable by an employee, sums due by way of expense allowances and the money value of any other benefits received other than in cash, but excludes pension contributions payable by either the employee or the Council.

Exit Packages

The numbers of exit packages with the total cost per band and total cost of the redundancies are set out in the table below:

Exit Package Cost Band	Number of Compulsory Redundancies	2018/19	Total Number of Exit Packages by Cost Band	Total Cost of Exit Packages in Each Band
		Number of Other Departures Agreed		
				£000's
£0 - £20,000	1	0	1	12
Total	<u>1</u>	<u>0</u>	<u>1</u>	<u>12</u>

Exit Package Cost Band	Number of Compulsory Redundancies	2017/18	Total Number of Exit Packages by Cost Band	Total Cost of Exit Packages in Each Band
		Number of Other Departures Agreed		
				£000's
£0 - £20,000	1	0	1	15
£20,001 - £40,000	0	0	0	0
Total	<u>1</u>	<u>0</u>	<u>1</u>	<u>15</u>

36. Termination Benefits

The Council has terminated the contracts of one employee in the year through redundancy. The cost of this movement was £12,000 (2017/18 £15,363) - see note 35 for the number of exit packages and total cost by band.

NOTES TO THE CORE FINANCIAL STATEMENTS

The cost of termination benefits has been met by a combination of earmarked reserve, balance sheet provisions and revenue. All capital costs associated with early retirement have been funded by a combination of the Leicestershire County Council Pension Fund, earmarked reserves, balance sheet provisions and revenue.

37. Defined Benefit Pension Schemes

The Council participates in the Local Government Scheme administered by Leicestershire County Council. This is a defined benefit funded scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level estimated to balance the pension liabilities with investment assets.

In 2018/19 the Council paid an employer's contribution of £1,070,692 (2017/18 £996,740) into the Leicestershire County Council Superannuation Fund, representing 29.59% (2017/18 28.13%) of pensionable pay.

In addition the Council made payments into the Leicestershire County Council Superannuation Fund relating to added years benefits of £78,701 (2017/18 £77,782), representing 2.17% (2017/18 2.19%) of pensionable pay.

The annual report of the Leicestershire County Council Pension Fund is available from County Hall, Glenfield, Leicester.

Transactions Relating to Post-employment Benefits

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the change we are required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund and Housing Revenue Account via the Movement in Reserves Statement.

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

NOTES TO THE CORE FINANCIAL STATEMENTS

Comprehensive Income and Expenditure Statement

	2018/19 £000's	2017/18 £000's
Cost of Services		
Service Cost comprising		
Current Service Cost	1,411	1,428
Past Service Costs	353	0
(Gain)/Loss from Settlements		(28)
Financial and Investment Income and Expenditure		
Net interest expense	581	571
Total Post-employment Benefit Charged to the Surplus or Deficit on the Provision of Services	2,345	1,971

Other Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement.

Remeasurement of the net defined benefit liability comprising

Return on plan assets (excluding the amount included in the net interest expense)	(991)	(642)
Actuarial gains and losses arising on changes in demographic assumptions		
Actuarial gains and losses arising on changes in financial assumptions	3,145	(927)
Other	5	9
Transfer to Pension Reserve for Post Year Actuaries Adjustment		
Total Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement.	2,159	(1,560)

Movement in Reserves Statement

Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the code.	(340)	(431)
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Actual amount charged against the General Fund Balance for pension in the year

Employers contribution payable to scheme	1,151	995
Retirement benefits payable to pensioners	43	45

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plan is as follows:

	2018/19 £000's	2017/18 £000's
Present Value of the Defined Benefit Obligation	60,404	55,391
Fair Value of the plan assets	(35,046)	(33,343)
Net liability arising from Defined Benefit Obligation	25,358	22,048

NOTES TO THE CORE FINANCIAL STATEMENTS

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

	2018/19 £000's	2017/18 £000's
Opening fair value of scheme assets	33,343	32,300
Interest Income	864	802

Remeasurement gain/ (loss)

The return on plan assets, excluding the amount included in the net interest expense

	991	642
Contributions from employer	1,151	995
Contribution from employees into the scheme	237	228
Losses/(gains) on curtailment (where relevant)	0	(143)
Benefits paid	(1,540)	(1,481)
Closing fair value of scheme assets	35,046	33,343

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

	2018/19 £000's	2017/18 £000's
Opening balance at 1st April	55,391	54,977
Current Service Costs	1,411	1,428
Interest cost	1,445	1,373
Contributions from scheme participants	237	228

Remeasurement (gain) and loss

Actuarial gain/loss arising from changes in demographic assumptions	0	0
Actuarial gain/loss arising from changes in financial assumptions	3,145	(927)
Other	5	9
Past Service Costs	353	0
Losses/(gains) on curtailment (where relevant)	0	(171)
Benefits Paid	(1,583)	(1,526)
Closing balance at 31st March	60,404	55,391

NOTES TO THE CORE FINANCIAL STATEMENTS

Fair Value of Scheme Assets	2018/19	2017/18
	£000's	£000's
Cash and cash equivalents	1,050	1,387
Equity Securities	610	809
Debt Securities	3,422	3,087
Private Equity	1,616	1,186
Real Estate	2,619	2,929
	9,317	9,398
Investment Funds and Unit Trusts:		
Equities	14,076	15,707
Bonds	1,481	3,828
Hedge Funds	3	1,162
Commodities	1,240	781
Infrastructure	1,843	1,577
Other	7,131	987
	25,774	24,042
Derivatives: Foreign Exchange	(45)	(97)
Total Assets	35,046	33,343

Basis for Estimating Assets and Liabilities

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

Both the Local Government Pension Scheme and Discretionary Benefits Liabilities have been estimated by Hymans Robertson LLP, an independent firm of actuaries, estimates for the Council Fund being based on the latest full valuation of the scheme as at 31 March 2016.

The significant assumptions used by the actuary have been:

	Local Government	
	Pension Scheme	
	2018/19	2016/17
Mortality assumptions		
Longevity at 65 for current pensioners		
Men	22.1	22.1
Women	24.3	24.3
Longevity at 65 for future pensioners		
Men	23.8	23.8
Women	26.2	26.2
Rate of Inflation		
Rate of increase in salaries	3.5%	3.4%
Rate of increase in pensions	2.5%	2.4%
Rate for discounting scheme liabilities	2.4%	2.6%

NOTES TO THE CORE FINANCIAL STATEMENTS

Impact on the Defined Benefit Obligation in the Scheme

	Increase in Employer's Liability	Appropriate Monetary Amount
	%	£000's
Change in Assumptions at 31st March 2019		
0.5% decrease in Real Discount Rate	10	5,770
1 Year increase in member life expectancy	3	1,379
0.5% increase in the Salary Increase Rate	1	548
0.5% increase in the Pensions Increase Rate	9	5,143

38. Revenue and Capital Grants

The Council has credited the following grants and contributions to the Comprehensive Income and Expenditure Statement during 2018/19:

	2018/19	2017/18
	£000's	£000's
Revenue :		
Rent Allowance	5,654	5,966
Benefit Administration	145	168
Rent Rebates	2,549	2,749
Housing Benefit Hardship Grant	68	70
Universal Credit Grant	26	22
Housing Benefit New Burdens Grant	39	22
Property Searches New Burdens Grant	8	0
Brexit Preparations Grant	18	0
Council Tax Support New Burdens Grant	3	1
Local Authority Data Sharing	8	10
Individual Electoral Registration Grants	7	8
Safer Communities	28	29
Brownfield Sites Register	4	0
Custom Build Grant	30	0
Physical Activity Development Grant	76	86
Letting Agents Transparency	0	1
Transparency Code	8	8
Food & Fuel Scheme Grant	0	1
Heritage Lottery Fund Grant Brocks Hill	4	0
	8,675	9,141
Capital :		
Improvement Grants	437	384
	437	384
Total	9,112	9,525

NOTES TO THE CORE FINANCIAL STATEMENTS

39. Capital Expenditure

The Council's in year capital expenditure was financed as follows:

	2018/19	2017/18 Restated
	£000's	£000's
Opening Capital Financing Requirement	34,299	33,703
Capital Investment		
Property, Plant, Equipment and Intangible Assets	3,878	3,036
Revenue Expenditure Funded from Capital under Statute - Other		231
Sources of Finance		
Capital Receipts	(201)	(681)
Government Grants and Other Contributions	(443)	(236)
Revenue Contribution	(838)	(1,242)
Revenue Provision	(529)	(512)
Closing Capital Financing Requirement	36,166	34,299
Explanation of Movement in Year		
Increase/Decrease in underlying need for supported Borrowing	0	0
Increase/Decrease in underlying need for unsupported Borrowing	1,867	596
	1,867	596

General Fund capital expenditure in 2018/19 resulted in a net increase in the underlying need for unsupported borrowing of £1,866,980 (2017/18 £596,094).

40. Minimum Revenue Provision

Under the Capital Finance Regulations, this Council has a duty to set aside a Minimum Revenue Provision (MRP) for the repayment of external debt that it considers "prudent".

For this financial year in respect of debt that is supported by the Revenue Support Grant the method chosen is the Capital Financing Requirement (CFR) method. The CFR method calculates MRP as 4% of the non-housing CFR at the end of the preceding financial year.

In the case of new borrowing for which no government support has been given and is therefore self-financed, the Asset Life method has been used. This method requires MRP to be made in equal annual instalments over the estimated life of the asset for which the unsupported borrowing is undertaken.

The annuity asset life method requires that the MRP for each year be the amount presumed to be the principal element of the equal amounts that would be payable each year in respect of a loan at a specified rate of interest that would reduce the outstanding principal amount to zero at the end of the estimated useful life of the asset. This results in an MRP charge that rises over time. This is deemed to be particularly appropriate for assets which generate increasing revenues over time. This has been chosen for the leisure facilities project.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2018/19	2017/18
	£000's	£000's
General Fund Charge	529	512
HRA Charge	0	0
Minimum Revenue Provision	529	512

The provisions for depreciation and impairment should be regarded as part of the minimum revenue provision with the balance being treated as a transfer to or from the Capital Adjustment Account.

	2018/19	2017/18
	£000's	£000's
Minimum Revenue Provision	529	512
Amount Charged as Depreciation	(1,422)	(1,148)
Amount Charged as Impairment	(142)	257
Additional Charge to/from the General Fund Balance	(1,035)	(379)

41. Analysis of Net Assets Employed

	31st March 2019 £000's	31st March 2018 £000's
General Fund	(4,958)	(2,733)
Housing Revenue Account	41,963	38,372
	37,005	35,639

NOTES TO THE CORE FINANCIAL STATEMENTS

42. Information on Assets Held

Fixed assets owned by the Council include the following;

	No. as at 31st March 2019	No. as at 31st March 2018
Operational Buildings :		
Allotment Sites	4	4
Car Parks	11	11
Cemeteries	2	2
Cemetery Buildings	4	4
Council Offices	1	1
Community / Day Centres	2	2
Depots & Garage	1	1
Garages	179	179
Garage Spaces	54	54
Pavilions	7	7
Public Conveniences	4	4
Sports Centre	2	2
Sports Grounds & Parks	17	17
Vehicle Workshop	1	1
Brocks Hill Visitor Centre	1	1
Brocks Hill Country Park	1	1
Investment Property :		
Shops	3	3
Countesthorpe Road Sports Ground	0	0
Council Dwellings	1,207	1,215
Total	1,501	1,509

NOTES TO THE CORE FINANCIAL STATEMENTS

43. Financial Instruments Balances

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments:

Financial Assets	Non-Current			Current			Total	
	Investments		Debtors		Investments		Debtors	
	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's
Fair value through profit & loss	0	0	0	0	0	0	0	0
Amortised cost	100	100	32	32	4,112	5,465	1,673	1,698
Fair value through comprehensive income - designated equity instruments	0	0	0	0	0	0	0	0
Fair value through other comprehensive income	0	0	0	0	0	0	0	0
Total Financial Assets	100	100	32	32	4,112	5,465	1,673	1,698
Non Financial Assets								
Total	100	100	32	32	4,112	5,465	1,673	1,698

Financial Liabilities	Non-Current			Current			Total	
	Borrowings		Creditors		Borrowings		Creditors	
	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's	2018/19 £000's	2017/18 £000's
Fair value through profit & loss	0	0	0	0	0	0	0	0
Amortised cost	22,418	24,002	20	30	9,052	8,525	1,719	1,465
Total Financial Liabilities	22,418	24,002	20	30	9,052	8,525	1,719	1,465
Non Financial Liabilities								
Total	22,418	24,002	20	30	9,052	8,525	1,719	1,465

NOTES TO THE CORE FINANCIAL STATEMENTS

44. Financial Instruments Gains/Losses

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

	Financial Assets	
	Loans and Receivables	
	2018/19	2017/18
	£000's	£000's
Interest Expense	741	740
Interest Income	(24)	(11)
Net (Gain)/Loss for the Year	<u>717</u>	<u>729</u>

45. Fair Value of Assets and Liabilities Carried at Amortised Cost

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

- Estimated interest rates at 31 March 2019 for loans and investments, including those loans from the Public Works Loan Board, are based on a rate equivalent to that of the outstanding period of each loan or investment.
- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount

The fair values calculated are as follows:

Financial liabilities

	31st March 2019		31st March 2018	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000's	£000's	£000's	£000's
Financial liabilities held at amortised cost -				
Public Works Loans	(33,189)	(38,069)	(33,992)	(38,342)
Long term creditors	0	0	0	0
PFI & finance lease liabilities	(20)	(20)	(30)	(30)
Total	<u>(33,209)</u>	<u>(38,089)</u>	<u>(34,022)</u>	<u>(38,372)</u>

The fair value is more than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans at the balance sheet date. This commitment

NOTES TO THE CORE FINANCIAL STATEMENTS

to pay interest above current market rates increases the amount that the Council would have to pay if the lender requested or agreed to early repayment of the loans.

Financial assets

	31st March 2019		31st March 2018	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000's	£000's	£000's	£000's
Financial assets held at amortised cost	5,885	5,885	7,263	7,263
Long term Debtors	32	32	32	32
Total	5,917	5,917	7,295	7,295

The fair value is represented by the carrying amount as the Council has no material long-term investments.

46. Nature and Extent of Risks Arising from Financial Instruments

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

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

The Council's overall risk management procedures focus on the unpredictability of financial markets, and implementing restrictions to minimize these risks. The procedures for risk management are set out through a legal framework set out in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- By formally adopting the requirements of the Code of Practice;
- By approving annually in advance prudential indicators for the following three years limiting:
 - The Council's overall borrowing;
 - The maximum and minimum exposures to fixed and variable rates;
 - The maximum and minimum exposures to the maturity structure of its debt;
 - The maximum annual exposures to investments maturing beyond a year.

NOTES TO THE CORE FINANCIAL STATEMENTS

- By approving an Investment Strategy for the forthcoming year, setting out its criteria for both investing and selecting investment counterparties, in compliance with the Government Guidance;

These are required to be reported and approved at or before the Council's annual Council Tax setting budget or before the start of the year to which they relate. These items are reported with the annual Treasury Strategy and Plan which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported at least annually to Members.

These policies are implemented by a central treasury team. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed periodically.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Deposits are only made with UK banks and "top 20" building societies with a minimum long-term rating of 'A' and a short-term rating of F1. In addition, investments in money market funds may be made, provided that such funds have a long-term rating of 'AAA'. Top 20 is defined as building societies with a minimum asset base of £1 billion. The Council has a policy of not lending more than £1.5 million of its surplus balances to one institution.

The following analysis summarises the Council's maximum exposure to credit risk on other financial assets, based on experience of default, adjusted to reflect current market conditions. For sundry debtors, other debtors and housing rents the historical experience of default is based on the provision for bad and doubtful debts according to generally accepted accounting practice. This is adjusted to reflect current market conditions.

	Amount at 31st March 2019 £000's A	Historical Experience of Default % B	Historical Experience Adjusted for Market Conditions at 31st March 2019 % C	Estimated Maximum Exposure to Default and Uncollectibility £000's (A x C)
Deposits with banks and financial Institutions				
Local Authorities	0	0.00	0.00	0.00
A'AA' Rated Counterparties	0	0.00	0.00	0.00
'AA' Rated Counterparties	0	0.02	0.02	0.00
'A' Rated Counterparties	0	0.06	0.06	0.00
BBB' Rated Counterparties	0	0.00	0.21	0.00
Sundry Debtors *	897	0.04	0.04	35.88
Other Debtors	477	0.04	0.04	19.08
Housing Rents	299	0.02	0.02	5.98
				<u>60.94</u>

NOTES TO THE CORE FINANCIAL STATEMENTS

* Sundry debtors includes the overpayment of housing benefits, building control fees and charges, licensing fees and other service fees and charges.

Whilst the current credit crisis in international markets has raised the overall possibility of default, the Council maintains strict credit criteria for investment counterparties. As a result of these high credit criteria, we have maintained historical default rates as a good indicator under these current conditions.

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

The Council does not allow credit for customers, such that all of the debtor's balance is past its due date for payment. The past due amount can be analysed by age as follows:

	<u>2018/19</u>	<u>2017/18</u>
	<u>£000's</u>	<u>£000's</u>
Less than three months	82	230
Three to six months	51	77
Six months to one year	120	66
More than one year*	644	611
	<u>897</u>	<u>984</u>

* The majority of debt that has been outstanding for more than one year relates to the overpayment of housing benefit where instalment payments have been set up.

Liquidity Risk

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

The Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need, and whilst the Public Works Loan Board (PWLB) provides access to longer term funds, it also acts as a lender of last resort to councils (although it will not provide funding to a council whose action is unlawful). The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Refinancing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

NOTES TO THE CORE FINANCIAL STATEMENTS

The approved prudential indicator limits for the maturity structure of debt, and the limits placed on investments placed for greater than one year in duration, are the key parameters used to address this risk. The Council approved the Treasury Strategy and Plan and Investment Strategy to address the main risks, and the central treasury team addresses the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments to provide stability of maturities and returns in relation to the longer term cash flow needs.

The maturity analysis of financial liabilities is as follows:

	<u>2018/19</u>	<u>2017/18</u>
	<u>£000's</u>	<u>£000's</u>
Less than one year	10,771	(10,490)
Between one and two years	1,015	(1,015)
Between two and five years	3,030	(3,040)
More than five years	18,393	(19,477)
	<u>33,209</u>	<u>(34,022)</u>
 Short Term Creditors*	 (1,719)	 (1,465)
Short Term Borrowing	(9,052)	(8,525)
Long Term Creditors	(20)	(30)
Long Term Borrowing	(22,418)	(24,002)
	<u>(33,209)</u>	<u>(34,022)</u>

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

*Amounts owing to and from central government and other local government agencies are not deemed financial instruments, as they represent statutory obligations, rather than tradable instruments. Consequently, the short-term creditors figure here is lower than the Balance Sheet figure.

Market Risk

Interest Rate Risk

Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise
- Borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise

NOTES TO THE CORE FINANCIAL STATEMENTS

- Investments at fixed rates – the fair value of the assets will fall

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Comprehensive Income and Expenditure Statement. Movement in the fair value of fixed rate investments will be reflected in the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Comprehensive Income and Expenditure Statement and affect the General Fund Balance.

The Council has a number of strategies for managing interest rate risk. The policy is to have no more than 25% of its borrowings in variable rate loans. The risk of loss is ameliorated by the fact that a proportion of Government grant payable on financing costs will normally move with prevailing interest rates or the Council's cost of borrowing and provide compensation for a proportion of any higher costs.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out should be fixed or variable.

According to this assessment strategy, at 31 March 2019, if interest rates had been 1% higher with all other variables held constant, the financial effect would have been:

	<u>2018/19</u> <u>£000's</u>	<u>2017/18</u> <u>£000's</u>
Increased return on money market investments	(41)	(25)
Impact on Income and Expenditure Account	<u>(41)</u>	<u>(25)</u>
Share of Overall Impact Credited to the HRA	<u>(12)</u>	<u>(14)</u>

The current Bank of England Base Rate is 0.50%. The scope for any further decrease in prevailing interest rates for investments with a maturity of less than one year is so small that the Council does not regard the risk to be material.

Price Risk

The Council is not exposed to price risk as it does not invest in equity shares.

Foreign Exchange Risk

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

47. Contingent Liabilities

Municipal Mutual Insurance

The Scheme of Arrangement was enacted in 2012/13. The impact upon the Council as a scheme creditor is not clear, nor is the consequential impact on future funding for

NOTES TO THE CORE FINANCIAL STATEMENTS

unknown claims incurred but not reported between 1974 and 1992. Whilst the Council has so far fulfilled its obligations to the scheme, the total liability going forward is uncertain, and there thus remains the possibility of future demands on Council funds.

Litigation

The Council is currently undergoing an HSE enquiry in relation to a fatal accident in Willow Park. If this proceeds to a prosecution, there is a potential liability of approximately £100K.

48. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

There are no prior period adjustments which relate to the 2018/19 Accounts.

**THE HOUSING REVENUE ACCOUNT
INCOME AND EXPENDITURE STATEMENT**

This account summarises the resources that have been generated and consumed in providing services and managing the Council's Housing Revenue Account (HRA) during the last year. It includes all day-to-day expenses and related income on an accruals basis, as well as transactions measuring the value of fixed assets actually consumed and the real projected value of retirement benefits earned by employees in the year.

	2018/19	2017/18
Note	£000's	£000's
Expenditure		
Repairs and maintenance	1,016	1,199
Supervision and management	1,325	1,193
Rents, rates, taxes and other charges	4	8
Depreciation and impairment of non-current assets	6, 7 (1,251)	(794)
Debt management charges	10	9
Increase/(decrease) in bad debt provision	38	(18)
Total Expenditure	<u>1,142</u>	<u>1,597</u>
Income		
Dwellings rent	(4,858)	(4,907)
Non dwellings rent	(71)	(71)
Charges for services and facilities	(95)	(107)
Total Income	<u>(5,024)</u>	<u>(5,085)</u>
Net Income of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement	(3,882)	(3,488)
HRA services share of Corporate and Democratic Core	385	385
HRA Share of other amounts included in whole authority net expenditure of continuing operations not allocated to specific services	34	0
Net Income of HRA Services	<u>(3,463)</u>	<u>(3,103)</u>
HRA share of the operating income and expenditure included in the whole authority Comprehensive Income and Expenditure Statement :		
(Gain)/Loss on the Sale of HRA non-current assets	(91)	(590)
De-recognition of Non-Current Assets	139	892
Interest and investment income	(7)	(3)
Interest payable and similar charges	552	548
Pensions interest cost and expected return on pension assets	63	65
(Surplus) / Deficit for the Year on HRA Services	<u>(2,807)</u>	<u>(2,191)</u>

MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

This reconciliation statement summarises the differences between the outturn on the HRA Income and Expenditure Account and the HRA Balance.

	<u>2018/19</u>	<u>2017/18</u>
Note	<u>£000's</u>	<u>£000's</u>
Balance on the HRA at the end of the previous reporting period	(635)	(433)
(Surplus) / Deficit for the year on the HRA Income and Expenditure Statement	(2,841)	(2,191)
Adjustments made between Accounting Basis and funding basis under statute	1 2,393	1,629
Net (increase) or decrease before transfers to or from reserves	(448)	(562)
Transfers to or (from) Reserves	0	360
(Increase) or decrease in year on the HRA	(448)	(202)
Balance on the HRA at the end of the current reporting period	(1,083)	(635)

NOTES TO THE HOUSING REVENUE ACCOUNT

1. Adjustment Between Accounting Basis and Funding Basis Under Statute

	<u>2018/19</u>	<u>2017/18</u>
		£000's
Impairment of non-current assets	2,538	1,998
(Gain) / loss on the sale of non-current assets	91	590
Accumulating compensating absences	0	0
De-recognition of non-current assets	(139)	(892)
Net charges made for retirement benefits in accordance with IAS 19	(224)	(237)
Transfer (to) / from major repairs reserve	0	36
Revenue contribution to capital	0	0
Employers contribution payable to the Leicestershire Pension Fund and retirement benefits payable direct to pensioners	127	134
Adjustments made between Accounting Basis and Funding Basis under Statute	<u>2,393</u>	<u>1,629</u>

2. Balance Sheet Value of Authority's Housing Stock

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Operational Assets		
Dwellings	61,593	57,914
Other Land and Buildings	1,076	1,045
	<u>62,669</u>	<u>58,959</u>
Non Operational Assets		
Investment Property	170	158
Total	<u>62,839</u>	<u>59,117</u>

The vacant possession value of dwellings at 31 March 2019 was £146,649,297 (31 March 2018 £137,891,045), against a balance sheet value of £61,592,705 (31 March 2018 £57,914,239) at the same point in time. The difference reflects the fact that social housing rents generate a lower income stream than could be obtained in the open market. The value placed on assets in a commercial environment will reflect the required economic rate of return in relation to income streams that the assets might be expected to generate throughout their economic life. To the extent that income streams are constrained to serve a wider social purpose, the value of capital assets employed for council housing will be reduced.

NOTES TO THE HOUSING REVENUE ACCOUNT

3. Housing Stock

The Council was responsible for managing on average 1,211 dwellings during 2018/19. The stock at year end was as follows;

	<u>2018/19</u>	<u>2017/18</u>
	Number	Number
Houses / Bungalows	669	676
Flats / Maisonettes	538	539
Total Stock	<u>1,207</u>	<u>1,215</u>

The change in stock can be summarised as follows;

	<u>2018/19</u>	<u>2017/18</u>
	Number	Number
Stock at 1 April	1,215	1,225
Sales	(8)	(10)
Additions	0	0
Stock at 31 March	<u>1,207</u>	<u>1,215</u>

4. Major Repairs Reserve

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Balance at 1 April	0	0
Amounts Transferred In	1,288	1,207
Transfers to/(from) HRA	0	35
Used for Capital Expenditure	(838)	19
Balance at 31 March	<u>450</u>	<u>1,261</u>

5. Funding of HRA Stock

A total of £840,767 was spent on the Authority's housing stock in 2018/19 (£1,640,549, in 2017/18).

This was funded as follows:

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Major Repairs Reserve	838	1,242
Unsupported Borrowing		399
Balance at 31 March	<u>838</u>	<u>1,641</u>

NOTES TO THE HOUSING REVENUE ACCOUNT

HRA Capital Receipts retained by the Authority for 2018/19 totalled £379,913 (2017/18 £590,380). These were entirely attributable to the sale of council houses under the Right to Buy Scheme.

6. Depreciation and Amortisation

The total charge for non current assets within the Authority's HRA during the financial year 2018/19 is £1,287,000.

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Dwellings	1,175	1,096
Other Land & Buildings	104	89
Plant, Equipment & Vehicles	1	3
Intangibles (Computer Software)	8	19
Total	<u>1,288</u>	<u>1,207</u>

7. Impairment of HRA Assets

Due to Central Government changes in valuation guidelines, there was no net impairment charge made to the HRA for 2018/19. Instead, there was a considerable reversal of impairment charged in previous years.

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Dwellings	<u>(2,538)</u>	<u>(1,998)</u>
Total	<u>(2,538)</u>	<u>(1,998)</u>

8. Rent Arrears

During the year rent arrears have increased by £62,000.

	<u>2018/19</u>	<u>2017/18</u>
	£000's	£000's
Arrears at 31 March	299	237

A bad debt provision has been made in the accounts in respect of potentially uncollectible rent arrears. The value of the provision at 31 March 2019 is £178,146 (31 March 2017 £140,662).

9. HRA Share of Contribution To or From the Pension Fund

To Comply with IAS 19 the current service costs for the HRA are incorporated into Supervision and Management and Repairs and Maintenance costs shown. These Items are then reversed by the net effect of the following items:

NOTES TO THE HOUSING REVENUE ACCOUNT

- (i) Net Charges Made for Retirement Benefits in Accordance with IAS 19. This amounted to £224,400 in 2018/19 (£236,520 in 2017/18).
- (ii) Employers Contributions to Leicestershire County Council pension fund and retirement benefits paid direct to pensioners. This amounted to £126,433.16 in 2018/19 (£101,923 in 2017/18).

Explanatory Foreword

The Collection Fund is an agent's statement that reflects the statutory obligation of billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers of Council Tax and National Non-Domestic Rates (NNDR) and its distribution to local government bodies and the Government.

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

Collection Fund surpluses declared by the billing authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year. For Oadby and Wigston, the Council Tax precepting bodies are the Leicestershire County Council (LCC), the Police and Crime Commissioner for Leicestershire (PCCL) and the Leicester, Leicestershire and Rutland Combined Fire Authority (LLRCFA).

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

The scheme allows the Council to retain a proportion of the total NNDR received. The Oadby and Wigston share is 40% with the remainder paid to precepting bodies. For Oadby and Wigston the NNDR precepting bodies are Central Government (50% share), County Council (9%) and Fire Authority (1% share).

NNDR surpluses declared by the billing authority in relation to the Collection Fund are apportioned to the relevant precepting bodies in the subsequent financial year in their respective proportions. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year.

The national code of practice followed by Local Authorities in England stipulates that a Collection Fund Income and Expenditure account is included in the Council's accounts. The Collection Fund balance sheet meanwhile is incorporated into the Council's consolidated balance sheet.

The Accounts include an Explanatory Forward, a Statement of Accounting Policies and an Income and Expenditure Account, together with supporting notes.

Accounting Policies**1. Income and Expenditure**

The accounts have been prepared on an accruals basis. This means sums due to or from the Collection Fund, are included whether or not the cash has actually been received or paid in the year.

The above policy is not followed when dealing with the apportionment of the surplus or deficit on the fund to precepting authorities.

2. Council Tax/NNDR Bad Debt Provision and NNDR Provision for Valuation Appeals

A provision is created when a sum of money is set aside to meet future specific expenses which are likely or certain to be incurred, but the amount of which cannot yet be determined accurately.

The Collection Fund provides for bad debts on arrears on the basis of prior year experience and the current year's collection rates.

THE COLLECTION FUND ACCOUNT

2017/18				2018/19			
Business Rates £000's	Council Tax £000's	Total £000's		Note	Business Rates £000's	Council Tax £000's	Total £000's
Income							
0	28,188	28,188	Council Tax Payers		0	29,892	29,892
Transfers from General Fund -							
0	8	8	Council Tax Benefits		0	9	9
12,226	0	12,226	Business Ratepayers	3	12,386	0	12,386
Apportionment of Previous Year Deficit -							
0	0	0	Central Government		0	0	0
0	0	0	Oadby & Wigston Borough Council		0	0	0
0	0	0	Leicestershire County Council		0	0	0
Leicester, Leicestershire & Rutland							
0	0	0	Combined Fire Authority		0	0	0
12,226	28,196	40,422	Total Income		12,386	29,901	42,287
Expenditure							
12,039	28,034	40,073	Precepts and Demands	4	12,218	29,760	41,978
56	0	56	Costs of Collection		55	0	55
2	0	2	Court Costs		1	0	1
Bad and Doubtful Debts -							
256	20	276	Write Offs		98	20	118
5	98	103	Provisions		(61)	99	38
112	0	112	Appeals		487	0	487
Apportionment of Previous Year Surplus -							
50	0	50	Central Government		(174)	0	(174)
40	28	68	Oadby and Wigston Borough Council		(139)	10	(129)
9	155	164	Leicestershire County Council		(31)	57	26
Leicester, Leicestershire & Rutland							
1	9	10	Combined Fire Authority		(3)	4	1
Police and Crime Commissioner for							
0	25	25	Leicestershire		0	9	9
12,570	28,369	40,939	Total Expenditure		12,451	29,959	42,410
344	173	517	Movement on Fund		65	58	123
138	(167)	(29)	Balance at Beginning of Year		481	6	487
482	6	488	(Surplus)/Deficit on Fund at End of Year		546	64	610
Allocated to -							
241	0	241	Central Government		273	0	273
193	0	193	Oadby and Wigston Borough Council		219	8	227
43	4	47	Leicestershire County Council		49	45	94
Leicester, Leicestershire & Rutland							
5	0	5	Combined Fire Authority		5	2	7
Police and Crime Commissioner for							
0	2	2	Leicestershire		0	9	9
482	6	488			546	64	610

NOTES TO THE COLLECTION FUND ACCOUNT

1. Council Tax Balance and Transactions at Year End

For the purpose of the Balance Sheet, it is considered that this authority acts as an agent, collecting Council Tax on behalf of the major preceptors and itself. Council Tax transactions and balances are therefore allocated between this authority and the other major preceptors.

Shown below are the allocations to all preceptors as at 31st March 2019.

Authority	Arrears £000's	Bad Debt Provision £000's	Over & Pre payments £000's	(Surplus) /Deficit £000's	Balance Payable £000's	Balance 2017/18 £000's
Leicestershire County Council	1,251	(472)	(386)	45	(438)	(331)
Leicestershire Police Authority	217	(82)	(67)	8	(76)	(54)
Combined Fire Authority	64	(24)	(20)	2	(22)	(17)
Total Other Major Preceptors	1,532	(578)	(473)	55	(536)	(402)
Oadby & Wigston Borough Council	217	(82)	(67)	8	(76)	(58)
Total All Preceptors	1,749	(660)	(540)	63	(612)	(460)

2. Council Tax

Council Tax derives from charges raised according to the value of residential properties, which have been classified into 9 valuation bands (A-H) for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council for the forthcoming year and dividing this by the Council Tax base (i.e. the equivalent numbers of Band D dwellings).

The Council Tax base for 2018/19 has increased to £17,257.00 (£17,155.70 in 2017/18).

Band	Estimated No. of Taxable Properties after Effect of Discounts	Ratio	No. of Band D Equivalent Dwellings
Z	3.55	5/9	1.97
A	2,540.15	6/9	1,693.43
B	4,994.44	7/9	3,884.56
C	6,082.57	8/9	5,406.73
D	2,750.89	9/9	2,750.89
E	1,733.04	11/9	2,118.16
F	447.13	13/9	645.85
G	430.86	15/9	718.10
H	64.25	18/9	128.50
Total	19,046.88		17,348.19
Add Adjustment**			171.61
Deduct Allowance for Losses in Collection			(262.80)
Council Tax Base			17,257.00

**** Adjustment**

The adjustment relates to anticipated changes during the year for successful appeals against valuation bandings, new properties, demolitions, disabled persons relief, exempt properties, and crown contributions.

3. Income from Business Ratepayers

In 2013/14, the administration of NNDR changed following the introduction of a business rates retention scheme which aims to give councils a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NNDR to the central pool, local authorities retain a proportion of the total collectable rates due. In the case of Oadby and Wigston the local share is 40%. The remainder is distributed to preceptors and in the case of Oadby and Wigston these are Central Government 50%, Leicestershire County Council (LCC) 9% and 1% to the Leicester, Leicestershire and Rutland Combined Fire Authority (CFA).

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates and a top up or tariff amount to ensure that all authorities receive their baseline amount. Tariffs due from authorities payable to Central Government are used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In this respect Oadby and Wigston paid a tariff in 2018/19 to the value of £3,618,046 (£3,548,707 in 2017/18) (see Note 9, Notes to the Core Financial Statements).

In addition to the top up, a 'safety net' figure is calculated at 92.5% of baseline amount which ensures that authorities are protected to this level of Business Rates income. For Oadby and Wigston the value of safety net figure is £1,372,283 in 2018/19 (£1,332,257 in 2017/18). The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and the revision to Small Business Rate Relief (announced in the Autumn Statement 2014) not allowed for when the safety net was set.

A further Safety Net or Levy system acts to ensure that any local authority is protected from a net localised business rate yield of less than 92.5% of its Baseline Funding. A Safety Net grant is paid if the authority's yield falls below this with a Levy being imposed if it is greater. In 2018/19 The Council was in a Levy position of £101,791 (Levy of £150,243 for 2017/18).

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by the Valuation Office Agency, and hence business rates outstanding as at 31 March 2019. As such, authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. The total provision charged to the collection fund for 2018/19 has been calculated at £2,038,438 (£1,551,310 in 2017/18).

NOTES TO THE COLLECTION FUND ACCOUNT

The total non-domestic rateable value at 31 March 2019 was £34,792,827 (£34,143,522 31 March 2018). The national non-domestic multipliers for the year were:

Full 0.493 (0.479 for 2017/18)

Small Business 0.480 (0.466 for 2017/18)

Shown below are the allocations to all preceptors as at 31 March 2019.

Authority	Arrears £000's	Bad Debt Provision £000's	Appeals Provision £000's	Over & Pre payments £000's	(Surplus) /Deficit £000's	Balance Payable £000's	Balance 2017/18 £000's
Central Government	264	(120)	(1,019)	(324)	273	(93)	586
Leicestershire County Council	48	(22)	(184)	(58)	49	(17)	106
Combined Fire Authority	5	(2)	(20)	(6)	5	(2)	11
Total Other Major Preceptors	317	(144)	(1,223)	(388)	327	(112)	703
Oadby & Wigston Borough Council	211	(96)	(815)	(258)	220	(74)	470
Total All Preceptors	528	(240)	(2,038)	(646)	547	(186)	1,173

4. Precepts and Demands

2017/18			2018/19		
Business Rates £000's	Council Tax £000's	Total £000's	Business Rates £000's	Council Tax £000's	Total £000's
1,084	20,114	21,198	1,100	21,444	22,544
0	3,212	3,212	0	3,438	3,438
120	1,078	1,198	122	1,117	1,239
6,019	0	6,019	6,109	0	6,109
4,816	3,630	8,446	4,887	3,761	8,648
12,039	28,034	40,073	12,218	29,760	41,978
		Total			

GLOSSARY OF TERMS

For the purposes of the Code of Practice the following definitions have been adopted:

ACCOUNTING POLICIES

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

- (i) Recognising,
- (ii) Selecting measurement bases for, and
- (iii) Presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

ACQUIRED OPERATIONS

Operations comprise services and divisions of service as defined in the Best Value Accounting Code of Practice. Acquired operations are those operations of the local authority that are acquired in the period.

ACTUARIAL GAINS AND LOSSES

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- (a) events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses), or
- (b) the actuarial assumptions have changed.

ASSETS HELD FOR SALE

Assets which are being marketed for sale in their current condition.

CAPITAL EXPENDITURE

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

CLASS OF NON CURRENT ASSETS

The classes of non current assets required to be included in the accounting statements are:

GLOSSARY OF TERMS

Operational assets

- Council dwellings
- Other land and buildings
- Vehicles, plant, furniture and equipment
- Community assets
- Intangible assets

Non-operational assets

- Investment properties
- Heritage Assets
- Assets under construction
- Assets held for sale

Further analysis of any of these items should be given if it is necessary to ensure fair presentation.

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, cemeteries and allotments.

CONSISTENCY

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

CONSTRUCTIVE OBLIGATION

An obligation that derives from an authority's actions where:

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

CONTINGENT ASSET

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

CONTINGENT LIABILITY

A contingent liability is either:

- (a) a possible obligation 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; or
- (b) a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

CORPORATE AND DEMOCRATIC CORE

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

CURRENT SERVICE COST (PENSIONS)

The increase in the present value of a defined benefit scheme's liabilities expected to arise from employee service in the current period.

CURTAILMENT

For a defined benefit scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

- (a) termination of employees' services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business, and
- (b) termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

DEFINED BENEFIT SCHEME

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

DEFINED CONTRIBUTION SCHEME

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have

GLOSSARY OF TERMS

sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

DEPRECIATION

The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period.

Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, effluxion of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

DISCONTINUED OPERATIONS

Operations comprise services and divisions of service as defined in CIPFA's Standard Classification of Income and Expenditure. An operation should be classified as discontinued if all of the following conditions are met:

- (a) the termination of the operation is completed either in the period or before the earlier of three months after the commencement of the subsequent period and the date on which the financial statements are approved;
- (b) the activities related to the operation have ceased permanently;
- (c) the termination of the operation has a material effect on the nature and focus of the local authority's operations and represents a material reduction in its provision of services resulting either from its withdrawal from a particular activity (whether a service or division of service or its provision in a specific geographical area) or from a material reduction in net expenditure in the local authority's continuing operations;
- (d) the assets, liabilities, income and expenditure of operations and activities are clearly distinguishable physically, operationally and for financial reporting purposes.

Operations not satisfying all these conditions are classified as continuing.

DISCRETIONARY BENEFITS

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and are awarded under the authority's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 1996, the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998, or The Local Government (Discretionary Payments) Regulations (Northern Ireland) 2001.

ESTIMATION TECHNIQUES

The methods adopted by an entity to arrive at estimated monetary amounts, corresponding to the measurement bases selected, for assets, liabilities, gains, losses, and changes to reserves.

Estimation techniques implement the measurement aspects of accounting policies. An accounting policy will specify the basis on which an item is to be measured; where there is uncertainty over the monetary amount corresponding to that basis, the amount will be arrived at by using an estimation technique. Estimation techniques include, for example:

- (a) methods of depreciation, such as straight-line and reducing balance, applied in the context of a particular measurement basis, used to estimate the proportion of the economic benefits of a tangible fixed asset consumed in a period;
- (b) different methods used to estimate the proportion of debts that will not be recovered, particularly where such methods consider a population as a whole rather than individual balances.

EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are those events, favourable and unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

EXCEPTIONAL ITEMS

Material items which derive from events or transactions that fall within the ordinary activities of the authority and which need to be disclosed separately by virtue of their size or incidence to give fair presentation of the accounts.

EXPECTED RATE OF RETURN ON PENSIONS ASSETS

For a funded defined benefit scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

FAIR VALUE

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

FINANCE LEASE

A finance lease is a lease that transfers substantially all the risks and rewards of ownership of a fixed asset to the lessee. Whether a lease is a finance lease or an operating lease depends on the substance of the transaction rather than the form of the contract.

GLOSSARY OF TERMS

GENERAL FUND

The main revenue account of the Council covering all services apart from housing landlord functions.

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.

HERITAGE ASSETS

An asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. Examples of heritage assets are historical buildings, civic regalia, and antiques.

IMPAIRMENT

A reduction in the fair value of a fixed asset below its carrying amount on the Balance Sheet. Destruction or damage to fixed assets will result in an impairment.

INTANGIBLE ASSETS

Assets that have no physical substance, primarily intellectual property. The most common examples for local authority purposes are computer software licenses.

INTEREST COST (PENSIONS)

For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

INTERNATIONAL FINANCIAL REPORTING STANDARDS

Accounting Standards now applicable to local authorities from 2010/11 onwards, replacing the UK GAAP regime.

GLOSSARY OF TERMS

INVESTMENT PROPERTIES

Interest in land and/or buildings:

- (a) in respect of which construction work and development have been completed; and
- (b) which is held for its investment potential, any rental income being negotiated at arm's length.

INVESTMENTS (PENSIONS FUND)

The investment of the pensions fund will be accounted for in the statements of that fund. However authorities are also required to disclose, as part of the disclosures relating to retirement benefits, the attributable share of pension scheme assets associated with their underlying obligations.

LIQUID RESOURCES

Current asset investments that are readily disposable by the authority without disrupting its business and are either; readily convertible to known amounts of cash at or close to the carrying amount, or traded in an active market.

LONG-TERM CONTRACTS

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken substantially to complete the contract is such that the contract activity falls into different accounting periods. Some contracts with a shorter duration than one year should be accounted for as long-term contracts if they are sufficiently material to the activity of the period.

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 DEBT

The authority's borrowings less cash and liquid resources. Where cash and liquid resources exceed borrowings, reference should be to net funds rather than net debt.

GLOSSARY OF TERMS

NET REALISABLE VALUE

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

NON CURRENT ASSETS

Non-current assets that yield benefits to the local authority and the service it provides for a period of more than one year.

NON-OPERATIONAL ASSETS

Fixed assets held by a local authority but not used or consumed in the delivery of services or for the service or strategic objectives of the authority. Examples of non-operational assets include; investment properties and assets that are surplus to requirements, pending their sale. It should be noted that the incident of rental income does not necessarily mean that the asset is an investment property, it would be deemed an investment property only if the asset is held solely for investment purposes and does not support the service or strategic objectives of the authority and the rental income is negotiated at arms length.

OPERATING LEASES

A lease 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 or for the service or strategic objectives of the authority.

PAST SERVICE COST

For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in the prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

PRIOR PERIOD ADJUSTMENTS

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. A fundamental error is one that is of such significance as to destroy the validity of the financial statements. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

PROJECTED UNIT METHOD

An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:

GLOSSARY OF TERMS

- (a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants, allowing where appropriate for future increases; and
- (b) the accrued benefits for members in service on the valuation date.

The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.

RELATED PARTIES

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

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

Examples of related parties of an authority include:

- (i) central government;
- (ii) local authorities and other bodies precepting or levying demands on the council tax;
- (iii) its subsidiary and associated companies;
- (iv) its joint ventures and joint venture partners;
- (v) its members;
- (vi) its chief officers; and
- (vii) its pension fund.

Examples of related parties of a pension fund include its:

- (i) administering authority and its related parties;
- (ii) scheduled bodies and their related parties; and

GLOSSARY OF TERMS

- (iii) trustees and advisers.

These lists are not intended to be comprehensive.

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

- (i) members of the close family, or the same household; and
- (ii) partnerships, companies, trusts or other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

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 by a pension fund to a related party of assets of loans, irrespective of any direct economic benefit to the pension fund;
- (iii) the provision of a guarantee to a third party in relation to a liability or obligation of a related party;
- (iv) the provision of services to a related party, including the provision of pension fund administration services;
- (v) 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.

REMUNERATION

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

RESIDUAL VALUE

The net realisable value of an asset at the end of its useful life. Residual values are based on prices prevailing at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

RETIREMENT BENEFITS

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either (i) an employer's decision to terminate an employee's employment before the normal retirement date or (ii) an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

SCHEME LIABILITIES

The liabilities of a defined benefit scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

SETTLEMENT

An irrevocable action that relieves the employer (or the defined benefit scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements include:

- (a) a lump-sum cash payment to scheme members in exchange for their rights to receive specified pensions benefits
- (b) the purchase of an irrevocable annuity contract sufficient to cover vested benefits, and
- (c) the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme

STOCKS

The amount of unused or unconsumed stocks held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises. Stocks comprise the following categories:

- (a) goods or other assets purchased for resale;
- (b) consumable stores;
- (c) raw materials and components purchased for incorporation into products for sale;
- (d) products and services in intermediate states of completion;
- (e) long-term contract balances; and
- (f) finished goods.

GLOSSARY OF TERMS

USEFUL LIFE

The period over which the local authority will derive benefits from the use of fixed assets.

VESTED RIGHTS

In relation to a defined benefit scheme, these are:

- (a) for active members, benefits to which they would unconditionally be entitled on leaving the scheme;
- (b) for deferred pensioners, their preserved benefits;
- (c) for pensioners, pensions to which they are entitled.

Vested rights include where appropriate the related benefits for spouses or other dependants.

The Audit Findings for Oadby & Wigston Borough Council



Contents



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Appendices

- A. Audit adjustments
- B. Fees
- C. Audit Opinion

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 for the purpose of expressing our opinion on the financial statements. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify control weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose all defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might identify. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Headlines

This table summarises the key findings and other matters arising from the statutory audit of Oadby & Wigston Borough Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2019 for those charged with governance.

<p>Financial Statements</p> <p>~ Page 124 ~</p>	<p>Under International Standards of Audit (UK) (ISAs) and the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion, the Council's financial statements:</p> <ul style="list-style-type: none"> • give a true and fair view of the financial position of the Council and its income and expenditure for the year; and • have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local authority Accounting and prepared in accordance with the Local Audit and Accountability Act 2014. <p>We are also required to report whether other information published together with the audited financial statements (including the Annual Governance Statement (AGS) and Narrative Report, is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.</p>	<p>Our audit work was completed on site during June and July. Our findings are summarised on pages 4 to 9. We have identified 1 adjustment to the financial statements that has resulted in a £3.893m adjustment to the Council's Comprehensive Income and Expenditure Statement. Audit adjustments are detailed in Appendix C. Our work is substantially complete and there are no matters of which we are aware that would require modification of our audit opinion in Appendix C or material changes to the financial statements, subject to the following outstanding matters;</p> <ul style="list-style-type: none"> - receipt of management representation letter; - responses for our enquiries to the Pension Fund Auditor; and - review of the final set of financial statements. <p>We have concluded that the other information to be published with the financial statements is consistent with our knowledge of your organisation and the financial statements we have audited.</p> <p>Our anticipated audit report opinion will be unmodified</p>
<p>Value for Money arrangements</p>	<p>Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report if, in our opinion, the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('the value for money (VFM) conclusion').</p>	<p>We have completed our risk based review of the Council's value for money arrangements. We have concluded that Oadby & Wigston Borough Council has proper arrangements to secure economy, efficiency and effectiveness in its use of resources.</p> <p>We therefore anticipate issuing an unqualified value for money conclusion, as detailed in Appendix C. Our findings are summarised on pages 13 to 15.</p>
<p>Statutory duties</p>	<p>The Local Audit and Accountability Act 2014 ('the Act') also requires us to:</p> <ul style="list-style-type: none"> • report to you if we have applied any of the additional powers and duties ascribed to us under the Act; and • To certify the closure of the audit. 	<p>We have not exercised any of our additional statutory powers or duties.</p> <p>We have completed the majority of work under the Code and expect to be able to certify the completion of the audit when we give our audit opinion.</p>

Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.

Summary

Overview of the scope of our audit

This Audit Findings Report presents the observations arising from the audit that are significant to the responsibility of those charged with governance to oversee the financial reporting process, as required by International Standard on Auditing (UK) 260 and the Code of Audit Practice ('the Code'). Its contents have been discussed with management and the Policy, Finance and Development Committee.

As auditor we are responsible for performing the audit, in accordance with International Standards on Auditing (UK) and the Code, which is directed towards forming and expressing 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 or those charged with governance of their responsibilities for the preparation of the financial statements.

Audit approach

Our audit approach was based on a thorough understanding of the Council's business and is risk based, and in particular included:

- An evaluation of the Council's internal controls environment, including its IT systems and controls; and

- Substantive testing on significant transactions and material account balances, including the procedures outlined in this report in relation to the key audit risks

We have not had to alter or change our audit plan, as communicated to you in March 2019.

Conclusion

We have substantially completed our audit of your financial statements and subject to outstanding queries being resolved, we anticipate issuing an unqualified audit opinion following the Policy, Finance and Development Committee meeting on 23 July 2019, as detailed in Appendix C. These outstanding items include:

- receipt of management representation letter;
- responses for our enquiries to the Pension Fund Auditor; and
- review of the final set of financial statements.



Our approach to materiality

The concept of materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law.

Materiality calculations remain the same as reported in our audit plan. We detail in the table below our determination of materiality for Oadby & Wigston Borough Council.

	Council Amount (£)	Qualitative factors considered
Materiality for the financial statements	420,000	Based on a proportion of forecast gross expenditure (2%) for the financial year. In the prior year we used the same benchmark.
Performance materiality	290,000	Quality of financial systems and processes and the nature of the Council's income and expenditure streams. Quality of accounts and working papers in previous years and level of amendments arising from audit process.
Trivial matters	21,000	Set at 5% of materiality.
Materiality for senior officer remuneration disclosure note	25,000	Lower materiality applied to remuneration disclosures due to their sensitive nature and public interest.

Significant findings – audit risks

~ Page 126 ~

Risks identified in our Audit Plan

Commentary

1

The revenue cycle includes fraudulent transactions (rebutted)

Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue.

This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition

Auditor commentary

Under ISA (UK) 240 there is a rebuttable presumed risk that revenue may be misstated due to the improper recognition of revenue.

In our audit plan we rebutted this presumed risk for Oadby & Wigston Borough Council because:

- there is little incentive to manipulate revenue recognition
- opportunities to manipulate revenue recognition are very limited
- the culture and ethical frameworks of local authorities, including Oadby & Wigston Borough Council, mean that all forms of fraud are seen as unacceptable

This assessment is still appropriate and therefore the risk is rebutted.

Whilst not a significant risk, as part of our audit work we did undertake work on material revenue items. Our work did not identify any matters that would indicate our rebuttal was incorrect.

2

Management override of controls

Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities. The Authority faces external scrutiny of its spending and this could potentially place management under undue pressure in terms of how they report performance.

We therefore identified management override of control, in particular journals, management estimates and transactions outside the course of business as a significant risk, which was one of the most significant assessed risks of material misstatement.

Auditor commentary

We have:

- evaluated the design effectiveness of management controls over journals
- analysed the journals listing and determine the criteria for selecting high risk unusual journals
- tested unusual journals recorded during the year and after the draft accounts stage for appropriateness and corroboration
- gained an understanding of the accounting estimates and critical judgements applied made by management and consider their reasonableness with regard to corroborative evidence
- evaluated the rationale for any changes in accounting policies, estimates or significant unusual transactions.

Our audit work has not identified any issues in respect of management override of controls.

Significant findings – audit risks



~ Page 127 ~

Risks identified in our Audit Plan		Commentary
3 Valuation of land and buildings (Rolling revaluation)		Auditor commentary
<p>The Authority revalues its land and buildings on a rolling five-yearly basis. This valuation represents a significant estimate by management in the financial statements due to the size of the numbers involved (£78million) and the sensitivity of this estimate to changes in key assumptions. Additionally, management will need to ensure the carrying value in the Authority financial statements is not materially different from the current value at the financial statements date, for those assets not formally revalued in the year.</p>		<p>We have:</p> <ul style="list-style-type: none">• evaluated the processes, controls and assumptions put in place by management to ensure that the PPE valuation is not materially misstated and evaluate the design of these and whether they are sufficient to mitigate the risk of material misstatement;• assessed the competence, capabilities and objectivity of management’s experts (valuers) who carried out your PPE valuations;• evaluated the instructions issued by management to their management expert (a valuer) for this estimate and the scope of the valuer’s work;• communicated with the valuer about the basis on which the valuation is carried out and where necessary challenge the key assumptions• reviewed and challenged the information used by the valuer to ensure it is robust and consistent with our understanding• tested revaluations made during the year to ensure they are consistent with the valuer’s report and input correctly into the Council’s asset register• evaluated the assumptions made by management for those assets not revalued during the year and how management have satisfied themselves that these are not materially different to current value
<p>We therefore identified valuation of land and buildings, particularly revaluations and impairments, as a significant risk.</p>		<p>Our audit work has not identified any issues in respect of the valuation of land and buildings.</p>





Significant findings – audit risks

Risks identified in our Audit Plan	Commentary
<p>4 Valuation of pension fund net liability</p> <p>The Authority's pension fund net liability, as reflected in its balance sheet as the net defined benefit liability, represents a significant estimate in the financial statements.</p> <p>The pension fund net liability is considered a significant estimate due to the size of the numbers involved (£22million in the Authority's balance sheet) and the sensitivity of the estimate to changes in key assumptions.</p> <p>We therefore identified valuation of the Authority's pension fund net liability as a significant risk, which was one of the most significant assessed risks of material misstatement.</p>	<p>Auditor commentary</p> <p>We have, placing assurance on work carried out by ourselves as auditors of the Leicestershire Pension Fund:</p> <ul style="list-style-type: none"> • updated our understanding of the processes and controls put in place by management to ensure that the Authority's pension fund net liability is not materially misstated and evaluate the design of the associated controls; • evaluated the instructions issued to the management expert (actuary) for this estimate and the scope of the actuary's work; • assessed the competence, capabilities and objectivity of the actuary who carried out the Authority's pension fund valuation; • assessed the accuracy and completeness of the information provided by the Authority to the actuary, through the Pension Fund, to estimate the liability; • tested the consistency of the pension fund asset and liability and disclosures in the notes to the core financial statements with the actuarial report from the actuary; • undertaken procedures to confirm the reasonableness of the actuarial assumptions made by reviewing the report of the consulting actuary (as auditor's expert) and performing any additional procedures suggested within the report; and • documented and evaluated the controls surrounding the validity and accuracy of membership data; contributions data and benefits data sent to the actuary by the pension fund and the fund assets valuation in the pension fund financial statements. <p>Impact of the McCloud judgement</p> <p>The Court of Appeal has ruled that there was age discrimination in the judges and firefighters pension schemes where transitional protections were given to scheme members. The legal ruling around age discrimination (McCloud - Court of Appeal) has implications not just for pension funds, but also for other pension schemes where they have implemented transitional arrangements on changing benefits. The LGPS Scheme Advisory Board (with the consent of the Ministry of Housing, Communities and Local Government) commissioned GAD to prepare an assessment of the financial impact of the McCloud judgement on an LGPS scheme-wide basis to inform the financial reporting of participating entities. The report shows the estimates of the cost of the remedy if the LGPS underpin was found to result in unlawful age discrimination.</p> <p>This was confirmed on 15 July 2019 in a statement released by The Chief Secretary to the Treasury. The quote extracted and shown below is of greatest interest as it recognises remedies will need to be applied to the LGPS and hence supports the Authority's stance in the recognition of increased liabilities:</p> <p><i>"As 'transitional protection' was offered to members of all the main public service pension schemes, the government believes that the difference in treatment will need to be remedied across all those schemes. This includes schemes for the NHS, civil service, local government, teachers, police, armed forces, judiciary and fire and rescue workers. Continuing to resist the full implications of the judgment in Court would only add to the uncertainty experienced by members."</i></p> <p>https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2019-07-15/HCWS1725/</p> <p>As a result of the ruling we have worked with the Council to consider the implications and as a result the Council have undertaken a further actuarial assessment to include the impact of the findings. As a result of the actuarial assessment there has been a significant impact on the asset liabilities disclosed by the Council and has resulted in amendment in the financial statements. Appendix A summarises the amendments made.</p> <p>Outstanding</p> <p>We are awaiting assurances from the auditor of the Leicestershire Pension Fund as to the controls surrounding the validity and accuracy of membership data; contributions data and benefits data sent to the actuary by the pension fund and the fund assets valuation in the pension fund financial statements.</p>


Significant findings – key judgements and estimates

Accounting area	Summary of management's policy	Audit Comments	Assessment
Land and Buildings – Council Housing - £61.59m	The Council owns 1,207 dwellings and is required to revalue these properties in accordance with DCLG's Stock Valuation for Resource Accounting guidance. The guidance requires the use of beacon methodology, in which a detailed valuation of representative property types is then applied to similar properties. The Council has engaged Innes England to complete the valuation of these properties using the "Beacon Principle". The year end valuation of Council Housing was £61.59m, a net increase of £3.68m from 2017/18 (£57.91m).	<p>We have considered in respect of the Land and Buildings – Council Housing:</p> <ul style="list-style-type: none"> assessed the competence, capabilities and objectivity of Innes England who carried out your valuations the completeness and accuracy of the underlying information used to determine the estimate the impact of any changes to valuation method the consistency of estimate against near Gerald Eve report the reasonableness of the increase in estimate from the prior year the adequacy of disclosure of estimate in the financial statements 	 Green
Land and Buildings – Other - £24.3m	Other land and buildings comprises of £24.3m of assets that are considered non-specialised in nature and are required to be valued at existing use in value (EUV) at year end. The Council has engaged Innes England to complete the valuation of properties as at 31/03/2019 on a five yearly cyclical basis. The valuation of properties valued by the valuer has resulted in a net increase of £0.4m. Management have considered the year end value of non-valued properties by engaging Innes England to undertake a desktop review of these properties to identified any changes in their total value. The total year end valuation of Other land and buildings was £24.3m, a net increase of £0.4m from 2017/18 (£23.9m).	<p>We have considered in respect of the Land and Buildings – Other:</p> <ul style="list-style-type: none"> assessed the competence, capabilities and objectivity of Innes England who carried out your valuations the completeness and accuracy of the underlying information used to determine the estimate the impact of any changes to valuation method the consistency of estimate against near Gerald Eve report the reasonableness of the increase in estimate from the prior year the adequacy of disclosure of estimate in the financial statements 	 Green

Assessment

-  **Red** - We disagree with the estimation process or judgements that underpin the estimate and consider the estimate to be potentially materially misstated
-  **Amber** - We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider optimistic
-  **Yellow** - We consider the estimate is unlikely to be materially misstated however management's estimation process contains assumptions we consider cautious
-  **Green** - We consider management's process is appropriate and key assumptions are neither optimistic or cautious

Significant findings – key judgements and estimates

	Summary of management's policy	Audit Comments	Assessment																								
Net pension liability – £25.5m	<p>The Council's net pension liability at 31 March 2019 is £25.538m (PY £22.048m) comprising of its share of Leicestershire Pension Fund and unfunded defined benefit pension scheme obligations. The Council uses Hymans Robertson to provide actuarial valuations of the Council's assets and liabilities derived from this scheme. A full actuarial valuation is required every three years. The latest full actuarial valuation was completed in 2016. A roll forward approach is used in intervening periods, which utilises key assumptions such as life expectancy, discount rates, salary growth and investment returns. Given the significant value of the net pension fund liability, small changes in assumptions can result in significant valuation movements. There has been a £3.49m net actuarial loss during 2018/19.</p>	<p>PwC were engaged by the Audit Commission (and subsequently the NAO) as consulting actuary to undertake a central review of the actuaries used by the Local Government Pension Scheme (LGPS).</p> <p>They produce a report designed to provide support to auditors when assessing the competence and objectivity of, and assumptions and approach adopted by, actuaries producing IAS 19 figures in respect of the LGPS, Police and Fire schemes as at 31 March 2019.</p> <p>We use this report to inform our assessment of the valuation of the pension fund liability in the Authority's accounts. We have compared the assumptions used by the Authority's actuary against industry benchmarks. Based on the work performed we are able to conclude that management's assumptions overall are reasonable.</p> <table> <tr> <th>Assumption</th><th>Actuary Value</th><th>PwC range</th><th>Assessment</th></tr> <tr> <td>Discount rate</td><td>2.4%</td><td>2.4 – 2.5%</td><td>● (G)</td></tr> <tr> <td>Pension increase rate</td><td>2.4%</td><td>2.4 – 2.5%</td><td>● (G)</td></tr> <tr> <td>Salary growth</td><td>3.5%</td><td>Scheme & Employer specific</td><td>● (G)</td></tr> <tr> <td>Life expectancy – Males currently aged 45 / 65</td><td>23.8 / 22.1 years</td><td>23.7–24.4 / 21.5-22.8 years</td><td>● (G)</td></tr> <tr> <td>Life expectancy – Females currently aged 45 / 65</td><td>26.2 / 24.3 years</td><td>26.2-26.8 / 24.1-25.1 years</td><td>● (G)</td></tr> </table>	Assumption	Actuary Value	PwC range	Assessment	Discount rate	2.4%	2.4 – 2.5%	● (G)	Pension increase rate	2.4%	2.4 – 2.5%	● (G)	Salary growth	3.5%	Scheme & Employer specific	● (G)	Life expectancy – Males currently aged 45 / 65	23.8 / 22.1 years	23.7–24.4 / 21.5-22.8 years	● (G)	Life expectancy – Females currently aged 45 / 65	26.2 / 24.3 years	26.2-26.8 / 24.1-25.1 years	● (G)	 Green
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The High Court has ruled that defined benefit pension schemes must remove any discriminatory effect that guaranteed minimum pension entitlements (GMP) have had on members benefits. The Government announced an "interim solution" for members in public service schemes who reach State Pension Age (SPA) between 6 April 2016 and April 2021. We have reviewed the approach of the scheme's actuary, Hymans Robertson (HR), in estimating the impact of these on the Council's pension liability. HR have not made allowance for pre 2021 retirements in their estimate. Utilising the 2018/19 PwC report and our own actuary we believe this would mean that liabilities are understated by approximately 0.1-0.3% (£90k-180k). This is within our acceptable range and we are therefore satisfied that the Council's estimation methodology is reasonable.

We have also reviewed the:

- the completeness and accuracy of the underlying information used to determine the estimate
- the impact of any changes to valuation method
- the reasonableness of the Council's share of LPS pension assets.
- the reasonableness of the increase/decrease in estimate from the prior year
- the adequacy of disclosure of estimate in the financial statements

and have no findings to bring to your attention in this regard.

Going concern

Our responsibility

As auditors, we are required to “obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern” (ISA (UK) 570).

Going concern commentary

Management's assessment process

Management has considered:

- The Council's historical balanced financial position including its level of reserves
- Oversight and assessment of financial risk and performance
- Looking forward to 2019/20 and beyond

Auditor commentary

- We are satisfied that it is appropriate that management has used the going concern assumption in the preparation and presentation of the financial statements
- In particular, we are satisfied that management has considered all pertinent areas relevant for consideration of the Council's ability to continue as a going concern.

Work performed

We reviewed management's assessment by:

- Ensuring the assessment concurred with our knowledge of the Council
- Reviewing the Medium Term Financial Strategy for 2019 to 2022 which was approved by Council in October 2018

Auditor commentary

- We are satisfied there is no material uncertainty about the Council's ability to continue as a going concern.

Concluding comments

We are satisfied the use of the going concern assumption is appropriate.

Auditor commentary

- We did not identify any events or conditions during the course of our audit that casted any significant doubt on the Council's ability to continue as a going concern.
- There is no impact on our audit opinion which is unmodified in relation to Going Concern

Other communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

	Issue	Commentary
①	Matters in relation to fraud	<ul style="list-style-type: none"> We have previously discussed the risk of fraud with the Policy, Finance and Development Committee. We have not been made aware of any other incidents in the period and no other issues have been identified during the course of our audit procedures.
②	Matters in relation to related parties	<ul style="list-style-type: none"> We are not aware of any related parties or related party transactions which have not been disclosed
③	Matters in relation to laws and regulations	<ul style="list-style-type: none"> You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work.
④	Written representations	<ul style="list-style-type: none"> A letter of representation has been requested from the Council, which is included in the Policy, Finance and Development Committee papers
⑤	Confirmation requests from third parties	<ul style="list-style-type: none"> We requested from management permission to send requests to confirm year end bank and loan balances. This permission was granted and the requests were sent, and all received to confirm year end balances.
⑥	Disclosures	<ul style="list-style-type: none"> Our review found no material omissions in the financial statements
⑦	Audit evidence and explanations/significant difficulties	<ul style="list-style-type: none"> All information and explanations requested from management was provided.

Other responsibilities under the Code

Issue	Commentary
1 Other information	<ul style="list-style-type: none"> We are required to give an opinion on whether the other information published together with the audited financial statements (including the Annual Governance Statement and Narrative Report), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. <p>Inconsistencies have been identified but have been adequately rectified by management. We plan to issue an unmodified opinion in this respect – refer to Appendix C</p>
2 Matters on which we report by exception	<p>We are required to report on a number of matters by exception in a numbers of areas:</p> <ul style="list-style-type: none"> If the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the other information of which we are aware from our audit If we have applied any of our statutory powers or duties <p>We have nothing to report on these matters</p>
3 Specified procedures for Whole of Government Accounts	<p>We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions.</p> <p>This is not required at Oadby & Wigston Borough Council as the Council does not exceed the threshold of £500m for 2018/19.</p>
4 Certification of the closure of the audit	<p>We intend to certify the closure of the 2018/19 audit of Oadby & Wigston Borough Council in the audit opinion, as detailed in Appendix C.</p>

Value for Money

Background to our VFM approach

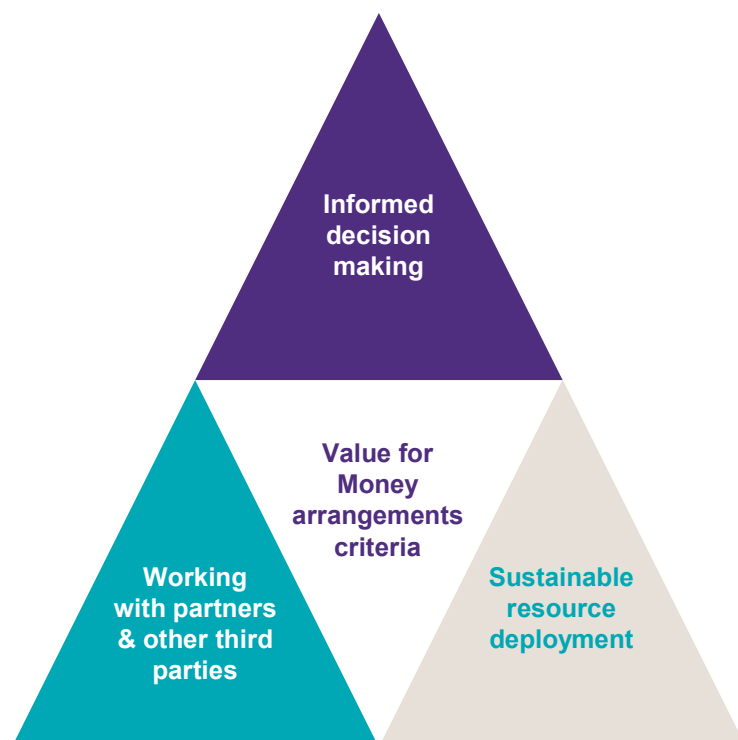
We are required to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VFM) conclusion.

We are required to carry out sufficient work to satisfy ourselves that proper arrangements are in place at the Council. In carrying out this work, we are required to follow the NAO's Auditor Guidance Note 3 (AGN 03) issued in November 2017. AGN 03 identifies one single criterion for auditors to evaluate:

"In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people."

This is supported by three sub-criteria, as set out below:

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Risk assessment

We carried out an initial risk assessment February 2019 and identified a significant risk in respect of specific areas of proper arrangements using the guidance contained in AGN03. We communicated these risks to you in our Audit Plan dated March 2019.

We have continued our review of relevant documents up to the date of giving our report, and have not identified any further significant risks where we need to perform further work.

We carried out further work only in respect of the significant risks we identified from our initial and ongoing risk assessment. Where our consideration of the significant risks determined that arrangements were not operating effectively, we have used the examples of proper arrangements from AGN 03 to explain the gaps in proper arrangements that we have reported in our VFM conclusion.

Our work

AGN 03 requires us to disclose our views on significant qualitative aspects of the Council's arrangements for delivering economy, efficiency and effectiveness.

We have focused our work on the significant risks that we identified in the Council's arrangements. In arriving at our conclusion, our main considerations were:

- Looking at the financial performance of the Council and its ability to deliver its budget and saving plans

We have set out more detail on the risks we identified, the results of the work we performed, and the conclusions we drew from this work on page 15.

Significant difficulties in undertaking our work

We did not identify any significant difficulties in undertaking our work on your arrangements which we wish to draw to your attention.

Significant matters discussed with management

There were no matters where no other evidence was available or matters of such significance to our conclusion or that we required written representation from management or those charged with governance.

Overall conclusion

Based on the work we performed to address the significant risks, we are satisfied that the Council had proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The text of our report, which confirms this can be found at Appendix C.

Key findings

We set out below our key findings against the significant risks we identified through our initial risk assessment and further risks identified through our ongoing review of documents.

	Significant risk	Findings	Conclusion
~ Page 135 ~	1 Financial Sustainability <p>Your current Performance Reports show the Council is on track to meet the majority of its stated strategic objectives for 2018/19. There are 101 Key Performance Indicators for your Corporate Plan Objectives. Out of the 101 indicators, 100 were due for reporting as at the end of Quarter Three. Of the 100, 79% were Green, 13% were Amber and 8% were red. There are no indicators that the overall governance of the authority is a risk at this time.</p> <p>However, Local Government funding continues to be stretched with increasing cost pressures and demand from residents. To breakeven, the 2018/19 budget contained £232,500 of contingency items to be made in year and £202,000 of funding from the use of reserves. The forecast out-turn position for the year at Q3 is for £360,000 to be made in savings and efficiencies from the original budget which will reduce the need to use reserves.</p> <p>The Council has, historically, utilised reserves to balance the budget, with a significant depletion of reserves between 2014/15 and 2017/18. The 2019/20 budget does not seek to utilise them. It is the opinion of the Section 151 Officer that General Fund Reserves should not drop below 10% of net expenditure i.e. remain at c£600k. The authority has assumed a "stand still" funding position and on this basis has estimated it would have a budget shortfall of circa £250k/£300k in 2020/21, and a further £300k in 2021/22.</p> <p>The authority has historically been able to achieve savings through making incremental changes to services and ways of working, however, there is a growing acceptance that more challenging decisions are needed to ensure financial stability in the longer term.</p>	<p>We have undertaken the following procedures to address this VfM risk:</p> <ul style="list-style-type: none"> reviewed the Council's arrangements for identifying and agreeing savings plans to ensure that the Council is resilient to the increasing financial challenges of coming years. reviewed the outturn for 2018/19 and the updated MTFS and gain a better understanding of the financial settlement impact, how the council plans to respond to it and also how the Council plans to remain financially sustainable in the medium to long term. <p>Our Findings:</p> <ul style="list-style-type: none"> The authority reported an underspend of £0.486m on its net expenditure revised general fund budget for 2018/19. General Fund reserve stands at £0.6m as at 31 March 2019. This is still above the minimum General Fund reserve balance set by the authority of 5% of net expenditure. The authority reported an underspend of £0.783m on its Housing Revenue Account (HRA) against the 2018/19 revised budget, which was mainly due to lower than forecast revenue contributions to capital funding due to a smaller capital budget than budgeted. As a result the closing balance on the HRA is £0.783m higher than the revised budget. The authority has set a General Fund balanced budget of £6.1m for 2019/20. The Council will have General Fund reserves of £0.615m as at 31/03/2020 (forecast), which is above the minimum General Fund reserve balance set by the authority of 5% of net expenditure. The Authority has also set a balanced HRA budget. The authority has refreshed its Medium Term Financial Strategy 2019/20 to 2021/22 and revisited its assumptions in February 2019. Based on these assumptions the authority has a balanced budget for 2019/20, which builds upon various savings schemes introduced during 2018/19. The authority has assumed a "stand still" funding position and on this basis has estimated it would have a budget shortfall of circa £250k/£300k in 2020/21, and a further £300k in 2021/22. The Authority works with a number of third party partners to deliver services including utilising payroll services and IT services from Leicestershire County Council and Hinckley and Bosworth Borough Council. 	<p>Auditor view</p> <p>Like most of local government, the authority faces a challenging future driven by funding reductions and an increase in demand for services. This is further complicated by the uncertainty relating to the future of financing of local government, particularly business rate reform, fair funding review and the strategy for funding social care.</p> <p>The authority needs make tough decisions ahead to deliver balanced budgets over the coming years, but also maintain strict budgetary control to minimise overspends and continue to monitor delivery of savings targets tightly.</p> <p>Conclusion</p> <p>Based on the work we performed to address the significant risks, we are satisfied that the Council had proper arrangements for securing economy, efficiency and effectiveness in its use of resources.</p>

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Financial Reporting Council's Ethical Standard and confirm that we, as a firm, and each covered person, are independent and are able to express an objective opinion on the financial statements

We confirm that we have implemented policies and procedures to meet the requirements of the Financial Reporting Council's Ethical Standard and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements.

Further, we have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 issued in December 2017 which sets out supplementary guidance on ethical requirements for auditors of local public bodies.

Details of fees charged are detailed in Appendix D

Audit and Non-audit services

For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Council. The following non-audit services were identified, as well as the threats to our independence and safeguards that have been applied to mitigate these threats.

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	Fees £	Threats identified	Safeguards
Audit related			
Housing Benefit (Subsidy) Assurance Process	8,750	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £8,750 in comparison to the total fee for the audit of £32,944 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
Certification of Housing capital receipts grant	3,000	Self-Interest (because this is a recurring fee)	The level of this recurring fee taken on its own is not considered a significant threat to independence as the fee for this work is £3,000 in comparison to the total fee for the audit of £32,944 and in particular relative to Grant Thornton UK LLP's turnover overall. Further, it is a fixed fee and there is no contingent element to it. These factors all mitigate the perceived self-interest threat to an acceptable level.
Non-audit related			
None			

These services are consistent with the Council's policy on the allotment of non-audit work to your auditors. All services have been approved by the Policy, Finance and Development Committee. None of the services provided are subject to contingent fees.

Audit Adjustments

We are required to report all non trivial misstatements to those charged with governance, whether or not the accounts have been adjusted by management.

Impact of adjusted misstatements

All adjusted misstatements are set out in detail below along with the impact on the key statements and the reported net expenditure for the year ending 31 March 2019.

Detail	Comprehensive Income and Expenditure Statement £'000	Statement of Financial Position £' 000	Impact on total net expenditure £'000
1 Adjustment of the IAS 19 accounting entries to take into account the McCloud judgement.	£3,893	£1,035	£3,893
Overall impact	£3,893	£1,035	£3,893

Misclassification and disclosure changes

The table below provides details of misclassification and disclosure changes identified during the audit which have been made in the final set of financial statements.

Disclosure omission	Detail	Auditor recommendations	Adjusted?
Note 10 Property, Plant and Equipment	The Capital Commitment section of the note does not include the commitment in respect of Horsewell Lane Pavillion	That the capital commitment note is updated to include expenditure on the Horsewell Lane Pavillion	✓
Note 48 Contingent Assets	The Contingent Asset in relation to 41-43 Canal Street does not meet the definition of a Contingent Asset under IAS37	That the contingent asset disclosure in respect of 41-43 Canal Street is removed from the statement of accounts.	✓
Note 9 Taxation and Non Specific Grant Income and Expenditure	General government grants income £500k had been incorrect been included in Non Domestic Rates Income within the note.	That the £500k is reclassified within note 9 to be included in the General Government Grants line	✓

Fees

We confirm below our final fees charged for the audit . There were no fees for the provision of non audit services.

Audit Fees	Proposed fee	Final fee	2017/18 Fee
Council Audit – as reported in our fee letter	£32,944	£32,944	£42,784
Total audit fees (excluding VAT)	£32,944	£32,944	£42,784
Fee Variations:			
Assessing the impact of the McCloud ruling - The Government's transitional arrangements for pensions were ruled discriminatory by the Court of Appeal last December. The Supreme Court refused the Government's application for permission to appeal this ruling. As part of our audit we considered the impact on the financial statements along with any audit reporting requirements.	£1,500		
Pensions – IAS 19 - The Financial Reporting Council has highlighted that the quality of work by audit firms in respect of IAS 19 needs to improve across local government audits. Accordingly, we have increased the level of scope and coverage in respect of IAS 19 this year.	£1,000		
PPE Valuation – work of experts - The Financial Reporting Council has highlighted that auditors need to improve the quality of work on PPE Valuations across the sector. We have increased the volume and scope of our audit work to reflect this.	£1,000		
Revised total audit fee (excluding VAT)	£36,444	£TBC	£42,784

All of the fee variations above have been driven by additional work required as the result of either sector challenges or in response to FRC feedback not as the result of weaknesses in the Council's arrangements in the preparation of its financial statements. The revised fee for the year is subject to approval by Public Sector Appointments Ltd (PSAA) but it should be noted that £36,444 would still be a 15% fee reduction on the prior year.

Non Audit Fees	Grant Certification	Fees £
	Certification of Housing benefit grant claim.	8.750
	Fees for other services	
	Audit related services:	
	Certification of Housing capital receipts grant	3,000

Our fees for grant certification cover only housing benefit subsidy certification, which falls under the remit of Public Sector Audit Appointments Limited. Fees in respect of other grant work, such as reasonable assurance reports, are shown under 'Fees for other services'.

Audit opinion

We anticipate we will provide the Council with an unmodified audit report

Independent auditor's report to the members of Oadby & Wigston Borough Council

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Oadby & Wigston Borough Council (the 'Authority') for the year ended 31 March 2019 which 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, the Collection Fund Statement and notes to the financial statements, including a summary of significant accounting policies. The notes to the financial statements include the EFA, Notes to the Core Statements, Policies and Judgements, Notes to the Housing Revenue Account Statement and Notes to the Collection Fund Statement. 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 2018/19.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2019 and of its expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2018/19; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Director of Finance and Transformation's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Director of Finance and Transformation has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

[The Director of Finance and Transformation](#) is responsible for the other information. The other information comprises the information included in the Financial Report, the Narrative Report, the Annual Governance Statement, other than the financial statements and, our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Audit opinion

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge of the Authority obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Other information we are required to report on by exception under the Code of Audit Practice

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'Delivering Good Governance in Local Government: Framework (2016)' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Financial Report, the Narrative Report and the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

Under the Code of Audit Practice, we are required to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- 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 in the course of, or at the conclusion of the audit; or
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

We have nothing to report in respect of the above matters.

Responsibilities of the Authority, the Director of Finance and Transformation and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on pages 19 to 20, 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 Finance and Transformation. The Director of Finance and Transformation is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2018/19, for being satisfied that they give a true and fair view, and for such internal control as the Director of Finance and Transformation determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Audit opinion

In preparing the financial statements, the Director of Finance and Transformation is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention by government that the services provided by the Authority will no longer be provided.

The Policy, Finance and Development Committee is Those Charged with Governance. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing 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 issued by the Comptroller and Auditor General in November 2017, we are satisfied that the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Responsibilities of the Authority

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

Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, as to whether in all significant respects the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

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 be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Report on other legal and regulatory requirements - Certificate

We certify that we have completed the audit of the financial statements of the Oadby & Wigston Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

Audit opinion

Use of our report

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Grant Patterson, Key Audit Partner
for and on behalf of Grant Thornton UK LLP, Local Auditor
Birmingham

Xx July 2019



Appendix 3



Oadby & Wigston BOROUGH COUNCIL

Chief Executive's Office

Grant Thornton UK LLP
The Colmore Building
20 Colmore Circus
Birmingham
B4 6AT

Please Ask For: Stephen Hinds
Direct Dial: (0116) 257 2681 **Ext:** 681

Email: stephen.hinds@oadby-wigston.gov.uk
Website: www.oadby-wigston.gov.uk

Our Ref: [XXXXX]
Your Ref: [XXXXX]

Date: [XX] July 2019

Dear Sirs

Oadby & Wigston Borough Council Financial Statements for the year ended 31 March 2019

This representation letter is provided in connection with the audit of the financial statements of Oadby & Wigston Borough Council for the year ended 31 March 2019 for the purpose of expressing an opinion as to whether the Council financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the Council's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting the Council and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately



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disclosed in the financial statements. There are no other material judgements that need to be disclosed.

- vi. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent
 - b. none of the assets of the Council has been assigned, pledged or mortgaged
 - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- vii. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x. We have considered the adjusted misstatements, and misclassification and disclosures changes schedules included in your Audit Findings Report. The Council financial statements have been amended for these misstatements, misclassifications and disclosure changes and are free of material misstatements, including omissions.

The financial statements are free of material misstatements, including omissions.
- xi. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. We believe that the Council's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Council's needs. We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xiv. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the Council financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. unrestricted access to persons within the Council from whom you determined it necessary to obtain audit evidence.
- xv. We have communicated to you all deficiencies in internal control of which management is aware.
- xvi. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xvii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xviii. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - a. management;

- b. employees who have significant roles in internal control; or
- c. others where the fraud could have a material effect on the financial statements.
- xix. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xx. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxi. We have disclosed to you the identity of the Council's related parties and all the related party relationships and transactions of which we are aware.
- xxii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

- xxiii. We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

Narrative Report

- xxiv. The disclosures within the Narrative Report fairly reflect our understanding of the Council's financial and operating performance over the period covered by the Council financial statements.

Approval

The approval of this letter of representation was minuted by the Council's Policy, Finance and Development Committee at its meeting on 23 July 2019.

Yours faithfully

Name:

Position:

Date:

Name:

Position:

Date:

Signed on behalf of the Governing Body

Annual Governance Statement (AGS) 2018/19

1. Introduction

Oadby & Wigston Council (the Council) is responsible for ensuring that its business is conducted in accordance with legislation, regulation, government guidance and that proper standards of stewardship, conduct, probity and professional competence are set and abided to by all those representing , working for and working with the Council.. 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 must make proper arrangements for the governance of its affairs and for facilitating the effective exercise of its functions including the management of risk.

The Council has previously approved and adopted a Code of Corporate Governance which is consistent with the principles of the CIPFA/SOLACE framework 'Delivering Good Governance in Local Government. This statement shows how the Council has complied with the code and also meets the requirements of The Accounts and Audit Regulations 2015, regulation 6(1)(b), which requires each English local authority to conduct a review, at least once a year, of the effectiveness of its systems of internal control and approve an annual governance statement (AGS).

2. Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values by which the Council is directed and controlled. It reflects activities through which the Council meets the needs of the community. It includes arrangements to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk at a reasonable level. It cannot eliminate all risks of failure to achieve policies, aims and objectives and therefore can 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. Evaluation of the likelihood and potential impact of those risks being realised and how to manage them efficiently, effectively and economically are key parts of the Council's Medium Term Financial Strategy and its Corporate Plan.

This AGS confirms that the governance framework has been in place for the financial year ended 31st March 2019 and up to the date of the approval of the Annual Report and the Statement of Accounts.

3. What does the AGS tell you about Good Governance?

The AGS is a summarised account of how the Council's management arrangements are set up to meet the principles of good governance and how we as a Council assure ourselves that these are effective and appropriate. The main goal of an AGS is to provide the reader with confidence that the Council has an effective system of internal control that is able to manage risks to reasonable levels. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable assurance of effectiveness.

The CIPFA Delivering Good Governance publication (2016) defines the various principles of good governance in the public sector and how they relate to each other and are defined as:

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

The governance framework at Oadby and Wigston Borough Council comprises the systems and processes, culture and values which the Council has adopted in order to deliver on the above principles.

4. The Governance Framework

Current Governance Structure

Oadby & Wigston Borough Council has retained a committee system. The majority of UK local authorities now operate using a cabinet system where a group of members have been given the power to make the majority of decisions on behalf of their Council.

The benefits of retaining the committee system are that all members are able to sit on a range of decision making committees and every member has a vote that counts. This is the cornerstone of the Council's governance – members are not marginalised in decision making. All decisions are debated and made during open committee in full public view. Closed sessions, for instance where commercially sensitive matters need to be discussed, are kept to an absolute minimum. Only the most urgent decisions are delegated to the Chair/Vice Chair of committees, and these must be reported back to the main committee as soon as possible. In

addition to the statutory committees that deal with development control and with licensing, the Council has two main committees:

- The Policy, Finance and Development Committee, which has overall responsibility for setting the long term aims of the Council and moving it forward in line with these objectives.
- The Service Delivery Committee, which has direct responsibility for the day-to-day operation of all services.

Visions and Priorities

The latest Corporate Plan was approved in March 2019, covering the period 2019 - 2024 and the updated MTFS (Feb 2019) reflects the Plan's priorities:

“A Stronger Borough Together, Improving the Lives of Our Communities”

This is supported by three new corporate objectives which aim to serve our residents, communities, businesses and partners to the highest standards, improving our borough as a place to live, work and visit.

Corporate Objective One:

Building, Protecting and Empowering Communities

“Be Proud of your borough as a place to live”

This objective looks to not only build suitable accommodation to meet the needs of the community, delivering housing, attract people to our borough to live, reducing homelessness and the causes of homelessness, but to also build upon our strong communities, engaging with them and building greater community cohesion.

We also want to protect our communities, not just working with the Police to tackle crime, antisocial behaviour and enforcement, but to address health needs across the borough. We will work with health partners, including the Fire Service, to improve health equality, meaning nobody should feel excluded and reducing loneliness created by the modern world.

We will empower our communities, generating positive involvement, not only through the work of Councillors within their wards and neighbourhood forums, but to engage a greater proportion of our borough, engaging with those who often feel disenfranchised. We will increase our volunteering opportunities and encourage our communities to get more involved, taking greater responsibility for where they live, work and play.

Corporate Objective Two:

Growing the Borough Economically

“Realise the aspirations of the borough, benefiting those who live and work here”

This objective aims for our borough to be the best it can be, economically. We will work with businesses – from local sole traders to multinational corporations as to how we can help businesses develop and grow within our borough whilst attracting new organisations to the borough. This will not only provide greater opportunities for employment for our residents and regeneration opportunities, but helps our local students with opportunities to stay within the borough whereas they may be forced to look further afield for such opportunities.

The borough has a rich array of attractions that should attract people to the borough, but sadly we are not maximising these. We will market the borough as a place that is worth visiting, working with partners to create a “joined-up” approach. We will also identify what areas of demand we are lacking and look to plug those gaps – increasing the reasons to visit the borough. We will also look at our entertainment and night-time economy and look to create a sustainable and enjoyable environment where people can enjoy the borough through a host of opportunities in the evenings.

The Council will look to be more commercial in regards to generating income that can protect frontline services and not have to cut them. We will look to maximise the value our assets can provide and look at ventures that could generate commercial income rather than increase taxes on our communities.

Corporate Objective Three:

Providing Excellent Services

“Delivering those services needed to the highest standard whilst providing value for money”

This objective for our borough is to put the customer first – getting things right first time and providing services to the highest standards. The Council has always aspired to provide excellent services for all of our customers, be they Residents, Businesses, Partner Organisations or internally, meaning that we need to understand their needs. The Council has already shifted to focussing on outcome delivery, and we will ensure that we will get things right at the first opportunity we have.

The Council will aim to achieve the prestigious and nationally recognised “Customer Service Excellence Award” to demonstrate that we are achieving what we have set out to do. The award is a quality-mark award that rates how the services received by residents are delivered by the Council. We will use this award as a driver of continuous improvement and enable our staff to improve their skills which will enable further improvements in the delivery of services.

We will also be utilising technology to make life safer for our residents or the implementation of smart technology in the homes of the vulnerable to allow them instant access to services, alongside the utilisation of technologies to improve our effectiveness in delivering our services.

The Council's financial plans are outlined in its Medium Term Financial Strategy – the latest update to the Strategy was agreed by Council in February 2019. The document outlines the financial objectives which the Council looks to achieve in order to meet continuing pressure on available resources, and also how the Medium Term Financial Strategy is now a “living” document, regularly updated during the year. In addition, the Council has agreed its Housing Revenue Account business plan which sets out how housing services will be maintained and financed over the long term.

Quality of Services

Service plan targets and key performance indicators are set for each department within the annual service delivery and development plans. Progress against targets is monitored monthly by the management team and reported regularly to relevant committees. The Council's financial position is reported against budget to every meeting of the Policy, Finance and Development Committee. Detailed budget information is provided to budget holders each month and dedicated project teams provide financial information for large projects or capital schemes.

The Council ensures that its key priorities determine the allocation of resources to deliver its agreed activities. A robust corporate business planning programme is used to identify projects against agreed criteria, including the Council's policies, its priorities, the outcome of public consultations, demonstration of continuous improvements, and responding to legislative change. The Council has a Project Management Board, who reviews the progress of all major projects. The Board consists of, in 2018-19, the Chief Executive, the Director of Finance and Resources and the Head of Customer Services and Transformation. The board meets monthly, and reports to the Performance, Finance and Development Committee on a quarterly basis.

Achievement of the Council's priorities has been monitored throughout the financial year 2018/19 by the Council's Senior Management Team (Senior Leadership Team in 2019 onwards) and reports to the relevant committees. The monitoring of delivery against agreed priorities ensures the Council's capacity to deliver projects within agreed costs, time and resources.

As part of the budget setting process in 2018/19, this was aligned to the setting of service delivery plans and Key Performance Indicators, all in which were linked to the Corporate Strategy. By linking Budgets, Service planning and Performance, the council can ensure that it is working effectively towards the strategic objectives.

Financial Management

The financial elements of the Council's corporate business planning process are included in the Medium Term Financial Strategy, which has a detailed one year budget and high levels for the forthcoming years given the complete lack of clarity from central government regarding future funding for local authorities. Whilst the Council's MTFS runs until the end of the current national local government funding

settlement, the Council has financial scenarios in place further to that, and this enables the authority to be agile in its development, and be alert to potential significant financial risks that the authority may face. The Council has a good track record of financial management and internal control, but resources are necessarily limited and significant net savings year-on-year continue to be required, and are met without the need to identify significant in-year savings.

The Council continues to ensure that the accounts are compliant with the Local Authority Accounting Code of Practice. Performance against budget is reported at committee meetings and managed by SMT and through the corporate business planning process. The Council ensures that the levels of reserves it holds are sustainable over the medium term. The MTFS takes account of the current economic climate and changes to funding for local government.

The Council has a Treasury Management Strategy that is reviewed each year and monitored on a regular basis. This ensures the Council has sound processes and controls over its treasury function to minimise risk exposure.

Decision Making, Scrutiny and Governance

The Council, the Policy, Finance and Development Committee and the Service Delivery Committee take decisions on service and management matters in line with terms of reference set out in the constitution. The committees meet four times each municipal year. The Policy, Finance and Development Committee undertake the role of the Audit Committee for the Council and provide continuous monitoring and scrutiny of financial management, performance, policy and action plans. Further challenge is provided by elected members through meetings with Committee Chairmen, Resident Forums and Member Workshops.

Scrutiny is provided at officer level through the work of the Council's internal audit function which is currently delivered by CW Audit Services. The annual risk based audit plan contributes to the review of the Council's key internal control systems, risk management processes and corporate governance arrangements. CW Audit supports the design and effectiveness of the governance framework. Each internal audit review is given an assurance level. The definition of each of these assurance levels is provided in the table below:

Table – Definition of Assurance Levels

Level of Significance	Criteria
Full	No significant risk issues identified.
Significant	Exposure to levels of risk that may only impair the effectiveness of the system or process under review.
Moderate	Exposure to levels of risk that render some elements of the system's control environment undeliverable.
Limited	Exposure to unacceptable level of risk that could have a serious impact upon the system or process under review.
No	Exposure to unacceptable levels of risk that could have a

Regular meetings are held between CW Audit Services and the Director of Finance and Transformation (the Council's Section 151 Officer) and with the Chief Executive. This ensures the high standard of internal audit support is maintained. The annual audit plan is reviewed on a frequent basis to identify any amendments needed to reflect changing priorities, emerging risks or resourcing challenges.

The Policy, Finance & Development Committee receives regular reports from the Council's External Auditors (KPMG) and Internal Audit (CW Audit). Where appropriate, comments are made on non-compliance with legislation that has been identified as part of a routine audit. The Director of Finance and Transformation has direct access to this committee as well as to the External Auditors. All members of the Policy, Finance & Development Committee receive training in risk management so as to allow them to appreciate the nature of risks presented to the Council through its activities.

There are governance arrangements in place to ensure that members and officers work together to achieve a common purpose with clearly defined functions and roles. The Council's constitution includes a scheme of delegation and terms of reference for each committee. Responsibilities are set out to make clear how the Council and its committees operate within the organisation. The scheme of delegation also defines the powers granted to the Chief Executive (the Head of Paid Service) and other chief officers within the areas of their service responsibility. The constitution reflects all relevant legislation impacting on decision making in local government and is published on the Council's website.

Elected members are responsible for ensuring that effective policy making, scrutiny and monitoring activities occur. A clear committee structure assists such responsibilities to be effectively carried out. Member expertise and involvement is further enhanced by on-going training and development opportunities.

The Council has a statutory responsibility to have a Section 151 Officer and a Monitoring Officer. The Council's financial arrangements fully conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government. The Director of Finance and Transformation is a key member of the Senior Management Team. The Director of Finance and Transformation is responsible for the proper administration of the Council's financial arrangements and led a fully resourced and suitably qualified finance function. The Director of Finance and Transformation was actively involved in and able to bring influence to bear on all material business decisions to ensure immediate and long term implications, opportunities and risks, were fully considered and in alignment with the Medium Term Financial Strategy.

Underpinning the Council's financial management arrangements is a regularity framework comprising Financial Regulations, Contract Procedure Rules, annual

audits of key financial systems and audits of other systems undertaken on a risk-based basis. Other processes and procedures such as the Procurement Strategy and Risk Management Strategy are monitored on a regular basis.

The Monitoring Officer role is fulfilled by the Council's Head of Legal and Democratic Services, who acts as guardian of the Council's constitution to ensure lawfulness, probity and fairness in Council decision making. The Monitoring Officer has processes for the review of legislative changes which feed into the annual review of the constitution.

Consultation meetings and other forms of communication between the Monitoring Officer and senior managers as appropriate ensures that managers can contribute to revisions to the constitution including the scheme of delegation. The annual review includes the constitution's terms of reference.

The Director of Finance and Transformation and the Head of Legal and Democratic Services report directly to the Chief Executive.

Officer decision making at a strategic level is led by the Senior Management Team, comprising the Chief Executive, the Director of Finance and Transformation (as S.151 Officer), and the Head of Legal and Democratic Services (in their role as Monitoring Officer). The Team meets formally on a bi-weekly basis and standing items of business include finance, policy, governance, human resources, performance management and the delivery of the Council's priorities.

Standards of Conduct

Officers of the Council are expected to maintain high standards of conduct. The Council has a staff code of conduct that is published on the intranet along with other policies and procedures.

There is an agreed protocol between members and officers to ensure that a constructive working relationship exists and this Annual Governance Statement also promotes and demonstrates the values of good governance through upholding high standards of conduct and behaviour.

In addition, Policy, Finance and Development committee fulfils the functions of the Standards Committee and operates to ensure that councillors and any co-opted members of the Council behave in a way that exemplifies high standards of conduct and effective governance and has regard to the member code of conduct.

Regular records of advice and code issues are kept by the Monitoring Officer.

Declaring interests under the code of conduct is a standard item on the agenda at every committee meeting and Council and declarations are minuted by the clerk. A legal advisor attends all Council and committee meetings to advise on the application of the code and other issues where this is requested or otherwise considered appropriate. A planning code of conduct is in place and is adhered to by members who sit on the Development Control Committee.

Members and officers comply with the Council's gift and hospitality policy.

The Council's website explains how complaints can be made against elected members by either downloading a complaint form or making a complaint on-line. The web page also has links to the code of conduct and the constitution.

A register of the Council's contracts is published on the Council's website. In addition, details of the Council's spend on individual items over £250 is published on a quarterly basis.

Compliance

The Council's policies and procedures are drawn up and regularly reviewed to ensure compliance with current legislation and regulations. Legal Services assist with updating and amending policies and advice on legal implications including legislative impacts on recommendations included in committee reports.

Equalities implications are also considered as part of committee reports.

Whistle Blowing

Concerns regarding non-compliance with policies, procedures, laws and regulations can be raised through the Council's anti-fraud and confidential reporting policies. Concerns raised are always investigated and acted upon following clearly defined guidelines.

The Whistle Blowing Policy is published on the Council's intranet and internet to raise awareness and outline procedures in place to staff, contractors and the public. It features in the induction of new staff.

The Monitoring Officer, after consultation with the Chief Executive and Section 151 Officer, has statutory powers to report to Council in relation to any function, proposal, decision or omission that s/he considers would give rise to unlawfulness or any decision or omission that might give rise to maladministration. Such a report would have the effect of stopping the proposal or decision being implemented until the report has been considered.

Officer and Member Development

The Council's staff appraisal process assesses performance and delivery of Council objectives and also identifies any skills gaps that need addressing. Each officer has an agreed annual personal development plan. Progress against these plans is reviewed regularly through one-to-one discussions with line managers. The process ensures that the Council continually keeps under review the levels of skills required to carry out functions with due regard to law, policy and regulation.

As part of the Council's business planning process each service plan includes learning and development needs linked to specific actions. This ensures that the

skills sets required delivering the key priorities and actions for the Council are identified and provided.

Training programmes and other development opportunities are circulated and shared more broadly using the Council's internal communication mechanisms. The Council also supports the training and development of members.

Consultation

Engaging with local people and other stakeholders to ensure robust public accountability is a key element of the governance framework. The Council takes every opportunity to consult with relevant stakeholders before taking any decisions likely to impact on the level and quality of services. In addition, the Council's business planning process includes an annual timetable of formal consultation events ensuring statutory, voluntary and business partners have the opportunity to comment on budget proposals under consideration.

The Council has given delegated authority on budget provision to three Resident Forums who can make recommendations to the Policy, Finance & Development Committee on how funds could be allocated to various projects within their geographic area. The Forums' membership is open to people who live in the three areas and this approach has been found to be a very good source of two-way communication and consultation around the Council's policy initiatives.

Reviewing the Effectiveness of the Governance Framework

The Council has responsibility for conducting at least annually a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of senior managers within the Council who have responsibility for the development and maintenance of the governance environment. The annual report from the Council's Internal Audit service (CW Audit Services) is a key document in assessing the effectiveness of the Council's governance arrangements. Comments from External Auditors (KPMG) and other agencies and inspectorates such as the Local Government Association are also important.

The Senior Management Team, chaired by the Chief Executive, reviews the Council's governance framework and control environment and is responsible for the preparation of the Annual Governance Statement. Appropriate managers are responsible for producing their own service assurance statements and developing an improvement plan to rectify any identified governance weaknesses within their service areas. The Policy, Finance & Development Committee reviews the Annual Governance Statement and evaluates the strength of the underlying assurance statements and evidence.

5. Annual Review of Effectiveness

The Framework provides examples of documents, systems and processes that an authority should have in place. Using this guidance, the Council can provide assurance that it has effective governance arrangements. The Council has an approved Local Code of Corporate Governance and this provides examples of good governance in practice.

The Council's Constitution includes Finance and Contract Procedure Rules and Schemes of Delegation to Chief Officers. These translate into key operational internal controls such as: control of access to systems, offices and assets; segregation of duties; reconciliation of records and accounts; decisions and transactions authorised by nominated officers; and production of suitable financial and operational management information. These controls demonstrate governance structures in place throughout the Council.

Audit Functions

The Council does not have a separate audit committee; instead, the constitutional audit functions are discharged by the Policy, Finance & Development Committee. The Committee receives reports from the Internal Audit service and can require service heads to attend to answer questions as required. Reports from the External Audit service are also received at these meetings.

External Audit

The Council's external auditors are KPMG.

Each year the external auditors review the Council's arrangements for:

- Preparing accounts and compliance with statutory and other relevant requirements.
- Ensuring the proper conduct of financial affairs and monitoring their adequacy and effectiveness in practice.
- Managing performance to secure economy, efficiency and effectiveness in the use of resources.

In September 2018 KPMG issued their Annual Audit Letter, covering the audit of the Council's 2017/18 financial statements and Value for Money conclusion, providing an unqualified opinion on the accounts and an unqualified conclusion on the Council's arrangements for Value for Money.

There were no recommendations included in the Letter and no significant governance issues were identified.

Internal Audit

The Council's Head of Internal Audit is required to provide an annual opinion, based upon and limited to the work performed, on the overall adequacy and effectiveness of the organisation's risk management, control and governance processes (i.e. the Council's system of internal control). This is achieved through a risk-based plan of work, agreed with management and approved by the Policy, Finance and Development Committee, which should provide a reasonable level of assurance, subject to the inherent limitations described below. The Head of Internal Audit's role reflects best practice as set out in the CIPFA Guidance on the Role of the Head of Internal Audit.

For 2018/19, the auditor's opinion was that significant assurance can be given that there is a generally sound system of internal control, designed to meet the organisation's objectives, and that controls are generally being applied consistently. However, some weakness in the design and/or inconsistent application of controls put the achievement of particular objectives at risk. No significant governance issues were identified by the auditor.

Risk Management

During 2018/19 the Council's Strategic Risk Register was monitored by Policy, Finance & Development Committee. The register identified major risks and commented on their likelihood and impact on the Council's objectives. Each risk is allocated a responsible officer for identifying an action plan and provides an update. Risk management is embedded in processes such as appraisal of new capital investment and service development plans.

The Role of the Chief Financial Officer (CFO)

From September 2017, the Director of Finance and Transformation undertook the role of the Chief Financial Officer (CFO) for the Council. The CFO conforms to the governance requirements and core responsibilities of two CIPFA Statements on the Role of the Chief Financial Officer; in Local Government (2016) and in the Local Government Pension Scheme (2014). The CFO is a key member of the Corporate Management Team and is able to bring influence to bear on all material business decisions, ensuring that immediate and long term implications, opportunities and risks, are fully considered and in alignment with the MTFS and other corporate strategies. The CFO is aware of, and committed to, the five key principles that underpin the role of the CFO, and has completed an assurance statement that provides evidence against core activities which strengthen governance and financial management across the Council.

The Role of the Monitoring Officer (MO)

The Monitoring Officer has responsibility for ensuring that decisions taken comply with all necessary statutory requirements and are lawful. Where in the opinion of the

Monitoring Officer any decision or proposal is likely to be unlawful and lead to maladministration, he/she shall advise the Council.

The MO is also bound to ensure that decisions taken are in accordance with the Council's budget and its Policy Framework, and provides advice on the scope of powers and authority to take decisions.

In discharging this role the Monitoring Officer is supported by officers within the Legal and Democratic Services Teams.

Key Matters

The following key matters were considered by the Council and its principal committees during 2017/18:

Council

- Budget proposals and budget monitoring
- Council Tax Base, Support and Setting
- Members' Code of Conduct
- GDPR
- Staffing Issues
- Building Control Shared Services
- Delegated reports from Forums and Committees
- Council Tax Support Scheme
- Universal Credit
- Members' Allowances
- Constitutional review

Policy, Finance and Development Committee

- Individual internal audit reports and the annual report and plan
- Reports from the external auditor including the annual plan and report on the Statement of Accounts
- Budgetary control and financial updates
- Treasury management and prudential indicators
- Debt recovery
- Residents' Forums

- Welfare Reform and Council Tax Support Scheme
- Pooling of Non-Domestic Rates
- Risk management
- Updating of Council policies and strategies
- Medium Term Financial Strategy and Housing Business Plan
- Contract Procedure Rules

Service Delivery Committee

- Housing allocations
- Homelessness
- Disabled Facilities Grants
- Leisure Contract Performance
- Service operational updates
- Fees and charges
- Corporate enforcement
- Empty homes strategy
- Customer Services transformation and charters
- Refuse and Recycling

Local Government Ombudsman

The number of references to the Local Government Ombudsman amounted to 4, during the year 2018-19 of which the Ombudsman chose not to investigate 3 as they were either premature or there was insufficient evidence of fault by the Council. The remaining reference investigated by the end of the year (31st March 2019), led to a finding that the Council had been guilty of maladministration. The Council has yet to determine its response to the Ombudsman's recommendations in this case.

There were three ongoing investigations outstanding as at 31st March 2018 which were resolved in the financial year 2018-19. Of these, one investigation resulted in a finding of maladministration by the Council whilst in the other two cases no maladministration was found although the Council did in one case fail to communicate in a timely manner.

As at 31 March 2019 there were no cases under investigation by the Ombudsman.

Constitutional Matters

The key roles and responsibilities of Council committees, elected members, the Chief Executive, Monitoring Officer and Section 151 Officer are set out in the Council's constitution scheme of delegation.

These three officers are responsible for ensuring that the Council acts within the law and in accordance with established policies and procedures. No report can be presented to Council or a committee for approval without first being reviewed by these officers or their delegated representative(s). These officers are also responsible for ensuring that legislation and policy relating to health and safety are implemented in practice.

The constitution includes the Contract Procedure Rules and Financial Regulations which detail the processes and improvements required for various levels of purchase and the internal control procedures required for managing the risk across the Council.

The Council continued to review its constitution, with a working group set up to make recommendations to Council as to the form of a revised constitution. This work was concluded by 31 March 2019 and Council adopted the revised Constitution on 16 April 2019 for implementation in the 2019/20 municipal year.

Willow Park

The Council was notified by the Health and Safety Executive (HSE) of an incident that occurred in Willow Park in July 2019 when a mobility scooter toppled over resulting in the death of an elderly resident. An initial examination of the disabled access ramp identified an unsafe modification to the ramp and as a result the HSE served an Improvement Notice on the Council. The Council commissioned the provision of a new disabled access ramp which was fully installed by November 2019 and as result the Improvement Notice was considered to have been fully complied with.

Brexit

There continued to be political uncertainty around Brexit which resulted in uncertainty and lack of confidence within the local business sector. As the proposed exit date (29 March 2019) approached the Council fully engaged with partners and Central Government in planning responses to any contingencies that may have arisen on exit or otherwise.

The Council identified that the delay in exiting the EU had the potential to require participation in the European Elections in May 2019 and contingency planning was undertaken.

The Brexit delay has also had impacts on the long term funding situation for local authorities as the local government settlement was delayed and Government only announced a 1 year settlement.

GDPR

The Council undertook a significant programme of work to ensure that the authority was GDPR compliant by the deadline of 25th May 2018. That work included a fundamental review of the information stored, the deletion of unnecessary files and paperwork, training of staff and members and communications with the public. That programme received a positive audit in June 2018 to assess compliance against the project plan. GDPR continues to be bedded into all systems and processes across the council under the direction of the Council's Data Protection Officer.

Code of Conduct

The standards of behaviour expected from members and officers are set out in the Member/Officer Codes of Conduct. A register of members' interests is maintained and the records of interest are declared at Council and committee meetings. All members are required to complete Related Party Declarations at the end of the financial year in support of the statutory financial statements. Members' allowances are examined on an annual basis and a review of the allowance scheme was undertaken in 2018/19 by an independent remuneration panel and will come into force for the 2019/20 municipal year.

The Monitoring Officer supervised and dealt with a number of complaints against Members during the year which resulted in sanctions being imposed. The sanctions ranged from the requirement to provide a formal apology to the complainant/s, a requirement to provide a formal apology to Full Council, letters of censure, removal of council facilities and removal from Committees.

6. Significant Governance Issues

2018/19

During the 2018/19 financial year, no significant governance issues arose. A number of minor weaknesses in control limited assurance in the following areas:

- Performance Management
- Risk Management
- The Capital Programme
- Cyber Security
- Taxi & Hackney Carriage Licensing
- Housing Repairs & Voids
- Food Safety

Follow up work in all of the above areas has shown recommendations have been implemented or in the process of being implemented.

2017/2018 update

During the 2017/18 financial year, no significant governance issues arose. However, there are a number of issues/matters that have arisen as part of the management review of governance. The table below identifies these issues and how the authority addressed them.

Reference	Issue/Area for Improvement 2017/18	Lead Officer	Action Completed
1	S106 Agreements: Lack of evidence of statutory testing and reviewing of contributions not robust.	Head of Planning and Regeneration	Documented evidence to confirm that the statutory tests as required by R122(2) of the CIL Regulations has been met for each S106 Agreement are retained. Management reviews all developer contributions historically owed to the Council under S106 agreements and determine which ones should be pursued for recovery in consultation with the Director of Finance and Transformation. Focus
2.	Lack of Project Management or procurement specialisms within the Council	Director of Finance and Transformation	A project management team has been created focussing on Projects and Procurement, with additional staffing resources allocated during 2019/20.
3.	Risk of Council being victim of fraud or cybercrime	Head of Finance, Revenues and Benefits	Controls are in place, and have been tested and audited to ensure that this risk has been eliminated.
4.	Comprehensive Risk Management culture embedded within the authority	Senior Management Team	Whilst Risk Management is part of the Council's daily operations, from the Strategic Risk Register, to operational, project and service risk plans, the Council is developed a risk management strategy that will embed risk management as an overt part of the authority's culture and will be push risk higher up the Council's transparency agenda.

5.	Utilisation of business cases to make informed decisions	Senior Management Team	The Council has a process where new bids for funding, projects or schemes must be supported by a fully tested Business Case. Any bid without an approved Business Case will not be approved.
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Conclusion and Statement from the Leader of the Council and Chief Executive

This statement is intended to provide reasonable assurance. We propose that we continue to maintain the level of governance at the authority, whilst striving to improve wherever we can. Where issues have been identified in preparation of this report, we will ensure that they are effectively addressed and we will monitor their improvement as part of the next annual review.



Cllr John Boyce

Leader of the Council



Anne Court

Chief Executive