

AUDIT AND GOVERNANCE COMMITTEE AGENDA



Thursday 24 September 2015

at 2.00 pm

**in Committee Room B,
Civic Centre, Hartlepool.**

MEMBERS: AUDIT AND GOVERNANCE COMMITTEE

Councillors Ainslie, S Akers-Belcher, Belcher, Cook, Lawton and Martin-Wells.

Standards Co-opted Members; Mr Norman Rollo and Ms Clare Wilson.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To confirm the minutes of the meetings held on 20 August 2015 at 10.00am and 11.00am (*to follow*) and 3 September 2015 (*to follow*).

4. AUDIT ITEMS

- 4.1 Mazars Report – Value for Money Review - *Chief Finance Officer*
- 4.2 Internal Audit Plan 2015/16 Update - *Head of Audit and Governance*
- 4.3 The 2014/15 Financial Report (Including the 2014/15 Statement of Accounts) – *Chief Finance Officer*

5. STANDARDS ITEMS

No items.



6. STATUTORY SCRUTINY ITEMS

No items.

7. MINUTES FROM THE RECENT MEETING OF THE HEALTH AND WELLBEING BOARD

7.1 To receive the minutes of the meeting held on 22 June 2015.

8. MINUTES FROM THE RECENT MEETING OF THE FINANCE AND POLICY COMMITTEE RELATING TO PUBLIC HEALTH

No items.

9. MINUTES FROM RECENT MEETING OF TEES VALLEY HEALTH SCRUTINY JOINT COMMITTEE

No items.

10. MINUTES FROM RECENT MEETING OF SAFER HARTLEPOOL PARTNERSHIP

10.1 To receive the minutes of the meeting held on 10 July 2015.

11. REGIONAL HEALTH SCRUTINY UPDATE

12. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

ITEMS FOR INFORMATION

Date of next meeting – Thursday 15 October 2015 at 10.00am in the Civic Centre, Hartlepool.



AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

20 AUGUST 2015

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool.

Present:

Councillor Ray Martin-Wells (In the Chair)

Councillors: Jim Ainslie, Sandra Belcher, Rob Cook and Trisha Lawton

Co-opted Members: Clare Wilson and Norman Rollo

Also Present: In accordance with Council Procedure Rule 5.2, Councillor
Jim Lindridge as substitute for Councillor Stephen Akers-Belcher

Councillor David Riddle

Officers: Joan Stevens, Scrutiny Manager
David Cosgrove, Democratic Services Team

34. Apologies for Absence

Councillor Stephen Akers-Belcher.

35. Declarations of Interest

None at this point in the meeting, though Councillor Ainslie later declared a personal interest during the discussion at Minute 38 below.

36. Minutes of the meeting held on 6 August, 2015

Deferred to next meeting.

37. Scoping Report – End of Life/Palliative Care in the Community Investigation (*Scrutiny Manager*)

The Scrutiny Manager referred to the meeting of the Committee held on 6 August, 2015 when Members had identified End of Life/Palliative Care in the Community as a topic for investigation during this municipal year. The Scrutiny Manager submitted a report making proposals for the conduct of the investigation, setting out the background and the definitions of palliative

and end of life care, together with some relevant initial national and Hartlepool specific statistical information. The report also set out the proposed terms of reference for the investigation with some suggested potential areas of enquiry and sources of information for Members to consider. The timetable for the investigation included detailed work to be undertaken by Task and Finish Groups that had been utilised to good effect in previous investigations. The programme indicated that a draft final report would be considered by the Committee in March 2016.

At this point in the meeting Councillor Ainslie declared a personal interest as a trustee of Hartlepool Hospice.

Members expressed some slight concerns that some of the data quoted in the report was several years out of date and the Scrutiny Manager indicated that the aim was to provide more up-to-date data as it became available through the investigation. It was suggested by a Member that the Task and Finish Group should consist of all Members of the Committee. The Chair indicated that he would look to involving all Members in the Task and Finish Groups and would aim to hold meetings around those already scheduled for the Committee. Members also highlighted the wish of Hartlepool HealthWatch to be involved in the investigation.

A Councillor noted that from the statistics quoted in the report there was an increasing elderly population in the town and questioned if this trend was continuing. The Chair stated that this would be one of the issues relevant to the Task and Finish Groups discussions and further data would be considered there.

A Member of the public referred to there only being one registered Nursing Home in the town and questioned if the public was to be included in the investigation. The Chair indicated that the number of nursing home beds in the town would be an issue for the Task and Finish Group to consider through the investigation. The public were always welcome at the meetings of the Committee and there would be ample opportunity for public involvement and comment through the investigation.

The following recommendations were approved unanimously by the Committee.

Recommended

1. That remit of the investigation and the proposed timescale outlined in the report be approved.
2. That the Task and Finish Group meetings include all Members of the Committee.

38. Scoping Report – Crime and Policing in Hartlepool Investigation (*Scrutiny Manager*)

The Chair indicated that consideration of the scoping report in relation to the investigation into Crime and Policing in Hartlepool would be deferred to

the meeting on 3 September, 2015..

Recommended

That the report be deferred.

39. Minutes of Meeting of the Health and Wellbeing Board held on 22 June 2015

Deferred.

40. Any Other Business Which the Chair Considers Urgent

The Scrutiny Manager informed the Committee of two items for Members information.

Tees, Esk and Wear Valleys NHS Foundation Trust Workshop Events

TEWV are holding a series of workshop events between 24 and 28 August 2015 to look at the development of a more integrated model for End of Life care. The workshops were being held around the TEWV area, with the event on 24 August being held at Stockton Sixth Form College. All Members were invited to attend.

NHS Hartlepool and Stockton on Tees Clinical Commissioning Intentions Engagement Events

Hartlepool and Stockton on Tees Clinical Commissioning Group has commenced the process of considering its future commissioning intentions as part of the NHS planning cycle. There were to be two public engagement events as part of the process, with the Hartlepool event being held on Wednesday 9 September 2015 at the Grand Hotel, Swainston Street. There were to be two sessions open to the public; 3.30 to 5.00 pm and 5.30 to 7.00 pm and Members were invited to attend one of the sessions.

The meeting concluded at 10.30 am.

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

20 AUGUST 2015

The meeting commenced at 11.00 am in the Civic Centre, Hartlepool.

Present:

Councillor Ray Martin-Wells (In the Chair).

Councillors: Jim Ainslie, Rob Cook and Trisha Lawton.

Co-opted Members: Clare Wilson and Norman Rollo.

Also Present: In accordance with Council Procedure Rule 5.2, Councillor Jim Lindridge as substitute for Councillor Stephen Akers-Belcher.

Councillor David Riddle.

Officers: Peter Devlin, Chief Solicitor and Monitoring Officer
Joan Stevens, Scrutiny Manager
David Cosgrove, Democratic Services Team

41. Apologies for Absence

Councillors Stephen Akers-Belcher and Sandra Belcher.

42. Declarations of Interest

None.

43. Minutes of the meeting held on 6 August 2015

Confirmed.

44. Consideration of Investigation Report – SC04/2015 and SC06/2015 *(Chief Solicitor and Monitoring Officer)*

The Chief Solicitor submitted an investigation report which related to the extraordinary meeting held on the 16 February, 2015. The subject of the complaints related to the chairing of the meeting, by Councillor Stephen Akers-Belcher. It was alleged that his conduct and behaviour in chairing

that meeting was in contravention of the Council's Code of Conduct. The complaints received (of which there were several) suggested breaches of two of the "general obligations" contained within the Code of Conduct, namely:

- 1.1 You must treat others with respect
- 1.2 You must not conduct yourself in a matter which is contrary to the Authority's duty to promote and maintain high standards of conduct amongst its Members.

Both of the complaints were assessed against the Council's adopted criteria by the Monitoring Officer in association with the Independent Persons. For the purpose of embarking upon a formal investigation, the following criteria needed to be satisfied;

- the complaint was against a named member of the Authority
- the named member was in office at the time of the alleged misconduct and the Code of Conduct was in force at that time the complaint, if proven, would be a breach of the Code under which a member was operating at the time of the alleged misconduct.

All these criteria being satisfied and given the public interest generated by these complaints, the setting of those complaints against the background of extraordinary meetings of the Borough Council and the nature of the allegations received, a formal investigation was required.

The Chief Solicitor went on to outline the background to the Extraordinary meeting of Council and the events of the evening that led to the complaints. They centred on the Ceremonial Mayor's chairing of the meeting, the adjournment/closure of the meeting and the ejection of a member of the public from the meeting.

The Chief Solicitor commented in the investigation report and at the meeting that the Extraordinary Council meeting had been a particularly emotive meeting. The meeting had been called to discuss the 'North Tees and Hartlepool NHS Foundation Trust's Quality Accounts 2014/2015' and comprised a presentation from two representatives from the Foundation Trust covering the main outcomes from the Trust's 2013/2014 Quality Accounts and the key priorities for 2014/15. However, two days prior to the meeting there had been a well attended public meeting seeking the return of hospital services, principally Accident and Emergency, to Hartlepool Hospital. This had resulted in a large public attendance at the Extraordinary Council meeting, particularly as there was to be a public question element of the Extraordinary meeting.

The Investigation Report detailed the issues raised during the meeting including a motion that proposed the withdrawal of Council cooperation with the North Tees and Hartlepool NHS Trust and the public disturbances that eventually led to the Ceremonial Mayor leaving the meeting and the confusion that surrounded whether the meeting had been closed or

adjourned at one point.

The Chief Solicitor and the Independent Person had through the investigation met with Councillor Stephen Akers-Belcher and Mr Fisher, the member of the public who had been asked to leave the meeting. The conclusion of the investigation was that while the meeting had not been one of the Council's finest hours there had been no technical breach of the code of conduct. It was acknowledged by Councillor S Akers-Belcher that his wording had not been ideal.

The Independent Person, Mr Rollo commented that Mr Fisher had conceded that Councillor Akers-Belcher had chaired meetings well in the past but this was not one of those. The meeting had obviously been very highly charged and Councillors were only human and would be affected by that atmosphere. On balance there was no technical breach of the code of conduct but this was most definitely not one of the Council's finest moments.

The Chair allowed the Members of the public present to ask questions in relation to the report. A member of the public commented that there were issues in the Council Chamber with a poor loop/audio system that left many not being able to hear the discussions properly. There was concern expressed at the dispensation that the Chair had been given by the Chief Solicitor to Chair the meeting when many considered he had chaired the meeting that had closed A&E at Hartlepool Hospital. The Chair commented that as Chair of the Audit and Governance Committee in the previous year when the Trust's Quality Accounts had been considered and the process had gone very smoothly. In relation to the comment about the closure of A&E, the Chair stated that the Council had accepted an independent report, it had not agreed the closure. In relation to the dispensation, The Chief Solicitor stated that he had exercised his discretion in relation to Councillor S Akers-Belcher's civil partner's declaration and considered that Members should be involved in meetings as much as possible.

The Member of the public indicated that Mr Fisher had considered that the opening statement by Councillor S Akers-Belcher had been ill-considered. The meeting had been described as highly pressurised but the member of the public didn't think it was quite so pressurised. The Chair's constant gavel banging had ignited public annoyance rather than bringing order and most people did feel that the meeting had been closed when the Chair left the Chamber only for the Assistant Chief Executive to come back in and say it was adjourned.

Another Member of the public commented that he considered the Chair had lost control of two subsequent meetings to the Extraordinary Council meeting that was the subject of this report and questioned if these too were to be investigated. The Chief Solicitor stated that he had investigated too many complaints recently and considered that this report was the closure of these matters and that everyone concerned should be moving on and dealing with the more pressing matters that faced the authority.

A third member of the public noted that the Chief Solicitor had not been present at the meeting on 16 February and commented that had he been present perhaps the meeting may not have proceeded as it had. The Chief Solicitor stated that he had been attending a meeting in London that day and the Council meeting had been attended by the Legal Services Manager in his absence.

In concluding the debate, the Chair welcomed the report and considered that it had covered the matter in a non-biased and objective manner. The Chair had been present at the meeting and considered that it was not a meeting he would have wished to Chair himself. Mr Fisher had been requested to control himself four times by the Chair and as a former councillor and magistrate he would have been unlikely to have tolerated similar behaviour himself.

The recommendation to note the report was put to the Committee and agreed unanimously.

Recommended

That the report be noted.

45. Minutes of Meeting of the Health and Wellbeing Board held on 22 June 2015

Received.

46. Any Other Business Which the Chair Considers Urgent

None.

The meeting concluded at 11.55 am.

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

3rd September 2015

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool.

Present:

Councillor Ray Martin-Wells (In the Chair)

Councillors: Jim Ainslie, Stephen Akers-Belcher, Sandra Belcher, Rob Cook
and Trisha Lawton

Also Present:

John Cambridge, Headland Parish Council Representative
Hatim El-Sherif, NHS South Tees CCG Representative
Paul Whittingham, NHS North of England Commissioning Support Unit
Representative

Officers: Louise Wallace, Director of Public Health
Clare Clark, Community Safety and Engagement Manager
Joan Stevens, Scrutiny Manager
Jo Stubbs, Democratic Services Officer

41. Apologies for Absence

Apologies were submitted by the Greatham Parish Council Representative Brian Walker.

42. Declarations of Interest

Councillor Jim Ainslie declared a personal interest in the scrutiny investigation into end of life and palliative care in the community (minute 47 refers)

43. Minutes of the meeting held on 20th August 2015

Deferred

44. Audit Items

None

45. Standards Items

None

46. North Tees and Hartlepool NHS Foundation Trust – Quality Account 2014/2015 (*Scrutiny Manager*)

On 16th February 2014 Council had considered the North Tees and Hartlepool NHS Foundation Trust's Quality Account for 2014/15 and expressed views which were included in the Council's draft Third Party Declaration.

Recommended

That the finalised North Tees and Hartlepool NHS Foundation Trust's Quality Account for 2014/15 be received.

47. End of Life / Palliative Care in the Community Scrutiny Investigation – Setting the Scene Presentation (*Scrutiny Manager*)

The Director of Public Health gave a presentation on health status in Hartlepool as part of the end of life / palliative care in the community scrutiny investigation. It showed that Hartlepool was more deprived than the national average and the health of its residents generally worse than the national average. There were health inequalities in Hartlepool but many indicators were improving and life expectancy was increasing. Members had some concerns in regards to smoking, particularly by young people. The Director confirmed that smoking cessation was a priority for the public health department with officers visiting schools to try to get the message across. She would provide statistical information to members on numbers of young people smoking across the town. Members queried how the message was tailored across the age groups as primary age children tended to be keener and more focused than secondary age children.

A member referred to diet and obesity concerns and asked that holiday hunger be looked into as part of the investigation. He noted that his experience suggested that young people were not being fed fruit regularly and something needed to be done to change this state of affairs. He suggested that focus be put on retaining community centres as these could be hubs where young people could be given access to healthy foods. He asked that both holiday hunger and community centres be included as recommendations on the final report.

Paul Whittingham and Dr Hatim El-Sherif from Hartlepool and Stockton-on-Tees CCG gave a presentation on End of Life and Palliative Care. This referred to the last 12 months of life and was informed by a number of key policies and surveys which showed that while the majority of people preferred to die at home the majority died in a hospital. The presence of

friends and family was felt to be the most important aspect closely followed by being pain free. Older people see their GP on average 14 times a year and have 3 crisis admissions in the final year of life. Statistics showed that the major cause of death in the Hartlepool and Stockton CCG area was cancer. Good end of life care was about being treated with dignity and respect, without pain in familiar surroundings in the company of close family and/or friends. Details were given of the steps to good end of life care and the range of services commissioned by the CCG to support patients at the end of life. Processes around end of life were being streamlined with an increase in the number of palliative care registers and the launch of new documentation to be forwarded to all GP practices. A full educational programme would be tailored for GPs, nurses and care homes covering aspects such as the mental capacity act, palliative care, oncology and out of hours information. Visits to all GP practices would take place with a view to looking at cancer cases, screening, reviews and referrals.

A member requested information as to the role carried out by MacMillan as opposed to Marie Curie. Doctor El-Sherif advised that Marie Curie were about hands on support out of hours while MacMillan was more focused on the medical side. The member suggested that all patients diagnosed with cancer should receive the services of a MacMillan nurse commissioned through the CCG. Another member queried whether the CCG currently notified MacMillan of any cancer diagnosis or was the onus on the patient and their family. Dr El-Sherif confirmed that upon diagnosis cancer patients were automatically assigned MacMillan services and it was not left to the family to arrange.

Councillor Jim Ainslie declared a personal interest in this item as a trustee of Hartlepool and District Hospice. He was confident that the hospice would be happy to support the proposed initiatives. He queried how cost effective the proposals were and whether the cheapest option was always the way forward. Mr Whittingham advised that most of the cost related to hospital admissions with £5 million per year spent on emergency admissions from care homes. Not all emergency admissions were strictly necessary but the 'blame culture' meant that carers were more inclined to pass patients onto hospitals. Training of staff in nursing and care homes was needed.

A member noted that whereas in the past deaths were attributed to old age this did not happen these days. Dr El-Sherif felt that there was always a cause of death and families would no longer be satisfied with such a broad reason

Members highlighted that the wishes of patients should be key when any end of life diagnosis was made. If patients expressed a wish to die at home this should be respected however there might be a tendency on the part of medical personnel to pressure patients to be admitted to hospital. The Chair referred to a report on specialist palliative care review services which was due in December and asked that it be sent for consideration by the committee as part of their investigation.

Recommended

That the setting the scene information be received and the following be included as part of the investigation and/or final recommendations:

- Holiday Hunger
- The retention of community services as hubs for healthy eating
- Access to MacMillan services for all patients with a cancer diagnosis
- The report on specialist palliative care review services

48. Safer Hartlepool Partnership Performance 2014/15

(Director of Regeneration and Neighbourhoods)

The Community Safety and Engagement Manager presented details of Safer Hartlepool Partnership's performance for 2014/15 based on the strategic objectives. They showed an overall increase in all crime rates and all crime categories when considered against the baseline for 2013/14. However the increase in anti-social behaviour was not as high as had been predicted while the increase in hate crime was viewed in a positive light as this meant it was being reported. There had also been a reduction in the number of first time entrants to the criminal justice system.

Members acknowledged the work carried out by police and other agencies to tackle these problems, highlighting a recent campaign in the Manor House ward following complaints by residents about anti-social behaviour and other illegal practices. Despite the increases in crime rates action was being taken. In terms of the reasons behind the increases members referred to the reduction in Neighbourhood Policing as a possible cause and asked whether a representative from the police could attend a future meeting to talk about the impact the austerity cuts were having on the services. The Chair acknowledged the constraints under which the police were currently operating and stressed that the committee were not there to criticise but wished to make constructive suggestions to help everyone especially residents.

A member asked whether 'mate crime' could be included. The Community Safety and Engagement Manager confirmed that this was being addressed. Members urged the public to report all crimes no matter how minor they appeared as otherwise there would be no way to encourage the authorities to return to neighbourhood policing.

Recommended

That the comments of the committee on Partnership performance during 2014/15 be noted.

49. **Scrutiny Investigation – Crime and Policing Levels in Hartlepool – Scoping Report** (*Scrutiny Manager*)

The Scrutiny Manager referred to the meeting of the Committee held on 6 August, 2015 when Members had identified 2 topics for investigation during this municipal year: the disproportionate increase in crime in Hartlepool and Neighbourhood policing/ Police and Community Support Officers. The fundamental elements of both these topics had been incorporated into one investigation entitled 'Crime and Policing Levels in Hartlepool'. The Scrutiny Manager submitted a report making proposals for the conduct of the investigation, setting out the background, proposed terms of reference, potential areas of enquiry and sources of evidence for Members to consider. The timetable for the investigation included evidence gathering from a various parties including the MP, Police and Crime Commissioner, Neighbourhood Police Officers and the Youth Council. A draft final report would be considered by the Committee in March 2016.

Members suggested a number of other voluntary groups and police teams be included within the investigation namely

- The police's dedicated off-road biking team
- The Safer Hartlepool Crime Prevention Panel
- Local Neighbourhood Watch groups
- Hartlepool magistrates court
- Youth clubs
- Residents associations

The Scrutiny Manager suggested that members might wish to include the reduction in community involvement in policing as part of the investigation.

Recommended

That the remit of the investigation as outlined within the report, and subject to the additions suggested by members, be agreed.

The meeting concluded at 12:10pm

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

24 September 2015



Report of: Chief Finance Officer

Subject: MAZARS REPORT- VALUE FOR MONEY
REVIEW

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Audit and Governance Committee that arrangements have been made for representatives from Mazars to be in attendance at this meeting, to present the content of the report Review of the Council's Arrangements for Securing Value for Money.

2. BACKGROUND

- 2.1 The report sets out Mazars statutory duty to confirm that the Council have made proper arrangements for securing economy, efficiency and effectiveness in the use of its resources. The Code of Audit Practice 2010 requires Mazars to adopt a risk-based approach to this work, focussing on criteria set annually by the Audit Commission. The Audit Commission issued guidance in October 2014 that defined sector specific risk areas for 2014/15. The criteria for the Council are:
- proper arrangements in place for securing financial resilience;
 - proper arrangements for challenging how the Council secure economy, efficiency and effectiveness.

3. FINDINGS OF MAZARS

- 3.1 Details of key messages are included in the main body of the report attached as Appendix 1.

4. RISK IMPLICATIONS

- 4.1 The Council does not have adequate procedures in place to ensure that it secures value for money in the use of its resources, leading to

Members of the Audit and Governance Committee raising concerns to Council.

5. FINANCIAL CONSIDERATIONS

- 5.1 There are financial considerations around the provision of value for money services and the use of resources.

6. LEGAL CONSIDERATIONS

- 6.1 There are legal considerations in so much as the Council has a duty to provide best value.

7. CHILD AND FAMILY POVERTY CONSIDERATIONS

- 7.1 There are no child and family poverty considerations.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 There are no equality and diversity considerations.

9. STAFF CONSIDERATIONS

- 9.1 There are no staff considerations.

10. ASSET MANAGEMENT CONSIDERATIONS

- 10.1 There are no asset management considerations.

11. RECOMMENDATIONS

- 11.1 That the Audit and Governance Committee:
- i. Note the report of Mazars.

12. REASON FOR RECOMMENDATIONS

- 12.1 To ensure the Audit and Governance Committee is kept up to date with the work of our External Auditor.

13. BACKGROUND PAPERS

- 13.1 Mazars Value for Money Report.

14. CONTACT OFFICER

- 14.1 Chris Little
Chief Finance Officer
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Hartlepool Borough Council

Review of the Council's arrangements for securing Value for Money

August 2015

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Mazars LLP is the UK firm of Mazars, an international advisory and accountancy group. Mazars LLP is registered by the Institute of Chartered Accountants in England and Wales.

01 Executive Summary

Background

Section 5 of the Audit Commission Act 1998 gives us a statutory duty to confirm that you have made proper arrangements for securing economy, efficiency and effectiveness in your use of resources. The Code of Audit Practice 2010 requires us to adopt a risk-based approach to this work, focussing on criteria set annually by the Audit Commission. The Audit Commission issued guidance in October 2014 that defined sector specific risk areas for 2014/15. The criteria for councils are:

- proper arrangements in place for securing financial resilience; and
- proper arrangements for challenging how they secure economy, efficiency and effectiveness.

Approach

We used the Audit Commission's guidance to carry out a risk assessment and we also reviewed the Value for Money (VFM) Profile Tool available on the Public Sector Audit Appointments Limited website to benchmark Hartlepool against its statistical nearest neighbours. The VFM profiles bring together data about the costs, performance and activity of local councils. The data in the Tool is based on 2013/14 revenue outturn forms.

In setting the 2015/16 budget the Chief Finance Officer undertook a self-assessment of the robustness of the budget forecasts and the adequacy of the proposed level of reserves and we have taken this into account. We also considered the Council's latest performance report for the period ending 31 March 2015.

In carrying out our initial audit risk assessment of your arrangements we have used a red / amber / green (RAG) rating with the following definitions.

Adequate arrangements identified. Indicators compare favourably with other authorities.



Arrangements are mostly adequate but there are some risks or weaknesses, with remedial action in place. Indicators compare unfavourably with other authorities, but can be explained.



Arrangements are generally inadequate or have a high risk of not succeeding. Indicators compare unfavourably with other authorities, without adequate explanations.













Conclusion

The Council has a strong track record of delivering savings and keeping net expenditure within budget without any apparent adverse impact on front-line services. However, the Council continues to face significant challenges with a total forecast budget deficit of around £14.6m over the period of its latest MTFS for 2015/16 to 2018/19. The Council will need to develop and implement robust plans to address the forecast deficit. In addition, the Council is managing the impact of a significant reduction in the rateable value of Hartlepool Nuclear Power Station. We have recorded a significant risk in respect of financial resilience in our Audit Strategy Memorandum and a programme of work to address these risks before we give our 2014/15 Value for Money Conclusion in September 2015. This work involves considering the Council's approach to:

- monitoring budgets;
- reviewing the medium term financial strategy;
- ensuring that identified savings are being achieved; and
- assessing the impact of budget reductions on service delivery.

We applied the RAG rating to 5 categories of characteristics of proper arrangements as set out in the Audit Commission guidance and 5 financial indicators and the results are summarised below:

1. Financial Governance	
2. Financial Planning	
3. Financial Control	
4. Prioritising Resources	
5. Improving efficiency and productivity	
6. Council Tax Collection Rate	
7. NNDR Collection Rate	
8. Net Cost per Head of Population	
9. Back office costs : total service expenditure	
10. Running Costs : total expenditure	

02 Background and context

National Context

The Government's 2010 Spending Review, covering the period from 1 April 2011 to 31 March 2015, has led to significant reductions in public spending. In its 2014 report: Financial Sustainability of Local Authorities, the National Audit Office reflected on the 26% reduction (excluding funding for schools and benefit claimants) in the local government departmental spending limit and the further 1% reduction in 2014/15 and the 10% reduction for 2015/16. There has been a disproportionate impact of Government grant cuts on Councils, including Hartlepool, with the greatest dependency on Government funding and those with higher levels of deprivation.

Subsequent spending reviews, financial settlements and budget declarations indicate that austerity is likely to continue for several years. The Government intends to remove revenue support grant entirely by 2020/21 and all the main parties are committed to further cuts in public spending. These funding reductions come at a time when demographic changes are increasing demand for services, especially social care.

We have found councils have generally responded well to this challenge and made adequate arrangements to ensure financial resilience, economy, efficiency and effectiveness. However, all single-tier councils are making tough budget decisions and finding it increasingly difficult to protect front-line services. In this context the risk of auditors giving an unsafe conclusion on arrangements to secure value for money is significantly increased.

Local context

By 2015/16, Government funding received by Hartlepool Borough Council had reduced by around £30.6m (39%) since 2010/11. The Council set a balanced budget for 2015/16 despite the impact of £8.2m of this grant cut. The Council's latest performance report for the period ending 31 March 2015, detailing the progress made against the 2014/15 Council Plan, suggests that the required savings have been achieved without a negative impact on overall performance. 74% of performance indicators have been assessed as being target achieved or on track to achieve their year end target with a further 12% deemed as progress acceptable.

Difficult decisions lie ahead, however, as the Council is facing a total forecast budget deficit of around £14.6m over the period of its updated Medium Term Financial Strategy (MTFS) for 2015/16 to 2018/19. Hartlepool Borough Council is not alone in facing significant challenges maintaining services in the face of further funding cuts and rising demand, as this situation is replicated in many other local authorities across the country. The challenge to balance future years' budgets will become increasingly difficult to achieve. As the Council has recognised in its own MTFS reports, increasingly cuts will have a visible impact on the services the Council continues to provide and those services which will either need to be scaled back or stopped completely.

The rest of this report assesses the risks associated with this challenge in respect of:

- financial resilience; and
- economy, efficiency and effectiveness.




03 Financial resilience




Characteristics of proper arrangements





The financial resilience criterion has three aspects:




- financial governance;
- financial planning; and
- financial control.

Characteristics of proper arrangements for these aspects are covered below, together with our assessment of the audit risk presented by the Council's arrangements:

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
Financial Governance		
The leadership team clearly understands the significant and rapidly changing financial management challenges and risks facing the organisation and is taking appropriate action to secure a stable financial position.	The leadership team clearly understands the current financial situation and the potential implications of not making the cuts required. This is clearly emphasised by the Chief Finance Officer in reports to Members.	
The chief financial officer is a key member of the leadership team (in accordance with the CIPFA Statement), being actively involved in all business decisions, and promoting and delivering good financial management. If the organisation's arrangements do not comply with the CIPFA Statement, this is disclosed in the AGS with an explanation of how the arrangements deliver the same impact.	The Chief Finance Officer is a key member of the leadership team. The Council has a small senior management team who appear to work well together.	
The leadership team fosters an environment where there is good understanding and routine challenge of financial assumptions and performance, and a culture of transparency about the financial position. The leadership team considers the financial skills required for different tiers of management and staff throughout the organisation actively develop financial literacy and skills.	The Chief Finance Officer prepares regular, detailed reports on the MTFs and the in-year financial position which include the financial assumptions used. Reports go to the Finance and Policy Committee and proposals are then referred to Council. The Corporate Management Team (CMT) reviews and challenges all proposals which have a financial impact before reports are submitted to Policy Committees and Council. Restructures and redundancies within the accountancy team in recent	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
	years means capacity is tight, however no specific concerns have arisen to date. Adequate training is provided.	
The leadership team provides constructive scrutiny and challenge on financial matters to ensure arrangements remain robust and fit-for-purpose. Members scrutinise and challenge financial performance effectively, holding officers to account.	MTFS and strategic financial management reports to the Finance and Policy Committee and/or Council provide detailed commentary on financial performance. Member challenge is adequate.	
The organisation has an objective, knowledgeable and effective audit committee. It provides effective challenge across the organisation and assurance on the arrangements for risk management, maintaining effective internal control, and reporting on financial and other performance	Members are involved in financial challenge through the Audit and Governance Committee which meets regularly. We attend meetings of the Committee and have observed adequate challenge. Its remit also includes arrangements for risk management and maintaining effective internal controls.	
Financial Planning		
Medium-term financial planning and annual budgeting reflects the organisation's strategic objectives and priorities for the year, and over the longer term. The organisation has reviewed and updated its longer-term strategy and MTFP in light of the current economic climate. This review includes, for example: the impact of changes in priorities, inflation, funding, changing demand for some services; the implications of self-financing the HRA and greater local control over business rates; the impact of the local council tax support scheme on council's tax collection rates; and the impact of other legislative and policy changes.	The MTFS is regularly updated and reports are presented to the Finance and Policy Committee and Council. A longer-term view is taken, reflecting the Council's strategic priorities and the current economic climate. Appropriate financial assumptions and considerations are included. However the total forecast budget deficit of around £14.6m over the period of the latest updated MTFS is a significant challenge. The Council is developing detailed proposals for balancing the 2016/17 budget, which will be considered by individual Policy Committees during August and September. CMT is also developing a strategy for addressing the forecast 2017/18 and 2018/19 budget deficits. It is essential that implementation of these proposals is managed effectively and Members approve the difficult decisions needed to balance future budgets. The Council has also developed a strategy for managing the impact of the significant	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
	reduction in the rateable value reduction for the power station to address the income loss in 2015/16 and 2016/17. The Council recognises this is not a permanent solution to this permanent income reduction and realises the need to develop a longer term solution.	
The organisation understands its sources of income and the risks arising from these, and has reviewed its approach to fees and charges to ensure it achieves VFM value for money.	The Council understands its sources of income and the related risks and is not reliant on one source. Grant income has been a significant portion of its funding, which is reducing, and the Council is very aware of this and managing the position. Fees and charges are reviewed regularly.	
Financial and corporate planning processes are integrated, link to risk management arrangements, and incorporate strategic planning for other resources including the capital programme and workforce planning. The organisation's treasury management arrangements ensure it has sufficient cash to meet its needs - achieving a balance between security, liquidity and yield.	Financial and corporate planning processes are integrated and no weaknesses have materialised from inconsistent plans and strategies. The treasury management strategy is balanced.	
The organisation uses financial modelling to assess likely impacts on financial plans and required savings for different scenarios, and to help ensure short-term fixes are not achieved at the expense of long-term sustainability.	Financial modelling and best case/worst case scenario planning are evident in the MTFS and related documents. Longer term implications and risks are considered; this is partly evidenced by the consideration of wider solutions to the reduced funding including potentially different ways of working. Whilst asset sales are a small part of plans to achieve savings, this is not by way of a short-term fix but is the Council reviewing its asset management portfolio.	
The organisation models key expenditure drivers (for example population changes and demand for services), sources of income (for example income and government grant forecasts), revenue consequences of capital and resource requirements and	The MTFS and strategic financial management reports are based on various financial assumptions and include best case/worst case scenarios.	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
balances. The organisation uses different planning assumptions (for example sensitivity analysis and scenario planning using realistic best, worst and most likely cases) and considers the impact on financial plans.		
The organisation operates within a level of reserves and balances (including earmarked reserves and the general fund balance), approved by members, and appropriate to the strategic, operational and financial risks it faces. If the organisation is not at its target level for balances, there is planned action in place to achieve this, taking account of any associated risks to the council's financial position and delivery of its priorities.	There is a policy level for the general fund balance. There has been no significant unplanned reduction in the level of reserves over the last two years. Reserves tend to be tightly controlled and subject to at least an annual review. Significant reserves are committed to supporting the MTFS, Local Council Tax Support Scheme and addressing the impact of the power station rateable value reduction. The use of reserves to support the MTFS is front loaded to provide a longer lead time and it is recognised that using reserves does not provide a sustainable solution to address the ongoing budget deficit.	
The organisation gives due regard to its ability to deliver its statutory responsibilities when considering its short-, medium- and long-term financial plans.	The leadership team has considered the Council's statutory responsibilities when setting the budget and determining savings plans. The legality of all proposals is considered by the Monitoring Officer.	
Financial Control		
Financial monitoring and forecasting is fit-for-purpose and accruals based, helping to ensure a clear link between the budget, in-year forecasts and year-end position. The organisation analyses and extrapolates relevant trends and considers their impact on the projected final out-turn. Forecasts are subject to risk and sensitivity analysis and management takes timely action to address any budget pressures, for example by taking corrective action to manage unfavourable variances or by revisiting corporate priorities.	Budget monitoring and forecasting is adequate with quarterly reports to Finance and Policy Committee showing projected outturn. Variances are reported and remedial action taken where required to deal with forecast overspends. There have been overall underspends for a number of years now – mainly relating to pay (robust management and keeping posts vacant as part of managing the financial position). However, this does not indicate poor financial control as these have been planned underspends and a strategy for using these one-off resources to help manage future financial challenges has been approved as part of the MTFS. If	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
	these underspends had not been achieved the Council would have faced an even more challenging financial position, particularly in relation to the 2016/17 budget and managing the impact of the power station rateable value reduction .	
The organisation has a good recent record of operating within its budget with no significant overspends.	No significant unexpected overspending in recent years. As above, the position has been one of planned underspends.	●
The organisation's cash flow management arrangements ensure it has access to the required amount of cash at the right time, while achieving VFM value for money. These include actively managing investments and cashflows, banking arrangements, money market and capital market transactions, and the effective management of risks associated with these activities.	Treasury management strategy cash flow management arrangements are in place. No issues identified in this area.	●
The organisation keeps under consideration the security, liquidity and yield of investments in line with the CIPFA The Chartered Institute of Public Finance and Accountancy Code on Treasury Management. In particular organisations consider current market conditions to manage actively counterparty and interest rate risks in line with their approved Treasury Management strategy.	The Council has adopted the CIPFA Treasury Management Code of Practice and applies its principles to all investment activity. The primary objectives of the Council's investment strategy are safeguarding the re-payment of the principal and interest of its investments on time, ensuring adequate liquidity and, lastly, investment return.	●
The organisation sets and monitors challenging targets for the collection of material categories of income and arrears based on age profile of debt. Where targets are not being met, the organisation takes appropriate corrective action during the year to achieve the targets.	Targets are set for business rates, council tax and sundry debt collection rates. Performance is monitored and is included in the quarterly strategic financial management reports to the Finance and Policy Committee. Recovery action is taken as required.	●
The organisation monitors its key financial ratios, benchmarks them against similar bodies and takes action as appropriate.	Benchmarking is used, for example CIPFA benchmarking for revenues and benefits.	●

Financial indicators

The charts below show how Hartlepool Borough Council compares with other authorities using 5 financial health indicators. These indicators have been published on the Public Sector Audit Appointments Limited website as part of its VFM Profile tool and compare Hartlepool Borough Council with its statistical nearest neighbours using 2013/14 data.

1. Council tax collection rate

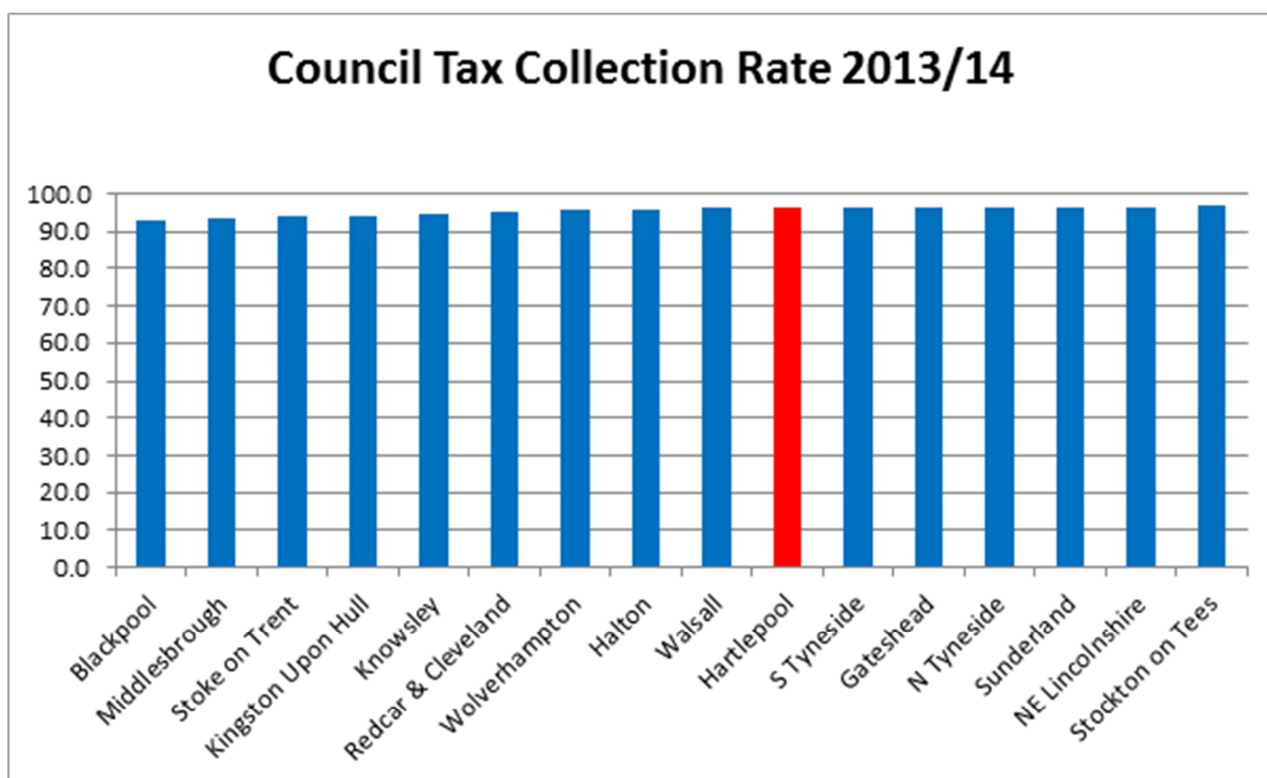


Definition

This shows the proportion of council tax collected within 2013/14, an indicator of the Council's cash flow and debt.

Findings

The Council's 2013/14 council tax collection rate of 96.1% was just above the average for the comparator group of 95.4%. In the years from 2008/09 through to 2012/13 the Council's collection rate was around 97% so there was a slight decrease from this level in 2013/14. This may reflect the impact of the Local Council Tax Support Scheme following the national change to the council tax benefit funding system from 1 April 2013.



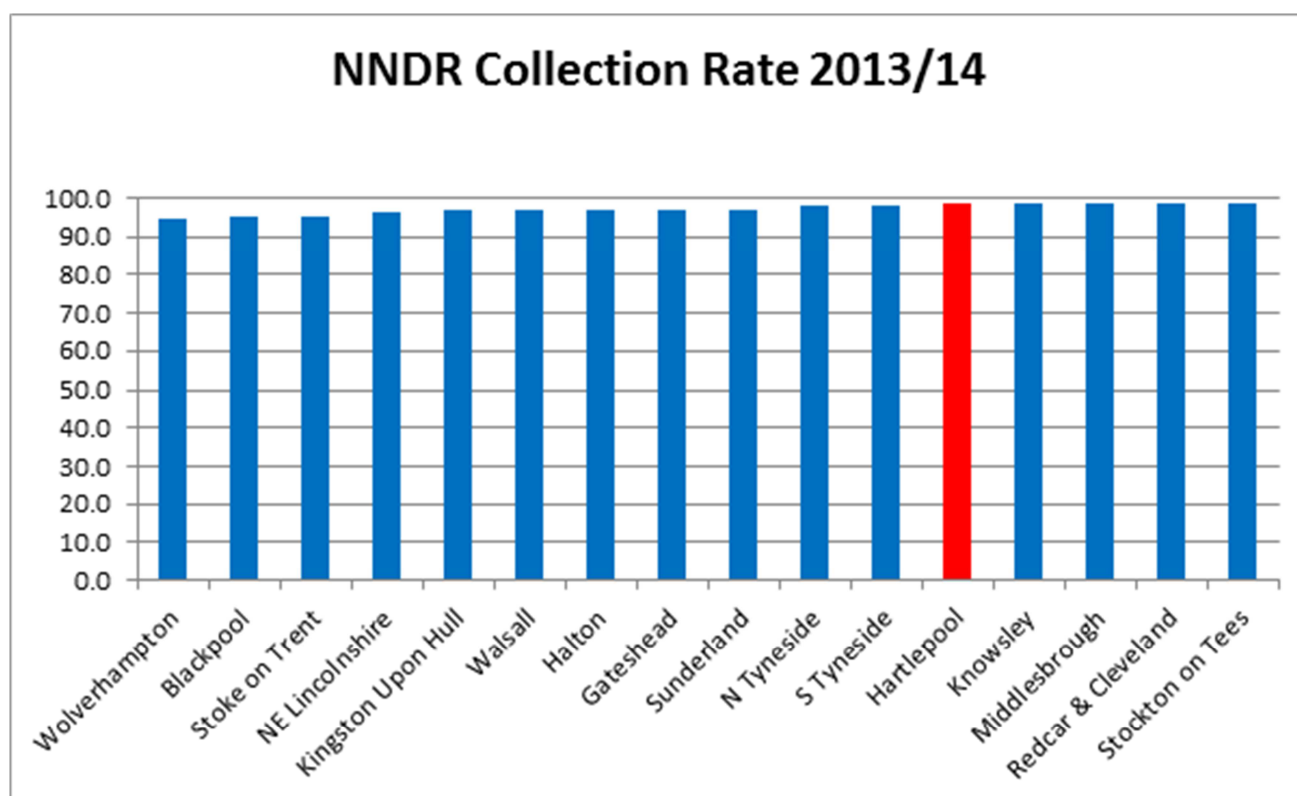
2. NNDR collection rate

Definition

This shows the proportion of National Non-Domestic Rates collected within 2013/14, another indicator of the Council's cash flow and debt.

Findings

The Council collected 98.5% of NNDR due in 2013/14, which is above the average for the comparator group of 97.2%. The Council's collection rate for 2013/14 increased by 0.5% from 2012/13 and 2011/12, and was the highest rate it had collected for six years.



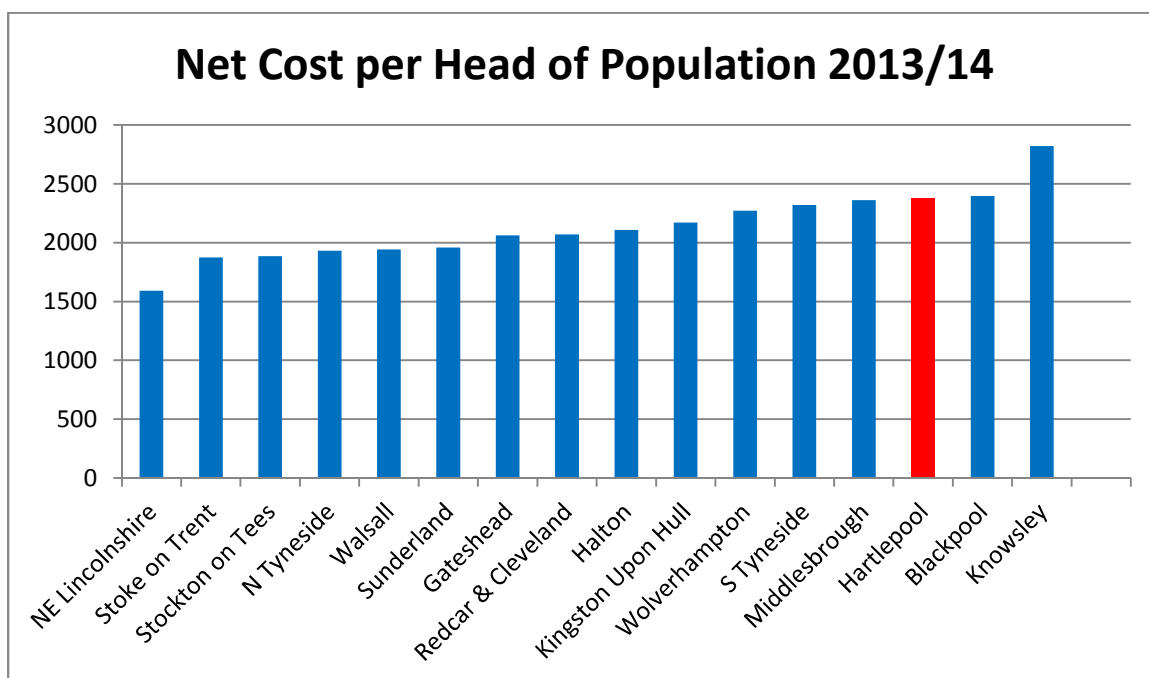
3. Net Cost per Head of Population

Definition

The net expenditure per head of population is primarily a value for money indicator, but it is also indicative of financial resilience as a lower cost per head ratio indicates a council's historic ability to control costs.

Findings

The Council's net cost per head is 11% above the average figure for the group of £2,132.60. However, it should be noted that the numerator includes school expenditure, whereas the denominator is based on the entire population, a disadvantage to councils with a relatively high school-aged population. There is also a correlation between cost per head and deprivation, which disadvantages Hartlepool Borough Council. Based on the latest triennial figures, the Council is above average for its comparator group for the percentage of the area's population living in the most deprived lower super output areas.



4. Back office costs to total service expenditure

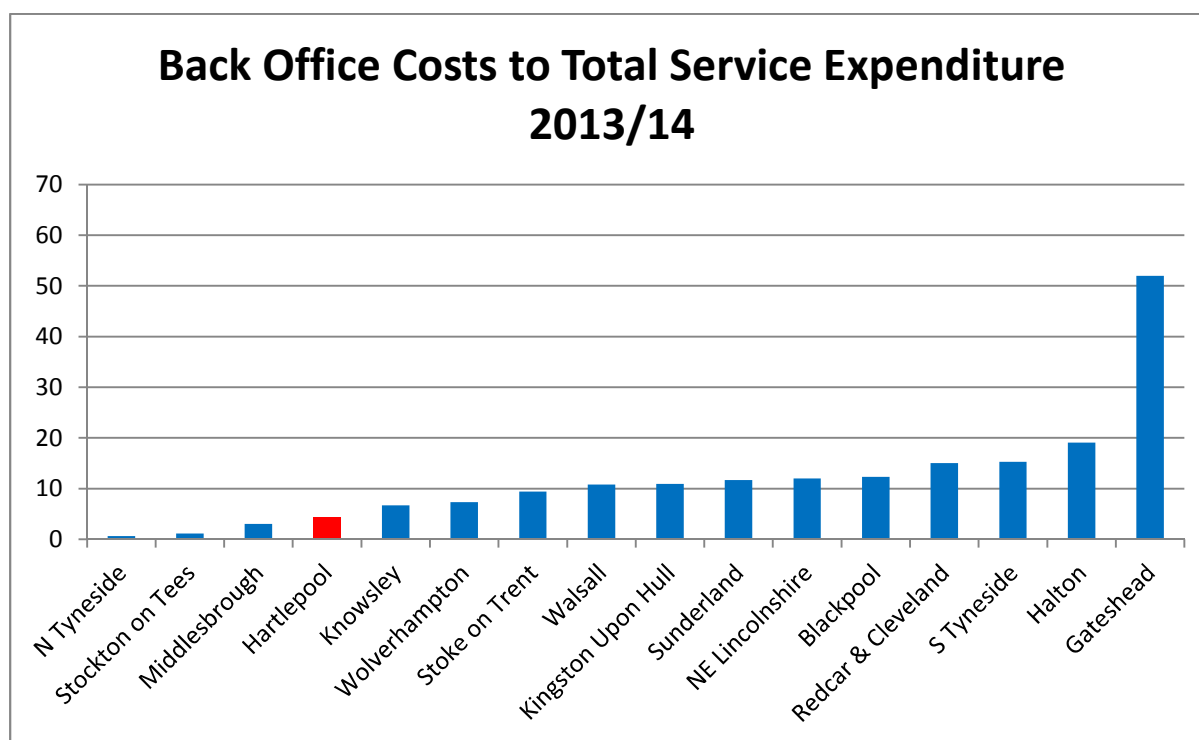


Definition

Back office costs (for example HR, IT and Finance) support front-line services and are a source of potential savings that may not impact on service users. Councils with a low ratio of back office to service costs have potentially been most successful at targeting savings, an indicator of financial resilience and value for money. However, such councils may find it harder to make the further savings required than councils that still have relatively high back office costs.

Findings

The Council's back office costs represent 4% of service expenditure, compared to an average of 9% suggesting savings have been targeted as intended to protect front line services. It should be noted that parts of some back office services are located in service departments and will therefore not be included in the figures. However, capacity to implement change and deliver further reductions in back office costs might be limited.



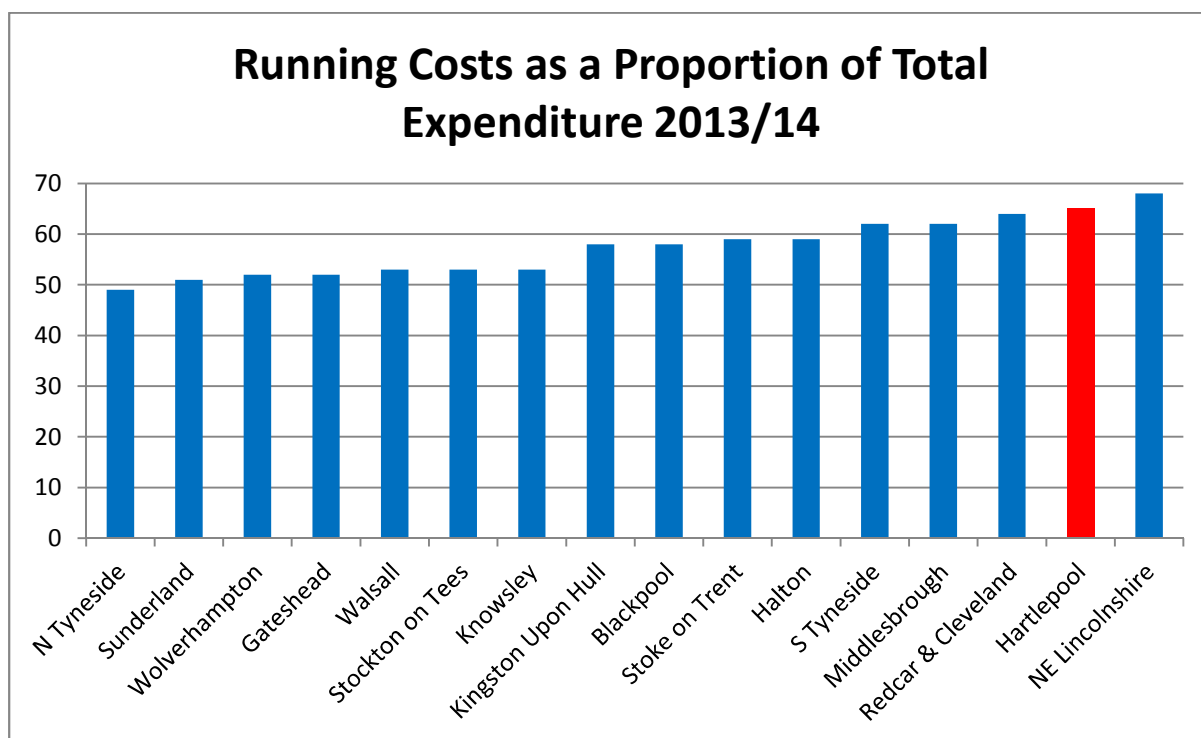
5. Running costs as a proportion of total expenditure

Definition

Running costs include premises, transport, supplies and services and third party payments. A low ratio of running costs to total expenditure may indicate successful targeting of savings to limit impact on front-line services, although a level too low may indicate less scope to continue making such savings or a reluctance to explore alternatives to in-house delivery of services.

Findings

The Council spends 65% on running costs, compared to an average of 57% so the ratio is high in comparison to its statistical nearest neighbours. The data shows that in 2008/09 and 2009/10 this figure was 54%, increasing to 71% in 2010/11 then remaining stable at around 65-67% between 2011/12 to 2013/14.



Section 151 officer's assessment

The Local Government Act 2003 requires the Council's section 151 officer (your Chief Finance Officer) to report annually on:

- the robustness of estimates used in setting the budget; and
- the adequacy of proposed reserves.

This self-assessment informs our assessment of the audit risks in respect of the financial resilience criterion. The Chief Finance Officer reported to the Finance and Policy Committee on 24 November 2014, and then to Council on 18 December 2014, that in his professional opinion the budget proposals for 2015/16 are robust based on a number of factors being in place. The report refers to the Council's multi-year approach to managing the financial position and the ongoing grant cuts. This approach involves achieving in-year managed budget underspends and reviewing reserves to identify resources to fund additional one-off expenditure commitments over the next few years and to increase the Budget Support Fund. The aim of this approach is to avoid even higher budget cuts in future years when one-off unavoidable expenditure commitments need to be funded.

The Council's strategies for managing a number of significant financial risks that have been identified over the period of the MTFS also underpin the Chief Finance Officer's advice on the robustness of the budget. These risks include redundancy and early retirement costs, achieving the £6.5m capital receipts target, business rates retention and increased service demand in relation to looked after children and older people care. These are appropriate factors to consider in budget setting and have been clearly reported.

The Council's multi-year approach to managing the financial position also includes a strategy for holding reserves to manage specific financial risks. This is designed, as far as practical within the current economic climate, to avoid the need for additional in-year budget cuts. CMT's review of reserves was reported to the Finance and Policy Committee on 15 September 2014. As at 31 March 2014 the Council held total useable reserves of £54.750m. Excluding reserves held for schools, earmarked funding for the capital programme, ring fenced capital grants and the budget support fund the net total of reserves subject to review was £34.338m. The net reserves included resources allocated for future redundancy and early retirement costs, the insurance fund, business rates risk reserve, local council tax support scheme reserve and the general fund reserve. The outcome of this was that CMT and the Chief Finance Officer recommended that reserves of £1.870m be released as these were no longer required. The Strategic Financial Management report to Finance and Policy Committee on 30 January 2015 included a net £4.808m increase in reserves and proposals for using these resources had been approved within the 2015/16 MTFS report.




04 Securing Economy, Efficiency and Effectiveness

Characteristics of proper arrangements




The economy, efficiency and effectiveness criterion has two aspects:



- prioritising resources; and
- improving efficiency and productivity.

Characteristics of proper arrangements for these aspects are covered below, together with our assessment of the audit risks presented by the Council's arrangements:

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
Prioritising Resources		
The organisation has in place strong leadership and the capacity to deliver the scale of the spending reductions required of it. It is reviewing its strategic priorities and the cost-effectiveness of its activities. It is adopting a strategic approach to identifying cost reductions and challenging spending and investment decisions. It is taking a rational view of its priorities and of the short- medium- and longer-term opportunities for savings.	There is strong leadership from the corporate management team which has demonstrated the capacity to deliver the scale of budget cuts required to date. A strategic, multi-year approach is taken to financial management which does not just focus on short-term fixes. The MTFS is subject to regular reviews and updates during the year.	
Where appropriate, there is input from or consultation with a wide range of local people. This includes those who use or are likely to use services provided by the authority, and those appearing to the authority to have an interest in any area within which the authority carries out functions. These people include front-line staff, local residents, the voluntary and community sector and representatives from small business to identify local priorities for spending.	Budget consultation meetings have been held with the Trade Unions and Business Sector. Regular 'viewpoint' surveys are also carried out. The Leader of the Council also undertook a number of 'Face the Public Budget Consultation' events.	
There is a willingness to challenge the existing approach to managing the organisation and delivering its services, including consideration of whether delivery of these services is best through	The Council has demonstrated a willingness to consider different ways of working to manage the organisation and deliver services. This has included consideration of outsourced and shared	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
in-house, outsourced or shared service arrangements.	service arrangements. For example, consideration of arrangements for a joint committee / combined authority and options for leisure provision.	
The organisation bases decisions on cost reductions and prioritising resources on robust information on needs and on the costs it incurs in delivering its services and activities, including back-office functions, and the drivers that influence or change these costs. Options appraisal and scenario analysis or similar techniques, are used effectively to evaluate proposals for, and the impact of, spending reductions, setting out risks, external factors and whole-life costs or benefits. The organisation is able to justify any areas of spending which are higher than at comparable bodies.	Options appraisals are carried out for all significant projects/ plans and scenario planning is used in updating the MTFS and estimating outturn. The management team has demonstrated to us in previous years an understanding of the reasons for areas of high spending compared with other local authorities. This can include higher demand, levels of deprivation and also policy decisions to spend in particular areas.	●
The organisation uses cost and performance information to assess the impact of spending decisions and monitor the delivery of savings plans, for example to ensure spending cuts are not having a damaging impact on service quality and performance in priority areas.	Strategic financial management reports are prepared on a quarterly basis and there are regular updates of the MTFS. Quarterly performance reports also outline the progress made against the Council Plan, including key Performance Indicators which monitor progress throughout the year and at the year-end.	●
The resources at the disposal of relevant partnerships are clearly understood, and the organisation considers the impact of proposed cost reductions in one area on other internal services and departments, and on external bodies. The organisation is actively managing the potential impact of resource changes and reductions on its ability to continue to operate effectively, for example where there are losses of key staff.	We have not identified any significant risk factors in this area. The MTFS includes coverage of funding allocations for new areas of responsibility.	●
A good track record exists of identifying and challenging areas of high spending, and of effective action to deliver cost reductions. There are proven arrangements in place to monitor the implementation and impact of action to	There is a good track record of savings delivery and challenging areas of high spending. Recent years have seen managed underspends in order to meeting ongoing funding cuts in the future.	●

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
reduce spending.		
Improving efficiency and productivity		
The organisation has access to good quality and timely comparative information on costs and performance, which it uses to evaluate options and plans for efficiency savings. The organisation has a record of producing and using robust information and data on unit, transaction and whole-life costs.	As noted above, quarterly strategic financial management reports and quarterly performance and risk reports are prepared for the Finance and Policy Committee. In total the Council Plan includes 214 actions and 162 performance indicators to deliver and measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Plan.	
Costs and productivity of key services are consistent with or better than other organisations providing similar levels and standards of services, allowing for relevant local factors and priorities. The organisation makes use of comparative and benchmarking information to increase self-awareness and improve efficiency and productivity. It is working with partners, other service providers and external sources of support to improve its processes, costs and outcomes. There is evidence of improved productivity in recent years, for example through a gradual reduction in unit costs and increased service levels.	Significant savings have been achieved over the last five years without any major deterioration in performance or impact on front line services. No significant issues identified with the Council's overall costs and performance, including the outliers report, compared with other authorities in the comparator group.	
The organisation considers alternative and innovative approaches to delivering services to achieve efficiencies while keeping services at a level that will satisfy local people. It also considers the potential to manage the demand for services, and is seeking and evaluating new ways of delivering services and of improving efficiency, for example: <ul style="list-style-type: none"> • use of business process re-engineering techniques, to improve processes and structures; • use of shared services; • increased use of collaborative procurement; 	The Council has used and/or considered shared services, collaborative procurement, asset rationalisation and partnerships to deliver savings.	

Typical characteristics of proper arrangements	Audit risk assessment of Hartlepool Borough Council's arrangements	RAG rating
<ul style="list-style-type: none"> • rationalisation of asset use; or • working in partnership with bodies in other sectors, including the voluntary sector. 		
<p>The organisation has a robust approach to evaluating options for making efficiencies, including considering the short-, medium- and long-term impact, and is ensuring input from front-line staff. There are strong monitoring arrangements to ensure planned efficiencies are achieved, and to understand the impact on services and on performance.</p>	<p>The approach is inevitably driven by senior management but the Council has a track history of appropriate consultation with staff and members of the public. There are monitoring arrangements in place and performance reporting as outlined above. The Council's approach goes beyond the short term.</p>	
<p>The organisation is setting itself challenging targets, and is working with others to achieve its priorities. Achievement of priorities is monitored and the risk and impact on the organisation's financial position of non-achievement is actively managed.</p>	<p>The Council Plan contains an action plan setting out how the Council proposes to deliver the Council's priority outcomes. The Council's performance management system, Covalent, is used to collect and analyse progress against the actions, performance indicators and risks. The information in the system is used in the quarterly performance reports. There is a good analysis of performance against the indicators including where intervention is required.</p>	

Performance Indicators

The latest performance and risk report for the period ending 31 March 2015 was presented to the Finance and Policy Committee on 1 June 2015. The Council Plan includes 214 actions and 162 performance indicators to measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Plan. Of the 162 indicators, 86 were for monitoring purposes only and a further 14 PIs are collected on an annual basis. Updates have been provided in the report for the 66 targeted indicators.

Officers' assessments of the actions included in the plans, based on progress to 31 March 2015, were as follows:

- 179 actions (83%) had been completed;
- 9 actions (4%) were on target to be achieved by their scheduled completion date;
- 16 actions (7%) had acceptable progress; and
- 12 actions (6%) are identified as not completed.

Officers' assessments of the performance indicators, based on progress to 31 March 2015, were as follows:

- 43 performance indicators (62%) were target achieved;
- 8 performance indicators (12%) were on track to achieve their year-end target;
- 8 performance indicators (12%) had acceptable progress; and
- 10 PIs (6%) had been assessed as not achieved.

Overall, the above analysis does not highlight any significant issues in respect of the Council's performance, despite the significant reduction in costs since 2010/11.

Following the abolition of the national indicator set, benchmarking performance with other councils is more difficult. The VFM Profile tool available on the Public Sector Audit Appointments Limited website provides some comparison in areas such as educational attainment, employment and recycling rates. The outliers report also provides information on areas where the Council is significantly better or worse than average. For example, based on 2013/14 data and compared with its statistical nearest neighbours, the Council was:

- in the best 5% for the percentage of looked after children with a stable placement for at least 2 years
- in the highest 5% for spend on road safety education and safe routes per head
- in the highest 5% for spend on trade waste per head
- in the lowest 10% for spend on children physical health
- in the highest 5% for spend on public health advice (prescribed functions) per head.

AUDIT AND GOVERNANCE COMMITTEE

24 September 2015



Report of: Head of Audit and Governance

Subject: INTERNAL AUDIT PLAN 2015/16 UPDATE

1. PURPOSE OF REPORT

- 1.1 To inform Members of the progress made to date completing the internal audit plan for 2015/16.

2. BACKGROUND

- 2.1 In order to ensure that the Audit and Governance Committee meets its remit, it is important that it is kept up to date with the ongoing progress of the Internal Audit section in completing its plan. Regular updates allow the Committee to form an opinion on the controls in operation within the Council. This in turn allows the Committee to fully review the Annual Governance Statement, which will be presented to a future meeting of the Committee, and after review, will form part of the statement of accounts of the Council.

3. PROPOSALS

- 3.1 That members consider the issues within the report in relation to their role in respect of the Councils governance arrangements. Table 1 of the report detailed below, sets out the school audits that have been completed and the recommendations made.

Audit	Objectives	Recommendations	Agreed
St Cuthbert's Primary	Ensure school finance and governance arrangements are in line with best practice.	<ul style="list-style-type: none"> - Records should be maintained by the school of all software loaded onto desktop machines/laptops. Regular software audits should be undertaken by the school to ensure that unauthorised software has not been installed on machines and that the number of software licences retained agrees to the software loaded onto machines. - The school should complete the recently issued ICO Guide to 	<p>Y</p> <p>Y</p>

Audit	Objectives	Recommendations	Agreed
		<p>Information for Schools. It should classify its assets and complete the template of information to be published.</p> <ul style="list-style-type: none"> - The auditor will review the Private Fund records have been audited and presented to the Governing Body. - All items of equipment costing in excess of £1000 or of a portable and attractive nature should be recorded in the inventory record. A stock check should be undertaken on an annual basis. The person undertaking the stock take should be independent of the day to day maintenance of the inventory and should sign and date the inventory. - Checks should be undertaken to ensure that salary costs recorded on the contracts Information on SIMS agree with actual salaries. - Any purchases over £5000 should be subject to contract procedure rules and all paperwork retained as per retention procedures. - Orders should be used for all goods and services with a few limited exceptions. These orders should then be committed on the school's financial system to prevent overspending. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
High Tunstall College of Science	Ensure school finance and governance arrangements are in line with best practice.	<ul style="list-style-type: none"> - The college should carry out annual benchmarking exercises and present results to Governors for consideration. - DBS clearance is obtained for the newly appointed governor. - A register of business interests, including 'nil' returns, should be maintained for all governors and those staff who can influence purchasing decisions and should be updated at least annually. Register of business interest forms should include a completion date. - To ensure that the appropriate deductions are made, payroll related expenditure must not be paid via the College's bank account with mileage claims made via the standard HBC mileage claim form. Staff reimbursements should be discouraged with alternative methods of ordering utilised. - Contract Procedure Rules should be followed when acquiring goods/services in excess of £5,000. Records of contract evaluation and decisions to award should be signed by officers involved in the process, retained and the decision reported to the Governing Body. - Orders should be committed on the college's financial system prior to 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

Audit	Objectives	Recommendations	Agreed
		<p>purchases being made and/or goods & services being received.</p> <ul style="list-style-type: none"> - All items of equipment costing in excess of £500 or of a portable and attractive nature should be recorded in the inventory record. - Access to SIMS should be restricted to authorised, current employees only. - The school should develop an Information Security Policy which defines the arrangements for securing personal/sensitive data in all forms (i.e. electronic/hard). The school may consider the LA's Guide to Information Security Policy (Acceptable Use) which is included with the report. - All staff with access to IT systems should complete a Data Protection Form of Undertaking. - Cheque signatories who leave the employment of the college should be removed from the bank mandate immediately. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
St Hilda's Secondary	Ensure school finance and governance arrangements are in line with best practice.	<ul style="list-style-type: none"> - The auditor will undertake the relevant recruitment testing at follow up. - A register of business interests, including nil returns, should be maintained for all governors and those staff who can influence purchasing decisions and should be updated at least annually. - Orders should be used for all goods and services with a few limited exceptions. These orders should then be committed on the school's financial system to prevent overspending. - Inventory testing will be undertaken at the time of the audit follow up. - Access rights should be restricted to authorised staff only. - All staff should complete an Acceptable Use Policy declaration. - An up to date mandate is completed/provided to include current employees only. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
St John Vianney Primary	Ensure school finance and governance arrangements are in line with best practice.	<ul style="list-style-type: none"> - In order to demonstrate that the Governing Body is providing a 'critical friend' role, minutes of Resource Committee meetings should demonstrate and record discussions and outcomes adequately to evidence that meetings are being held in an open and transparent manner. In particular, adequate details regarding budget discussions should be recorded with copies of the relevant budget monitoring reports that have been presented to Governors retained to provide evidence as to the accuracy of such reports and 	<p>Y</p>

Audit	Objectives	Recommendations	Agreed
		discussions. Effective clerking arrangements should be in place with consideration being given to appointing a qualified clerk (or one who is receiving training). Part 4 of the Statutory Guidance on the School Governance (Procedures) (England) Regulations identifies best practice relating to committees of Governing Bodies.	
		- All appropriate documentation should be made available for the auditor to enable the recruitment testing to be undertaken during the follow up visit.	Y
		- A register of business interests including 'nil' returns should be maintained for all governors and those staff who can influence purchasing decisions. The register should be updated at least annually.	Y
		- Orders should be used for all goods and services with a few limited exceptions. These orders should then be committed on the school's financial system to prevent overspending.	Y
		- Salary allocations on SIMS (the school's financial system) should reflect actual payments to staff.	Y
		- All timesheets should be checked for accuracy and verified as accurate prior to submission for payment.	Y
		- Processes relating to room hire should be reviewed immediately. These should include the completion of adequate income records to show all income received, date of receipt etc and also the issuing/completion of receipts to evidence payments made/received. A separation of duties between bookings and the collection of income should also be considered.	Y
		- The school should not allow its bank account to go overdrawn. It should be managing its cashflow adequately and ensuring top ups are received prior to going overdrawn.	Y
		- An up to date bank mandate should be completed and should require 2 cheque signatories from 4 to authorise cheque payments.	Y
		- Annual accounts should be presented to the Governing Body.	Y

3.2 In terms of reporting internally at HBC, Internal Audit produces a draft report which includes a list of risks currently faced by the client in the area audited. It is the responsibility of the client to complete an action plan that details the actions proposed to mitigate those risks identified. Once the action plan has been provided to Internal Audit, it is the responsibility of the client to provide Internal Audit with evidence that any action has been implemented by an

agreed date. The level of outstanding risk in each area audited is then reported to the Audit and Governance Committee.

- 3.3 The benefits of this reporting arrangement are that ownership of both the internal audit report and any resulting actions lie with the client. This reflects the fact that it is the responsibility of management to ensure adequate procedures are in place to manage risk within their areas of operation, making managers more risk aware in the performance of their duties. Greater assurance is gained that actions necessary to mitigate risk are implemented and less time is spent by both Internal Audit and management in ensuring audit reports are agreed. A greater breadth of assurance is given to management with the same Internal Audit resource and the approach to risk assessment mirrors the corporate approach to risk classification as recorded in covalent. Internal Audit can also demonstrate the benefit of the work it carries out in terms of the reduction of the risk faced by the Council.
- 3.4 Table 2 below summarises the assurance placed on those audits completed with more detail regarding each audit and the risks identified and action plans agreed provided in Appendix A.

Table 2

Audit	Assurance Level
IT Backup Procedures	Satisfactory
Highways	Satisfactory
SIMS Application Controls	Limited
HBC Banking Contract	Satisfactory
Local Council Tax Support Scheme	Satisfactory
5 – 19 Year Old Health Provision	Satisfactory
Sexual Health Services	Satisfactory
Smoking Cessation	Satisfactory
Officers Expenses	Satisfactory
Purchase Card	Limited
Cash/Bank	Satisfactory
Energy Management	Satisfactory

For Members information, Table 3 below defines what the levels of assurance Internal Audit places on the audits they complete and what they mean in practice:

Table 3

Assurance Level	Meaning
Satisfactory Assurance	Controls are operating satisfactorily and risk is adequately mitigated.
Limited Assurance	A number of key controls are not operating as intended and need immediate action.
No Assurance	A complete breakdown in control has occurred needing immediate action.

- 3.5 SIMS Application Controls has been judged as Limited Assurance. This was due to the fact that during the audit it was established that the SIMS software provided to HBC schools by Northgate is stored on each school's curriculum servers. These curriculum servers do not belong to and are not maintained by Northgate or HBC. Each school has its own maintenance arrangements for their curriculum servers. This means that a number of the controls that were scheduled to be under review in this audit do not fall under the responsibility of Northgate or HBC and therefore neither is able to provide assurance in these areas. Actions have been agreed through the School Information Governance Group that will ensure Schools are aware of their responsibilities and will take measures which will mitigate the risks identified. These measures are in the process of being implemented, which will lead to reasonable assurance being placed in this area in the future.
- 3.6 Purchase Card Audit has been judged as Limited Assurance. This assessment is not based on concerns regarding the use of purchasing cards by individual officers. However, there is a potential risk from the expanded use of purchase cards which may mean the Council may not be benefitting from its overall purchasing power by aggregating spending on similar items, or with the same supplier. This is a difficult area to assess and also needs take account of the lower transactional costs from using purchasing cards compared to traditional payment methods. To address this issue a senior officer review of purchase card use will be undertaken to determine if there are any areas where savings can be achieved from aggregating spending. It is also important that there is clear and up to date guidance in place to manage the use of purchase cards. Controls around budget holder monitoring and reminding officers of their responsibilities have been agreed which will mitigate the potential risk of cards being used inappropriately.
- 3.7 As well as completing the audits previously mentioned, Internal Audit staff has been involved with the following working groups:
- Information Governance Group.
 - Performance and Risk Management Group.

Table 4 below details the audits that were ongoing at the time of compiling the report.

Table 4

Audit	Objectives
Manor Residents Association/Who Cares North East	To give an opinion on the adequacy of the arrangements in place to manage and expend funding received from HBC.
Fens Primary	Ensure school finance and governance arrangements are in line with best practice.
Pupil Referral Unit	Ensure finance and governance arrangements are in line with best practice.
Car Parking	Ensure that all statutory requirements are met and income received is protected.
Leisure Centre's	Ensure adequate controls exist in the areas of income, expenditure, system access, petty cash, vending machine, health & safety, stocks, DBS and purchase cards.

Street Lighting Scheme	Ensure adequate controls exist in the following areas; compliance with relevant legislation, regulations and/or guidance, project delivery including budget monitoring.
Direct Payments	Ensure adequate controls are in place around the processes in place after the calculation has been agreed. Authorisation of the initial Direct Payment will be reviewed.
ITU Fuel Management	Ensure adequate controls are in place regarding the ordering, storage, usage and recording of fuel consumption.
Child And Families Act	Ensure controls are in place that ensures all aspects of legislative requirements are adhered too.
S17 Welfare Payments	Ensure all payments are made in line with legislation and are adequately recorded.
NIS Community Fund	Ensure Community Fund managed and expended in line with terms and conditions of grant.
Information Security and Retention Policy	Ensure policies and procedures are up to date and adhered to.
Stores	Ensure stock and stores are adequately secured, recorded and monitored.
Recruitment	Ensure all legislative requirements are adhered to and operate in practice.
ITU Child and Adult Provision	Ensure transport services meet service user needs.
Public Mental Health Services	Review services provided in line with statutory requirements.
CETL	Ensure school finance and governance arrangements are in line with best practice.
Tanfield Nursery	Ensure stocks and stores are adequately secured, recorded and monitored. Ensure adequate cash handling procedures are in place.
Creditors	Ensure payments are valid accurate and authorised and adequate division of duties is in place.
Disclosure and Barring Service	Ensure all relevant checks are carried out in accordance with legislative requirements and policies and procedures are up to date.
Social Care Financial Assessments	Ensure that all relevant checks are carried out in accordance with service requirements.
Tourism	Ensure that adequate cash handling procedures are in place and that services are delivered in line with budgetary requirements.
Benefits	Ensure all relevant legislative requirements are adhered to and awards are made in line with statute.
Catering	Ensure adequate control is present in the delivery of the service.

- 3.8 The work completed and currently ongoing is in line with expectations at this time of year, and audit coverage to date has allowed Mazars to place reliance on the scope and quality of work completed when meeting their requirements under the Audit Code of Practice.

4. RISK IMPLICATIONS

- 4.1 Members of the Audit and Governance Committee do not receive the information needed to enable a full and comprehensive review of governance arrangements at the Council, leading to the Committee being unable to fulfil its remit.

5. FINANCIAL CONSIDERATIONS

5.1 There are no financial considerations.

6. LEGAL CONSIDERATIONS

6.1 There are no legal considerations.

7. CHILD AND FAMILY POVERTY CONSIDERATIONS

7.1 There are no child and family poverty considerations.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

8.1 There are no equality and diversity considerations.

9. STAFF CONSIDERATIONS

9.1 There are no staff considerations.

10. ASSET MANAGEMENT CONSIDERATIONS

10.1 There are no asset management considerations.

11. RECOMMENDATIONS

11.1 It is recommended that Members note the contents of the report.

12. REASONS FOR RECOMMENDATIONS

12.1 To ensure that the Audit and Governance Committee meets its remit, it is important that it is kept up to date with the ongoing progress of the Internal Audit section in completing its plan.

13. BACKGROUND PAPERS

13.1 Internal Audit Reports.

14. CONTACT OFFICER

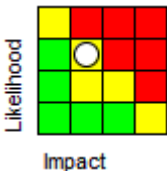
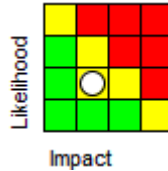
14.1 Noel Adamson
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Victoria Road
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T24 8AY

Tel: 01429 523173

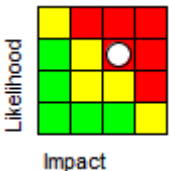
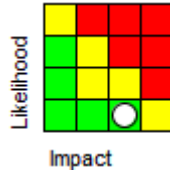
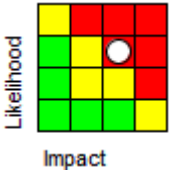

Email: noel.adamson@hartlepool.gov.uk

Appendix A




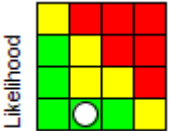
Audit	Objective			Assurance Level
IT Backup Procedures	Review the process in place for initiating, maintaining, storing and testing restoration of system backups for HBC's key systems			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective			Assurance Level
Highways	Effective budgetary control arrangements are in place to ensure that appropriate levels of resources are available to provide the service and significant deviations from budget are promptly identified and acted upon. Inspection, assessment and recording of defects is undertaken to ensure that such defects are rectified in an appropriate timescale to minimise claims for damage / injury. Defects identified are rectified in a prompt manner and to sufficient standard to minimise claims for damage / injury. The Council holds sufficient insurance cover to enable claims for damage / injury caused as a result of defects to the Highway to be managed at an acceptable level. Claims are monitored to ensure that lessons are learnt and prevent future similar claims.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Materials may be used for personal use and go unnoticed.			Whilst the quantity of materials needed on jobs such as vehicle crossings and verge replacements is relatively easy to determine, materials needed for ad-hoc/responsive works such as filling in a series of potholes is not so easy to quantify. However, in cases like this, the Highways Team Leader is able to use his knowledge and experience to provide a reasonably good estimate of how much in-fill material is required. In the event of any surplus material being left over after the task is complete, ongoing jobs such as vehicle crossings awaiting in-fill are made known to the crews who then deposit the excess at these locations. The in-fill	

4.2

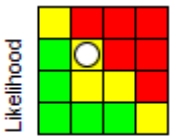

		scheduled to complete the works at these locations is then reduced. This procedure eliminates wastage, reduces costs, and through close monitoring by the Highways Team Leader, significantly reduces the likelihood of materials being used for personal use.	
The Council may not be able to defend against claims for injury / damage if there is no evidence that defects are rectified within prescribed timescales.		The comments have been accepted and taken on board by the Highways management team. A current system exists, which is capable of providing tangible evidence of the works having been completed. The Highways management team will ensure the system is used to better effect in order to reduce this risk to an acceptable level.	
The Council may not be able to defend against claims for injury / damage if there is no evidence that inspections identify all relevant defects.		Inspectors are trained to nationally accepted standards and are certified in this respect. After each incident, whereby defence against a claim is not possible due to an Inspector failing to pick up a specific defect, that Inspector is interviewed by his line manager to determine the possible reasons and how to avoid future similar incidents. Any good practise emerging from this process will be shared with the full Inspectorate.	

Audit	Objective		Assurance Level
SIMS Application Controls	Provide assurance that controls are in place to manage the following application areas and, where possible, that those controls are working appropriately: passwords, user access set up, access rights, user deactivation, operating system access arrangements, audit trail, data storage, backups, business continuity, disaster recovery, software change management and protection of software.		Limited
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Unauthorised access could be gained to the SIMS system resulting in erroneous or fraudulent transactions and access to personal information.		These issues can be raised with Capita, this will not guarantee action on their part but if a number of other users raise the same issue then it may be considered by the software manufacturer for inclusion in future releases.	

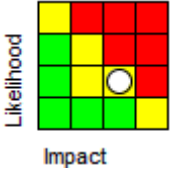
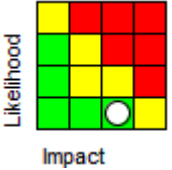
	 <p>Likelihood</p> <p>Impact</p>		 <p>Likelihood</p> <p>Impact</p>
Data may be lost or corrupted or made available to unauthorised people.	 <p>Likelihood</p> <p>Impact</p>	This will be raised through the School's Information Governance Group, the School Administrators Meetings and by emailing the Head Teachers and Governing Bodies to outline the school's responsibilities. Schools will be required to confirm in writing on an annual basis that these issues are being addressed to the required standard.	 <p>Likelihood</p> <p>Impact</p>

Audit	Objective			Assurance Level
HBC Banking Contract	Ensure that all necessary actions have been taken to move all relevant services from the old bank account to the new bank account.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective			Assurance Level
Local Council Tax Support Scheme	Ensure adequate arrangements are in place for the application and monitoring of the LCTS.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

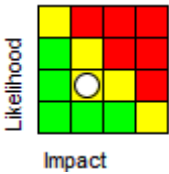
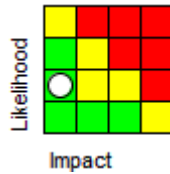
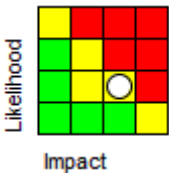
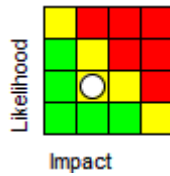
Audit	Objective	Assurance Level		
5 – 19 Year Old Health Provision	Ensure that local policies and strategies in place are aligned to national guidance and with each other making it clear what the priorities for the service are, an appropriate governance structure to effectively manage the identification of need for and subsequent delivery of public health services to children and young people in Hartlepool, Public Health Services for children and young people are provided and paid for in accordance with the contract terms and conditions resulting in the outcomes identified being achieved and payments made from public health budgets are in line with contractual agreements and are for items permitted for spend from the Public Health Grant.	Satisfactory		
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
Payments made from public health budgets are not in line with contractual agreements and/or are for items outside the scope of the Public Health Grant where this is the funding stream in place.		Tees Valley Public Health Shared Services have arranged for a credit note to be issued by the provider for the amount owed back to HBC. This has now been received and processed.		

Audit	Objective	Assurance Level		
Sexual Health Services	Ensure that local policies and strategies in place are aligned to national guidance and with each other making it clear what the priorities for the service are, an appropriate governance structure to effectively manage the identification of need for and subsequent delivery of sexual health services in Hartlepool, sexual Health Services are provided and paid for in accordance with the contract terms and conditions resulting in the outcomes identified being achieved and payments made from sexual health budgets are in line with contractual agreements and are for items permitted for spend from the Public Health Grant.	Satisfactory		
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
No unmitigated risk identified.				

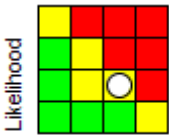
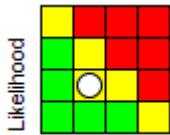
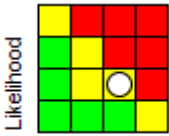
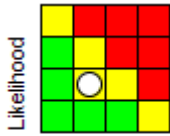
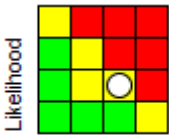
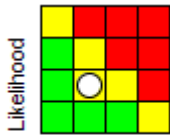
Audit	Objective	Assurance Level	
Smoking Cessation	Review arrangements in place for providing a smoking cessation service that meets national / local priorities and the purpose of the audit is to provide assurance that Objectives in place are consistent with national guidance and local priorities, Funding is well managed and monitored and risks attached to funding sources are recognised by all parties, Services are commissioned efficiently and effectively with full regard to the national and local priorities. Appropriate contracts /SLA's are in place with clear monitoring and reporting procedures in place and Arrangements for managing the performance of the service ensures the achievement of strategic objectives.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Services may not be commissioned in line with Council rules or be effectively managed to ensure service objectives are achieved.		The new IT system (QuitManager) is currently being installed, but there are a number of technical issues having to be rectified. It is expected that it would be fully operational by September 2015 when audit data will be able to be verified for accuracy and completeness of data relating to service provider performance.	

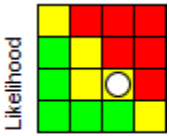
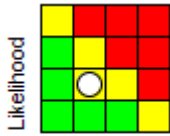
Audit	Objective	Assurance Level	
Officers Expenses	Ensure that up to date procedures are in place that define procedures for processing and approving claims for reimbursement of employee expenses incurred, arrangements in place ensure that claims are valid, accurate, and appropriately authorised and the scheme is operated in line with legislative requirements and other HBC policies, effective budgetary control arrangements are in place to ensure that claims are not excessive and lead to overspend in expenses incurred, claims and allowances are paid where there is a clear entitlement and are in line with the policies and procedures set by HBC, processes in place effectively reduce the risk of fraud, claims submitted are accurately processed and paid in a prompt manner and access to system parameters is secure and available only to those staff who are required to amend standing data. Controls are in place which ensures that staff inputting claims are not permitted to authorise such claims. Data is held in accordance with the Authority's information classification and data retention policies and that staff are aware of and have received training relating to these policies. Electronic and paper based information is held securely with access limited to the appropriate staff.	Satisfactory	

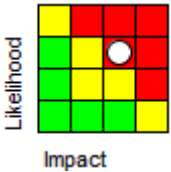
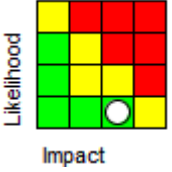
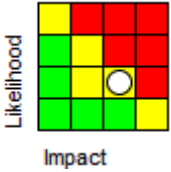
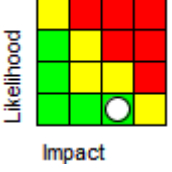
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Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Claims and allowances may be paid without entitlement if appropriate arrangements for completing and authorising claims are not in place.		The introduction of an electronic claim form for car mileage may help to improve the quality of the information provided to support the claim being made (and remove the risk of 'lost' claims) and the authorising officer certifying the claim should ensure that they have sufficient information to confirm that the claim is in accordance with the scheme for paper and 'e' claims. To establish if a reminder can be added to the system.	
Vehicles may not be adequately insured and roadworthy resulting in a claim being made against the local authority.		There are arrangements in place for managing the return of this information from existing claimants however the current process is resource intensive and in some areas a lack of resources may have impacted upon the ability to follow up on outstanding information. Changes to processes will be made by Regeneration and Neighbourhoods Support Services, these changes will be managed by the Directors and Assistant Directors PAs.	

Audit	Objective	Assurance Level	
Purchase Card	Ensure that cards are not used inconsistently across the authority and the process achieves the anticipated benefits and controls are correctly operated minimising the risk of fraudulent transactions, cards are not used by unauthorised officers or officers who have not agreed to the terms and conditions of the card or without the correct restrictions being put in place leading to inappropriate transactions, fraudulent or inappropriate purchases, that do not comply with contract or procurement rules are not made using the purchase card and transactions comply with contract or procurement rules..	Limited	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented

The cards could be used inconsistently across the authority, the process may not achieve the anticipated benefits or controls may not correctly operated resulting in fraudulent transactions.	 Likelihood Impact	The procedures will be reviewed and additional guidance provided.	 Likelihood Impact
Fraudulent or inappropriate purchases that do not comply with contract or procurement rules may be made using the purchase card.	 Likelihood Impact	There won't be a formal authorisation process however all budget holders will receive a monthly report detailing all purchase card transactions from their budget codes and will be advised of the need to review this.	 Likelihood Impact
Fraudulent or inappropriate purchases that do not comply with contract or procurement rules may be made using the purchase card.	 Likelihood Impact	Budget holders will be reminded of the requirement for procurement rules regarding quotations and tenders to be followed for all purchase card transactions/groups of transactions where the same supplier is being used.	 Likelihood Impact

Audit	Objective		Assurance Level
Cash/Bank	Ensure adequate procedures are in place in respect of the cover in needed.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
The Authority's Constitution & Financial Regulations/rules do not specify cash/income receipt and banking procedures and responsibilities. Without adequate cash & banking procedures staff are not aware of their responsibilities and requirements to ensure compliance with Financial Rules & Regulations.	 Likelihood Impact	Corporate training is to be arranged and cashiers will attend when this has been organised.	 Likelihood Impact

Audit	Objective	Assurance Level		
Energy Management	To seek assurance that the Council has effective arrangements in place to manage energy consumption which optimise cost savings and contribute to climate change strategies.	Satisfactory		
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
If a strategic approach to energy management is not in place, there may not be full understanding of the Council's consumption, identification of energy saving projects and effective monitoring arrangements to ensure achievement of desired standards and compliance with energy and climate change regulations.		At the CREE meeting of 10/11/14 it was agreed that the Energy Management Officer would devise an Energy Strategy. Work has commenced on this item. An initial draft of the strategy will be presented at a future CREE meeting for discussion. The CREE group constantly looks to achieve carbon reduction & energy efficiencies, however funding is an issue when trying to achieve these aims.		
Ineffective monitoring of energy consumption may result in inadequate management information and failure to indicate abnormal consumption, gauge the effectiveness of energy saving measures and meet statutory requirements.		At the CREE meeting of 10/11/14 it was agreed that reports on energy usage would be circulated to all building managers. Once the final energy invoices for 2014/15 are received & processed, D Hammond will distribute energy reports to all building managers. (Schools & academies are already completed). These reports will in future be distributed on a quarterly basis.		

AUDIT AND GOVERNANCE COMMITTEE

24 September 2015



Report of: Chief Finance Officer

Subject: THE 2014/2015 FINANCIAL REPORT
(INCLUDING THE 2014/15 STATEMENT OF
ACCOUNTS)

1. PURPOSE OF REPORT

1.1 The purposes of this report are to: -

- i) present Mazars' Audit Completion Report; and,
- ii) enable Members to approve the Council's final Financial Report for 2014/15 (which includes the Statement of Accounts).

2. BACKGROUND

2.1 This Committee were presented with the draft accounts on 16th July 2015. The July 2015 report indicated the draft Statement of Accounts would be subject to review by the external auditors Mazars. The Audit and Governance Committee would then need to approve the final accounts by 30th September, 2015.

2.2 The July report reminded Members that as the timescale for completing the audit process by the end of September is tight that if they had any questions on the draft Statement of Accounts they should raise these issues during July and August. This would enable any issues to be addressed before the September meeting of this Committee. For Members' information no issues have been brought to my attention by Members of the Committee.

2.3 As outlined in the July report Local Authorities continue to face an extremely challenging financial position owing to the impact of:

- Government grant cuts implemented up to 2015/16, this resulted in a grant cut for Hartlepool for 2014/15 of 9.6% - a reduction of £6m. This was followed by a further reduction in 2015/16 which resulted in the 2015/16 grant being £30.4m less than it was in 2010/11, an overall reduction of 39%;
- Forecast grant cuts continuing over the three years 2016/17 to 2018/19 and an increasing risk that the actual grant cuts will be higher than forecast and will be implemented earlier;

- The re-localisation, from 1st April 2013, of Business Rates and the decision by the Valuation Office Agency in May 2015 to reduce the Rateable Value for the Hartlepool Nuclear Power Station by 48%. This reduction reduces the Council's share of Business Rates income by approximately £3.8m per year;
- The transfer of responsibility, from 1st April 2013, from Central Government to Councils for Local Council Tax Support schemes (LCTS), with a 10% national funding reduction.

- 2.4 In response to these financial challenges a proactive strategy was taken to managing the 2014/15 budget and reviewing reserves. This included preparing an early 2014/15 outturn forecast and the submission of regular update reports to Members throughout the year. This approach enabled the Council to develop a strategic approach for using one-off resources available from the effective management of 2014/15 budgets and the review of reserves completed during the year. This approach included allocating significant one-off resources to support the revenue budget over the period 2015/16 to 2017/18 to partly mitigate the impact of Government grant cuts on services. Without this longer term strategic approach to managing the Council's resources even greater budget cuts would have been needed in 2014/15 and then again in the following three years. Similarly LCTS cuts could not have been phased in during 2013/14, 2014/15 and 2015/16.
- 2.5 The February 2015 MTFS report advised Members that the final outturn for a range of budgets would depend on the impact of seasonal and demand led factors in the final three months of the financial year. As a range of factors remained uncertain the approved strategy identified a potential uncommitted outturn of £188,000.
- 2.6 The actual uncommitted outturn was £450,000, which is £262,000 higher than forecast. The increase reflected a range of issues, including continued robust budget management in the final three months of the financial year and the impact of seasonal/demand led factors. The final outturn also included the removal of the potential commitment of £25,000 for part year loan repayment costs in 2015/16 which may have arisen from the use of Prudential Borrowing to repay the Jacksons Landing interest free loan. This amount will not be needed in 2015/16 as an extension of the interest free loan to October 2017 has been agreed.
- 2.7 In addition to the Revenue Budget outturn detailed in the previous paragraphs the Council also benefitted from the receipt of income from Housing Hartlepool from the sale of former Council houses of £145,000 (2013/14 £215,000). This amount was not previously included within the outturn forecasts as the amount was uncertain as it was dependent on the sale of individual properties by Housing Hartlepool and the notification of these sales to the Council.

- 2.8 After reflecting the issues detailed in the previous paragraphs the final uncommitted General Fund outturn is **£0.595m**. At the Finance and Policy Committee on 29th June 2015 Members determined to allocate £0.4m of the uncommitted outturn to cash back the Jacksons Landing interest free loan and to allocate £0.195m for initiatives to be identified by the Neighbourhood Services Committee.
- 2.9 Detailed proposals for utilising the £0.195m have not been considered by Members and proposals will be reported to a future Neighbourhood Services Committee and Council.
- 2.10 RECONCILIATION OF MANAGEMENT ACCOUNTS AND YEAR END STATUTORY ACCOUNTS**
- 2.11 As reported in the MTFS the outturn strategy was designed to manage financial risks and unavoidable commitments in 2015/16 and future financial years. This position was therefore reflected in the management accounts and the MTFS report. At the end of the financial year the Council is required to prepare statutory accounts which present this information in a defined format.
- 2.12 In relation to the links between the management accounts and the statutory accounts the key statement is the note showing on page 2 of the Financial Report.

Description of Expenditure	2014/2015 Approved Budget £000	2014/2015 Actual Expenditure / Income £000	2014/2015 Variance Adverse / (Favourable) £000
Departmental Expenditure			
Child & Adult Services	53,276	50,612	(2,664)
Chief Executives Department	2,982	2,071	(911)
Regeneration & Neighbourhoods	24,051	22,927	(1,124)
Public Health	1,292	254	(1,038)
Non Departmental Expenditure	7,607	5,990	(1,617)
Education Support Grant	0	(2,003)	(2,003)
Dedicated Schools Grant Related Expenditure	58,337	58,337	0
Creation / (Use) of Reserves			
Ring Fenced Grant Reserves		2,826	2,826
Reserves Created to manage specific commitments/risks		2,761	2,761
Contribution to Budget Support Fund 2015/16 to 2017/18		1,902	1,902
Depot Reserve		1,065	1,065
Contribution to Business Rates Risk Reserve		840	840
Protection Reserve		750	750
LCTS 2017/18		488	488
Funding Released from Reserve Review		(1,870)	(1,870)
Planned Contribution from Reserves - Budget Support Fund	(788)	(788)	0
Planned Contribution from Reserves - Other	(742)	(742)	0
Final Contribution to General fund	146,015	145,420	(595)

3. AUDIT COMPLETION REPORT

3.1 The principle purposes of the Audit Completion Report are:

- to share information to assist both the auditor and those charged with governance (ie Members of the Audit and Governance Committee) to fulfil their respective responsibilities;
- to provide constructive observations arising from the audit process to those charged with governance;
- to ensure as part of a two way communication process the external auditors, gain an understanding of the attitude and views of those charged with governance at the Council of internal and external operational, financial, compliance and other risks which might affect the accounts, including the likelihood of those risks materialising and how they are managed; and,
- to receive feedback from those charged with governance on the performance of the engagement team.

3.2 The Audit Completion Report is attached at Appendix A. This document is self explanatory and Members are asked to consider this document before approving the Statement of Accounts. The Auditor will attend your meeting to present this report and to answer any questions from Members.

3.3 Key positive issues reported in the Audit Completion Report include:

- i) the audit opinion on the financial statements which is an unqualified opinion on the accounts (subject to the receipt and consideration of the assurance the auditor has requested from the Pension Fund auditor and checking the revised Statement of Accounts)
- ii) an unqualified Value for Money conclusion stating ‘that you have made proper arrangements to secure economy, efficiency and effectiveness in your use of resources’.

4. FINAL 2014/15 STATEMENT OF ACCOUNTS

4.1 The audit identified no significant unadjusted misstatements in the financial statements.

4.2 A small number of misstatements/ disclosure amendments were identified by the Auditor during the audit and I have agreed to amend the Accounts to reflect the issues detailed in Section 5 (page 9) of the Audit Completion Report.

4.3 The Auditor also identified three proposed changes which I am recommending are not implemented as these issues are not material in accounting terms and therefore do not impact on the position reported in the Accounts, or the level of General Fund Balances.

- 4.4 These issues and the reason I am proposing they are not implemented are detailed in the table below and also in the Letter of Representation attached at Appendix B to this report. The detail below has been discussed with Mazars and they will issue an unqualified opinion on the basis of the information provided in the Letter of Representation. Members need to formally consider these issues and my recommendation that these issues do not need to be amended.

Issue not Amended	Reasons for not Amending
Reversal of £2.46 million provision to the Collection Fund.	This has not been amended in order to protect the Councils financial position.
Infrastructure Assets added to the asset register in 2012/13 have not been depreciated. The depreciation charge is understated by £106k in 2013/14 and also in 2014/15.	This is not a material amount in relation to the overall value of the Councils infrastructure assets of £67m. This issue will be addressed in 2015/16.
The revaluations of two packages of assets reclassified during the year as Assets Held for Sale have been incorrectly included in PPE – Other Land & Buildings. The Code requires that such assets are revalued on an existing use basis in the current category before transferring to Assets Held for Sale, and then revalued in the new category based on market value.	This issue makes no difference to the value of assets shown on the Balance Sheet at 31 st March 2015. However, there is inconsistency between the CIPFA Code of Practice guidance and the CIPFA Asset Register Guidance. Therefore, until CIPFA can clarify which guidance is correct it is not possible to ascertain how this issue would be corrected or if a correction is required.

5. RISK IMPLICATIONS

- 5.1 No implications.

6. FINANCIAL CONSIDERATIONS

- 6.1 No implications.

7. LEGAL CONSIDERATIONS

- 7.1 No implications.

8. CHILD AND FAMILY POVERTY CONSIDERATIONS

8.1 No implications.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 No implications.

10. STAFF CONSIDERATIONS

10.1 No implications.

11. ASSET MANAGEMENT CONSIDERATIONS

11.1 No implications.

12. CONCLUSION

12.1 The Audit of the 2014/15 Accounts is now complete and there has been no change in the reported level of Earmarked Reserves or General Fund Balances.

12.2 The Audit review has identified a small number of disclosure amendments which have been actioned in the revised Statement of Accounts presented for your approval.

12.3 Three misstatements have also been identified which have not been actioned in the Statements of Accounts. The details have been discussed and agreed with the external auditors and reasons are highlighted in paragraph 4.4.

12.4 The Audit Completion Report details the specific issues which the Committee need to consider before approving the Statement of Accounts. These issues are detailed in the recommendations to this report.

13. RECOMMENDATIONS

13.1 It is recommended that Members: -

- i) Consider the matters raised in Mazars' Audit Completion Report detailed in Appendix A;
- ii) Note the adjustments to the financial statements set out in Section 5 of Mazars' Audit Completion Report under Disclosure amendments;
- iii) Approve the reasons I have detailed in the Letter of Representation (Appendix B) to this document for not amending the Statement of Accounts to reflect the unadjusted misstatements in the accounts;
- iv) Note that the Chairman will sign the Letter of Representation attached at Appendix B;
- v) Approve the final 2014/15 Statement of Accounts attached at Appendix C.

14. BACKGROUND PAPERS

Audit and Governance Committee report 16.07.15

15. CONTACT OFFICER

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Audit Completion Report

APPENDIX A

Hartlepool Borough Council– year ended 31 March 2015

September 2015

APPENDIX A

Mazars LLP
The Rivergreen Centre
Aykley Heads
Durham DH1 5TS

Audit and Governance Committee
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY

September 2015

Dear Members

Audit Completion Report – Year ended 31 March 2015

We are delighted to present our Audit Completion Report for the year ended 31 March 2015. The purpose of this document is to summarise our audit conclusions.

The scope of our work, including identified significant audit risks, was outlined in our Audit Strategy Memorandum which we presented on 30 April 2015. We reviewed our Audit Strategy Memorandum and concluded the original significant audit risks remained appropriate before we carried out our closing audit procedures.

We would like to take this opportunity to express our thanks to your officers for their assistance during the course of our audit.

If you would like to discuss any matters in more detail then please do not hesitate to contact me on 0191 3836300 or mark.kirkham@mazars.co.uk.

Yours faithfully

Mark Kirkham

Mazars LLP

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Our reports are prepared in the context of the Audit Commission's 'Statement of responsibilities of auditors and audited bodies'. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the audited body and we take no responsibility to any member or officer in their individual capacity or to any third party.

Mazars LLP is the UK firm of Mazars, an international advisory and accountancy group. Mazars LLP is registered by the Institute of Chartered Accountants in England and Wales.

Purpose of this document

This document has been prepared to communicate the findings of our audit for the year ended 31 March 2015 to the Audit and Governance Committee of Hartlepool Borough Council (the Council) and forms the basis for discussion at the Audit and Governance Committee meeting on 24 September 2015.

Our communication with you is important to:

- share information to assist both the auditor and those charged with governance to fulfil our respective responsibilities;
- provide you with constructive observations arising from the audit process;
- ensure, as part of the two-way communication process, we gain an understanding of your attitude and views in respect of the internal and external operational, financial, compliance and other risks facing the Council;
- receive feedback from yourselves as to the performance of the engagement team.

As outlined in our Audit Strategy Memorandum, our audit has been conducted in accordance with International Standards of Auditing (UK and Ireland) which means we focus on audit risks that we have assessed as resulting in a higher risk of material misstatement. Section 3 of this report includes our conclusions on the significant risks and areas of management judgement that we set out in our Audit Strategy Memorandum.

We also set out details of internal control recommendations in section 4 and a summary of misstatements discovered as part of the audit in section 5.

Status and audit opinion

We have substantially completed our audit of the financial statements for the year ended 31 March 2015.

At the time of preparing this report, the following significant matters remain outstanding. We will provide an update to you in relation to the significant matters outstanding above through issuance of a follow up letter.

Area outstanding	Work to be completed
Pension Fund auditor assurance	Consideration of the findings of the Pension Fund auditor when this is received.
Revised financial statements	Checking the amendments made to the financial statements.

Subject to the satisfactory conclusion of the remaining audit work, we anticipate:

- issuing an unqualified opinion, without modification, on your statement of accounts; and
- concluding that you have made proper arrangements to secure economy, efficiency and effectiveness in your use of resources.

We also anticipate completing our work in respect of your Whole of Government Accounts submission in line with the group instructions issued by the National Audit Office by the deadline of 2 October 2015.

Our proposed audit report is set out in Appendix B.

Good finances are the foundation of the Council's ability to deliver the Council Plan and the successful delivery of sustainable services for the community, and value for money for taxpayers and Government. The arrangements for ongoing review of performance against the set budget are, therefore, important elements of the management of the organisation. The Council's internal management arrangements also identify any issues that need consideration when revising the long-term financial plan.

The Statement of Accounts is the key medium by which the Council communicates financial performance with external stakeholders. As such it provides further valuable data on how resources have been employed, what assets and liabilities are outstanding, and is a useful indicator as to the financial health of the organisation.

The Council's balance sheet shows total gross assets of £358 million and net assets of £121 million. This is a result of how the CIPFA Code requires the organisation to account for pensions liabilities. The total pension liability for the Council is £122 million (£91 million as at 31 March 2014). This liability, however, is not expected to crystallise at any one point in time and, whilst it is an assessment of the potential liabilities to be incurred, it represents a worst case scenario. In addition, the Council are government-backed with reasonably secure funding streams, although it is anticipated that there will be further reductions in government funding over the next 4 years and the Council has begun developing a strategy to manage forecast reductions. Liquidity or even solvency issues do not present in the same way as they do for private sector organisations.

The Comprehensive Income and Expenditure Statement for the Council shows the total comprehensive income and expenditure is £23 million expenditure (2013/14 £31 million income). The statutory financial reporting framework differs from the internal management accounting format so the results reported in this Statement differ from the original budget and in-year reports. The main contributory factors to the reported deficit are the transactions dealing with the pension liability which are subject to significant fluctuations as a result of the complex interaction of the actuarial assumptions used. In 2014/15, for example, there has been a significant change in the discount rate used which has had a significant impact on the pension transactions. There is no need to take this into account when determining council tax levels and it does not affect Council balances, which remain at the level determined appropriate by Chief Finance Officer.

03 Significant findings

APPENDIX A

Set out below are the significant findings from our audit. These findings include:

- our audit conclusions regarding the significant risks outlined in the Audit Strategy Memorandum;
- our comments in respect of the accounting policies and disclosures that you have adopted in the financial statements. On page 5 we have concluded whether the financial statements have been prepared in accordance with the financial reporting framework and commented on any significant accounting policy changes that have been made during the year; and
- any significant difficulties we experienced during the audit.

Significant risks

Management override of controls

Description of the risk

In all entities, management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, we consider there to be a risk of material misstatement due to potential fraud and thus a significant risk on all audits.

How we addressed this risk

We updated our understanding and evaluation of internal controls procedures as part of our audit planning, including completion of a fraud risk assessment. As part of this, we sought assurances from the Audit and Governance Committee and management on their controls and processes for assessing the risk of fraud in the financial statements and arrangements in place to identify, respond to and report fraud.

Our testing strategy for this significant risk due to fraud included:

- testing journals recorded in the general ledger and other adjustments made in preparation of the financial statements;
- consideration and review of material accounting estimates impacting on amounts included in the financial statements;
- consideration and review of any unusual or significant transactions outside the normal course of business; and
- consideration of any other local factors.

Audit conclusion

Our work has provided the assurance we sought and has not highlighted any material issues to bring to your attention. There is no indication of management override of controls.

Revenue recognition

Description of the risk

Auditing standards include a rebuttable presumption that there is a significant risk in relation to the timing of income recognition and in relation to judgements made by management as to when income has been earned. Mazars' policy is that the scope to apply such a rebuttal is limited. Due to there being a risk of fraud in revenue recognition we consider it to be a significant risk on *all* audits. This does not imply that we suspect actual or intended manipulation but that we continue to approach the audit with due professional scepticism.

Revenue recognition

How we addressed this risk

We evaluated the design and implementation of controls to mitigate the risk of income being recognised in the wrong period. In addition, we undertook a range of substantive procedures including:

- testing receipts in March and April 2014 to ensure they have been recognised in the right year;
- testing adjustment journals; and
- obtaining direct confirmation of year-end bank balances and testing the reconciliations to the ledger.

Audit conclusion

Our work has provided the assurance we sought and has not highlighted any material issues to bring to your attention. There is no evidence of revenue being recognised in the wrong year.

Pension entries (IAS19)

Description of the risk

The financial statements contain material pension entries in respect of the retirement benefits. The calculation of these pension figures, both assets and liabilities, can be subject to significant volatility and includes estimates based upon a complex interaction of actuarial assumptions. This results in an increased risk of material misstatement.

How we addressed this risk

We discussed with key contacts any significant changes to the pension estimates prior to the preparation of the financial statements. In addition to our standard programme of work in this area, we:

- evaluated the management controls you have in place to assess the reasonableness of the figures provided by the Actuary; and
- considered the reasonableness of the Actuary's output, referring to an expert's report on all actuaries nationally which is commissioned annually by the Audit Commission.

Audit conclusion

Our work has provided the assurance we sought and has not highlighted any material issues to bring to your attention. There is no indication of material estimation error in respect of pensions.

Accounting policies and disclosures

We have reviewed Council's accounting policies and disclosures and concluded they comply with the requirements of the Code of Practice on Local Authority Accounting.

Significant matters discussed with management

The Council decided to change the way it accounts for business rates provisions as a result of the revaluation of the power station. In previous years the Council had established a provision to cover expected business rates reductions as a result of appeals, including the power station appeal. In the current year the Council has reversed £2.46 million provision to allow this to be added to the business rates risk earmarked reserve to mitigate the impact of the loss of business rates income going forward.

Significant difficulties during the audit

During the course of the audit we did not encounter any significant difficulties and we have had the full co-operation of management.

04 Internal control recommendations

The purpose of our audit is to express an opinion on the financial statements. As part of our audit we considered the internal controls in place relevant to the preparation of the financial statements in order to design audit procedures to allow us to express an opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of internal control or to identify any significant deficiencies in their design or operation.

The matters reported here would be limited to those deficiencies and other control recommendations that we identified during our normal audit procedures and that we considered to be of sufficient importance to merit being reported.

If we had performed more extensive procedures on internal control we might have identified a list of deficiencies to be reported so our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

We have not identified any significant deficiencies as a result of our work this year.

Follow up of previous internal control points

We set out below an update on internal control points raised in the prior year.

Internal control recommendation – outturn reports

The Council produces revenue and capital budget reports during the year which are submitted to the Finance and Policy Committee. Typically these are at least quarterly reports, with the last one being an 'outturn report' summarising the budget and actuals for the year. We note this Council demonstrates good practice via more regular reporting during the year.

The final outturn report submitted to the Finance and Policy Committee concentrated on the revenue outturn and detailed the year-end incremental increase to the projected managed underspend, i.e. focusing Members' attention on the uncommitted General Fund balance. This is sensible given the significant budget pressures facing the Council and the level of detail Members are required to consider.

However, no detailed capital and revenue outturn reports were produced this year in the same format as the reporting during the year.

Potential effects

Members are not receiving detailed outturn revenue and capital reports in the same format as in-year monitoring reports which may potentially make it more difficult for them to carry out the oversight required of them.

Remedial action

Acknowledging the good practice in financial reporting we have highlighted above, we recommend the Chief Finance Officer considers further enhancing the presentation of outturn reporting by producing year-end outturn revenue and capital reports for the Finance and Policy Committee in the same format as the reports produced during the year. This could be via producing a summary appendix in the format of the in-year reporting to supplement the existing reporting.

In addition, the Council should review how capital budgets are reported at the start of the year given the high level of re-phased capital resources year-on-year.

Management response

The existing arrangements for revenue reports provide an appropriate audit trail of changes in the forecast outturn during the year and the final reporting arrangements enable Members to concentrate on the final incremental changes and any necessary strategic financial decisions. This helps Members focus on developing a strategy for managing future reductions in government funding. Therefore, no changes in these arrangements were made.

In relation to reporting capital budgets, the above recommendation was addressed by submitting a detailed outturn report for 2014/15.

Internal control recommendation – manual adjustments

There are a large number of manual adjustments required to produce the Comprehensive Income and Expenditure Statement. These have been refined over the last few years however there remain a large number of manual

adjustments required in producing the financial statements, accepting that some are unavoidable.

APPENDIX A

Potential effects

Manual adjustments increase the risk of error (with one being identified in 2013/14 of £7.320m and can also be time-consuming.

Remedial action

It is recommended manual adjustments are revisited to see if any can be either eliminated or controls strengthened.

Management response

The current methodology of processing manual adjustments was reviewed during 2014/15 and manual adjustments have been eliminated.

05 Summary of misstatements

APPENDIX A

We set out below the misstatements identified during the course of the audit, above the trivial level, for adjustment. The first table outlines the misstatements that were identified during the course of our audit which management has assessed as not being material either individually or in aggregate to the financial statements and does not currently plan to adjust.

The second table outlines the misstatements that have been adjusted by management during the course of the audit.

Unadjusted misstatements 2014/15

		CIES		Balance Sheet	
		Dr £'000	Cr £'000	Dr £'000	Cr £'000
1	Dr: Earmarked reserves	2,461			
	Cr: Provisions		2,461		
	Reversal of £2.46 million provision to the collection fund.				
2	Dr: Capital Adjustment Account			212	
	Cr: PPE - Infrastructure (NBV)				212
	Infrastructure assets added to the asset register in 2012/13 have not been depreciated. The depreciation charge is understated by £106k in 13/14 and also in 14/15.				
3	Dr: Revaluation Reserve or Capital Adjustment Account			Uncertain	
	Cr: PPE - Other Land & Buildings (NBV)				Uncertain
	The revaluations of two packages of assets reclassified during the year as Assets Held for Sale have been incorrectly included in PPE - Other Land & Buildings. The Code requires that such assets are revalued on an existing use basis in the current category before being transferred to Assets Held for Sale, and then revalued in the new category based on market value.				

Disclosure amendments

There have been a small number of amendments to disclosures:

- note 12 number of whole time equivalents;
- note 4 events after the balance sheet date, two events disclosed but not quantified;
- note 13 termination benefits, VA schools staff initially included and error in calculation of average pay back period; and
- notes 25 provisions and 46 contingent liabilities expanded to add information about land charges.

We are required to conclude whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We do this by considering the Council's arrangements against two criteria specified by the Audit Commission.

In the Audit Strategy Memorandum we identified a significant risk relevant to the value for money conclusion. We detail below how we have addressed these risks and our conclusions. We confirm that we identified the significant risk as a result of our risk assessment work on value for money reported in a separate report to this meeting "*Review of Arrangements for Securing value for Money*". There are no recommendations in the report as the Authority is already well aware of the challenges it faces and is taking action aimed at addressing them.

We intend to issue an unqualified value for money conclusion as set out in Appendix B.

Significant Value for Money risks

VFM risk

Description of the risk

Significant risk in respect of the financial resilience criterion – continuing decreases in funding. The risk arises from the level of budget reductions the Council needs to make in order to achieve a balanced budget.

How we addressed this risk

We considered the Council's approach to:

- monitoring budgets;
- reviewing the medium term financial plan;
- ensuring that identified savings are being achieved; and
- assessing the impact of budget reductions on service delivery.

Conclusion

The Council is well aware of the risk in relation to financial resilience and is taking action aimed at addressing future pressures on spending, budgets and services.

The table below summarises our findings in respect of the two criteria specified for local authorities:

Criteria	Significant Risks Identified	Audit Conclusion
Financial Resilience	As above	<p>We have assessed the arrangements you have in place against the financial resilience criteria. We have considered evidence across three main areas of focus:</p> <ul style="list-style-type: none"> • financial governance; • financial planning; and • financial control. <p>We concluded that the Council has proper arrangements for financial resilience.</p>

Criteria	Significant Risks Identified	Audit Conclusion
Securing Economy, Efficiency and Effectiveness	None	<p>We have assessed the arrangements you have in place against the securing economy, efficiency and effectiveness criteria. We have considered evidence across two main areas of focus:</p> <ul style="list-style-type: none"> • prioritising resources; and • improving efficiency and productivity. <p>We concluded that the Council has proper arrangements for securing economy, efficiency and effectiveness.</p>

APPENDIX A

To:

Mr Mark Kirkham
Partner
Mazars LLP
The Rivergreen Centre
Aykley Heads
Durham
DH1 5TS

Hartlepool Borough Council - audit for year ended 31 March 2015

This representation letter is provided in connection with your audit of the financial statements of Hartlepool Borough Council (the Council) for the year ended 31 March 2015, for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code).

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

My responsibility for the financial statements and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the financial statements in accordance with the Code and relevant legislation and International Financial Reporting Standards.

My responsibility to provide and disclose relevant information

I have provided you with:

- access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other material;
- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to individuals within the Council you determined it was necessary to contact in order to obtain audit evidence.

I confirm as Chief Finance Officer that I have taken all the necessary steps to make me aware of any relevant audit information and to establish that you, as auditors, are aware of this information.

As far as I am aware there is no relevant audit information of which you, as auditors, are unaware.

Accounting records

I confirm that all transactions that have a material effect on the financial statements have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Committee meetings, have been made available to you.

Accounting policies

I confirm that I have reviewed the accounting policies applied during the year in accordance with the Code and International Accounting Standard 8 and consider these policies to faithfully represent the effects of transactions, other events or conditions on the Council's financial position, financial performance and cash flows.

Accounting estimates, including those measured at fair value

I confirm that any significant assumptions used by the Council in making accounting estimates, including those measured at fair value, are reasonable. I confirm that disclosures related to accounting estimates are complete under IFRS and that no subsequent event requires adjustment to the accounting estimates and disclosures included in the financial statements.

In respect of property, plant and equipment, I confirm the appropriateness and completeness of (re)valuations and associated disclosures.

In respect of IAS 19 'Retirement Benefits', I confirm I am satisfied that the actuarial assumptions used in the valuation of scheme liabilities are consistent with my knowledge of the organisation. I confirm that all settlements and curtailments have been identified and properly accounted for. I also confirm that all significant retirement benefits have been identified and properly accounted for, including any arrangements that are statutory, contractual or implicit in the employer's actions that are funded or unfunded.

Contingencies

There are no material contingent losses including pending or potential litigation that should be accrued where:

- information presently available indicates that it is probable that an asset has been impaired or a liability had been incurred at the balance sheet date; and
- the amount of the loss can be reasonably estimated.

There are no material contingent losses that should be disclosed where, although either or both the conditions specified above are not met, there is a reasonable possibility that a loss, or a loss greater than that accrued, may have been incurred at the balance sheet date.

There are no contingent gains which should be disclosed.

All material matters, including unasserted claims, that may result in litigation against the Council have been brought to your attention. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the Code and relevant legislation and International Financial Reporting Standards (IFRSs).

Laws and regulations

I confirm that I have disclosed to you all those events of which I am aware which involve known or suspected non-compliance with laws and regulations, together with the actual or contingent consequences which may arise therefrom.

I confirm the Council has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

Fraud and error

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

I have disclosed to you:

- all the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- all knowledge of fraud or suspected fraud affecting the Council involving:
 - management and those charged with governance;
 - employees who have significant roles in internal control; and
 - others where fraud could have a material effect on the financial statements.

I have disclosed to you all information in relation to any allegations of fraud, or suspected fraud, affecting the Council's financial statements communicated by employees, former employees, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances, have been appropriately accounted for and disclosed in accordance with the requirements of the Code and relevant legislation and International Financial Reporting Standards. I have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which I am aware.

Impairment review

To the best of my knowledge, there is nothing to indicate that there is a permanent reduction in the recoverable amount of the property, plant and equipment below their carrying value at the balance sheet date. An impairment review is therefore not considered necessary.

Future commitments

I am not aware of any plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

Subsequent events

APPENDIX A

I confirm all events subsequent to the date of the financial statements and for which the Code, relevant legislation and International Financial Reporting Standards require adjustment or disclosure have been adjusted or disclosed. Should further material events occur after the date of this letter which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, I will advise you accordingly.

Going concern

To the best of my knowledge there is nothing to indicate the Council will not continue as a going concern in the foreseeable future. The period to which I have paid particular attention in assessing the appropriateness of the going concern basis is not less than twelve months from the date of approval of the financial statements.

Unadjusted misstatements

I confirm the effects of the uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. *A list of the uncorrected misstatements is attached to this letter as an appendix.*

Infrastructure assets

I confirm I have reviewed infrastructure assets and the depreciation bases and remaining useful economic lives remain appropriate. In addition, I have made appropriate enquiries to obtain sufficient evidence to satisfy myself that infrastructure assets exist and belong to the Council given the nature of cumulative historic capital expenditure included in this category of assets.

Signed for and on behalf of Hartlepool Borough Council.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARTLEPOOL BOROUGH COUNCIL

Opinion on the Authority financial statements

We have audited the financial statements of Hartlepool Borough Council for the year ended 31 March 2015 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and Collection Fund and the related notes. 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 2014/15.

This report is made solely to the members of Hartlepool Borough Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the authority and the authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Financial Officer and auditor

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

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Financial Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the explanatory foreword to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of Hartlepool Borough Council as at 31 March 2015 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Opinion on other matters

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

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007 and the December 2012 addendum;
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

APPENDIX A

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

Respective responsibilities of the Council and the auditor

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

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

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission, as to whether the Council has proper arrangements for:

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

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission, we are satisfied that, in all significant respects, Hartlepool Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

Certificate

We certify that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Mark Kirkham

For and on behalf of Mazars LLP

The Rivergreen Centre
Aykley Heads
Durham
DH1 5TS

Appendix C – Independence

APPENDIX A

As part of our ongoing risk assessment we monitor our relationships with you to identify any new actual or perceived threats to our independence within the regulatory or professional requirements governing us as your auditors.

We can confirm that no new threats to independence have been identified since issuing the Audit Strategy Memorandum and therefore we remain independent.

Chief Executive's Department
Civic Centre
Hartlepool
TS24 8AY

Tel: 01429 523003
www.hartlepool.gov.uk



Our Ref: CEX/CL

24th September 2015

Mr Mark Kirkham
Partner
Mazars LLP
The Rivergreen Centre
Aykley Heads
DURHAM
DH1 5TS

Hartlepool Borough Council - Audit for year ended 31 March 2015

This representation letter is provided in connection with your audit of the financial statements of Hartlepool Borough Council (the Council) for the year ended 31 March 2015, for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code).

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

My responsibility for the financial statements and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the financial statements in accordance with the Code and relevant legislation and International Financial Reporting Standards.

My responsibility to provide and disclose relevant information

I have provided you with:

- access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other material;
- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to individuals within the Council you determined it was necessary to contact in order to obtain audit evidence.

I confirm as Chief Finance Officer that I have taken all the necessary steps to make me aware of any relevant audit information and to establish that you, as auditors, are aware of this information.

As far as I am aware there is no relevant audit information of which you, as auditors, are unaware.

Accounting records

I confirm that all transactions that have a material effect on the financial statements have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Committee meetings, have been made available to you.

Accounting policies

I confirm that I have reviewed the accounting policies applied during the year in accordance with the Code and International Accounting Standard 8 and consider these policies to faithfully represent the effects of transactions, other events or conditions on the Council's financial position, financial performance and cash flows.

Accounting estimates, including those measured at fair value

I confirm that any significant assumptions used by the Council in making accounting estimates, including those measured at fair value, are reasonable. I confirm that disclosures related to accounting estimates are complete under IFRS and that no subsequent event requires adjustment to the accounting estimates and disclosures included in the financial statements.

In respect of property, plant and equipment, I confirm the appropriateness and completeness of (re)valuations and associated disclosures.

In respect of IAS 19 'Retirement Benefits', I confirm I am satisfied that the actuarial assumptions underlying the valuation of scheme liabilities are consistent with my knowledge of the organisation. I confirm that all settlements and curtailments have been identified and properly accounted for. I also confirm that all significant retirement benefits have been identified and properly accounted for, including any arrangements that are statutory, contractual or implicit in the employer's actions that are funded or unfunded.

Contingencies

There are no material contingent losses including pending or potential litigation that should be accrued where:

- information presently available indicates that it is probable that an asset has been impaired or a liability had been incurred at the balance sheet date; and
- the amount of the loss can be reasonably estimated.

There are no material contingent losses that should be disclosed where, although either or both the conditions specified above are not met, there is a reasonable possibility that a loss, or a loss greater than that accrued, may have been incurred at the balance sheet date.

There are no contingent gains which should be disclosed.

All material matters, including unasserted claims, that may result in litigation against the Council have been brought to your attention. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the Code and relevant legislation and International Financial Reporting Standards (IFRSs).

Laws and regulations

I confirm that I have disclosed to you all those events of which I am aware which involve known or suspected non-compliance with laws and regulations, together with the actual or contingent consequences which may arise therefrom.

I confirm the Council has complied with all aspects of contractual agreements that

would have a material effect on the financial statements in the event of non-compliance.

Fraud and error

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

I have disclosed to you:

- all the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- all knowledge of fraud or suspected fraud affecting the Council involving:
 - management and those charged with governance;
 - employees who have significant roles in internal control; and
 - others where fraud could have a material effect on the financial statements.

I have disclosed to you all information in relation to any allegations of fraud, or suspected fraud, affecting the Council's financial statements communicated by employees, former employees, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances, have been appropriately accounted for and disclosed in accordance with the requirements of the Code and relevant legislation and International Financial Reporting Standards. I have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which I am aware.

Impairment review

To the best of my knowledge, there is nothing to indicate that there is a permanent reduction in the recoverable amount of the property, plant and equipment below their carrying value at the balance sheet date. An impairment review is therefore not considered necessary.

Future commitments

I am not aware of any plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

Subsequent events

I confirm all events subsequent to the date of the financial statements and for which the Code, relevant legislation and International Financial Reporting Standards require adjustment or disclosure have been adjusted or disclosed. Should further material events occur after the date of this letter which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, I will advise you accordingly.

Going concern

To the best of my knowledge there is nothing to indicate the Council will not continue as a going concern in the foreseeable future. The period to which I have paid particular attention in assessing the appropriateness of the going concern basis is not less than twelve months from the date of approval of the financial statements.

Unadjusted misstatements

I confirm the effect of the uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole and does not impact on the position reported in the Accounts or the General Fund Balance. This issue is detailed below.

	Issue not Amended	Reasons for not Amending
1.	Reversal of £2.46 million provision to the Collection Fund.	This has not been amended in order to protect the Councils financial position.
2.	Infrastructure Assets added to the asset register in 2012/13 have not been depreciated. The depreciation charge is understated by £106k in 2013/14 and also in 2014/15.	This is not a material amount in relation to the overall value of the Councils infrastructure assets of £67m. This issue will be addressed in 2015/16.
3.	The revaluations of two packages of assets reclassified during the year as Assets Held for Sale have been incorrectly included in PPE – Other Land & Buildings. The Code requires that such assets are revalued on an existing use basis in the current category before transferring to Assets Held for Sale, and then revalued in the new category based on market value.	This issue makes no difference to the value of assets shown on the Balance Sheet at 31 st March 2015. However, there is inconsistency between the CIPFA Code of Practice guidance and the CIPFA Asset Register Guidance. Therefore, until CIPFA can clarify which guidance is correct it is not possible to ascertain how this issue would be corrected or if a correction is required.

Infrastructure assets

I confirm I have reviewed infrastructure assets and the depreciation bases and remaining useful economic lives remain appropriate. In addition, I have made appropriate enquiries to obtain sufficient evidence to satisfy myself that infrastructure assets exist and belong to the Council given the nature of cumulative historic capital expenditure included in this category of assets.

Signed for and on behalf of Hartlepool Borough Council:

Name: Chris Little

Position: Chief Finance Officer

Date: 24th September 2015

I confirm that this letter has been discussed and agreed by the Audit Committee on 24th September 2015.

Chair of the Audit & Governance Committee

Date: 24th September, 2015

FINANCIAL REPORT

2014 / 2015



CHRIS LITTLE
CHIEF FINANCE OFFICER
CORPORATE FINANCE

Hartlepool Borough Council

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SECTION 1 : Explanatory Foreword

INTRODUCTION

The Statement of Accounts presents the overall financial position for the year ended 31st March, 2015 and incorporates the financial statements and disclosure notes required by statute. The foreword provides an explanation of the Council's overall financial performance for 2014/15, details the year-end financial position for 2014/15, outlines the impact of the current economic climate on the Council's ongoing financial position and provides a guide to the most significant matters reported in the Statement of Accounts.

OVERALL FINANCIAL PERFORMANCE AND YEAR END FINANCIAL POSITION FOR 2014/15

Revenue Spending 2014/15 - Budget Position

The preparation of the 2014/15 budget was set against a background of Government proposals for reducing the national budget deficit and confirmation that the public sector, in particular local authorities, face a period of sustained and significant cuts in funding.

The Council prepares a rolling three year financial strategy. This was based on the 2014/15 grant cuts announced by the Government and forecast grant cuts for 2015/16 and 2016/17. For 2014/15 the amount of Government funding was reduced by approximately £6m, a reduction on the previous year of 9.6%. The amount of Government grant received by the Council in 2014/15 was 28% lower than it was in 2010/11 – a reduction of £22.4m.

The Council faced a range of budget pressures as a result of inflation, legislative changes, the increased costs of 'Looked after Children' and reduced income as a result of the economic climate.

The Council faced a budget shortfall of £7.2m. To provide a longer lead time to identify and implement permanent cuts reserves of £0.8m were allocated to support the 2014/15 budget. This still left a shortfall of £6.4m which was addressed by implementing a range of measures, which included:

- reductions in pay budgets of £2.2m, including reducing the number of senior officers which saved £0.33m and deleting vacant posts which saved £0.5m;
- reductions in non pay budgets which saved £1.9m;
- increased income generation of £0.6m;
- reductions in ICT costs which saved £0.5m;
- reductions in property running costs which saved £0.32m.

The Council's net 2014/15 General Fund budget, which is funded from Government Grant and Council Tax, was £146.015m, including expenditure funded from the Dedicated Schools Grant.

Revenue Spending 2014/15 - Outturn Position

In response to the new financial risks facing the Council, arising from the implementation of the Business Retention System, and the continuing impact of Government grants cuts in 2014/15 and future years, the Council managed the 2014/15 budget to achieve an under spend. The Council also reviewed existing risks and reserves to identify where resources could be released. The aim of this strategy was to set aside resources to support the revenue budget over the next few years and to fund specific risks and priorities, as the Council will not receive any financial support from the Government to address these issues.

An overall budget under spend was achieved through a combination of measures, including holding posts vacant, achieving planned 2015/16 savings earlier and savings in interest costs as a result of current interest rate structures. The 2014/15 outturn position also benefitted from a lower reduction in the core revenue grant as the financial impact of schools converting to academies was less than anticipated when the budget was set. This change did not impact on the funding available for schools which is funded from the specific "Dedicated Schools Grant". There was also a small benefit from reviewing reserves and releasing monies which were no longer needed for the original purposes.

As detailed in the 'Summary of 2014/15 Financial Position' table the 2014/15 outturn strategy earmarked the available one-off resources to manage specific risks and commitments, to increase the Budget Support Fund allocated to support the budget in future years, to partly fund the Depot relocation and to support future Local Council Tax Support schemes. Further details of these reserves are provided in Notes 6 and 28.

After reflecting the above factors the final contribution to the General Fund Reserve at the end of 2014/15 was £0.595m. A strategy for using this amount will be developed as part of the 2016/17 budget process.

SECTION 1 : Explanatory Foreword

Summary of 2014/15 Financial Position

Description of Expenditure	2014/15 Approved Budget £000	2014/15 Actual Expenditure / (Income) £000	2014/15 Variance Adverse / (Favourable) £000
<u>Departmental Expenditure</u>			
Child & Adult Department	53,276	50,612	(2,664)
Chief Executives Department	2,982	2,071	(911)
Regeneration & Neighbourhoods Department	24,051	22,927	(1,124)
Public Health Department	1,292	254	(1,038)
Non Departmental Expenditure	7,607	5,990	(1,617)
Education Support Grant	0	(2,003)	(2,003)
Dedicated Schools Grant Related Expenditure	58,337	58,337	0
<u>Creation / (Use) of Reserves</u>			
Ring Fenced Grant Reserves		2,826	2,826
Reserves Created to manage specific commitments/risks		2,761	2,761
Contribution to Budget Support Fund 2015/16 to 2017/18		1,902	1,902
Depot Reserve		1,065	1,065
Contribution to Business Rates Risk Reserve		840	840
Protection Reserve		750	750
Support for Local Council Tax Support Scheme		488	488
Funding Released from Reserve Review		(1,870)	(1,870)
Planned Contribution from Reserves - Budget Support Fund	(788)	(788)	0
Planned Contribution from Reserves - Other	(742)	(742)	0
Final Contribution to General Fund	146,015	145,420	(595)

The Council's budget was funded from the following sources :

	£000	%
<u>Grant Funding</u>		
Dedicated Schools Grant	58,337	40%
Retained Business Rates Income	25,375	18%
Government Grant	30,952	21%
Total Grant Funding	114,664	79%
<u>Other Funding</u>		
Council tax (HBC Charge on Collection Fund)	31,092	20%
Surplus on Collection Fund (HBC Share)	259	1%
Total Other Funding	31,351	21%
Total Funding	146,015	100%

SECTION 1 : Explanatory Foreword

IMPACT OF THE CURRENT ECONOMIC CLIMATE ON THE COUNCIL'S ONGOING FINANCIAL POSITION

The Medium Term Financial Strategy was updated during 2014/15 to reflect the announcement of additional grant cuts by the Government for 2015/16 and anticipation of additional grant cuts in future years. For Hartlepool the 2015/16 grant reduction is approximately £8.2m, a reduction of nearly 15%. The Council's 2015/16 Government grant is £30.6m lower than it was in 2010/11 – a cut of 39%.

The 2015/16 budget was approved in February 2015 and the cut in Government funding was addressed through a combination of budget cuts, use of one-off resources and freezing Council Tax, which meant the Council received the specific Council Tax Freeze grant from the Government.

Detailed proposals for addressing the forecast 2016/17 Government grant cut will be developed during 2015/16 to enable a robust budget to be set. The cuts necessary to balance the budget in 2016/17 and future years will become increasingly difficult to achieve.

During 2015/16 the Council will also develop a strategy to address the impact of the Valuation Office Agency decision, announced on 5th May 2015, to reduce the rateable value of the Power Station. This will permanently reduce the share of Business Rates income retained by the Council. This does not affect 2015/16. In 2016/17 and 2017/18 this income loss will be funded from the Business Rates Risk Reserve, which will provide a longer lead time to identify a permanent solution.

CAPITAL PROGRAMME

Capital Spending 2014/15 - Outturn Position

In 2014/15 the Council had a total Capital Programme of £29.172m and incurred expenditure totalling £18.616m. £10.544m has been rephased to 2015/16 with £0.012m prudential borrowing no longer required as a result of a saving against a coast protection scheme. An analysis of this actual 2014/15 expenditure is shown below, together with an analysis of how this expenditure was financed.

	£000	%
<u>Expenditure</u>		
School Improvements	5,573	30%
Highway Maintenance & Construction	4,924	27%
Housing Investment Programme	2,493	13%
Sea Defences	832	4%
Replacement of Fleet Vehicles	666	4%
Other Schemes	3,866	21%
Capital Loans	262	1%
Total Expenditure	18,616	100%
<u>Capital Financing</u>		
Capital Grant	7,605	41%
Borrowing	6,950	37%
Other	2,753	15%
Capital Receipts	1,308	7%
Total Capital Financing	18,616	100%

As at 31st March, 2015, the Council had rephased capital expenditure totalling £10.544m into 2015/16. This will be funded from the following resources, which have also been rephased to 2015/16.

<u>Capital Financing</u>	£000
Government Grants	2,346
Borrowing	3,958
Capital Funding Reserves	4,240
	10,544

SECTION 1 : Explanatory Foreword

Capital Receipts

The Council received gross receipts of £2.934m in 2014/15 from the sale of assets; £2.890m of this related to the disposal of land and buildings and £0.044m related to the sale of vehicles. The net receipt after cost of disposals was £2.885m. £1.308m of the gross receipts has been used to finance capital expenditure in 2014/15, and £0.561m has been used to repay borrowing. The remaining £1.065m plus £0.016m brought forward from 2013/14 totalling £1.081m is unapplied, of which £0.972m is earmarked for the Seaton Carew Master Plan.

BORROWING FACILITIES AND INVESTMENT STRATEGY

The Council's arrangements for borrowing accord with the approved Treasury Management Strategy, which was drawn up to comply with the Code of Practice for Treasury Management in Local Authorities published by the Chartered Institute of Public Finance and Accountancy.

In accordance with this strategy the Council has taken a proactive approach to managing cash investments and debt. For a number of years the Council has internalised borrowing by netting down borrowing against investments. However interest rates have fallen to a historically low level, which the Council has taken advantage of to secure financing in relation to business cases. The Council has also used these historically low rates to reduce interest rate risk in relation to some existing capital expenditure previously temporarily funded by internalising borrowing.

The interest earned on Council investments remained low during 2014/15, this has been mitigated by low interest costs on the Council's borrowings.

PENSIONS

The Council has accounted for retirement benefits according to International Financial Reporting Standard (IFRS) IAS 19. In the accounts as at 31st March, 2015, there was a deficit on the Pensions Reserve of £122.097m (£90.717m in 2013/14). This was offset by a Pensions Liability of the same value. The net pensions liability has increased owing to actuarial increases in expected liability obligations. Further information is included at Note 45 of the Financial Statements.

The Council is a member of the Teesside Pension Fund and the statutory arrangements for this scheme mean that the IAS19 deficit does not need to be made good by increased pension's contributions from the Council or employees. A separate Pension Fund valuation is carried out every three years to determine the Council's contribution rate. The last full valuation set the employer's contribution rate for the period 2014/15 to 2016/17.

Further information is included in the Notes 44 and 45 to the Statement of accounts.

STATEMENTS OF ACCOUNTS

A detailed analysis of the Council's financial position can be found in the Statements of Accounts. A brief explanation of the purpose and significant financial issues of each of the statements is given below:

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 unusable reserves (i.e. those which are accounting 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 Balance for council tax setting. The Net Increase / Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

SECTION 1 : Explanatory Foreword

Comprehensive Income and Expenditure Statement

This Statement shows the economic 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.

During 2014/15 the value of shares held by the Council in Durham Tees Valley Airport Limited decreased to nil (£0.025m in 2013/14) to reflect the company's net worth in their latest accounts. This change has been reflected in the Comprehensive Income and Expenditure Statement.

Exceptional Items

Following the conversion of Manor, English Martyrs, West Park and West View Schools to Academy Status the legal transfer of assets was actioned during 2014/15. This transfer resulted in the 'write out' of the value of these assets from the Council's accounts. This 'write-out' totalled £6.678m for 2014/15 and is disclosed separately in the Comprehensive Income and Expenditure Statement owing to the exceptional nature of these transactions.

Balance Sheet

The Balance Sheet shows the value of the assets and liabilities recognised by the Council at 31st March. 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 are those that the Council is not able to use to provide services. This category of reserve 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".

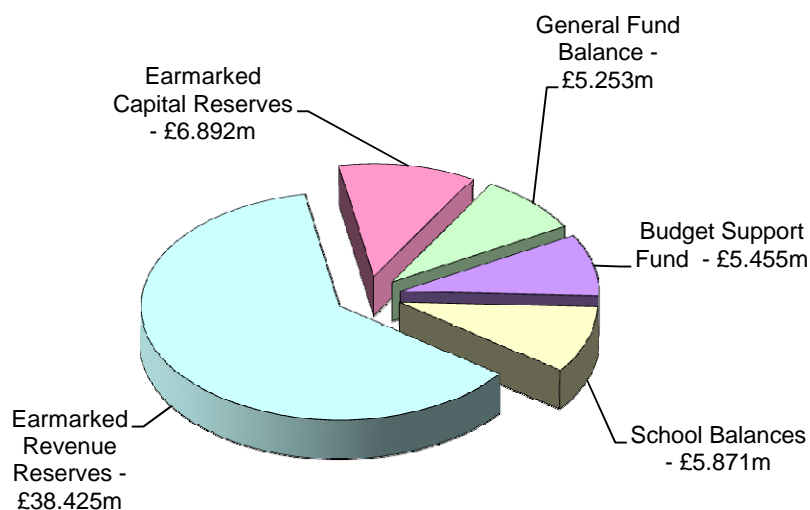
The major movements on the Balance Sheet are as follows:

- Property, Plant and Equipment, Investment Properties, Assets Held for Sale, Heritage Assets, Revaluation Reserve and Capital Adjustment Account – the Council's total fixed assets have decreased by £0.174m which comprises expenditure on fixed assets of £16.410m, upward revaluations of existing assets of £9.601m, less depreciation, downward revaluations and disposals of £26.185m.
- Long Term Borrowing - totalled £80.019m as at 31st March, 2015 (£54.399m at 31st March, 2014). All additional borrowing in the year has been taken out with the Public Works Loan Board. For a number of years the Council has internalised borrowing by netting down borrowing against investments. However interest rates have fallen to a historically low level which the Council has taken advantage of to secure financing in relation to business cases. The Council has also used these historically low rates to reduce interest rate risk in relation to some existing capital expenditure previously temporarily funded by internalising borrowing.
- Short Term Investments - totalled £55.323m as at 31st March, 2015 (£27.365m at 31st March, 2014). As a result of additional borrowing, positive cash flows previously reduced by netting down borrowing and investments have now increased and additional short term investments have been made.
- Other Long Term Liabilities - as at 31st March, 2015, were £122.275m (£90.762m at 31st March, 2014). The increase is mainly owing to actuarial increases in expected liability obligations. There is a corresponding decrease to the Pensions Reserve, which is included within Unusable Reserves in the balance sheet. Further detail of the movement in Unusable Reserves is provided in Note 29.
- Earmarked Reserves and General Fund Balances – as at 31st March, 2015, are £61.896m (£54.750m at 31st March, 2014). The net increase reflects a number of factors. Contributions have been made to specific reserves to manage risks and protect the Council's financial position. Looking to the future, the Council's reserves will fall significantly as these resources are committed for one-off expenditure commitments and supporting the revenue budgets in 2015/16 and beyond. Details of the movements on reserves and balances are provided in Note 6.

SECTION 1 : Explanatory Foreword

In summary reserves at 31st March, 2015, consist of five main components:

Analysis of Reserves 31/03/15 - Total £61.896m



- Earmarked Capital Reserves - these reserves are earmarked for capital expenditure commitments rephased from 2014/15 to 2015/16.
- Earmarked Revenue Reserves - these reserves are earmarked for specific risks and include the Insurance Fund (£4.104m), Strategic Risk Reserve (£1.028m), Strategic One-Off Costs (£6.451m) to support the budget from 2015/16, Strategic Change Reserves (£3.730m) and Ring Fenced Grants Reserve (£6.424m).
- School Balances - these reserves are earmarked for individual schools in accordance with the scheme for funding schools.
- Budget Support Fund (£5.455m) - this will be used to support the budget from 2015/16 to 2016/17.
- General Fund Balance – (£5.253m) this balance is earmarked for unforeseen commitments.

Cash Flow Statement

The Cash Flow Statement shows the changes 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.

SECTION 1 : Explanatory Foreword

Supplementary Financial Statements

Collection Fund

The Collection Fund is a statutory fund, separate from the General Fund of the Council, which accounts independently for transactions relating to Council Tax, National Non Domestic Rates and residual Community Charges. The Fund is operated and reported on under the same accounting policies as Hartlepool Borough Council.

The total Council Tax for the year was £1,689.99 (£1,684.74 in 2013/14) for Band D properties, excluding parish precepts where these applied. This comprised £1,418.70 for the Council's own services, £202.24 for the Police and Crime Commissioner and £69.05 for the Cleveland Fire Authority. Each Authority determined its own tax and made a precept on the Collection Fund.

The Council Tax for the Council's services was determined on the basis of an equated number of 33,207 Band D properties. When setting the charge a 1.5% allowance for non-collection was made.

Further details on the income and expenditure of the Fund are shown in the Collection Fund notes.

	£000	%
Expenditure		
Hartlepool Council Precept	31,092	41%
Police and Crime Commissioner Precept	4,429	6%
Cleveland Fire Authority Precept	1,512	2%
Hartlepool Council Non Domestic Rates Precept	19,095	25%
Cleveland Fire Authority Non Domestic Rates Precept	390	1%
Central Government's Share Non Domestic Rates	19,412	26%
Other	(924)	-1%
	75,006	100%
Income		
Council Tax	38,435	49%
NNDR from Rate Payers	32,796	41%
Transitional Protection Payment	7,998	10%
Deferral Scheme	104	0%
	79,333	100%
Net Deficit / (Surplus) in Year	(4,327)	

ACCOUNTING POLICIES

The accounting policies adopted by the Council comply, except where specific reference is made, with the relevant recommended accounting practice.

The Council's policies are explained fully in the Statement of Accounting Policies. For the purpose of the Statement of Accounts, the Council's expenditure follows the standard classification recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the comparative figures for 2013/14 have been shown where appropriate.

INSPECTION OF ACCOUNTS

Members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection was advertised in the local press and in relation to the 2014/15 financial year the inspection period was 6th July, 2015 to 31st July, 2015.

Chris Little CPFA
Chief Finance Officer
Date: 29th June, 2015

SECTION 2 : Statement of Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council is required to:

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

I confirm that the accounts set out in this document were approved by the Audit and Governance Committee at the meeting held on 24th September, 2015.

Councillor Raymond Martin-Wells
Chair of Audit and Governance Committee
Date: 24th September, 2015

The Chief Finance Officer's Responsibilities

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

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

- selected suitable accounting policies, and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice on Local Authority Accounting.

The Chief Finance Officer has also:

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

Certification of the Accounts by the Chief Finance Officer

In accordance with the requirements of the Accounts and Audit Regulations 2011, I certify that Section 1 to 3 of the Financial Report 2014/15, which includes the Statement of Accounts, gives a true and fair view of the financial position of Hartlepool Borough Council at the accounting date and its income and expenditure for the year ended 31st March, 2015.

Chris Little CPFA
Chief Finance Officer
Date: 29th June, 2015

SECTION 3 : Statement of Accounts

Movement in Reserves Statement for the year ended 31 March 2015

	General Fund Balance	Earmarked General Fund Reserves	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Balance at 31 March 2013 carried forward	5,946	10,370	35,465	-	361	52,142	61,195	113,337
<u>Movement in reserves during 2013/14</u>								
Surplus or (deficit) on provision of services	(13,954)	-	-	-	-	(13,954)	-	(13,954)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	45,268	45,268
Total Comprehensive Income and Expenditure	(13,954)	-	-	-	-	(13,954)	45,268	31,314
Adjustments between accounting basis & funding basis under regulations (note 5)	20,167	-	(3,612)	16	(9)	16,562	(16,562)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	6,213	-	(3,612)	16	(9)	2,608	28,706	31,314
Transfers to/(from) Earmarked Reserves	(7,006)	404	6,602	-	-	-	-	-
Increase/(Decrease) in Year	(793)	404	2,990	16	(9)	2,608	28,706	31,314
Balance at 31 March 2014 carried forward	5,153	10,774	38,455	16	352	54,750	89,901	144,651
<u>Movement in reserves during 2014/15</u>								
Surplus or (deficit) on provision of services	(7,213)	-	-	-	-	(7,213)	-	(7,213)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	(16,232)	(16,232)
Total Comprehensive Income and Expenditure	(7,213)	-	-	-	-	(7,213)	(16,232)	(23,445)
Adjustments between accounting basis & funding basis under regulations (note 5)	16,074	-	(2,753)	1,065	(27)	14,359	(14,359)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	8,861	-	(2,753)	1,065	(27)	7,146	(30,591)	(23,445)
Transfers to/(from) Earmarked Reserves	(8,761)	552	8,209	-	-	-	-	-
Increase/(Decrease) in Year	100	552	5,456	1,065	(27)	7,146	(30,591)	(23,445)
Balance at 31 March 2015 carried forward	5,253	11,326	43,911	1,081	325	61,896	59,310	121,206

For detail on Usable and Unusable Reserves see Notes 28 and 29.

SECTION 3 : Statement of Accounts

Comprehensive Income and Expenditure Statement for the year ended 31 March 2015

2013/14							2014/15			Note
£000s	£000s	£000s					£000s	£000s	£000s	
Expenditure	Income	Net	Continuing operations:				Expenditure	Income	Net	
3,183	(1,924)	1,259	Central Services to the Public				3,161	(2,200)	961	
10,718	(2,419)	8,299	Cultural and Related Services				10,820	(2,348)	8,472	
13,342	(2,235)	11,107	Environmental and Regulatory Services				13,023	(2,126)	10,897	
3,886	(1,899)	1,987	Planning Services				3,576	(1,546)	2,030	
110,523	(82,816)	27,707	Education and Children's Services				102,655	(79,711)	22,944	
14,987	(5,364)	9,623	Highways and Transport Services				13,656	(5,357)	8,299	
56,363	(51,115)	5,248	Other Housing Services				55,309	(50,487)	4,822	
46,327	(15,511)	30,816	Adult Social Care				47,117	(16,384)	30,733	
6,866	(8,355)	(1,489)	Public Health				6,603	(8,606)	(2,003)	
2,257	(99)	2,158	Corporate and Democratic Core				2,238	(6)	2,232	
1,312	-	1,312	Non Distributed Costs				3,483	-	3,483	
269,764	(171,737)	98,027	Cost of Services				261,641	(168,771)	92,870	
3,368	(2,003)	1,365	Other Operating Expenditure				5,394	(3,079)	2,315	8
13,400	-	13,400	Transfer of School Assets (see Note (a) below)				6,678	-	6,678	8
22,258	(15,494)	6,764	Financing and Investment Income and Expenditure				21,247	(15,869)	5,378	9
-	(105,602)	(105,602)	Taxation and Non-Specific Grant Income				-	(100,028)	(100,028)	10
308,790	(294,836)	13,954	(Surplus) / Deficit on Provision of Services				294,960	(287,747)	7,213	7
		(5,906)	(Surplus) / Deficit on Revaluation of Property, Plant and Equipment						(9,570)	29 Table 1
		34	(Surplus) / Deficit on Revaluation of Available for Sale Financial Assets							26 29 Table 2
		(39,396)	Remeasurement of net defined benefit liability / (asset)						25,776	29 Table 4
		(45,268)	Other Comprehensive Income and Expenditure						16,232	
		(31,314)	Total Comprehensive Income and Expenditure						23,445	

Note (a) - Following the conversion of Manor College of Technology, West Park School and West View School to Academy Status the legal transfer of assets was actioned during 2014/15. English Martyrs Voluntary Aided School also transferred to Academy status which resulted in the Council transferring the school playing field. This transfer resulted in the need to 'write out' the value of these assets from the Council's accounts. This 'write-out' totalled £6.678m for 2014/15 and is disclosed separately in the Comprehensive Income and Expenditure Statement owing to the exceptional nature of these transactions.

SECTION 3 : Statement of Accounts

Balance Sheet as at 31 March 2015

1 April 2014 £000s		31 March 2015 £000s	Note
241,761	Property, Plant and Equipment	241,485	14
14,652	Heritage Assets	14,721	17
17,953	Investment Property	16,476	16
222	Long Term Investments	197	18
246	Long Term Debtors	488	19
274,834	Long Term Assets	273,367	
27,365	Short Term Investments	55,323	37
743	Inventories	712	20
12,270	Short Term Debtors	13,872	21
12,875	Cash and Cash Equivalents	13,006	22
80	Assets Held for Sale	1,590	23
53,333	Current Assets	84,503	
(4,111)	Bank Overdraft	(2,341)	22
(2,630)	Provisions	(1,192)	25
(557)	Short Term Borrowing	(4,448)	37
(19,721)	Short Term Creditors	(18,359)	24
(7,526)	Capital Grants Receipts in Advance	(5,445)	27
(1,696)	Revenue Grant Receipts in Advance	(1,309)	27
(36,241)	Current Liabilities	(33,094)	
(1,274)	Provisions	(1,274)	25
(54,399)	Long Term Borrowing	(80,019)	37
(90,762)	Other Long Term Liabilities	(122,275)	26
(838)	Capital Grant Receipts in Advance	-	27
(147,273)	Long Term Liabilities	(203,568)	
144,653	Net Assets:	121,208	
5,153	Unearmarked General Fund Balances	5,253	28
3,732	Budget Support Fund	5,455	28
7,042	Schools Balances	5,871	28
34,380	Earmarked Revenue Reserves	38,425	28
4,443	Earmarked Capital Reserves	6,892	28
89,903	Unusable Reserves	59,312	29
144,653	Total Reserves:	121,208	

SECTION 3 : Statement of Accounts

Statement Of Cash Flows For The Year Ended 31 March 2015

2013/14		2014/15	Note
£000s		£000s	
(13,954)	Net Surplus / (Deficit) on the Provision of Services	(7,213)	
36,779	Adjustments to Net Surplus / (Deficit) on the Provision of Services for Non-cash Movements	27,475	40
(13,716)	Adjustments for items included in the Net Surplus / (Deficit) on the Provision of Services that are Investing and Financing Activities	(10,404)	41
9,109	Net Cash (Outflow) /Inflow from Operating Activities	9,858	
(13,278)	Investing Activities	(38,365)	42
4,738	Financing Activities	30,408	43
569	Net Increase / (Decrease) in Cash and Cash Equivalents	1,901	
8,195	Cash and Cash Equivalents at the beginning of the reporting period	8,764	
8,764	Cash and Cash Equivalents at the end of the reporting period	10,665	22

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2014/15 financial year and its position at the year-end of 31st March, 2015. The Council is required to prepare an annual Statement of Accounts in accordance with the Accounts and Audit Regulations 2011 and to comply with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the Local Government Act 2003.

The Statements reflect the requirements of general accounting principals and concepts of:

Relevance - the financial statements provide information about the Council's performance and position that is useful to the users of the accounts to assess the stewardship of public funds and for making economic decisions.

Reliability – the financial information faithfully represents the substance of the transactions, the activities underlying them and other events that have taken place, are free from deliberate or systematic bias and material error and have been prudently prepared.

Comparability – the information has been prepared consistently and with adequate disclosures so that it can be compared with prior years and other Local Authorities.

Understandability – the statements have been prepared to ensure they are as easy to understand as possible.

Materiality – the statements disclose items of a certain size and nature such that they provide a fair presentation of the financial position and transactions of the Council.

Faithful Representation – the financial statements faithfully represent economic phenomena in words and numbers. They have been prepared on the basis that they are complete, neutral and free from error.

Accruals – other than the cash flow statement, the financial statements report transactions that have been recorded in the accounting period for which the goods and services were received or supplied rather than in which the cash was received or paid.

Going Concern - the financial statements have been prepared on the assumption that the Council will continue in operational existence for the foreseeable future.

Legality – where the accounting principles and specific legislation requirements are in conflict, the financial statements have been prepared to reflect legislative requirements.

The accounting policies are the principles, bases, conventions, rules and practices that specify how the effects of transactions and other events are reflected in the financial statements of the Council. Consistent accounting policies have been applied both within the year and between years. Where accounting policies are changed, this has been disclosed separately.

Where estimating techniques are required to enable the accounting practices adopted to be applied, then the techniques which have been used are, in the Council's view, appropriate and consistently applied. Where the effect of a change to an estimation technique is material, a description of the change and, if practicable the effect on the results for the current period is separately disclosed.

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

There are no transactions that require the Council to split the Other Comprehensive Income and Expenditure line in the Comprehensive Income and Expenditure Statement into two groups, as per IAS 1 Presentation of Financial Statements.

In accordance with the requirements of the 2014/15 Code, the financial statements do not include the measurement and disclosure requirements of IFRS13 Fair Value Measurement.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

2. Accruals of Income and Expenditure

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

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- Employee's costs are charged to the accounts of the period in which the employees worked which includes 12 monthly payments.
- Supplies and services 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 stocks 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.
- Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled the debtor balance is written down and a charge made to revenue for the income that might not be collected.
- Where payments are made or received in advance of a service being provided or received, a payment or receipt in advance is recognised as a debtor or creditor in the Balance Sheet.
- Income and expenditure are credited and debited to the relevant revenue account, unless it relates to capital receipts or capital expenditure.

Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.

Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.

- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

- General revenue debtors and creditors of less than £1,000 have only been accrued at the discretion of individual departments. All amounts in excess of £1,000 have been accrued.

3. Cash and Cash Equivalents

Cash and cash equivalents is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

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

4. Exceptional Items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Council's financial performance.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) 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.

6. Charges to Revenue for Non-current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the relevant service; and
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

The Council is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance (Minimum Revenue Provision), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

7. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Costs

Termination costs 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. They are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those costs or when the Council recognises costs for a restructuring.

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Post Employment Benefits

Employees of the Council are members of three separate pension schemes:

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE).
- The NHS Pensions Scheme, administered by the NHS Business Services Authority.
- The Local Government Pensions Scheme, administered by Mouchel in partnership with Middlesbrough Council.

All schemes provide defined benefits to members (retirement lump sums and pensions), earned as employees whilst working for the Council.

The arrangements for the Teachers' and NHS schemes mean that liabilities for these benefits cannot ordinarily be identified specifically to the Council. The schemes are therefore accounted for as if they were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Education and Children's Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year; the Public Health line is charged with the employer's contributions payable to NHS Pensions in the year.

The Local Government Pension Scheme

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

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

The assets of the Teesside 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 the following components:

Service cost, comprising: -

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

- **Past service cost** – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.

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

Remeasurements, comprising: -

- **The return on plan assets** – excluding amounts included in net interest on the net defined benefit liability (asset) - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- **Actuarial gains and losses** – changes in 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 - charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Contributions paid to the Teesside Pension Fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

The Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) 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.

8. Events After the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

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

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts unless it related to conditions or events that were in existence at the balance sheet date.

9. Government Grants and Contributions

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

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as either Capital or Revenue Grant Receipts in Advance. 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 Grant Income (non-ring-fenced revenue grants 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. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

10. Interests in Companies and Other Entities

Under Local Government Reorganisation the Council was allocated 2.47% of the shares in Durham Tees Valley Airport Limited, which has reduced to 1.08% upon the sale of the airport to Peel Investments (DVTA) LTD, and 16.5% of the former County Council's shareholding in SITA Team Valley Limited.

11. Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using a weighted average costing formula.

Items with a residual value have been disposed of at maximum benefit to the Council. The Chief Finance Officer is advised of obsolete stock prior to disposal for items in excess of £500 in value. Items having no residual value have been disposed of by being either: -

- Advertised internally
- Donated to charitable organisations
- Scrapped (within legislative parameters)
- Specialist removal.

Obsolete or damaged stock has been written off, otherwise an allowance has been made for obsolescence.

Work in Progress on uncompleted jobs is valued at cost, including an allocation of overheads.

12. Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value (i.e. market value), based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are reviewed annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

13. Leases

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

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

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:

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

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

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

Operating Leases

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

The Council as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

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

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

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

14. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2014/15. 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 impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in CIPFA Service Reporting Code of Practice 2014/15 and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

The cost of support services is fully allocated to services, or to the Best Value expenditure category of Corporate and Democratic Core. The basis of allocation used for the main costs of management and administration are outlined below:

- Central Departmental & Technical Staff - actual time spent by staff, or unit charge based upon cost.
- Democratic Processes - direct charge to Corporate and Democratic Core.
- Administrative Buildings - area occupied.

15. Property, Plant and Equipment

Property, Plant and Equipment are valued on a five-year rolling programme, although material changes to asset values will be adjusted in the interim period as they occur. The current asset values are based upon certificates issued by the Council's Property Management Division. The valuations are prepared in accordance with the Statements and UK Practice Statements contained in the RICS Appraisal and Valuation Standards. The next valuation must be completed as at 1st April, 2018. From 1st April, 2007, increases in asset valuations are credited to the Revaluation Reserve.

The asset valuations have been prepared using the following assumptions:

- The Council has good marketable title, free from any onerous or restrictive covenants.
- There are no hazardous substances or latent defects in the properties and there is no contamination present.
- Details of tenure, planning consents and other relevant information are assumed to be correct.
- That properties and their value are unaffected by any matters that would be revealed by a local search, replies to usual enquiries or by any statutory notice.
- It is assumed that the present use is lawful and that there are no adverse conditions attached. It is further assumed that there are no adverse planning proposals in existence that may affect the property in the future.
- No allowance has been made for any taxation, acquisition, realisation or disposal costs or other expenses.
- No soil surveys have been carried out or services tested.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Not all properties were specifically inspected for the purposes of asset valuations. This was neither practicable, nor considered by the Valuer to be necessary, for the purpose of the valuation. However, regular inspections are made by officers of the Property Section of all the Council's property assets. As allowable under the Code depreciated historical cost is used as a proxy for some non-property assets that have short useful lives and/or low values.

Where a non current asset is included in the Balance Sheet at current value, the increase over the previous carrying amount at which that asset was included in the Balance Sheet immediately prior to the latest revaluation is credited to a revaluation account, except to the extent that it reverses a revaluation loss on the same asset previously recognised in the Comprehensive Income and Expenditure Statement, when the revaluation gain is recognised in the Comprehensive Income and Expenditure Statement.

Where an item of Property, Plant or Equipment is acquired under a finance lease, at the inception of the lease the amount to be recorded both as an asset and as a liability would be the present value of the minimum lease payments derived by discounting them at the interest rate implicit in the lease.

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- The purchase price; and
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

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

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

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

- Community assets and assets under construction – historical cost
- Infrastructure – depreciated historical cost
- Dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)
- All other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Where decreases in value are identified, they are accounted for as follows:

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

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

Impairment

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

Where impairment losses are identified, they are accounted for as follows:

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

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and Community Assets) and assets that are not yet available for use (i.e. assets under construction). Depreciation has been charged using the straight line method on the closing balances over the assets estimated useful life.

The useful lives of assets are estimated on a realistic basis and are reviewed regularly and, where necessary, revised. Where the useful life of an item of Property, Plant or Equipment is revised, the carrying amount of the item is depreciated over the revised remaining useful life. Depreciation is not charged in the year of acquisition but is charged in the year of disposal.

Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, or has a significantly different useful life, the components are recognised separately and depreciated based on the components useful economic life.

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

Disposals and Assets Held for Sale

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale but remain in property, plant and equipment. When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

16. Heritage Assets

Heritage Assets are held in support of the primary objective of increasing the knowledge, understanding and appreciation of the Council's history and local area. The items in the Museum Exhibit and Art Collection and the Civic Collection are held on the Balance Sheet at insurance value, and will be reviewed every five years. The assets within these collections are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.

The collection is relatively static and acquisitions and donations are rare. Where they do occur acquisitions will be recognised at cost until the collection is revalued by the external valuer. Donations will only be recognised where the value is deemed to exceed £10,000, and will be valued by the external valuer.

The Council has an Acquisitions and Disposals Policy in place which sets out the acquisition, preservation, management and disposal of Heritage Assets. This is available to view on the Council's website.

The Council does not consider that reliable cost of valuation information can be obtained for many of the items held under the Sculptures, Monuments and War Memorial category. This is because of the diverse nature of the assets held and lack of comparable market values.

The Council does not purchase Heritage Assets.

17. Provisions and Contingent Liabilities

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

The Council entered into a number of financial guarantees that are not required to be accounted for as financial instruments and are disclosed as Contingent Liabilities.

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

18. Reserves

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

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

19. Revenue Expenditure Funded from Capital under Statute

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

20. VAT

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

21. Financial Instruments

Financial liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. For existing borrowings this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

For Public Works Loans Board (PWLB) loans, the fair value of each loan has been determined by information supplied by the PWLB. For market loans, the redemption rules of the PWLB have been used to approximate the fair value of loans held. The comparator market rates prevailing have been taken from indicative investment rates at each Balance Sheet date.

Financial assets

Financial assets are classified into two types:

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Available for Sale assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Available for Sale assets are maintained in the Balance Sheet at fair value. Values are based on the value of equity shares and the net worth of the company. Changes in fair value are balanced by an entry in the Available for Sale Reserve.

Debtors are included within loans and receivables. The Council recognises that debts are not always paid and makes provision for impairment of bad debts. Bad debt impairment is calculated using a percentage based on known historic collection rates. This is applied to current outstanding debt.

SECTION 3 : Statement of Accounts

Note 1: Accounting Standards that have been issued but have not yet been adopted

The Code of Practice on Local Authority Accounting in the United Kingdom requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2015/16 Code.

IFRS - 13 Fair Value Measurement. This standard provides a consistent definition of fair value, which is based mainly on market values. The Council values land and buildings at their fair value for existing use of assets where there is an active market (e.g. office accommodation) and Depreciated Replacement Cost for assets where there is not an active market (e.g. Schools). The application of the standard to property, plant and equipment assets will follow one of three routes:

- Route 1: where local authorities hold their assets in the same way as commercial entities, (e.g. office accommodation) the application of IFRS 13 would result in remeasurement on the basis of highest and best use.
- Route 2: assets which have unique characteristics or where it is difficult to estimate the asset value at highest and best use (e.g. crematoria buildings) would be measured by means of a theoretical estimation of fair value. In this case, the best measurement basis would continue to be Depreciated Replacement Cost (DRC).
- Route 3: There are circumstances where application of the principle of highest and best use does not fully capture the service and geographical constraints faced by the public sector. Local authorities cannot realistically access the economic benefits available to market participants under the Standard. Examples of this would be buildings which are used by the public sector which have to be provided in a specific location for a specific purpose (e.g. community centres). CIPFA consider that IFRS needs adapting to reflect local government circumstances and therefore the measurement methodology will not change.

The impact of the proposed changes on IFRS 13 will be considered by the Council's valuers and is likely to result in some changes to valuations for non-school properties, although, this is not expected to be significant. It is difficult at this stage to quantify the financial impact of this change.

International Financial Reporting Issues Committee (IFRIC) 21 - Levies provides guidance on accounting for levies in accordance with the requirements of IAS37 Provisions, Contingent Liabilities and Contingent Assets. The standard defines a levy as an outflow of resources embodying economic benefits that is imposed by governments on entities in accordance with legislation. IFRIC 21 confirms that an entity recognises a liability for a levy when the triggering event in legislation occurs. This standard will not have a material impact on the Statement of Accounts.

Annual Improvements to IFRSs (2011 -2013 Cycle): These improvements will not have a major impact on the Statement of Accounts.

The Code requires implementation from 1 April 2015 and there is therefore no impact on the 2014/15 Statement of Accounts.

SECTION 3 : Statement of Accounts

Note 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 beyond 2016/17. 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 Council has an external contract for the provision of its ICT service. This contract has been classed as an embedded lease and under IAS 37 was brought onto the Balance Sheet in 2009/10 as a finance lease. The contract was renewed in October, 2013 for a period of seven years.
- The Council has undertaken a review of all schools in Hartlepool and their accounting treatment. There are 38 schools in Hartlepool;
- Eleven are Voluntary Aided (VA) Schools owned and accounted for by the Roman Catholic Diocese of Hexham and Newcastle or the Church of England Diocese of Durham.
- One Voluntary Controlled (VC) School which is owned and accounted for by the Church of England Diocese of Durham.
- One foundation Schools which are owned by the School Governing Bodies.
- Sixteen Community Schools owned by the Council.
- Nine Academy Schools which the Council have transferred to the Academy under a 125 year lease.

School Type	Land & Buildings	School Playing Field	Equipment
Voluntary Aided	Off	On	Off
Voluntary Controlled	Off	On	On
Foundation	Off	Off	Off
Community	On	On	On
Academy	Off	Off	Off

The income and expenditure of all schools, excluding Academies who produce their own statutory accounts, is included in the Councils Comprehensive Income and Expenditure Statement.

SECTION 3 : Statement of Accounts

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

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

The items in the Council's Balance Sheet at 31 March, 2015 for which there is a 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	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	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 £0.069m for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The effect on the net pensions liability of changes in individual assumptions can be measured. For example, a 0.1% increase in the discount rate assumption would result in a decrease in liability of £9.148m. However, the assumptions interact in complex ways. During 2014/15, the Authority's actuaries advised that the net pension liability for funded LGPS benefits had decreased by £2.512m as a result of estimates being corrected as a result of experience and increased by £45.376m attributable to updating financial assumptions. Actual pension rates are determined on an actuarial basis every 3 years. The latest valuation has determined the employer's contribution for 3 years from 2014/15. A 0.1% increase in this rate would increase the Authority's revenue budget requirement for pension costs by £0.007m.
Income Shortfalls	Owing to the current economic downturn the Council continues to face income shortfalls in relation to car park income, shopping centre income and land charges.	The Council has determined that the income shortfalls will continue in future years and has therefore included a pressure of £0.461m in the 2014/15 Medium Term Financial Strategy. An Income Risk Reserve of £0.500m was created in 2013/14 to further manage this risk.
Arrears	At 31st March, 2015, the Council had a balance of £12.489m on general, Council Tax Payers, NNDR Payers and Trade debtors. A review of these balances suggested that an impairment of doubtful debts of £5.023m was appropriate. However in the current climate it is not certain that such an allowance would be sufficient.	If bad debt provision was made for an additional 1% of outstanding debt this would result in an additional charge of £0.125m.
Localisation of Business Rates	The level of Business Rates retained by the Council and the implementation of the 'safety net' threshold.	The Council has to manage potential annual Business Rates shortfalls of up to £2.740m before receiving any 'safety net' payment from the Government. The Council has set aside a reserve of £4.784m to help manage this risk.

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price.

SECTION 3 : Statement of Accounts

Note 4: Events after the Balance Sheet Date

Non Adjusting Event After the Reporting Period

On 5th May 2015 the Valuation Office Agency announced its decision to reduce the rateable value of the Power Station by 48%. This will permanently reduce the share of Business Rates income retained by the Council by £3.9m. This does not affect 2015/16. The Council is seeking support from the Government to manage this unprecedented rateable value reduction. In the event that Government support is not provided the income loss will be funded from the Business Rates Risk Reserve, which will provide a longer lead time to identify a permanent solution.

Seaton Carew Nursery School was due to be demolished in August 2014 as reported in the 2013/14 Financial Statements. This did not go ahead as the developers who were purchasing the site requested that the building remain so it could be used as a site office. The sale did not complete until 2nd April 2015. This asset is classified as a Surplus Asset in line with the requirements of the Code with a value of £0.308m.

SECTION 3 : Statement of Accounts

Note 5: Adjustments between Accounting Basis and Funding Basis under Regulations

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

2014/15	Usable Reserves					Movement in Unusable Reserves
	General Fund Balance £000s	Earmarked General Fund Reserves £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	
Adjustments primarily involving the Capital Adjustment Account:						
<i>Reversal of items debited or credited to the Comprehensive Income & Expenditure Statement</i>						
Charges for Depreciation and Impairment of Non-current Assets	(12,018)	-	-	-	-	12,018
Charges for Revaluation losses on Property Plant and Equipment	(2,294)	-	-	-	-	2,294
Movements in the Market Value of Investment Properties	97	-	-	-	-	(97)
Capital Grants and Contributions	7,481	-	-	-	-	(7,481)
Direct Revenue Funding	-	-	2,753	-	-	(2,753)
Revenue Expenditure Funded from Capital Under Statute	(2,032)	-	-	-	-	2,032
Amounts of Non-current Assets written off on Disposal or Sale as part of the Gain/(Loss) on Disposal to the Comprehensive Income & Expenditure Statement	(11,937)	-	-	-	-	11,937
<i>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</i>						
Provision for the Financing of Capital Investment (MRP)	4,383	-	-	-	-	(4,383)
Adjustments primarily involving the Capital Grants Unapplied Account:						
Application of Grants to Capital Financing transferred to the Capital Adjustment Account	-	-	-	-	27	(27)
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 & Expenditure Statement	2,934	-	-	(2,934)	-	-
Use of the Capital Receipts Reserve to finance new Capital Expenditure	-	-	-	1,308	-	(1,308)
Transfer of Capital Receipts for the Repayment of Debt	-	-	-	561	-	(561)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	(13,388)	-	-	-	-	13,388
Employer's Pension Contributions and Direct Payments to Pensioners payable in year	7,784	-	-	-	-	(7,784)

SECTION 3 : Statement of Accounts

Note 5: Adjustments between Accounting Basis and Funding Basis under Regulations

2014/15	General Fund Balance £000s	Earmarked General Fund Reserves £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Movement in Unusable Reserves £000s
Adjustments Primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax income and non-domestic rating income credited to the Comprehensive Income & Expenditure Statement is different from council tax and non-domestic rating Income calculated for the year in accordance with statutory requirements	2,225	-	-	-	-	(2,225)
Adjustments primarily involving the Accumulated Absences Adjustment Account:						
Amount by which Officer Remuneration charged to the Comprehensive Income & Expenditure Statement on an accruals basis is different from Remuneration chargeable in the year in accordance with statutory requirements	691	-	-	-	-	(691)
Total Adjustments	(16,074)	-	2,753	(1,065)	27	14,359

Usable Reserves						
2013/14	General Fund Balance £000s	Earmarked General Fund Reserves £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Movement in Unusable Reserves £000s
Adjustments primarily involving the Capital Adjustment Account:						
<u>Reversal of items debited or credited to the Comprehensive Income & Expenditure Statement</u>						
Charges for Depreciation and Impairment of Non-current Assets	(10,102)	-	-	-	-	10,102
Charges for Revaluation losses on Property Plant and Equipment	(1,085)					1,085
Movements in the Market Value of Investment Properties	194	-	-	-	-	(194)
Capital Grants and Contributions	11,892	-	-	-	-	(11,892)
Write out Finance Leases	-			-	-	-
Direct Revenue Funding	-		3,612	-	-	(3,612)
Revenue Expenditure Funded from Capital Under Statute	(2,968)	-	-	-	-	2,968
Amounts of Non-current Assets written off on Disposal or Sale as part of the Gain/(Loss) on Disposal to the Comprehensive Income & Expenditure Statement	(16,643)	-	-	-	-	16,643
<u>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</u>						-
Provision for the Financing of Capital Investment (MRP)	4,630	-	-	-	-	(4,630)

SECTION 3 : Statement of Accounts

Note 5: Adjustments between Accounting Basis and Funding Basis under Regulations

2013/14	General Fund Balance £000s	Earmarked General Fund Reserves £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Movement in Unusable Reserves £000s
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital Grants and Contributions Unapplied Credited to the Comprehensive Income & Expenditure Statement	35	-	-	-	(35)	-
Application of Grants to Capital Financing transferred to the Capital Adjustment Account	-	-	-	-	44	(44)
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 & Expenditure Statement	1,789	-	-	(1,789)	-	-
Use of the Capital Receipts Reserve to finance new Capital Expenditure	-	-	-	1,773	-	(1,773)
Contribution from the Capital Receipts Reserve to finance the payments to the Government Capital Receipts Pool	(1)	-	-	1	-	-
Adjustments primarily involving the Deferred Capital Receipts Reserve:						
Transfer of Deferred Sale Proceeds credited as part of the Gain/(Loss) on Disposal to the Comprehensive Income & Expenditure Statement	-		-	(1)	-	1
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	(16,563)	-	-	-	-	16,563
Employer's Pension Contributions and Direct Payments to Pensioners payable in year	9,028	-	-	-	-	(9,028)
Adjustments Primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income & Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	(453)	-	-	-	-	453
Adjustments primarily involving the Accumulated Absences Adjustment Account:						
Amount by which Officer Remuneration charged to the Comprehensive Income & Expenditure Statement on an accruals basis is different from Remuneration chargeable in the year in accordance with statutory requirements	80	-	-	-	-	(80)
Total Adjustments	(20,167)	-	3,612	(16)	9	16,562

SECTION 3 : Statement of Accounts

Note 6: Transfers to/(from) Earmarked Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2014/15. Further details are provided in Note 28.

	Balance at 31 March 2013	Transfer Between Reserves	Transfers Out 2013/14	Transfers In 2013/14	Balance at 31 March 2014	Transfer Between Reserves	Transfers Out 2014/15	Transfers In 2014/15	Balance at 31 March 2015
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Unearmarked General Fund Balance									
General Fund Balance	5,946	-	(1,908)	1,115	5,153	(495)		595	5,253
	5,946		(1,908)	1,115	5,153	(495)	-	595	5,253
Earmarked General Fund Reserves									
Budget Support Fund 2014/15 to 2016/17	2,051	(500)	(1,217)	3,398	3,732	279	(788)	2,232	5,455
Strategic Change Reserve	100	-	(100)	-	-				-
LPSA Reward	18	-	(18)	-	-				-
	2,169	(500)	(1,335)	3,398	3,732	279	(788)	2,232	5,455
School Balances									
Balances held by schools under a scheme of delegation	5,608	-	(5,634)	4,878	4,852		(4,927)	3,988	3,913
Strategic Change & Ring Fenced Grants Reserves - Held in Trust for Schools	2,173	-	(963)	837	2,047		(1,009)	847	1,885
Other Fund School Balances	420	-	(426)	149	143		(150)	80	73
	8,201	-	(7,023)	5,864	7,042	-	(6,086)	4,915	5,871
Earmarked Revenue Reserves									
Strategic One Off Costs	9,407	-	(1,778)	-	7,629	-	(1,178)	-	6,451
Strategic Change Ring Fenced Grants Reserve	3,975	-	(446)	1,148	4,677	(371)	(591)	2,709	6,424
Insurance Fund	3,934	-	(11)	100	4,023	-	(8)	89	4,104
Strategic Change Reserves	3,557	(99)	(441)	1,496	4,513	(711)	(608)	536	3,730
Support for Local Council Tax Support Scheme	1,197	-	-	860	2,057	375	-	488	2,920
Business Rates Risk Reserve	1,000	-	-	900	1,900	750	-	2,134	4,784
Business Rates Equalisation Reserve	-	-	-	750	750	(750)	-	-	-
Public Health Grant Reserve	-	-	-	500	500	-	-	1,178	1,678
Strategic Risk Reserve	2,178	-	(150)	-	2,028	-	(1,000)	-	1,028
Children's Social Care & Early Intervention Reserve	1,680	-	(841)	160	999	-	-	-	999
Treasury Management Risk Reserve	-	-	-	870	870	-	-	-	870
Protection Costs Reserve	-	-	-	-	-	-	-	750	750
School Attainment Reserve	200	-	(105)	-	95	711	(95)	-	711
Royal Navy Museum Reserve	-	-	-	-	-	146	-	374	520
Capital Risk Strategy Reserve	-	99	-	402	501	-	-	-	501
Income Risk Reserve	-	500	-	-	500	-	-	-	500
Lotteries Reserve	427	-	(2)	17	442	-	(11)	18	449
Regeneration Projects	-	400	-	-	400	-	-	-	400
Secure Accommodation Reserve	-	-	-	-	-	-	-	264	264
Trading Account Reserves	285	-	-	-	285	-	(40)	-	245
Better Care Fund Reserve	-	-	-	-	-	-	-	220	220
Members Ward Budget Reserve	194	-	(215)	207	186	-	(163)	132	155
Funding for Modern Apprentices	50	-	-	-	50	-	-	100	150
Building / Development Control Income Shortfall	140	-	(136)	200	204	-	(81)	-	123
Pay Costs Reserve	-	-	-	-	-	-	-	100	100
Museums Acquisition	72	-	-	4	76	-	-	4	80
WW1 Commemoration Reserve	-	-	-	60	60	-	-	-	60
Living Wage Reserve	-	-	-	49	49	-	-	-	49
Environmental Apprenticeships Scheme	-	-	-	34	34	-	(34)	42	42
Concessionary Fare	38	-	-	-	38	-	-	-	38
Community Centre Reserve	-	-	-	-	-	-	-	30	30
Property Reserve	107	-	(107)	-	-	-	-	23	23
Works in Default Empty Homes	50	-	(31)	-	19	-	-	-	19
NDC Fund	8	-	-	-	8	-	-	-	8
Supporting Family Poverty	309	-	(160)	-	149	(149)	-	-	-
Pension Actuarial Reserve	232	-	-	80	312	-	(312)	-	-
Support 12/13 Loss of Council Tax Freeze Grant	727	-	(348)	-	379	-	(379)	-	-
Academies Reserve	1,148	(400)	(397)	12	363	-	(363)	-	-
Social Housing Development Reserve	-	-	-	-	-	215	(215)	-	-
Public Relations Reserve	-	-	-	10	10	-	(10)	-	-
Public Inquiry Reserve	20	-	(17)	-	3	-	(3)	-	-
Future Project Investigation Costs	250	-	(250)	-	-	-	-	-	-
ICT Contract Reserve	75	-	(75)	-	-	-	-	-	-
Seaton Carew Youth Club	30	-	(30)	-	-	-	-	-	-
Mayoral Referendum Reserve	18	-	(18)	-	-	-	-	-	-
Holiday Pay Reserve	-	-	-	-	-	-	-	-	-
Strategic Change Reserve	-	-	-	-	-	-	-	-	-
Business Transformation	164	-	(29)	-	135	-	(135)	-	-
Carbon Reduction Commitment	165	-	(75)	47	137	-	(137)	-	-
	31,636	500	(5,662)	7,906	34,380	216	(5,362)	9,191	38,425
Total Revenue Reserves	47,952	-	(15,928)	18,283	50,307	-	(12,236)	16,933	55,004
Earmarked Capital Reserves									
Capital Funding Reserve	3,829	-	(3,836)	4,082	4,075	-	(2,856)	4,267	5,486
Capital Receipts Unapplied	-	-	(1,773)	1,789	16	-	(1,869)	2,934	1,081
Capital Grants Unapplied	361	-	(44)	35	352	-	(27)	-	325
	4,190	-	(5,653)	5,906	4,443	-	(4,752)	7,201	6,892
Total Usable Reserves	52,142	-	(21,581)	24,189	54,750	-	(16,988)	24,134	61,896

SECTION 3 : Statement of Accounts

Note 7: Amounts Reported for Segmental Reporting

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Code of Practice. However, decisions about resource allocation are taken by the Council's Finance and Policy Committee on the basis of budget reports analysed across directorates. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement)
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year

The income and expenditure of the Council's directorates recorded in the budget reports for the year is as follows:

Income and Expenditure 2014/15	Child and Adult Services	Chief Executives	Public Health	Regeneration & Neighbourhoods	Corporate	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges & Other Service Income	(27,593)	(9,063)	(2,233)	(39,429)	(11,638)	(89,956)
Government Grants	(11,963)	(48,796)	(8,550)	(3,211)	(4,385)	(76,905)
Total Income	(39,556)	(57,859)	(10,783)	(42,640)	(16,023)	(166,861)
Employee Expenses	38,498	7,890	3,497	21,188	1,607	72,680
Other Operating Expenses	104,247	49,406	8,649	33,642	20,428	216,372
Support Service Recharges	8,397	2,837	69	12,269	250	23,822
Total Expenditure	151,142	60,133	12,215	67,099	22,285	312,874
Net Expenditure	111,586	2,274	1,432	24,459	6,262	146,013

Income and Expenditure 2013/14	Child and Adult Services	Chief Executives	Public Health	Regeneration & Neighbourhoods	Corporate	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges & Other Service Income	(23,707)	(8,973)	(1,981)	(38,218)	(14,879)	(87,758)
Government Grants	(13,600)	(49,881)	(8,537)	(3,016)	(4,705)	(79,739)
Total Income	(37,307)	(58,854)	(10,518)	(41,234)	(19,584)	(167,497)
Employee Expenses	41,733	8,155	3,360	21,956	1,899	77,103
Other Operating Expenses	108,041	49,837	8,569	33,262	26,061	225,770
Support Service Recharges	8,533	3,310	80	12,103	255	24,281
Total Expenditure	158,307	61,302	12,009	67,321	28,215	327,154
Net Expenditure	121,000	2,448	1,491	26,087	8,631	159,657

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

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

	2013/14 £000s	2014/15 £000s
Net Expenditure in the Directorate Analysis	159,657	146,013
Amounts Not Reported in the Directorate Analysis	(43,156)	(37,350)
In Directorate Analysis not in Comprehensive Income & Expenditure Statement	(18,474)	(15,793)
Cost of Services in Comprehensive Income & Expenditure Statement	98,027	92,870

SECTION 3 : Statement of Accounts

Note 7: Amounts Reported for Segmental Reporting

Amounts Reported for Resource Allocation Decisions

Reconciliation to Subjective Analysis

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

2014/15	Directorate Analysis	Amounts not Reported in the Directorate Analysis	In Directorate Analysis not in CI&ES	Cost of Service - Continuing Operations	Corporate Amounts	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges & Other Service Income	(89,956)	1,867	53,218	(34,871)	(3,079)	(37,950)
Interest and Investment Income	-	-	-	-	(15,869)	(15,869)
Income from Council Tax	-	-	-	-	(31,769)	(31,769)
Government Grants and Contributions	(76,905)	(59,780)	2,785	(133,900)	(68,259)	(202,159)
Total Income	(166,861)	(57,913)	56,003	(168,771)	(118,976)	(287,747)
Employee Expenses	72,680	8,963	(7,784)	73,859	18,791	92,650
Other Operating Expenses	216,372	(2,773)	(62,055)	151,544	187	151,731
Support Service Recharges	23,822	-	(1,957)	21,865	-	21,865
Interest Payments	-	-	-	-	2,371	2,371
Precepts and Levies	-	-	-	-	127	127
Depreciation, Amortisation and Impairment	-	14,311	-	14,311	(97)	14,214
Disposal of Non-current Assets	-	62	-	62	11,940	12,002
Total Expenditure	312,874	20,563	(71,796)	261,641	33,319	294,960
(Surplus) / Deficit on the Provision of Services	146,013	(37,350)	(15,793)	92,870	(85,657)	7,213

2013/14	Directorate Analysis	Amounts not Reported in the Directorate Analysis	In Directorate Analysis not in CI&ES	Cost of Service - Continuing Operations	Corporate Amounts	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges & Other Service Income	(87,758)	(2,787)	57,134	(33,411)	(2,437)	(35,848)
Interest and Investment Income	-	-	-	-	(15,060)	(15,060)
Income from Council Tax	-	-	-	-	(31,199)	(31,199)
Government Grants and Contributions	(79,739)	(67,239)	8,652	(138,326)	(74,403)	(212,729)
Total Income	(167,497)	(70,026)	65,786	(171,737)	(123,099)	(294,836)
Employee Expenses	77,103	11,286	(9,028)	79,361	20,065	99,426
Other Operating Expenses	225,770	4,357	(72,896)	157,231	215	157,446
Support Service Recharges	24,281	-	(2,336)	21,945	-	21,945
Interest Payments	-	-	-	-	2,173	2,173
Precepts and Levies	-	-	-	-	124	124
Depreciation, Amortisation and Impairment	-	11,187	-	11,187	(194)	10,993
Disposal of Non-current Assets	-	40	-	40	16,643	16,683
Total Expenditure	327,154	26,870	(84,260)	269,764	39,026	308,790
(Surplus) / Deficit on the Provision of Services	159,657	(43,156)	(18,474)	98,027	(84,073)	13,954

The "Amounts not reported in the Directorate Analysis", amounts includes depreciation, impairment and IAS 19 pension adjustments. The management accounts concentrate on managing cash expenditure. These technical adjustments do not have an impact on the Council's bottom line.

SECTION 3 : Statement of Accounts

Note 8: Other Operating Expenditure and Transfer of School Assets

This note provides a breakdown of the various components included within the Other Operating Expenditure and Transfer of School Assets lines of the Comprehensive Income and Expenditure Statement.

2013/14 £000s		2014/15 £000s
124	Parish Council Precepts and Levies	127
1	Payments to the Government Housing Capital Receipts Pool	5
(215)	Receipts from Sale of Former Council Houses	(146)
13,400	Loss resulting from Transfer of School Assets	6,678
1,455	(Gain) or loss on the disposal of non-current assets	2,329
<u>14,765</u>		<u>8,993</u>

Note 9: Financing and Investment Income and Expenditure

This note provides a breakdown of the various components included within the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.

2013/14 £000s		2014/15 £000s	Note
2,138	Interest payable and similar charges on borrowing	2,368	37
35	Finance Lease Interest payable	3	37
5,197	Remeasurement of the Net Defined Benefit Liability	3,735	45
(192)	Interest Receivable and Similar Income	(339)	37
(220)	Net (Gain) / Loss on Investment Properties	(292)	16
(194)	Changes in fair values of Investment Properties	(97)	16
<u>6,764</u>		<u>5,378</u>	

Note 10: Taxation and Non-Specific Grant Income

Taxation and Non-Specific Grant Income comprises the following:

2013/14 £000s		2014/15 £000s	Note
31,199	Council Tax Income	31,769	
17,140	NNDR Distribution	21,168	
46,763	Non-ring Fenced Government Grants	41,044	
10,500	Capital Grants and Contributions	6,047	
<u>105,602</u>		<u>100,028</u>	27

SECTION 3 : Statement of Accounts

Note 11 - Councillor's Allowances & Expenses

The Council has decided to provide this additional note to provide a detailed breakdown of the Basic Allowance and Special Responsibility Allowances (SRAs) paid to individual Councillors for 2014/2015, together with other expenses and costs allocated to individual Councillors.

This detailed disclosure exceeds the minimum legal requirements specified by the Government in "Statutory Instrument 2003 Number 1021 – The Local Authorities (Councillors Allowances) (England) Regulations 2003" which requires local authorities to publish details of the amounts paid to individual Councillors for each financial year for the following categories:

- Basic Allowance and Special Responsibility Allowances;
- Dependent Carers Allowance;
- Travelling and Subsistence Allowance; and
- Co-optees Allowances.

The Council paid no Dependent Carers Allowances or Co-optees Allowances in 2014/2015 or 2013/2014.

The detailed arrangements for paying the Basic Allowance, SRAs and other expenses are defined by specific rules in the Council's constitution. The key components of these rules are described below:

Basic and Special Responsibility Allowances

The value of the Basic and Special Responsibility Allowances (SRAs) paid by the Council are based on recommendations made by the Independent Remuneration Panel.

The Council considered a report from the Independent Remuneration Panel (IRP) on 3rd July 2014 which recommended increasing the Basic Allowance to £6,267 from 1st April 2014, with a further increase to £6,517 from 1st April 2015.

The Council did not approve these increases and determined to limit the increase in the Basic Allowance to the level of the Local Government pay award. As there was not a percentage increase in Local Government pay on 1st April 2014 the Basic Allowance was frozen for the period 1st April 2014 to 31st December 2014 at £5,825, the same level as in 2013/14.

With effect from 1st January 2015 a Local Government pay award of 2.2% was agreed and the Basic Allowance increased to £5,953. The 2.2% increase was also applied to the Special Responsibility Allowance. This amount is fixed until 31st March 2016. A number of Councillors determined to waive this increase and this is reflected in the detailed table of allowances and expenses.

General and General Subsistence

This covers expenses claimed by Councillors for travel and subsistence with a 35 mile radius of Hartlepool in respect of approved duties as a Councillor. In some instances this includes the travel expenses claimed by individual Councillors in their role representing the Council on Regional Organisations.

Telephone Expenses

Councillors can be reimbursed for the cost of line and telephone rental. Councillors are also eligible to claim for installing a telephone line if a line is not already connected. Councillors cannot claim for the cost of telephone calls.

Taxation, National Insurance and Pensionable Status of Allowances

Individual Councillors pay income tax and national insurance on all allowances payable to them. These allowances are not pensionable. When a Councillor loses office all allowances stop with immediate effect and no payments are made for the loss of office.

SECTION 3 : Statement of Accounts

Note 11: Councillor's Allowances & Expenses

Table 1 - Councillor's Allowances & Expenses

The total amount paid to Councillors' in respect of basic, special responsibility and travel and subsistence allowances was £264,482.63 (2013/14: £268,537.17). An analysis of the allowance payments is detailed below.

Councillor	Basic Allowance £	Special Responsibility Allowance £	General Travel £	General Subsistence £	Telephone Expenses £	Total 2014/15 £
Ainslie J	5,857.02	2,834.68	16.18	-	137.88	8,845.76
Akers-Belcher C	5,857.02	17,571.00	-	-	-	23,428.02
Akers-Belcher S J	5,857.02	5,857.02	-	-	-	11,714.04
Atkinson K	5,857.02	-	-	-	-	5,857.02
Barclay A	5,857.02	-	12.00	-	-	5,869.02
Beck P	5,857.02	-	-	-	112.41	5,969.43
Brash J	5,825.04	-	-	-	-	5,825.04
Clark A (27.05.14-31.03.15)	4,980.13	-	-	-	-	4,980.13
Cook R W	5,857.02	5,857.02	-	-	-	11,714.04
Cranney K H	5,857.02	3,514.26	184.47	-	-	9,555.75
Dawkins K	5,825.04	2,208.11	-	-	-	8,033.15
Fisher K (01.04.14-26.05.14)	892.54	624.85	283.96	-	27.41	1,828.76
Fleet M	5,857.02	-	-	-	-	5,857.02
Gibbon S	5,857.02	-	-	-	-	5,857.02
Griffin S	5,857.02	-	-	-	-	5,857.02
Hall G G	5,857.02	-	-	-	-	5,857.02
Hargreaves P	5,825.04	-	-	-	-	5,825.04
Hind T (27.05.14-31.03.15)	4,980.13	522.36	30.00	-	-	5,532.49
Jackson P	5,857.02	4,165.21	-	-	-	10,022.23
James M A	5,857.02	1,707.46	-	-	-	7,564.48
Lauderdale J	5,825.04	-	-	-	-	5,825.04
Lilley A E (01.04.14-26.05.14)	892.54	-	-	-	-	892.54
Lilley G	5,857.02	-	-	-	-	5,857.02
Loynes B	5,857.02	-	-	-	-	5,857.02
Martin-Wells R	5,857.02	5,292.80	-	-	-	11,149.82
Morris G	5,857.02	2,834.68	-	-	-	8,691.70
Payne R W	5,857.02	5,857.02	109.35	-	-	11,823.39
Richardson C	5,857.02	5,857.02	-	-	-	11,714.04
Riddle D (27.05.14-31.03.15)	4,948.15	-	-	-	-	4,948.15
Robinson J	5,857.02	-	-	-	-	5,857.02
Shields L (01.04.14-26.05.14)	892.54	-	-	-	-	892.54
Simmons C	5,857.02	5,857.02	-	-	-	11,714.04
Sirs K	5,857.02	-	-	-	-	5,857.02
Springer G A (27.05.14-31.03.15)	4,980.13	-	181.45	-	15.99	5,177.57
Tempest S (01.04.14-26.05.14)	892.55	535.52	-	-	-	1,428.07
Thomas Stephen (27.05.14-31.03.15)	4,980.13	-	-	-	-	4,980.13
Thompson P	5,825.04	-	-	-	-	5,825.04
Total 2014/15	192,275.50	71,096.03	817.41	-	293.69	264,482.63
Totals 2013/14	191,781.82	75,264.34	1,011.63	18.40	460.98	268,537.17
Totals 2012/13	205,507.20	122,536.65	941.92	-	695.54	329,681.31

SECTION 3 : Statement of Accounts

Note 11: Councillor's Allowances & Expenses

Table 2 - Costs associated with Council Approved Conferences

The Council has an approved list of conferences which specific Councillors are authorised to attend as representatives of the Council, covering the following conferences:

- National Association of Councils
- Local Government Association

The conferences and travel/accommodation arrangements are booked by officers of the Council on behalf of the Councillor(s) attending the conference. The costs are paid directly by the Council and are not based on claims submitted by individual Councillors. The costs paid by the Council for conference fees, travel and accommodation are then recorded against the individual Councillor who attended the event.

Conference Subsistence, relates to expenses claimed by Councillors for 'out of pocket expenses' whilst staying away from Hartlepool where meals are not provided for in the overall conference fees. The allowances claimable are based on approved national subsistence rates.

The total amount paid by the Council on costs associated with Council Conferences was £10,536.11 (2013/14: £8,578.95). An analysis of the payments is detailed below.

Councillor	Conference Travel £	Conference Subsistence £	Conference Fees £	Conference Accommodation £	Total 2014/15 £
Akers-Belcher C	332.94	-	2,265.75	1,176.65	3,775.34
Akers-Belcher S J	210.70	35.75	2,245.00	866.75	3,358.20
Barclay A	51.33	-	700.00	240.00	991.33
Clark A	30.61	-	350.00	120.00	500.61
James M A	30.63	-	1,050.00	360.00	1,440.63
Sirs K	-	-	350.00	120.00	470.00
Totals for 2014/15	656.21	35.75	6,960.75	2,883.40	10,536.11
Totals for 2013/14	518.10	0.00	5,545.00	2,515.85	8,578.95
Totals for 2012/13	410.31	0.00	4,200.00	1,440.00	6,050.31

Table 3 - The Council's appointed representatives on Cleveland Fire Authority

The following Councillors were the Council's appointed representatives on Cleveland Fire Authority and received a separate allowance for this additional responsibility which was funded from the Fire Authority budget, as detailed below. Further details of these allowances can be obtained from the Fire Authority.

Councillor	Cleveland Fire Authority			Total £	Period of Office
	Basic Allowances £	Special Responsibility Allowances	Travel, Subsistence or Conference Allowances £		
Akers-Belcher S J	432.70	-	-	432.70	01/04/14-11/06/14
James M	1,761.27	-	9.10	1,770.37	12/06/14-31/03/15
Lilley G	1,761.27	-	-	1,761.27	12/06/14-31/03/15
Martin-Wells R	2,193.96	-	-	2,193.96	01/04/14-31/03/15
Payne R	2,193.96	1,584.55	140.00	3,918.51	01/04/14-31/03/15
Richardson C	432.70	-	-	432.70	01/04/14-11/06/14
	8,775.86	1,584.55	149.10	10,509.51	

SECTION 3 : Statement of Accounts

Note 12 - Officers' Remuneration

In accordance with the requirements of the Accounts and Audit Regulations 2011 the Council is required to disclose details of remuneration for Senior Employees and those earning more than £50,000. Senior Employees are defined as the Chief Executive, statutory Chief Officers and all other senior managers reporting directly to the Chief Executive. Details of the remuneration for these officers are provided below.

Senior Officers with a salary of £150,000 or more per year

The Council had no senior officers with a salary of £150,000 or more per year during 2014/15. The highest paid officer was the Chief Executive, David Stubbs. The salary grade has been fixed since November 2012 at £140,000 to £150,000 per year. Mr Stubbs was appointed in November 2012 on an annual salary of £140,000 and annual increments of £2,000 are subject to assessment under the Council's Performance Increment Scheme (for the Chief Executive and Directors), which was approved by Council on 26 March 2015.

The Chief Executive is the senior officer who leads and takes responsibility for the work of the 2785 (3,132 in 2013/14) full-time equivalent employees, including schools, and runs the Local Authority on a day to day basis. The role of Chief Executive is a full time appointment.

Permanent post holders are selected on merit, against objective criteria, following public advertisement. They are appointed by the whole Council.

As Head of Paid Service, the Chief Executive works closely with elected Councillors to deliver the following:

Leadership: working with elected Councillors to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams

Strategic Direction: ensuring all staff understand and adhere to the strategic aims of the organisation and follow the direction set by the elected Councillors.

Policy Advice: acting as the principal policy adviser to the elected Members of the Council to lead the development of workable strategies which will deliver the political objectives set by Members.

Partnerships: leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people.

Operational Management: overseeing financial and performance management, risk management, people management and change management within the Council.

Details of the Chief Executive's Remuneration is shown in the following tables: -

2014/15 - Table A

Post holder information (Post title and name)	Salary	Pension Contributions (Note g)	Total Remuneration including Pension Contributions 2014/15
	£	£	£
Chief Executive			
Dave Stubbs	142,833	-	142,833
Total	142,833	-	142,833

2013/14 - Table B

Post holder information (Post title and name)	Salary	Pension Contributions (Note g)	Total Remuneration including Pension Contributions 2013/14
	£	£	£
Chief Executive			
Dave Stubbs	140,833	-	140,833
Total	140,833	-	140,833

There were no employer pension contributions in respect of the Chief Executive as he ceased to be a member of the pension scheme on 1 April, 2012. The Chief Executive's pension will be calculated on the basis of his salary and accrued service as at that date. In 2014/15 this saved the Council £0.020m (£0.023m in 2013/14).

SECTION 3 : Statement of Accounts

Note 12 - Officers' Remuneration

Senior Officers reporting directly to the Chief Executive

During 2014/15 financial year there were six officers, including three departmental Directors, reporting directly to the Chief Executive and remuneration details for these posts are shown below.

Director of Child and Adult - responsible for a gross annual revenue budget (excluding schools) of £89m and managing 586 full-time equivalent employees (excluding schools) who provide a diverse range of services, education and early years related services, services for vulnerable children and families including looking after children at risk, child and adult protection services, young offenders, children's fostering and adoption services, caring for older people, people with mental health issues and people with physical or learning disabilities.

Director of Regeneration and Neighbourhoods - responsible for a gross annual revenue budget of £54m and managing 779 full-time equivalent employees who provide a diverse range of services, including planning and building control, economic development and regeneration, community safety, refuse collection, street cleansing, highways maintenance, car parks, libraries, culture and leisure services.

Director of Public Health - responsible for a gross annual revenue budget of £12m and managing 92 full-time equivalent employees who provide a diverse range of services including substance misuse, drug prevention, school nursing, sexual health, smoking cessation, Consumer Services and sport and recreation.

2014/15 - Table C

Post Holder Information (Post Title)	Salary	Pension Contributions (Note g)	Total Remuneration including Pension Contributions 2014/15	Note
	£	£	£	
Director of Child & Adult	110,000	15,620	125,620	<i>a</i>
Director of Regeneration & Neighbourhoods	102,656	14,577	117,233	<i>b</i>
Director of Public Health	81,481	11,407	92,888	<i>c</i>
Chief Finance Officer	81,467	11,568	93,035	<i>d</i>
Chief Solicitor	91,939	13,056	104,995	<i>e</i>
Assistant Chief Executive	81,467	11,568	93,035	<i>f</i>
	549,010	77,796	626,806	

SECTION 3 : Statement of Accounts

Note 12 - Officers' Remuneration

2013/14 - Table D

Post Holder Information (Post Title)	Salary	Pension Contributions (Note g)	Total Remuneration including Pension Contributions 2013/14	Note
	£	£	£	
Director of Child & Adult	49,086	8,050	57,136	
Backfill of Director of Child & Adult	20,689	-	20,689	
Total Director of Child & Adult	69,775	8,050	77,825	<i>a</i>
Director of Regeneration & Neighbourhoods	100,656	16,508	117,164	<i>b</i>
Director of Public Health	81,481	11,407	92,888	<i>c</i>
Chief Finance Officer	84,044	13,783	97,827	<i>d</i>
Chief Solicitor	84,980	13,857	98,837	<i>e</i>
Assistant Chief Executive	81,062	13,294	94,356	<i>f</i>
	501,998	76,899	578,897	

There has been no annual "cost of living" pay award for the Chief Executive, Director of Child and Adults and Director of Regeneration and Neighbourhoods since April 2008 and this will continue to apply until 31 March 2016. A 2% pay award has been agreed for the post of Director of Public Health and other Chief Officers earning less than £100,000 per annum which covers the period 1 January 2015 to 31 March 2016. This is their first "cost of living" pay award since April 2008.

Notes

(a) The new Director of Child and Adult Services commenced in the role on 21st October 2013 on a salary of £110,000. The salary scale for the Director of Child and Adult Services for 2014/15 was £100,000 to £110,000. Appointment was made at the top of the grade to reflect the experience of the Director who had held a similar role in another authority.

(b) The salary scale for the Director of Regeneration & Neighbourhoods for 2014/15 was £100,000 to £110,000. The current post holder's salary was incrementally increased from £102,000 to £104,000 in January 2015, in line with agreed contractual arrangements.

(c) The Director of Public Health joined the authority on 01/04/13 under TUPE transfer on a salary of £81,481. The post holder's NHS terms and conditions of employment will apply for a period of three years from TUPE transfer. During this period the post is not subject to an incremental salary scale and will remain on a fixed salary of £81,481.

(d) The salary scale for the Chief Finance Officer's post was increased by 2% with effect from 1 January 2015, there had been no pay award since 2008. The Salary Scale for this post is £66,147 to £82,683. The salary scale was reviewed during 2013/14 and the payments in table D includes arrears of £3,828 which covered the period November 2011 to March 2013.

(e) The salary scale for the Chief Solicitor's post for 2014/15 was also increased by 2% with effect from 1 January 2015, to £66,147 to £82,683. The Chief Solicitor's salary includes a payment of £3,432 (£3,432 in 2013/14) in respect of this post holder also acting as Legal Officer to Cleveland Fire Authority. This cost is paid for by the Fire Authority. The post holder also received £7,040 in 2014/15 (2013/14 £486) as the Council's designated Returning Officer for elections.

(f) The salary scale for the Assistant Chief Executive's post for 2014/15 was increased by 2% with effect from 1 January 2015 to £66,147 to £82,683. The current post holder was at the top of this salary scale throughout 2014/15.

(g) The pension contributions included in the Remuneration Disclosure Tables only relate to the Council's contribution to the pension scheme. In addition, the employee contributes a percentage of their salary to the scheme, for salaries between £60,001 to £85,000 this is 9.9% and for salaries above £85,001 to £150,000 the rate is 11.4%.

No expense allowances were paid to Council Officers during 2014/15.

SECTION 3 : Statement of Accounts

Note 12 - Officers' Remuneration

Employees with a salary of £50,000 or more

In accordance with the Accounts and Audit Regulations 2011, the number of employees including school employees employed by the Council whose remuneration was £50,000 or greater is detailed in the table below in bands of £5,000. This table excludes details of senior officers set out in the tables overleaf. The bandings have been used since 2002/03 and are not indexed and therefore do not make any adjustment for inflationary increases each year. If the starting banding had been indexed for cost of living increases for local authority employees then it would be £60,600.

'Remuneration' is measured as gross pay (before deduction of employees' pension contributions), plus compensation for loss of office and any other payments receivable on the termination of employment in line with guidance.

During 2014/15 a pay award was agreed at a rate of 2.2% for the period 1 January 2015 to 31 March 2016, in addition a non consolidated payment was approved and the rate varied dependant upon salary scale which equates to between £100 and £220 for eligible employees.

The details shown for 2014/15 under the heading "Left in Year" includes the annual salary payment in the year plus the termination costs of making these posts redundant. Details of the termination costs are provided in Note 13. These employees all had annual salaries below £50,000.

TABLE E - NON-SCHOOLS EMPLOYEES

2013/14			Remuneration Band (£)	2014/15		
No. of Non-School Employees				No. of Non-School Employees		
<i>Non School</i>	<i>Left in Year</i>	<i>Total</i>		<i>Non School</i>	<i>Left in Year</i>	<i>Total</i>
7	1	8	50,000 to 54,999	6	2	8
2	-	2	55,000 to 59,999	3	1	4
4	-	4	60,000 to 64,999	3	3	6
-	1	1	65,000 to 69,999	1	-	1
2	-	2	70,000 to 74,999	2	-	2
1	-	1	75,000 to 79,999	-	-	-
2	-	2	80,000 to 84,999	3	-	3
-	1	1	85,000 to 89,999	-	1	1
-	1	1	90,000 to 94,999	-	-	-
-	-	-	95,000 to 99,999	-	-	-
-	-	-	100,000 to 104,999	-	1	1
-	-	-	105,000 to 109,999	-	1	1
-	-	-	110,000 to 194,999	-	-	-
-	-	-	195,000 to 199,999	-	1	1
18	4	22		18	10	28

TABLE F - SCHOOL EMPLOYEES

2013/14			Remuneration Band (£)	2014/15		
No. of School Employees				No. of School Employees		
<i>School</i>	<i>Left in Year</i>	<i>Total</i>		<i>School</i>	<i>Left in Year</i>	<i>Total</i>
9	-	9	50,000 to 54,999	4	1	5
5	-	5	55,000 to 59,999	5	-	5
3	-	3	60,000 to 64,999	6	-	6
4	-	4	65,000 to 69,999	4	-	4
2	-	2	70,000 to 74,999	1	-	1
-	-	-	75,000 to 79,999	1	-	1
-	-	-	80,000 to 84,999	-	-	-
-	-	-	85,000 to 89,999	-	1	1
-	-	-	90,000 to 94,999	-	-	-
-	-	-	95,000 to 99,999	-	-	-
-	-	-	100,000 to 104,999	-	-	-
23	-	23		21	2	23

The remuneration for school employees is determined by each individual Governing Body in accordance with national pay guidelines. Academies, Foundation and Voluntary Aided school employees are excluded from the Table as the Governing Body and not the Council are the employer.

During 2014/15 four schools were granted Academy Status and their employees are excluded from the 2014/15 figures shown in the above table.

SECTION 3 : Statement of Accounts

Note 13: Termination Costs

In response to cuts in Government grants the Council has had to make significant reductions in ongoing expenditure. The Council has mitigated the impact on staff by managing vacancies and redeploying staff where possible. However, as staff costs make up the largest single element of the Council's budget it has not been possible to avoid reductions in staffing levels. Therefore, in 2014/15 a total of 77 employees (81 in 2013/14) either took voluntary redundancy or were made compulsorily redundant. The 2014/15 costs of this involved payments of £0.718m (£0.837m in 2013/14) to employees in the form of redundancy payments and £0.457m (£0.675m in 2013/14) to the pension fund in respect of retirement benefits. The Council also incurred other costs of £0.001m (£0.006m in 2013/14). These payments incorporate schools and further details are provided in Note 44.

The Council calculates redundancy pay based on the actual salary paid to individual employees, with a maximum redundancy payment not exceeding 30 weeks pay with no enhancements. Retirement costs are based on national arrangements applying to all Local Government Pension schemes.

For non-schools employees the Council adopts robust arrangements for approving both compulsory and voluntary redundancies / early retirements and only approves applications where there is a permanent budget saving and the one-off redundancy / early retirement costs have a pay back period of 3.05 years or less. In 2014/15 the average pay back period was 10 months (12 months in 2013/14). In 2014/15 this has enabled the authority to achieve permanent salary savings of £1.122m (£1.243m in 2013/14).

The following tables provide details by band and of the number and total cost of the compulsory and voluntary redundancies for non-school and school employees.

TABLE G - NON-SCHOOLS EMPLOYEES

2013/14					2014/15				
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	Remuneration Band (£)	No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	
29	31	60	396,675	0 to 20,000	21	25	46	363,044	
1	8	9	241,362	20,001 to 40,000	-	11	11	296,214	
-	4	4	190,837	40,001 to 60,000	-	-	-	-	
-	4	4	278,009	60,001 to 80,000	-	2	2	139,005	
-	-	-	-	80,001 to 100,000	-	-	-	-	
-	2	2	223,126	100,001 to 120,000	-	1	1	100,093	
-	-	-	-	120,001 to 140,000	-	-	-	-	
-	-	-	-	140,001 to 160,000	-	1	1	146,378	
-	-	-	-	160,001 to 180,000	-	-	-	-	
-	1	1	186,377	180,001 to 200,000	-	-	-	-	
30	50	80	1,516,386		21	40	61	1,044,734	

TABLE H - SCHOOLS EMPLOYEES

2013/14					2014/15				
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	Remuneration Band (£)	No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	
1	-	1	1,735	0 to 20,000	9	4	13	44,293	
-	-	-	-	20,001 to 40,000	3	-	3	87,362	
1	-	1	1,735		12	4	16	131,655	

Decisions in relation to School Employees are made by individual School Governing Bodies and not by the Council. Foundation and Voluntary Aided school employees are excluded from Table H as the Governing Body and not the Council are the employer.

During 2014/15 four schools were granted Academy Status and their employees are excluded from the 2014/15 figures shown in the above table.

SECTION 3 : Statement of Accounts

Note 14: Non Current Assets - Property, Plant & Equipment

This note shows the movements in the value of non current assets (Property, Plant and Equipment) during 2014/15.

Movements in 2014/15

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	PP&E Under Construction	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Cost or Valuation								
As at 1 April 2014	5,588	133,180	27,888	101,481	5,556	7,323	18,507	299,523
Adjustment for Impairment 2013/14	-	53	-	-	-	-	-	53
Additions	1,396	2,251	3,403	2,144	144	789	6,185	16,312
Accumulated Depreciation Written Off to Gross Carrying Amount	(51)	(2,594)	-	-	-	(50)	-	(2,695)
Accumulated Impairment Written Off to Gross Carrying Amount	-	(23)	-	-	-	(2,767)	-	(2,790)
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	372	9,343	-	-	-	(114)	-	9,601
Revaluation Increases/(decreases) recognised in the Surplus/Deficit on Provision of Services	(1,789)	1,076	-	-	-	(1,581)	-	(2,294)
Derecognition-Disposals	-	(8,257)	(619)	-	(10)	(1,848)	(580)	(11,314)
Reclassified (to)/from Held for Sale	-	(1,570)	-	-	-	-	-	(1,570)
Reclassified (to)/from Investment Property	(80)	134	-	-	-	-	-	54
Other movements in Cost or Valuation	1,516	3,695	877	8,310	1	1,490	(15,895)	(6)
At 31 March 2015	6,952	137,288	31,549	111,935	5,691	3,242	8,217	304,874

Accumulated Depreciation and Impairment

As at 1 April 2014	(81)	(2,571)	(13,433)	(41,673)	-	(4)	-	(57,762)
Adjustment for Impairment 2013/14	-	(53)	-	-	-	-	-	(53)
Depreciation Charge	(67)	(2,782)	(3,142)	(3,141)	-	(96)	-	(9,228)
Accumulated Depreciation Written Off to Gross Carrying Amount	51	2,594	-	-	-	50	-	2,695
Accumulated Impairment Written Off to Gross Carrying Amount	-	-	-	-	-	-	-	-
Derecognition - Disposals	-	391	530	-	-	23	-	944
Reclassified (to)/from Investment Property	10	-	-	-	-	-	-	10
Other movements in Depreciation and Impairment	-	6	1	2	-	(4)	-	5
At 31 March 2015	(87)	(2,415)	(16,044)	(44,812)	-	(31)	-	(63,389)

Net Book Value

At 31 March 2015	6,865	134,873	15,505	67,123	5,691	3,211	8,217	241,485
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Nature of Asset Holding

Owned	6,865	134,873	15,275	67,123	5,691	3,211	8,217	241,255
Finance Lease	-	-	230	-	-	-	-	230
Total	6,865	134,873	15,505	67,123	5,691	3,211	8,217	241,485

SECTION 3 : Statement of Accounts

Note 14: Non Current Assets - Property, Plant & Equipment

Movements in 2013/14

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	PP&E Under Construction	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Cost or Valuation								
As at 1 April 2013	4,583	147,808	26,637	98,667	6,936	5,544	11,592	301,767
Adjustment for Impairment 2012/13	-	(3,283)	-	-	-	(667)	-	(3,950)
Additions	677	1,967	3,144	1,497	280	454	11,084	19,103
Accumulated Depreciation Written Off to Gross Carrying Amount	(29)	(3,029)	-	-	-	(65)	-	(3,123)
Accumulated Impairment Written Off to Gross Carrying Amount	-	(2,437)	-	-	-	(793)	-	(3,230)
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	243	6,140	498	-	(1,243)	310	-	5,948
Revaluation Increases/(decreases) recognised in the Surplus/Deficit on Provision of Services	(1,387)	(403)	-	-	11	694	-	(1,085)
Derecognition-Disposals	-	(13,328)	(2,498)	-	(366)	(155)	(211)	(16,558)
Reclassified (to)/from Held for Sale	-	-	-	-	1,250	675	-	1,925
Reclassified (to)/from Investment Property	34	(1,275)	-	-	(41)	8	-	(1,274)
Other movements in Cost or Valuation	1,467	1,020	107	1,317	(1,271)	1,318	(3,958)	-
At 31 March 2014	5,588	133,180	27,888	101,481	5,556	7,323	18,507	299,523

Accumulated Depreciation and Impairment

As at 1 April 2013	(45)	(8,434)	(12,743)	(38,643)	-	(670)	-	(60,535)
Adjustment for Impairment 2012/13	-	3,283	-	-	-	667	-	3,950
Depreciation Charge	(65)	(2,959)	(2,881)	(3,030)	-	(90)	-	(9,025)
Accumulated Depreciation Written Off to Gross Carrying Amount	29	2,947	-	-	-	105	-	3,081
Accumulated Impairment Written Off to Gross Carrying Amount	-	2,136	-	-	-	17	-	2,153
Derecognition - Disposals	-	387	2,191	-	-	-	-	2,578
Reclassified (to)/from Investment Property	-	35	-	-	-	-	-	35
Other movements in Depreciation and Impairment	-	34	-	-	-	(33)	-	1
At 31 March 2014	(81)	(2,571)	(13,433)	(41,673)	-	(4)	-	(57,762)

Net Book Value

At 31 March 2014	5,507	130,609	14,455	59,808	5,556	7,319	18,507	241,761
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Nature of Asset Holding

Owned	5,507	130,609	14,399	59,808	5,556	7,319	18,507	241,705
Finance Lease	-	-	56	-	-	-	-	56
Total	5,507	130,609	14,455	59,808	5,556	7,319	18,507	241,761

SECTION 3 : Statement of Accounts

Note 14: Non Current Assets - Property, Plant & Equipment

Depreciation

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

- Council Dwellings - 50 years.
- Other Land and Buildings - straight-line allocation over the useful life of the property as estimated by the valuer, between 25 and 40 years.
- Vehicles, Plant, Furniture & Equipment - straight-line allocation over the useful life of the asset, up to 15 years.
- Infrastructure - between 15 and 100 years.

Revenue Expenditure Funded from Capital Under Statute

The net cost of Revenue Expenditure Funded from Capital Under Statute is charged to the Comprehensive Income and Expenditure Account. An amount of £2.032m (£2.968m in 2013/14) has been charged to Services. These amounts were fully financed from capital resources, which in the case of earmarked reserves have been shown as a reconciling item within Note 5 (Adjustments between Accounting Basis and Funding Basis under Regulations) £0.444m (£1.360m in 2013/14), and in the case of case of capital grants and prudential borrowing (general fund) £1.588m (£1.608m in 2013/14).

Capital Commitments

As at 31st March, 2015, the Council had rephased capital expenditure totalling £10.544m into 2015/2016, of which £2.346m will be funded from grant, £3.958m will be funded by prudential borrowing and the remaining £4.240m will be funded from the Council's own resources. The comparable rephased capital expenditure at 31 March 2014 was £20.311m. The Council has entered into a number of contracts for which capital monies are committed.

The major commitments are:

Scheme	Total Project Budget	Expenditure over Years to 31 March 15	Commitment
	£000s	£000s	£000s
Empty Property Purchasing Scheme	5,840	5,233	607
Empty Property Purchasing Scheme - Phase 2	2,945	158	2,787
EDM Seaton Carew Coast Protection	1,875	563	1,312
Street Lighting LED Scheme	4,930	2,708	2,222

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Note 15: Non Current Assets - Property, Plant & Equipment - Revaluations

The Council carries out a rolling programme that ensures that all property, plant and equipment required to be measured at fair value is revalued at least every five years. All valuations were carried out internally and valuations are based on certificates issued by the Council's Estates Manager, Mr D Clarke, a member of the Royal Institute of Chartered Surveyors. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment are based on depreciated historic cost.

The significant assumptions applied in estimating the fair values unless otherwise noted in the valuation reports are:

- Properties are in good condition and repair.
- Properties are freehold and with vacant possession.
- Properties will continue to be used by the Council into the foreseeable future.
- Properties do not contravene planning and other statutory matters.

The following statement shows the progress of the Council's rolling programme for the revaluation of non current assets and property, plant and equipment, excluding Community Assets (£5.691m), Heritage Assets (£14.721m), Infrastructure Assets (£67.123m) and Property, Plant and Equipment under construction (£8.217m). The basis for the valuation is set out in the Statement of Accounting Policies.

	Operational Assets				
	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Surplus Assets	Total
	£000s	£000s	£000s	£000s	£000s
Valued at Historical Cost	-	-	15,505	-	15,505
Valued at fair value as at:					
<u>Current Year</u>					
2014/2015	3,755	62,779	-	431	66,965
2013/2014	1,171	47,659	-	1,501	50,331
2012/2013	34	13,855	-	1,279	15,168
2011/2012	1,905	6,251	-	-	8,156
2010/2011	-	4,329	-	-	4,329
Total	6,865	134,873	15,505	3,211	160,454

Custodian Authority Assets

The Balance Sheet excludes assets held by the Council in its capacity as Custodian Authority. These assets were revalued in 2014/15 at £0.014m. The interest on these assets were passed to the Council following the abolition of Cleveland County Council on 1 April 1996. These assets are held on behalf of the four unitary authorities pending their disposal. The sale proceeds will be distributed to the four unitary authorities in accordance with an agreed basis.

SECTION 3 : Statement of Accounts

Note 16: Non Current Assets - Investment Property

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:

2013/14 £000s		2014/15 £000s
(434)	Rental income from Investment Property	(474)
214	Direct operating expenses arising from investment property	182
(220)	Net (gain)/loss	(292)

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.

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

The Council leases a number of properties where it also acts as a lessor. These properties are classed as investment properties.

2013/14 £000s		2014/15 £000s
15,094	Balance at the start of the year	17,953
	<u>Additions:</u>	
1,564	Acquisitions	-
10	Subsequent expenditure	29
(148)	Disposals	(1,507)
194	Net Gains/(Losses) from Fair Value Adjustments	65
	<u>Transfers</u>	
1,239	(To)/from Property, Plant & Equipment	(64)
17,953	Balance at the end of the year	16,476

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Note 17: Non Current Assets - Heritage Assets

Reconciliation of the carrying value of Heritage Assets held by the Council:

2013/14	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
Cost or Valuation	£000s	£000s	£000s	£000s
At 1 April 2013	13,128	354	1,170	14,652
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluations	-	-	-	-
At 31 March 2014	13,128	354	1,170	14,652

2014/15	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
Cost or Valuation	£000s	£000s	£000s	£000s
At 1 April 2014	13,128	354	1,170	14,652
Additions	9	-	60	69
Disposals	-	-	-	-
Revaluations	-	-	-	-
At 31 March 2015	13,137	354	1,230	14,721

Museum Exhibits & The Art Collection

The Council's Museum Service possesses a fine collection of historical objects, information and artworks. These are displayed within the Museum of Hartlepool, the Hartlepool Art Gallery and selected buildings such as the Civic Centre and Borough Buildings, either as part of the permanent historical displays or as changing exhibitions. When not on display they are held in a secure storage.

The collections are used as a valuable reference collection for researching the history and cultural identity of the town.

Hartlepool has an impressive and important collection of over 1,000 pieces of fine art. The collection is mainly Victorian and Edwardian in period, largely as a result of the founding collection by Sir William Gray. With few exceptions, most subsequent collecting has been work of artists living or working at least part of their lives in the Hartlepool area. In 2014/15 the Arts Council donated a Lucian Freud painting valued at £0.009m to the Council.

The Council also holds collections relating to Hartlepool's maritime heritage and social history. These include ship models, photographs, company records, ephemera and equipment. This also contains around 35,000 plans for the building of approximately 300 ships including the Wingfield Castle.

Almost all of the plans relate to ships built by Gray's shipyard from 1927 to the yards closure in 1961. When the shipyard closed, the plans were still of importance and often bought by other ship builders. In the mid 1980's many of the plans were returned to Hartlepool and now feature in the collection. A hugely informative collection is that preserved by Robert Wood, a local historian which contains over 40,000 examples of 19th century and early 20th century ephemera, manuscript material and posters from the Hartlepool printing firm owned by John Procter. The collection reflects the social aspects of life as well as the industry in the town.

Civic Collection

The Civic collection includes the Civic Regalia, ceremonial silverware, and a number of decorative artefacts. During 2011/12 the collection was valued at £0.354m by the External Valuers. In addition the Books of Remembrance have been included within the Civic Collection and are held at Historic Cost.

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Note 17: Non Current Assets - Heritage Assets

Valuation of the Collections

Although there is no requirement to have Heritage assets externally valued, during 2011/12 the External Valuers Anderson & Garland Ltd carried out an insurance based valuation of the assets. Museum exhibits and Works of Art were valued at £13.128m and £0.354m for the Civic Collection, compared to previous valuations of £8.417m and £0.350m respectively.

Sculptures, Monuments, War Memorials & Archaeology

The Council has recorded 11 Public Works of Art, 7 Sculptures, 6 War Memorials one of which was built in 2014/15 at a cost of £0.060m to commemorate the 100th Anniversary of the start of World War I. These are considered to principally contribute to knowledge and culture.

Policy and Management

The Council has an Acquisitions & Disposals Policy in place which sets out the acquisition, preservation, management and disposal of Heritage Assets. This is available on request.

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Note 18: Long Term Investments

This note details the carrying values of the Council's investments.

2013/14 £000s		2014/15 £000s
25	Durham and Tees Valley Airport Limited	-
197	SITA Tees Valley Limited	197
<hr/>		<hr/>
222		197
<hr/>		<hr/>

Under Local Government Reorganisation the Council was allocated 2.47% of the shares in Durham Tees Valley Airport Limited, which has reduced to 1.08% upon the sale of the airport to Peel Investments (DVTA) LTD. The shares have no value (£0.025m in 2013/14); this is determined by the net worth of the company, which is negative, as disclosed in the company's latest accounts. The value of the shares have been written out of the accounts accordingly.

Further details of the Council's long term investments are included in Note 30 'Related Party Transactions'.

Note 19: Long Term Debtors

This note sets out the value of Long Term Debtors held by the Council at 31 March, 2015.

2013/14 £000s		2014/15 £000s
13	Housing Advances	7
77	Trincomalee Loan and Advances	77
108	Car Loans to Employees	97
-	NDC Trust Loan	240
48	Other	67
<hr/>		<hr/>
246		488
<hr/>		<hr/>

Note 20: Inventories

This note sets out the value of inventories held by the Council at 31 March, 2015.

2013/14 £000s		2014/15 £000s
719	Balance at 1 April	743
2,616	Purchases	2,557
(2,591)	Recognised as an expense in year	(2,579)
(1)	Written off balances	(9)
<hr/>		<hr/>
743	Balance at 31 March	712
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Note 21: Short Term Debtors

This note sets out amounts owed to the Council as at 31 March, 2015.

2013/14 £000s		2014/15		
		Gross Debtor £000s	Impairment of Bad Debts £000s	Net Debtor £000s
2,697	Central Government Bodies	1,954	-	1,954
355	Other Local Authorities	463	-	463
818	NHS Bodies	2,512	-	2,512
	Bodies external to general government:			
3,522	General and Other Debtors	5,058	(1,652)	3,406
1,454	Payments in Advance	1,477	-	1,477
1,753	Council Tax Payers	4,589	(2,316)	2,273
326	NNDR Payers	827	(451)	376
1,345	Trade Debtors	2,015	(604)	1,411
12,270		18,895	(5,023)	13,872

The increase in NHS Bodies debtors relates to the main NHS transfer and preparing for the Better Care Fund grant from Department of Health. The increase in Council Tax Payers relates to an increase in council tax arrears.

Note 22: Cash and Cash Equivalents

This note sets out details of the Council's cash in hand and instant access investment accounts in addition to the overdraft included in the Liabilities section of the balance sheet.

2013/14 £000s		2014/15 £000s
	Assets	
75	Bank and Imprests	76
12,800	Liquidity Investment Accounts	12,930
12,875		13,006
	Liabilities	
(4,111)	Bank Overdraft	(2,341)
8,764		10,665

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Note 23: Assets Held for Sale (Less than one year)

This note shows the movement of items of property, plant or equipment, or groups of assets and liabilities whose carrying amount is to be recovered principally through a sale rather than its continued use by the Council.

2013/14 £000s		2014/15 £000s
4,520	Balance outstanding at start of year	80
	Assets newly classified as Held for Sale:	
-	Property, Plant and Equipment	1,570
	Assets declassified as Held for Sale:	
(1,925)	Property, Plant and Equipment	-
(2,515)	Assets sold	(60)
<u>80</u>	Balance outstanding at year-end	<u>1,590</u>

Note 24: Short Term Creditors

This note sets out amounts owed by the Council as at 31 March, 2015.

2013/14 £000s		2014/15 £000s
4,935	Central Government Bodies	5,813
1,372	Other Local Authorities	723
296	NHS Bodies	469
	Bodies external to General Government:	
6,372	General and Other Creditors	5,586
2,880	Trade Creditors	1,783
2,105	Employee Absences	1,416
959	Income in Advance	1,499
538	Council Tax Payers	642
264	NNDR Payers	428
<u>19,721</u>		<u>18,359</u>

SECTION 3 : Statement of Accounts

Note 25: Provisions

Total provisions at 31st March, 2015, were £2.466m (£3.904m in 2013/2014), as detailed below.

Current Liabilities

		2014/15				
		Litigation	Land Charges	Rating Appeals	MMI Insurance	Total
2013/14						
£000s		£000s	£000s	£000s	£000s	£000s
361	Balance at 1 April	591	73	1,942	24	2,630
2,292	Additional provisions made in year	140	-	-	-	140
(101)	Amounts used in year	(259)	(3)	(55)	-	(317)
78	Amounts transferred (to) / from long term provisions	-	-	-	-	-
-	Unused amounts reversed in year	(55)	-	(1,206)	-	(1,261)
2,630	Balance at 31 March	417	70	681	24	1,192

Long Term Liabilities

		2014/15				
		Custodian Authority Property Charges	Land Charges	Contaminated Land	MMI Insurance	Total
2013/14						
£000s		£000s	£000s	£000s	£000s	£000s
1,350	Balance at 1 April	97	-	634	543	1,274
(76)	Amounts transferred (to) / from short term provisions	-	-	-	-	-
1,274	Balance at 31 March	97	-	634	543	1,274

Custodian Authority Property Charges - this provision is earmarked to meet the Council's share of the costs of the Custodian Authority properties inherited from the former Cleveland County Council.

Litigation - the litigation provision has been created to cover planning appeals and other potential legal cost liabilities. The provision is based on a prudent estimate of the likely costs. However, the timing of these payments is uncertain.

Rating Appeals - following the implementation of the Business Rates Retention Scheme, this provision is earmarked to fund backdated appeals as a result of Rateable Value changes. These costs were previously met by Central Government.

In September 1992 Municipal Mutual Insurance (MMI), the Council's former insurers, ceased accepting new business. MMI and its policyholders, including local authorities, have established a Scheme of Arrangement for the orderly run down of the company. MMI do not have enough assets to meet the claims and liabilities currently outstanding. The Scheme of Arrangement provides that, if there is a likelihood of a shortfall, MMI can reclaim from the major policyholders part of the claims paid from 1st October 1992. The Scheme of Arrangement under section 899 of the Companies Act 2006 was triggered in November 2012. In February 2013 the Creditors Committee set a levy rate of 15% based on a percentage share of the liabilities outstanding. Therefore the Council has recognised a £0.567m provision in the accounts for these liabilities.

Land Charges - this provision has been created to cover refunds of land charges following the revocation of personal search fees on the local land charges register. The Council also has a Contingent liability see Note 46.

Contaminated Land - in accordance with the Environmental Protection Act 1990, a provision for the Council's obligations arising from decontamination costs of areas of contaminated land where there is a significant possibility of causing significant harm to human health.

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Note 26: Other Long Term Liabilities

The Finance lease liability relates to the outstanding principal on the Council's finance leases. Further details are included in Note 35 - Finance Leases.

2013/14 £000s		2014/15 £000s	Note
45	Finance lease liability	178	35
90,717	Net Pensions liability	122,097	29
90,762		122,275	

The finance lease liability has increased as a result of new IT equipment acquired under the embedded lease with Northgate.

The net pensions liability has increased owing to Actuarial asset losses and an increase in expected liability obligations. See Note 45 for further information.

Note 27: Grant Income - Credited to Taxation and Non Specific Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2014/15.

2013/14 £000s		2014/15 £000s
37,412	Revenue Support Grant	30,952
31,199	Council Tax Income	31,769
264	Council Tax - Transition Grant	-
17,140	NNDR Redistribution	21,168
7,168	NNDR - Top-Up	7,308
408	Council Tax Freeze Grant	408
-	Business Rates Relief	870
112	Local Support Services Grant	89
1,399	New Homes Bonus Grant	1,417
62	Capital - Devolved Formula Capital Grant	340
1,025	Capital - Building Schools for the Future	1,515
950	Capital - Other DfE Grants	1,210
35	Capital - Housing Market Renewal	-
1,369	Capital - Homes & Communities Agency	55
7,059	Other Capital Grants & Contributions	2,927
105,602	Total	100,028

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Note 27: Grant Income - Credited to Services

2013/14 £000s		2014/15 £000s
65,808	Dedicated Schools Grant	58,337
47,290	Housing Benefit Subsidy	47,176
278	Building Schools for the Future	384
3,521	Education Funding Agency/ Skills Funding Agency	1,443
2,346	Other Grants	2,636
148	Department of Health Grants	310
1,708	Education Services Grant	1,433
4,225	Pupil Premium	5,204
1,065	Housing Benefit and Council Tax Benefit Administration	773
	Integrated Adult Social Care - Dept of Health	2,297
101	Local Council Tax New Burdens	106
446	Small Business Rates	-
8,255	Public Health Grant	8,486
1,453	Other Department for Education Grants	1,640
1,632	Department for Work & Pensions	1,112
-	Department for Communities & Local Government - Troubled Families	1,087
-	European Social Fund	1,428
50	Environment Agency	50
138,326	Total	133,902

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned if the conditions are not met. The balances at the year-end are as follows :-

Current Liabilities

Grant Receipts in Advance (Capital Grants)

2013/14 £000s		2014/15 £000s
651	Department for Transport	222
1,704	Building Schools for the Future	644
3,625	Other Capital Grants & Contributions	3,696
1,491	Other Department for Education Grants	883
55	Homes & Communities Agency	-
7,526	Total	5,445

Grant Receipts in Advance (Revenue Grants)

2013/14 £000s		2014/15 £000s
932	Education Funding Agency/ Skills Funding Agency	697
-	European Social Fund	509
192	Other Grants	103
572	Department for Communities & Local Government	-
1,696	Total	1,309

Long-Term Liabilities

Grant Receipts in Advance (Capital Grants)

2013/14 £000s		2014/15 £000s
838	Building Schools for the Future	-
838	Total	-

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Note 28: Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and Notes 5 and 6 and are summarised below.

2013/14 £000s		2014/15 £000s	Note
<u>5,153</u>	<u>Unearmarked General Fund Balance</u>	<u>5,253</u>	1
<u>3,732</u>	<u>Earmarked Budget Support Fund 2014/15 to 2016/17</u>	<u>5,455</u>	2
	<u>School Balances</u>		
4,852	Balances held by schools under a scheme of delegation	3,913	3
2,047	School Strategic Change & Ring Fenced Grants Reserves	1,885	4
143	Other Fund School Balances	73	5
<u>7,042</u>		<u>5,871</u>	
	<u>Earmarked Revenue Reserves</u>		
7,629	Strategic One Off Costs	6,451	6
4,677	Ring Fenced Grants Reserves	6,424	7
4,023	Insurance Fund	4,104	8
4,513	Strategic Change Reserves	3,730	9
2,057	Support for Local Council Tax Support Scheme	2,920	10
1,900	Business Rates Risk Reserve	4,784	11
750	Business Rates Equalisation Reserve	-	12
500	Public Health Grant Reserve	1,678	13
2,028	Strategic Risk Reserve	1,028	14
999	Children's Social Care & Early Intervention Reserve	999	15
870	Treasury Management Risk reserve	870	16
-	Protection Costs Reserve	750	17
95	School Attainment Reserve	711	18
-	Hartlepool Maritime Experience Reserve	520	19
501	Capital Risk Strategy Reserve	501	20
500	Income Risk Reserve	500	21
442	Lotteries Reserve	449	22
400	Regeneration Projects	400	23
-	Secure Accommodation Reserve	264	24
285	Trading Account Reserves	245	25
-	Better Care Fund Reserve	220	26
186	Members Ward Budget Reserve	155	27
50	Funding for Modern Apprentices	150	28
204	Building / Development Control Income Shortfall	123	29
-	Pay Costs Reserve	100	30
76	Museums Acquisition	80	31
60	WW1 Commemoration Reserve	60	32
49	Living Wage Reserve	49	33
34	Environmental Apprenticeships Scheme	42	34
38	Concessionary Fares	38	35
-	Community Centre Reserve	30	36
-	Property Reserve	23	37
19	Works in Default Empty Homes	19	38
8	NDC Fund	8	39
379	Support 2012/13 Loss of Council Tax Freeze Grant	-	40
363	Academies Reserve	-	41
312	Pension Actuarial Reserve	-	42
149	Supporting Family Poverty	-	43
137	Carbon Reduction Commitment	-	44
135	Business Transformation	-	45
10	Public Relations Reserve	-	46
3	Public Inquiry Reserve	-	47
<u>34,380</u>		<u>38,425</u>	
	<u>Earmarked Capital Reserves</u>		
4,075	Capital Funding Reserve	5,486	48
16	Capital Receipts Unapplied	1,081	49
352	Capital Grants Unapplied	325	50
<u>4,443</u>		<u>6,892</u>	
<u>54,750</u>	<u>Total Reserves</u>	<u>61,896</u>	

SECTION 3 : Statement of Accounts

Note 28: Usable Reserves

Notes to Useable Reserves

The Councils reserves have been established as part of the Medium Term Financial Strategy (MTFS) to manage the significant financial risks and one off commitments arising from continued cuts in ongoing Government grants. The following notes explain the purpose of individual reserves.

Unearmarked General Fund Balance

- 1 The General Fund Balance of £5.253m held at 31st March 2015 is held to meet unforeseen commitments not funded from Earmarked Reserves.

Earmarked Budget Support Fund 2014/15 to 2016/17

- 2 This reserve has been established to support the budget between 2014/15 to 2016/17.

School Balances

- 3 School reserves have reduced as schools have utilised their reserves to assist with lower increases in revenue funding, contributions to planned capital works and transfer of reserves to those Schools which converted to Academy Status during 2014/15. Further details are available from the Child & Adult Services Department. The net balance of £3.913m consists of individual school balances of £3.975 less loans to schools of £0.062m.
- 4 These risk reserves are held in trust for Schools to manage specific commitments and one-off risks.
- 5 School balances generated from other funding.

Earmarked Revenue Reserves

- 6 This reserve was created to cover one-off strategic financial issues including redundancy and early retirement costs over the period of the MTFS and capital investment requirements.
- 7 Ring Fenced Grants Reserve are grants received which are ring fenced for specific commitments in 2015/16 in accordance with grant conditions.
- 8 This reserve provides for all payments that fall within policy excesses or relate to self-insured risks, the reserve currently covers the estimated value of unpaid outstanding claims.
- 9 Strategic Change Reserves have been established to enable departments to meet one-off costs that may arise from strategic changes to improve services, or reduce costs, without affecting the level of services in the year.
- 10 This reserve was created to partly mitigate the impact of the change to the Council Tax Benefit regime and the resulting cut in Government Grant.
- 11 This reserve has been established to address the financial risk of the impact of the Business rates being relocalised in April 2013 and the implementation of the 'safety net' arrangements. Under these arrangements the Council will only receive 'safety net' grant for shortfalls above £1.7m. This is a significant risk to the Council owing to the potential loss of Business rates income from unplanned shut downs at the Power Station.
- 12 This reserve was created to fund the reduction in Business Rates arising from the closure of the power station in 2014 and the continued impact of the power station operating at reduced capacity in future years. This reserve was transferred into the Business Rates Risk Reserve in 2014/15.
- 13 This reserve was created from an in-year under spend against the ring-fenced Public Health Grant. In accordance with the grant conditions a ring-fenced reserve has been created to support public health services in 2015/16.
- 14 This risk reserve is set aside to manage one-off risks in relation to Equal Pay/Equal Value claims.
- 15 This reserve was created from under spends against previous years Early Intervention Grant to support longer term funding changes for Early Intervention Services and Children's Social Care. The reserve will be utilised over the period of the MTFS with usage to be determined based on future need and impact of budget reductions.
- 16 This reserve was created as part of the 2013/14 MTFS to manage the risk of interest rates increasing and to ensure permanent saving built into the MTFS can be achieved if interest rates increase. This was approved by Council 14th February, 2013.
- 17 Created to fund protection costs arising from implementation of changes to Terms and Conditions.
- 18 This reserve was created towards improving School Attainment. Members will approve detailed Business Cases.
- 19 This reserve was created to fund the additional contributions required to support the Hartlepool Maritime Experience and work ongoing with the National Museum of the Royal Navy (NMRN).

SECTION 3 : Statement of Accounts

Note 28: Usable Reserves

- 20 This reserve was created to manage capital receipts risks, including the Jacksons Landing project. This reserve was approved by Council as part of the MTFS on 6th February, 2014.
- 21 This reserve was created as part of the 2013/14 MTFS approved by Council 4th February, 2013 and is earmarked to offset in year income shortfalls.
- 22 The Lotteries Reserve, which consists of the proceeds of the Civic Lottery and donations received, is an earmarked reserve and the investment income generated is used for grants and donations to local organisations.
- 23 This reserve was created from one-off funding to support Regeneration Priorities.
- 24 This reserve is to cover the costs of secure accommodation in 2015/16.
- 25 This reserve is earmarked to manage future financial risks on Trading Operations.
- 26 This reserve was approved by Finance & Policy Committee on 18 August 2014 as a contingency to support the 2015/16 budget position arising from clarification of the impact of the Better Care Fund.
- 27 This reserve is to be used by Members to support minor issues within their wards in 2015/16.
- 28 This amount was previously set to provide re-training of staff on the redeployment register. Council agreed on the 17th October, 2013 to use this reserve to provide Modern Apprenticeships. This amount will be used over the period of the MTFS.
- 29 The level of income is being affected by the continued weakness in the economy and this reserve has been created to cover this shortfall in income in the short term.
- 30 This was created to fund the impact of a higher pay award than budgeted.
- 31 The Museums Acquisition Reserve was set up to put monies aside for the acquisition of items for the Museum.
- 32 This reserve was created to fund costs in relation to this event and will be only be used if sponsorship for this event cannot be achieved.
- 33 This reserve was created to fund the 2014/15 cost of introducing the Hartlepool Living Wage.
- 34 This reserve was created to fund costs over more than one financial year in relation to apprentices.
- 35 This reserve is to cover the tri-annual cost of replacing Concessionary Fare passes.
- 36 This reserve was created to retain community centres in 2015/16 to provide a longer lead time to develop alternative funding/operational arrangements.
- 37 This reserve was created to fund one off costs of achieving ongoing accommodation savings as part of the MTFS.
- 38 This reserve has been created to provide a cash back fund for the completion of housing works in default.
- 39 This reserve had been created to fund any outstanding expenditure on New Deals for Communities.
- 40 This reserve was used in 2014/15 to mitigate the impact of change in the Council Tax Freeze.
- 41 This reserve has been established to manage the impact of schools becoming academies.
- 42 Reserve to manage the pension costs over 3 years as per actuaries estimate.
- 43 This reserve was created to Support Family Poverty in the town and mitigate the impact of the cut in grant paid towards the Local Council Tax Support Scheme.
- 44 This reserve has been established to meet Carbon Reduction Commitment liability.
- 45 An amount set aside to fund one off Business Transformation costs which will provide savings towards the MTFS.
- 46 This reserve was created to part fund a post in the Public Relations Section. This reserve was approved by Council on 6th February, 2014 as part of the MTFS.
- 47 To fund the Public Inquiry approved by Council.
- 48 The Capital Funding Reserve is earmarked to finance specific expenditure rephased to 2015/16.
- 49 These are capital receipts that will be used to finance capital expenditure in future years.
- 50 These are capital grants that will be used to finance capital expenditure in future years.

SECTION 3 : Statement of Accounts

Note 29: Unusable Reserves

The Unusable Reserves are shown below.

2013/14 £000s		2014/15 £000s	Table
37,610	Revaluation Reserve	44,350	1
223	Available for Sale Financial Instruments Reserve	197	2
144,599	Capital Adjustment Account	135,758	3
(90,717)	Pensions Reserve	(122,097)	4
7	Deferred Capital Receipts Reserve	7	5
287	Collection Fund Adjustment Account	2,512	6
(2,106)	Accumulated Absences Account	(1,415)	7
89,903		59,312	

Table 1 - Revaluation Reserve

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

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

2013/14 £000s			2014/15 £000s
37,192	Balance at 1 April		37,610
9,287	Upward revaluation of assets	11,681	
(3,381)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(2,111)	
5,906	Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		9,570
(497)	Difference between fair value depreciation and historical cost depreciation	(655)	
(4,991)	Accumulated gains/(losses) on assets sold or scrapped	(2,175)	
(5,488)	Amount written off to the Capital Adjustment Account		(2,830)
37,610	Balance at 31 March		44,350

Table 2 - Available for Sale Financial Instruments Reserve

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

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

2013/14 £000s			2014/15 £000s
257	Balance at 1 April		223
(34)	Upward/(downward) revaluation of investments not charged to the Surplus/Deficit on the Provision of Services		(26)
223	Balance at 31 March		197

SECTION 3 : Statement of Accounts

Note 29: Unusable Reserves

Table 3 -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.

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

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April, 2007, the date that the Revaluation Reserve was created to hold such gains. Note 5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2013/14 £000s		2014/15 £000s
147,764	Balance at 1 April	144,599
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(10,102)	- Charges for depreciation and impairment of non-current assets	(12,018)
(1,085)	- Revaluation losses on Property, Plant and Equipment	(2,294)
(2,968)	- Revenue expenditure funded from capital under statute	(2,032)
(16,643)	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	(11,937)
(30,798)		(28,281)
5,488	Adjusting amounts written out of the Revaluation Reserve	2,830
(25,310)	Net written out amount of the cost of non-current assets consumed in the year	(25,451)
	Capital financing applied in the year:	
1,773	- Use of the Capital Receipts Reserve to finance new capital expenditure	1,308
	- Use of the Capital Receipts Reserve to repay prudential borrowing	561
11,892	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	7,481
44	- Application of grants to capital financing from the Capital Grants Unapplied Account	27
4,630	- Statutory provision for the financing of capital investment charged against the General Fund	4,383
3,612	- Direct revenue funding credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	2,753
21,951		16,513
194	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	97
144,599	Balance at 31 March	135,758

SECTION 3 : Statement of Accounts

Note 29: Unusable Reserves

Table 4 - Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The 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 and pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2013/14 £000s		2014/15 £000s
(122,578)	Balance at 1 April	(90,717)
39,396	Remeasurement of defined liability on pensions assets and liabilities	(25,776)
(16,563)	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	(13,388)
9,028	Employer's pensions contributions and direct payments to pensioners payable in the year	7,784
(90,717)	Balance at 31 March	(122,097)

Table 5 - Deferred Capital Receipts Reserve

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

2013/14 £000s		2014/15 £000s
8	Balance at 1 April	7
(1)	Transfer to the Capital Receipts Reserve upon receipt of cash	-
7	Balance at 31 March	7

SECTION 3 : Statement of Accounts

Note 29: Unusable Reserves

Table 6 - Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences 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 and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2013/14 £000s		2014/15 £000s
740	Balance at 1 April	287
(453)	Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements	2,225
287	Balance at 31 March	2,512

Table 7 - Accumulated Absences Account

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

There has been a marginal decrease in the accrual made for accumulated absences between 31 March, 2014 and 31 March, 2015, owing to staff carrying forward less annual leave than in the previous year.

2013/14 £000s		2014/15 £000s
(2,186)	Balance at 1 April	(2,106)
2,186	Settlement or cancellation of accrual made at the end of the preceding year	2,106
(2,106)	Amounts accrued at the end of the current year	(1,415)
80	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	691
(2,106)	Balance at 31 March	(1,415)

SECTION 3 : Statement of Accounts

Note 30: Related Party Transactions

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

Central Government

Central government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in Note 7 on reporting for resources allocation decisions. Grant receipts outstanding at 31st March, 2015 are shown in Note 27.

Members

Members of the Council have direct control over the Council's Financial and Operating Policies. The total of Members' allowances paid in 2014/15 is shown in Note 11.

The Council pays grants and/or makes contractual payments to voluntary organisations where an individual Councillor(s) may sit on the voluntary organisation's management board e.g. Hartlepool Carers and Hartlepool Voluntary Development Agency. These interests are recorded in the declaration of interests completed by individual members. Details of these interests are recorded in the Register of Members' Interest, open to public inspection at the Civic Centre during office hours.

These payments are either funded from the Council's own resources, or specific grant secured by the Council. In many cases funding is allocated by officers under delegated budget management responsibility. Where the final funding decision is made by Councillors, which would either be individual policy committees or Council, this decision would be made on the basis of an officer report at a formal Committee / Council meeting. These reports, meetings and minutes are open to the public.

Officers

Members of the Corporate Management Team are required to provide an annual declaration of interest and to keep this under review during the year. All declarations have been reviewed. Only one declaration requires disclosing. The Chief Solicitor is a director of the Cleveland Fire Brigade Risk Management Services Community Interest Company. This is a non remunerated position.

SECTION 3 : Statement of Accounts

Note 30: Related Party Transactions

Other Public Bodies (subject to common control by central government)

The Council provides various support services, predominantly in relation to financial and legal services, to Cleveland Fire Authority for which it received income of £0.219m (£0.188m in 2013/14). In particular, the Council's Chief Solicitor holds the position of Legal Advisor and the Chief Finance Officer holds the position of Treasurer.

The Council continues to provide a range of support services to Housing Hartlepool such as Building Cleaning. The income from these services amounted to £0.347m (£0.432m in 2013/14) which represented the cost of the service provided. In addition, Housing Hartlepool manage domestic properties on the Council's behalf for which the Council paid Housing Hartlepool a management fee of £0.035m (£0.048m in 2013/14).

The Council provides a range of Support Services to Hartlepool Academies, including Property Services, ICT, Building Cleaning and School Catering. The income from the services amounted to £2.105m, (£0.855m in 2013/14).

Other

The Council holds minority shares in Durham Tees Valley Airport Ltd and SITA Tees Valley Ltd.

The value of shares held by the Council in Durham Tees Valley Airport Limited (formerly Teesside International Airport) is nil based on a shareholding of 1.08%. The value has been determined with reference to the net worth of the company, which is negative as per their latest accounts for the financial year ending 31st March, 2014. The shareholding was valued at £0.025m in the previous financial year.

Issues of note include a loss on the Profit and Loss Account of £3.899m (previous year loss of £3.873m) and a net Liability position of £1.733m (previous year net asset position of £2.344m). Further information and copies of their accounts are available from their Registered Office – Liverpool John Lennon Airport, Liverpool, L24 1YD.

In addition, the Council holds shares in SITA Tees Valley Limited, (formerly Cleveland Waste Management) with a value of £0.197m, equating to 16.5% of a £1.194m preference shareholding in the company. SITA Tees Valley Limited have produced accounts for the financial year to 31 December, 2013, that includes a profit on the Profit and Loss Account of £6.305m (previous year profit of £2.257m) and a net asset position of £40.500m (previous year £34.195m). Further information on their accounts is available from the Registered Office, SITA House, Grenfell Road, Maidenhead, Berkshire, SL6 1ES. The partner of one of our members is a Director of SITA, this has been properly disclosed in the Register of Member interests.

The Council has not produced group accounts on the grounds of materiality.

SECTION 3 : Statement of Accounts

Note 31: Trading Operations

Following the abolition of Compulsory Competitive Tendering, the Council is no longer required to maintain statutory DSO trading accounts. The Council previously determined to maintain separate trading accounts for these operations. The (surplus)/deficit of each trading account is contained within the appropriate service of the net cost of services and totals £0.634m surplus in 2014/15 (£0.092m deficit in 2013/14).

2013/14 (Surplus) / Deficit £000s	Internal Trading Operations	2014/15		
		Expenditure £000s	Income £000s	(Surplus) / Deficit £000s
137	Catering	243	(213)	30
(37)	Building Maintenance	4,192	(4,368)	(176)
(74)	Highways Works	2,306	(2,526)	(220)
59	Integrated Transport Unit (ITU)	-	-	-
-	Fleet & Garage	2,966	(3,270)	(304)
-	Passenger Transport	975	(1,012)	(37)
8	Building Cleaning	2,336	(2,326)	10
(1)	School Catering	3,615	(3,616)	(1)
-	Community Housing	816	(816)	-
-	Garden Centre	186	(122)	64
92		17,635	(18,269)	(634)

Catering - provision of catering at Council venues, including the Inspirations Coffee House. A number of venues have closed in 2014/15.

Building Maintenance - repairs and maintenance to all Council buildings. Capital works and external work, including school works, are subject to competitive tendering.

Highways Works - works to roads, street lighting and gullies within the Borough. The surplus reported is owing to additional essential maintenance works required in year which generated additional income.

Integrated Transport Unit (ITU) - this has now been split into two separate trading accounts, Fleet & Garage and Passenger Transport. Fleet & Garage provide all vehicles for provision of Council Services e.g. Refuse Vehicles and undertake external work in relation to MOTs, servicing and repairs to members of the public and businesses in the area. Passenger Transport provides transport services to Schools and external customers.

Building Cleaning - cleaning of all Council buildings. Some external work which was subject to competitive tendering e.g. Vela Group or in the case of Schools Buy Back Arrangements.

School Catering - provision of school meals to schools within the Borough. This is subject to a Buy Back Arrangement.

Community Housing - relates to newly built community housing and empty properties purchased by the Council and brought back in to use in 2014/15. The properties are managed by the Council and the Secretary of State granted the Council an exclusion under section 74(3)d of the Local Government and Housing Act 1989 from operating a Housing Revenue Account (HRA). The position reported includes a contribution to the Major Repairs Reserve of £254k in accordance with the approved business case for the scheme.

Garden Centre - 2014/15 is the first year of trading for the Garden Centre. This was previously a nursery used by the in-house grounds maintenance service and this has been expanded to form a new retail facility. The deficit reported reflects the fact that this is the first year of trading. Expenditure reported includes some one-off set up costs and the income reported reflects the introduction of new stock lines which were only added part way through the year.

The above figures reflect the actual cost of running the services which are used as the basis for charges to service users.

SECTION 3 : Statement of Accounts

Note 32: External Audit Costs

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

2013/14 £000s		2014/15 £000s
145	Fees payable in respect of external audit services carried out by the appointed auditor for the year	145
(16)	Rebate on previous years Audit Fee	(12)
14	Fees payable for the certification of grant claims and returns for the year	18
143		151

Note 33: Dedicated Schools Grant

The Council's expenditure on schools is primarily funded by grant monies provided by the Department for Education through the Education Funding Agency (EFA), the Dedicated Schools Grant (DSG). During the 2014/15 financial year, 2 primary schools, and 2 secondary school converted to academy status. The EFA recouped the funding for all existing and new academies in the council's area. DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget, as defined in the School and Early Years Finance (England) Regulations 2013. The Schools Budget includes elements for a range of educational services provided on an authority-wide basis and for the Individual Schools Budget, which is divided into a budget share for each maintained school.

Details of the deployment of DSG receivable for 2014/15 are as follows: -

	Central Expenditure £000s	Individual Schools Budget £000s	Total £000s
Final DSG for 2014/15 before Academy recoupment			76,013
Academy figure recouped for 2014/15			(17,676)
Total DSG after academy recoupment for 2014/15			58,337
Plus: Brought Forward from 2013/14			1,739
Less: Carry forward to 2015/16 agreed in advance			-
Agreed Initial Budget Distribution in 2014/15	8,269	51,807	60,076
In Year Adjustments	(2,347)	2,347	-
Final Budget Distribution for 2014/15	5,922	54,154	60,076
Less: Actual Central Expenditure	(4,427)		(4,427)
Less: Actual Individual Schools Budget Deployed to Schools		(54,063)	(54,063)
Plus: Local authority contribution for 2014/15	-	-	-
Carried forward to 2015/16	1,495	91	1,586

SECTION 3 : Statement of Accounts

Note 34: Operating Leases

The Council has acquired a number of administrative buildings and its fleet of vehicles by entering into operating leases, with typical lives of five years for vehicles and eight years for property. The future minimum lease payments due under non-cancellable leases in future years are:

Council as lessee

2013/14 £000s	Future minimum lease payments due	2014/15 £000s
281	Not later than one year	228
389	Later than one year & not later than five years	240
791	Later than five years	747
<u>1,461</u>		<u>1,215</u>

Council as lessor

2013/14 £000s	Future minimum lease payments receivable	2014/15 £000s
146	Not later than one year	405
194	Later than one year & not later than five years	985
896	Later than five years	1,028
<u>1,236</u>		<u>2,418</u>

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

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

The Council has sub-let some of the office accommodation held under these operating leases. At 31 March, 2015 the minimum payments expected to be received under non-cancellable sub-leases was £0.015m (£0.031m as at 31 March, 2014). Where appropriate the value of these leases are shown in the Investment Property note.

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

2013/14 £000s		2014/15 £000s
	Payments recognised as an expense	
438	Minimum lease payments	396
(171)	Sub-lease payments	(181)
<u>267</u>	Total	<u>215</u>

SECTION 3 : Statement of Accounts

Note 35: Finance Leases

The Council has acquired its IT and telecommunications equipment under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

Council as lessee

2013/14 £000s		2014/15 £000s
	Value of Assets held under Finance Leases	
56	Vehicles, plant & equipment	230
56	Total	230

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

2013/14 £000s		2014/15 £000s
	Future minimum lease payments due	
13	Current	52
45	Non-current	178
6	Finance costs payable in the future	32
64	Total minimum lease payments	262

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

2013/14			2014/15	
Minimum Lease Payments £000s	Finance Lease Liabilities £000s		Minimum Lease Payments £000s	Finance Lease Liabilities £000s
13	11	Payable:	64	52
51	45	No later than one year	198	178
		Later than one year & not later than five years		
64	56	Total	262	230

SECTION 3 : Statement of Accounts

Note 36: Capital Expenditure and Financing

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

2013/14 £000s		2014/15 £000s
90,542	Brought Forward Opening Capital Financing Requirement	92,236
	Capital investment	
19,103	Property, Plant and Equipment	16,312
1,574	Investment Properties	29
-	Heritage Assets	69
2,968	Revenue Expenditure Funded from Capital under Statute	2,032
-	Long Term Debtors	262
	Sources of Finance	
(1,773)	Capital receipts	(1,308)
-	Application of Capital Receipts to Repay Borrowing	(561)
(11,936)	Government Grants and Other Contributions	(7,508)
	<i>Sums set aside from revenue:</i>	
(3,612)	Direct Revenue Contributions	(2,753)
(4,630)	Minimum Revenue Position (MRP)	(4,383)
92,236	Closing Capital Financing Requirement	94,427
	Explanation of movements in year	
-	Application of Capital Receipts to Repay Borrowing	(561)
56	Assets acquired under Finance Lease	185
203	Increase in borrowing supported by government financial assistance	-
6,066	Increase in borrowing unsupported by government financial assistance	6,950
(4,630)	Minimum Revenue Provision (MRP)	(4,383)
1,695	Increase/(decrease) in Capital Financing Requirement	2,191

SECTION 3 : Statement of Accounts

Note 37: Financial Instruments

Categories of Financial Instruments

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

31 March 2014			31 March 2015	
Long Term £000s	Current £000s		Long Term £000s	Current £000s
		Investments		
-	27,365	Loans and receivables - Principal Amount	-	55,323
-	12,800	Liquidity Accounts included in Cash Equivalents	-	12,930
-	40,165	Loans and receivables at Amortised Cost	-	68,253
222	-	Available-for-sale financial assets *	197	-
222	40,165	Total Investments	197	68,253

* Includes Tees Valley Airport Shares which are valued at zero in 2014/15 (£0.025m in 2013/14).

The carrying value of the Council's investment with Durham Tees Valley Airport (Note 18) has been determined from the Council's 1.08% shareholding and the net worth of the company as per the latest audited accounts.

		Debtors		
-	6,638	Loans and receivables (Trade Debtors and General and Other Debtors)	-	7,073
-	6,638	Total debtors	-	7,073
		Borrowings		
54,399	557	Financial liabilities at amortised cost	80,019	4,448
54,399	557	Total Borrowings	80,019	4,448
		Other Long Term Liabilities		
-	45	Finance lease liabilities	178	-
-	45	Total Other Long Term Liabilities	178	-
		Creditors		
-	9,252	Financial liabilities carried at contract amount (Trade Creditors and General and Other Creditors)	-	7,369
-	9,252	Total Creditors	-	7,369

SECTION 3 : Statement of Accounts

Note 37: Financial Instruments

Income, Expense, Gains and Losses

This note comprises details of income, expenses and revaluation losses that relate specifically to financial instruments. Interest expense, interest income and gains or losses on revaluations are included along with other non financial instrument related income and expenditure within the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. During 2014/15 there were no reclassifications or derecognitions of Financial Instruments.

	2014/15				Total
	Financial Liabilities measured at amortised cost	Finance Lease Payments	Financial Assets: Loans and receivables	Financial Assets: Available for sale	
	£000s	£000s	£000s	£000s	£000s
Interest expense	2,368	3	-	-	2,371
Interest income	-	-	(339)	-	(339)
(Gain) / Loss on revaluation	-	-		26	26
Net (gain)/loss for the year	2,368	3	(339)	26	2,058

	2013/14				Total
	Financial Liabilities measured at amortised cost	Finance Lease Payments	Financial Assets: Loans and receivables	Financial Assets: Available for sale	
	£000s	£000s	£000s	£000s	£000s
Interest expense	2,138	35	-	-	2,173
Interest income	-	-	(192)	-	(192)
(Gain) / Loss on revaluation	-	-	-	34	34
Net (gain)/loss for the year	2,138	35	(192)	34	2,015

SECTION 3 : Statement of Accounts

Note 37: Financial Instruments

Fair Values of Assets and Liabilities

Financial liabilities (i.e. loans and long-term creditors) and financial assets (i.e. receivables and long-term debtors) are carried in the Balance Sheet at amortised cost, this is known as the carrying value. Their fair value represents the breakage costs of early redemption based on market parameters applying at the balance sheet date. The difference between the two represents the potential profit or loss of disposal of the debt or investment at the balance sheet date.

Fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- estimated ranges of interest rates at 31 March, 2015 of 0.27% to 2.21% for loans from the Public Works Loan Board and 2.16% for other loans receivable and payable, based on the Public Works Loan Board premature repayment rates for equivalent loans at that date,
- no early repayment or impairment is recognised,
- where an instrument will mature in the next 12 months the carrying amount is assumed to approximate fair value,
- the fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values are calculated as follows:

31 March 2014			31 March 2015	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000s	£000s		£000s	£000s
Financial Liabilities				
45,383	41,571	Market Loans	45,383	73,194
8,010	9,846	Public Works Loan Board	37,521	44,899
1,563	1,531	Non-Market Loans*	1,563	1,563
9,252	9,252	Trade Creditors and General and Other Creditors	7,369	7,369

* The non-market loan relates to a 0% two year loan from Tees Valley Unlimited to purchase Jackson's Landing. It is envisaged that this loan will be repaid from the sale proceeds from the redevelopment of this site. To manage the potential risk that this redevelopment is not complete before the loan repayment date, the Council has earmarked one-off resources of £0.9m at 31 March 2015.

The fair value of market loans is higher than the carrying amount because the Council has a portfolio of market loans where the interest rate payable is higher than the prevailing rates at the balance sheet date. The fair value for PWLB loans is also greater than the carrying value as the rate of interest payable on these loans is greater than the current market rates.

31 March 2014			31 March 2015	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000s	£000s		£000s	£000s
Loans and receivables				
40,165	40,165	Money market loans maturing within 1 year	68,253	68,253
6,638	6,638	Trade Debtors and General and Other Debtors	7,073	7,073

The fair value of the assets is equal to the carrying amount because the Council's portfolio of investments only includes short term fixed deposits and instant access liquidity accounts where the current value is considered to be representative of fair value as at the balance sheet date.

SECTION 3 : Statement of Accounts

Note 38: Nature and Extent of Risks Arising from Financial Instruments

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

- market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movements.
- 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.

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

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders/constitution;
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - The Council's overall borrowing;
 - Its maximum and minimum exposures to the maturity structure of its debt;
 - Its maximum and minimum exposures to fixed and variable rates;
 - Its maximum annual exposures to investments maturing beyond a year.
- 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.

The annual treasury management strategy which incorporates the prudential indicators was approved by Council on 6th February, 2014 and is available on the Council website. The key issues within the strategy were:

- the Authorised Limit for the 2014/15 was set at £125m. This is the maximum limit of external borrowings or other long term liabilities;
- The Operational Boundary was expected to be £115m. This is the expected level of debt and other long term liabilities during the year
- the maximum amounts of gross fixed interest rate exposure for borrowing and investments was set at £115m and £60m respectively.
- the maximum amount of gross variable interest rate exposure for borrowing and investments was set at £85m and £30m respectively.

These items are reported with the annual Treasury Management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported annually to Councillors. The Council has now extended the role of the Audit Committee to include the scrutiny of treasury activities.

Credit Risk

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

SECTION 3 : Statement of Accounts

Note 38: Nature and Extent of Risks Arising from Financial Instruments

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Ratings Services. The Annual Investment Strategy also imposes a maximum amount and time to be invested with a financial institution located within each category. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. The Council now operates a very restricted counterparty list which is actively managed to reflect continued developments in the banking and financial sector.

The Investment Strategy for 2014/15 was approved by Full Council on the 6th February, 2014 and is available on the Council's website.

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

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £20.929m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, however there was no evidence at the 31st March 2015 that this was likely to crystallise.

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

The following analysis summarises the Council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability over the last three financial years, adjusted to reflect current market conditions.

Estimated maximum exposure at 31 March 2014 £000s		Amount at 31 March 2015 £000s	Historical experience of default %	Adjustment for market conditions at 31 March 2015 %	Estimated maximum exposure to default at 31 March 2015 £000s
723	Trade Debtors & General and Other Debtors	7,073	9.69%	0.00%	685
<u>723</u>					<u>685</u>

The historical experience of default is calculated with reference to the outstanding debt balance, rather than as a percentage of income generated in the year.

The Council does not generally allow credit for customers, such that £1.509m of the £7.073m balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

SECTION 3 : Statement of Accounts

Note 38: Nature and Extent of Risks Arising from Financial Instruments

31 March 2014 £000s		31 March 2015 £000s
542	Less than three months	551
141	Three to six months	286
88	Six months to one year	185
305	More than one year	487
1,076		1,509

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowings from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Council will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The Council sets limits on the maturity structure of its fixed rate borrowing during specified periods. The limits have been set to enable maximum flexibility as experience has shown it is possible to move from 100% long term borrowing to 100% short term borrowing and then back to 100% long term borrowing over a period of two years. Therefore the lower limit was set to nil and the upper limit to £115m, equal to the operational boundary.

The maturity structure of financial liabilities (borrowing and finance leases) at the year end was as follows:

31 March 2014 £000s		31 March 2015 £000s
164	Less than one year	4,112
2,113	Between one and five years	9,842
742	Between five and ten years	6,243
875	Between ten and fifteen years	2,066
635	Between fifteen and twenty years	1,735
459	Between twenty and twenty-five years	1,784
483	Between twenty-five and thirty years	1,964
592	Between thirty and thirty-five years	2,350
725	Between thirty-five and forty years	6,185
2,270	Between forty and forty-five years	2,395
45,505	More than forty-five years	45,455
54,563		84,131

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

Market Risk

Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. 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 Surplus or Deficit on the Provision of Services 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 Surplus or Deficit on the Provision of Services will rise
- investments at fixed rates – the fair value of the assets will fall.

SECTION 3 : Statement of Accounts

Note 38: Nature and Extent of Risks Arising from Financial Instruments

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

A large proportion of the Council's long term borrowing (£45m) is held in the form of LOBO (Lender Option Borrower Option) loans from the money markets. These loans are subject to periodic "calls" from the lender. Where the lender decides to "call" a loan, they increase the interest rate of the loan and the Council then has the opportunity to accept the increased rate or to repay the loan. In accordance with the Code of Practice, the Council's LOBOs are included in the maturity analysis according to the end date of the loan rather than when the next call date falls.

The Council's view is that the risk of these loans being called is very low and there is therefore minimum refinancing risk owing to low current market rates. The Council manages this risk through the Treasury Management Strategy.

The view of the Chief Finance Officer is that limits on fixed and variable rates of borrowings are unhelpful and could lead to unnecessary higher cost of borrowing. Previous experience has shown that it is possible to move from a position of predominantly fixed rate borrowing to variable rate borrowing and then back to fixed rate borrowing over a period of two years. The intention is to move to fixed rate borrowing when rates are at an appropriate level and may require the use of variable rate borrowing in the interim. The Council has maximised the use of its balances to defer borrowing and avoid the risk of default on investments.

According to this assessment strategy, at 31st March, 2015, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£000s
Increase in interest payable on borrowings	845
Increase in interest receivable on variable rate investments	(683)
Impact on Surplus or Deficit on the Provision of Services	162
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	(22,778)

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price Risk

The Council does not invest in equity shares and is consequently not exposed to losses arising from movements in the prices of the shares.

Foreign Exchange Risk

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

Collateral Risk

During the reporting period the Council held no collateral as security and is therefore not exposed to losses arising from this risk.

SECTION 3 : Statement of Accounts

Note 39: Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2013/14 £000s		2014/15 £000s
188	Interest Received	321
(2,147)	Interest Paid	(2,250)

Note 40: Cash Flow Statement - Adjustments for non-cash movements

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

2013/14 £000s		2014/15 £000s
9,025	Depreciation	9,228
2,162	Impairment and Downward Valuations	5,084
(194)	Downward / (Upward) Valuation of Investment Property	(97)
2,193	Increase / (Decrease) in Provisions	(1,439)
(485)	Increase / (Decrease) in Creditors	(1,100)
(76)	(Increase) / Decrease in Debtors	(1,773)
(24)	(Increase) / Decrease in Inventories	31
7,535	Pension Liability	5,604
16,643	Carrying amount of Non-Current Assets Sold	11,937
36,779		27,475

Note 41: Cash Flow Statement - Adjustments for Investing and Financing Activities

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2013/14 £000s		2014/15 £000s
(11,927)	Capital Grants credited to surplus or deficit on the provision of services	(7,470)
(1,789)	Proceeds from the Sale of Property, Plant and Equipment and Investment Property	(2,934)
(13,716)		(10,404)

Note 42: Cash Flow Statement - Investing Activities

2013/14 £000s		2014/15 £000s
(22,277)	Purchase of Property, Plant and Equipment and Investment Property	(17,561)
(3,350)	Purchase of Short-term and Long-term Investments	(27,940)
(5)	Other Payments for Investing Activities	(355)
1,789	Proceeds from the sale of property, plant and equipment, investment property	2,934
10,565	Other Receipts from Investing Activities	4,557
(13,278)	Net cash flows from investing activities	(38,365)

SECTION 3 : Statement of Accounts

Note 43: Cash Flow Statement - Financing Activities

2013/14 £000s		2014/15 £000s
3,628	Cash receipts of short-term and long-term borrowing	29,522
1,362	Council Tax and NNDR adjustment	1,026
(154)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(11)
(98)	Repayments of short and long-term borrowing	(129)
<u>4,738</u>	Net cash flows from financing activities	<u>30,408</u>

Note 44: Pensions Schemes Accounted for as Defined Contribution Schemes

Teachers employed by the Council are members of the Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education. The Scheme provides teachers with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

This is a defined benefit scheme. Although the scheme is unfunded, Teachers' Pensions use a notional fund as the basis for calculating employers' contribution rate paid by local authorities. The last valuation was completed as at 31st March 2012.

The scheme has in excess of 3,700 participating employers and consequently the Council is not able to identify its share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme. As a proportion of the total contributions into the Teachers' Pension Scheme during the year ending 31st March 2015, the Council's own contributions equate to approximately 0.06%.

The Council's contribution to the Teacher's Pension Scheme in 2014/15 amounted to £3.17m (£3.88m in 2013/14) which represented 14.1% of pensionable pay (14.1% in 2013/2014). There were no contributions remaining payable at the year-end. The contributions due to be paid in the next financial year are estimated to be £3.3m.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These benefits are fully accrued in the Pensions Liability relating to the Local Government Pension Scheme.

The Council is not liable to the scheme for any other entities obligations under the plan.

Public Health staff employed by the Council are members of the NHS Pensions Scheme, administered by the NHS Business Services Authority. The Scheme provides employees with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

This is a defined benefit scheme. Although the scheme is unfunded, it is subject to a full actuarial valuation. The latest valuation was undertaken as at 31st March 2012 and determined current contribution rates for employers and scheme members. The scheme has in excess of 9,000 employing bodies and it is not possible for the Council to identify a share of underlying liabilities in the scheme attributable to its own employees. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme. As a proportion of the total contributions into the NHS Pension Scheme during the year ending 31st March 2015, the Council's own contributions equate to approximately 0.0003%.

The Council's contribution to the NHS Pension Scheme in 2014/15 amounted to £0.034m (£0.04m in 2013/2014) which represented 14.0% of pensionable pay (14.0% in 2013/2014). There were no contributions remaining payable at the year-end. The contributions due to be paid in the next financial year are estimated to be £0.034m.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the NHS scheme. These benefits are fully accrued in the Pensions Liability relating to the Local Government Pension Scheme.

The Council is not liable to the scheme for any other entities obligations under the plan.

SECTION 3 : Statement of Accounts

Note 45: Defined Benefit Pension Schemes

Participation in Pension Schemes

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

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

The Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of the Pensions and Investments Panel. This panel has plenary powers to make decisions without reference to Middlesbrough Council and acts in a similar manner to the Board of Trustees of a private sector pension fund. Policy is determined in accordance with the Pension Fund Regulations.

The Panel consists of representatives from the councils in the former Cleveland County area as well as representatives from the Trades Unions.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e.. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute as described in the accounting policies note.

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. There are no plan assets built up to meet these pension liabilities.

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2013/14 £000s	2014/15 £000s	2013/14 £000s	2014/15 £000s	2013/14 £000s	2014/15 £000s
Comprehensive Income and Expenditure Statement						
Cost of Services:						
Current Service cost	11,267	9,338	-	-	11,267	9,338
Past Service Costs (inc. curtailments)	99	315	-	-	99	315
Financing and Investment Income and Expenditure:						
Net Interest Expense	4,657	3,171	540	564	5,197	3,735
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	16,023	12,824	540	564	16,563	13,388
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement:						
Remeasurement of the net defined benefit liability:						
Return on plan assets (excluding amount in net interest expense)	(1,484)	(17,494)	-	-	(1,484)	(17,494)
Actuarial (gains) and losses arising from changes in financial assumptions	(9,372)	45,376	3	561	(9,369)	45,937
Actuarial (gains) and losses arising from changes in demographic assumptions	18,083	-	1,273	-	19,356	-
Actuarial (gains) and losses owing to liability experience	(47,853)	(2,512)	(46)	(155)	(47,899)	(2,667)
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(24,603)	38,194	1,770	970	(22,833)	39,164

SECTION 3 : Statement of Accounts

Note 45: Defined Benefit Pension Schemes

Movement in Reserves Statement

Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(16,023)	(12,824)	(540)	(564)	(16,563)	(13,388)
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Actual amount charged against the General Fund Balance for pensions in the year:

Employers' contribution payable to scheme	8,112	6,863			8,112	6,863
Retirement Benefits payable to pensioners			916	921	916	921

Pension Assets and Liabilities Recognised in the Balance Sheet

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
	£000s	£000s	£000s	£000s	£000s	£000s
Fair value of plan assets	(352,593)	(380,002)	-	-	(352,593)	(380,002)
Present value of the defined benefit obligation	(429,739)	(488,479)	(13,571)	(13,620)	(443,310)	(502,099)
Net liability arising from defined benefit obligation	(77,146)	(108,477)	(13,571)	(13,620)	(90,717)	(122,097)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
	£000s	£000s	£000s	£000s	£000s	£000s
Opening fair value of assets	(339,349)	(352,593)	-	-	(339,349)	(352,593)
Interest Income on assets	(14,868)	(15,056)	-	-	(14,868)	(15,056)
Remeasurement gains/(losses):						
Return on plan assets (excl amount in net interest)	(1,484)	(17,494)	-	-	(1,484)	(17,494)
Contributions by the employer	(8,112)	(6,863)	(916)	(921)	(9,028)	(7,784)
Contributions by participants	(2,945)	(2,966)	-	-	(2,945)	(2,966)
Net benefits paid out	14,165	14,970	916	921	15,081	15,891
Closing fair value of assets	(352,593)	(380,002)	-	-	(352,593)	(380,002)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
	£000s	£000s	£000s	£000s	£000s	£000s
Opening balance at 1 April	(449,210)	(429,739)	(12,717)	(13,571)	(461,927)	(443,310)
Current Service Cost	(11,267)	(9,338)	-	-	(11,267)	(9,338)
Interest Cost	(19,525)	(18,227)	(540)	(564)	(20,065)	(18,791)
Contributions from scheme participants	(2,945)	(2,966)	-	-	(2,945)	(2,966)
Remeasurement gains/(losses):						
Actuarial gains and (losses) on liabilities - financial assumptions	9,372	(45,376)	(3)	(561)	9,369	(45,937)
Actuarial gains and (losses) on liabilities - demographic assumptions	(18,083)	-	(1,273)	-	(19,356)	-
Actuarial gains and (losses) on liabilities - experience	47,853	2,512	46	155	47,899	2,667
Past Service Costs (inc. curtailments)	(99)	(315)	-	-	(99)	(315)
Benefits paid	14,165	14,970	916	921	15,081	15,891
Closing present value of assets	(429,739)	(488,479)	(13,571)	(13,620)	(443,310)	(502,099)

SECTION 3 : Statement of Accounts

Note 45: Defined Benefit Pension Schemes

Local Government Pension Scheme Assets

The Local Government Pension Scheme's assets comprised:

	2013/14 £'000	Quoted 2014/15 £'000	Unquoted 2014/15 £'000	2014/15 £000s
Equity investments	285,600	313,122	6,080	319,202
Property	18,335	3,040	21,280	24,320
Government Bonds	6,699	6,460	-	6,460
Corporate Bonds	16,219	12,920	-	12,920
Cash	18,335	9,500	-	9,500
Other Investments	7,405	5,700	1,900	7,600
	352,593	350,742	29,260	380,002

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by Aon Hewitt Limited, an independent firm of actuaries, estimates for the Council Fund being based on the latest full valuation of the scheme as at 31st March 2013.

FRS102 (the new UK GAAP) will replace FRS17 Retirement benefits for accounting periods on or after 1st January 2015 so will come into effect for the year ended 31st March 2016. The expected return on assets as at the accounting date is used to calculate the expected return on assets over the year following the accounting date. As next year's accounting period begins after 1st January 2015, these assumptions will never be used so instead under this new standard the expected return on assets will be set equal to the discount rate at the start of the year i.e. 1st April 2015, which is 3.2%.

Principal assumptions used by the actuary have been:

	Local Government Pension Scheme		Discretionary Benefit Arrangements	
	2013/14	2014/15	2013/14	2014/15
Long-term expected rate of return on assets in the scheme:				
Equities	7.6%	3.2%	-	-
Property	6.9%	3.2%	-	-
Government Bonds	3.4%	3.2%	-	-
Corporate Bonds	4.0%	3.2%	-	-
Cash	0.9%	3.2%	-	-
Other	7.6%	3.2%	-	-
Mortality assumptions:				
Longevity at 65 for current pensioners:				
Men	22.9	23.0	22.9	23.0
Women	25.4	25.5	25.4	25.5
Longevity at 65 for future pensioners:				
Men	25.1	25.2	-	-
Women	27.7	27.8	-	-
Other assumptions:				
Rate of inflation - RPI	3.4%	2.9%	3.4%	2.9%
Rate of inflation - CPI	2.4%	1.8%	2.4%	1.8%
Rate of general increase in salaries	3.9%	3.3%	0.0%	-
Rate of increase in pensions - deferred and pensions in payment	2.4%	1.8%	2.4%	1.8%
Rate for discounting scheme liabilities	4.3%	3.2%	4.3%	3.2%

SECTION 3 : Statement of Accounts

Note 45: Defined Benefit Pension Schemes

Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above.

The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant.

The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e.. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

LGPS Funded Benefits Only	Impact on Defined Benefit Obligation in the Scheme	
	Increase in Assumption £000s	Decrease in Assumption £000s
Adjustment to Discount rate (+/- 0.1%)	9,148	9,323
Adjustment to Salary increase rate (+/- 0.1%)	2,502	2,475
Adjustment to Pension increase rate (+/- 0.1%)	7,172	7,060
Adjustment to Longevity (decrease/increase 1 year)	12,908	12,908

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The current funding level of the scheme is 101%. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2016.

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

The Council anticipated to pay £7.703m expected contributions to the scheme in 2015/16.

The weighted average duration of the defined benefit obligation for scheme members is 18.8 years in 2014/15 (18.0 years in 2013/14).

SECTION 3 : Statement of Accounts

Note 46: Contingent Liabilities

These refer to either: 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 Council's control, or; 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.

In 2014/15 the contingent liabilities are as follows:

- In 1989 the Council gave a loan guarantee of £3m to North Housing Association (now Home Housing Association) for sums borrowed on the money markets that would come into operation should the housing association default on the loan terms. Provision is included in the agreement for any such payments to be secured on North Housing Association property. It is anticipated that this guarantee will exist until the loan is repaid in 2049.
- A guarantee given to the Middleborough Pension Scheme for the staff transferred to Housing Hartlepool in 2004 in the event that Housing Hartlepool had financial difficulties. This liability reduces each year.
- The Council is responsible for the Claxton Site which is a closed landfill. There is a possible obligation arising relating to de-contamination of the site; it is not possible at this stage to quantify the potential liability or when the works may be required. The site is regularly tested to ensure compliance with the Environment Protection Act 1990.
- A group of Property Search Companies were seeking refunds of fees paid to the Council to access land charges data. The parties involved have resolved the matter to their mutual satisfaction. The Council has a provision for the repayment see Note 25. It is anticipated that the Government will provide a contribution to the sums paid by the Council.

SECTION 3 : Statement of Accounts

THE COLLECTION FUND

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

2013/2014 £000		2014/2015 £000	Notes
	INCOME		
	Council Tax :		
(37,174)	Billed to tax payers	(38,435)	
(37,174)		(38,435)	1
	Non Domestic Rates :		
(29,766)	Income Collectable from Business Ratepayers	(32,796)	2
(9,260)	Transitional Protection Payment	(7,998)	
-	Deferral Scheme	(104)	
(39,026)		(40,898)	
(76,200)	TOTAL INCOME	(79,333)	
	EXPENDITURE		
	Council Tax :		
30,810	Precepts Hartlepool Borough Council	31,092	
4,303	Police & Crime Commissioner	4,429	
1,470	Cleveland Fire Authority	1,512	
129	Increased Provision for Non-Payment of Council Tax	595	
36,712		37,628	
	Non Domestic Rates :		
	Payment of Non Domestic Rates to Preceptors		
17,195	Hartlepool Borough Council	19,095	
351	Cleveland Fire Authority	390	
17,498	Payment of Non Domestic Rates to Central Government	19,412	
125	Cost of Collection Allowance	125	
97	Increased Provision for Non-Payment of NNDR	147	
3,964	Provision for Non Domestic Rating Appeals	(2,576)	
48	Enterprise Zone Relief	73	
39,278		36,666	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Council Tax		
738	Hartlepool Borough Council	399	
101	Police & Crime Commissioner	56	
35	Cleveland Fire Authority	19	
874		474	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Non-Domestic Rates:		
-	Hartlepool Borough Council	117	
-	Cleveland Fire Authority	2	
-	Central Government	119	
-		238	
76,864	TOTAL EXPENDITURE	75,006	
664	NET TOTAL	(4,327)	
	Movement on Fund Balances		
	Council Tax:		
412	(Surplus)/Deficit for the year	(333)	
(876)	(Surplus)/Deficit brought forward	(464)	
(464)	(Surplus)/Deficit carried forward	(797)	
	Non Domestic Rates:		
252	(Surplus)/Deficit for the year	(3,994)	
-	(Surplus)/Deficit brought forward	252	
252	(Surplus)/Deficit carried forward	(3,742)	

SECTION 3 : Statement of Accounts

NOTES TO THE COLLECTION FUND

Note 1 - Council Tax

Council Tax income comes from a charge made on residential properties. The income is used to support the Council's General Fund revenue expenditure, as detailed in the Comprehensive Income and Expenditure Statement. It is also used to finance Hartlepool's share of the Police & Crime Commissioner's and Fire Authority's expenditure, through precepts made on the Council's Collection Fund. The level of Council Tax in any year is determined by estimating the income required by the Council and the Police and Fire Authorities, and dividing this by the Council Tax base, which comprises residential properties banded by value and charged accordingly.

To allow for comparison between years and authorities the tax base is expressed as the number of Band D properties in the district, which is calculated by multiplying the number of properties in a band by an appropriate weighting, ranging from 6/9 to 18/9.

There were 33,207 Band D equivalents in 2014/15 (33,234 for 2013/14) and the basic amount of Council Tax for a Band D property was £1,689.99 (£1,684.74 in 2013/14).

Set out in the table below are the Band D weightings, property numbers and income from each band level.

Band	Weighting to Band D	No. of properties in each band	Equivalent no. of Band D Properties	Hartlepool BC demand per property (Ex Parishes) £	Police & Crime Commissioner demand per property £	Fire Authority demand per property £	Total demand per property £	Total Income per band £000's
A	6/9	24,084	16,056	945.80	134.83	46.03	1,126.66	27,134
B	7/9	7,028	5,466	1,103.43	157.30	53.71	1,314.44	9,238
C	8/9	5,801	5,156	1,261.07	179.77	61.38	1,502.22	8,714
D	9/9	3,005	3,005	1,418.70	202.24	69.05	1,689.99	5,078
E	11/9	1,502	1,836	1,733.97	247.18	84.39	2,065.54	3,102
F	13/9	599	865	2,049.23	292.12	99.74	2,441.09	1,462
G	15/9	424	707	2,364.50	337.07	115.08	2,816.65	1,194
H	18/9	58	116	2,837.40	404.48	138.10	3,379.98	196
TOTALS		42,501	33,207					56,118

The income of £38.435m for 2014/15 (£37.174m for 2013/14) is receivable from the following sources :

2013/2014		2014/2015
£000		£000
55,990	Opening Liability	56,118
53	Net increase/(decrease) in liability	530
(96)	Disabled Relief	(118)
(5,585)	Discounts	(5,600)
(898)	Exemptions	(962)
(122)	Write Offs	(48)
(12,168)	Council Tax Support Scheme	(11,485)
37,174		38,435

Note 2 - Non Domestic Rates

National Non Domestic Rates (NNDR) is organised on a national basis. The Government specifies two amounts: the Small Business Non Domestic Rate Multiplier, which was 47.1p in 2014/15 (46.2p in 2013/14), and; the Non Domestic Rate Multiplier, which was 48.2p in 2014/15 (47.1p in 2013/14). Subject to the effects of transitional arrangements, local businesses pay rates calculated by multiplying their rateable value by that amount.

The total non-domestic rateable value at the year end was £97.582m.

2013/2014		2014/2015
£000		£000
45,002	Gross Rates payable	46,636
(5,720)	Mandatory Reliefs	(5,768)
(9,260)	Transitional Relief	(7,998)
(256)	Write Offs	(74)
29,766		32,796

SECTION 3 : Statement of Accounts

MEMORANDUM NOTES - TRUST FUNDS

During 2014/15 the Council has acted as trustee for eleven Educational Trust Funds that were inherited from Cleveland County Council. Only two of these are active and are used to provide funds for the following purposes:

- Music awards; and
- Pursuit of Education awards.

The Council also acts as a trustee of the Doughty Fund that was set up following a bequest from Colonel Henry Doughty. This is available to support any charitable objects within the Hartlepool area.

All of the Trust Funds administered by the Council fall below the threshold set by the Charities Act 1996 and therefore no longer require an Audit Certificate.

The balances held by the Council on behalf of various Trust Funds are as follows: -

	Balance at 1st April 2014 £000	Income £000	Expenditure £000	Balance at 31st March 2015 £000
Preston Simpson & Sterndale Scholarship in Music	65	21	(6)	80
Doughty Fund	5	-	-	5
Education Trust Funds	121	2	(2)	121
	191	23	(8)	206

The Preston Simpson & Sterndale Scholarship in Music Fund consisted of a cash investment of £79,381 with Hartlepool Borough Council as at 31st March, 2015. The Trust also held two separate external investments valued respectively at £114,698 as at 5th April 2015 (£108,470 as at 5th April 2014) and £18,674 as at 31st March 2015 (£17,037 as at 31st March 2014).

External investments for the above Trust Funds are not shown in the Council's Accounts.

As at 31st March, 2015, the Doughty Fund consisted wholly of a cash balance investment with the Council.

SECTION 4 : Annual Governance Statement

Scope Of Responsibility

Hartlepool Borough Council is responsible for ensuring that:

- Its business is conducted in accordance with the law and proper standards,
- Public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging these overall responsibilities, Hartlepool Borough Council is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has 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. A copy of the code is on our website at www.hartlepool.gov.uk or can be obtained from the Council's Contact Centre. This statement explains how the Council has complied with the Code and also meets the requirements of the Accounts and Audit (England) Regulations 2011, Regulation 4(3), which requires all relevant bodies to prepare an annual governance statement.

The Purpose of the Governance Framework

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

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically. The Governance Framework has been in place at the Council for the year ended 31st March, 2015 and up to the date of approval of the statement of accounts.

In order to facilitate the completion of the Statement, an officer working group has been formed and a programme of work developed. To ensure that the Statement has been given sufficient corporate priority and profile, the working group included both the Chief Finance Officer and the Assistant Chief Executive. As part of the process regular updates have been given to the Performance and Risk Management Officer Group and Corporate Management Team.

Significant Governance Issues Update from 2013/14 Statement

Progress has been made over the course of 2014/15 to actively manage and address issues identified as part of the 2013/14 process. This approach ensures the Council actively manages these issues. The table below identifies action that has been taken to mitigate the areas identified.

Issue Raised	Action Undertaken
Delivery of Medium Term Financial Strategy	Revised Savings Programme encompassing key required programme elements at a corporate and department level were developed and implemented. Strategic multi year approach to financial management has been implemented. Member's seminars and staff communication strategy in conjunction with budget monitoring and defunding budgets at decision point process have been implemented. Project planning and management reporting to Finance and Policy Committee and CMT have all been implemented.
Delivery of Council Plan	The Council plan has been largely delivered and is reported to Members via Finance and Policy Committee on a quarterly basis. The revised plan for 2015/16 has been developed based on the priorities established and in the light of the revised MTFS and will be the subject of the same approval processes and monitoring.
Welfare Reform Act.	Local Council Tax Support Scheme approved. Update reports provided to Finance and Policy Committee and CMT. Funding strategy for Local Welfare Support also approved.

SECTION 4 : Annual Governance Statement

The Governance Framework

The key elements of the Council's Governance Framework are as follows:

Hartlepool Borough Council has adopted a constitution, which sets out how the Council operates, how decisions are made, the procedures that are followed to ensure that these decisions are efficient and transparent, and sets out the terms of reference for the Committee structure. The constitution was developed in accordance with the Local Government Act 2000 and it sets out the delegated responsibilities to key officers such as the Monitoring Officer and Section 151 Officer. An officer working group supported the governance working group in developing proposals for the new constitution in line with the outcome of the Mayoral referendum. The new constitution was agreed on 6th March, 2013 with training delivered for officers and members in respect of the requirements and expectations. The Constitution has subsequently been reviewed and the outcomes reported to Council on the 3rd April 2014 with a supplemental review reported to Council on 30th October 2014. A further report went to Council on 26th March 2015.

Effective procedures to identify, evaluate, communicate, implement, comply with and monitor legislative change exist and are used. Workforce Services policies identify suitable recruitment methods and ensure appropriate job descriptions exist for legal staff. Induction training is arranged by Customer and Workforce Services for all staff, departments have responsibility to provide induction training specific to their departmental needs. Legal Division procedures exist for monitoring new legislation, advising relevant departments, and members where appropriate. Legal personnel participate in training events.

Committee terms of reference are included in the constitution. A procedure is in place to ensure that all Committee agendas, minutes and supporting material are available to all staff on the Council's Intranet, and to the public on the Council's internet site.

The constitution contains financial and contract procedure rules, and code of conduct for Members, which have been formally approved. Financial procedure rules have been updated and agreed by Council and contract procedure rules have also been updated to take into account new procurement procedures and legislative changes. The constitution is available to all employees on the intranet and to the public on the Internet. A register of gifts and hospitality is maintained for Members and Officers. The Authority has a Treasury Management Strategy that was approved by Audit and Governance Committee on 11th December, 2014 and referred to Council for approval on 5th February, 2015. The approved Treasury Management Strategy includes the Investment and Borrowing strategies in compliance with revised CIPFA Prudential Code, CIPFA Treasury Management Code of Practice and DCLG guidance. The Audit and Governance Committee is responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies before making any necessary recommendations to Council. The Chief Finance Officer reports to the Audit and Governance Committee how the Council financial arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

The full range of Member committees regularly meet to review specific policy areas, to consider plans, reports and progress of the Council.

Workforce Services has drawn up policies to ensure suitably qualified employees are employed in key areas, and supporting terms and conditions of employment for all employees cover all aspects of good employment. Induction courses for key new officers and all new members incorporate suitable training on corporate governance issues according to responsibilities and there is a general staff awareness programme in place.

A Health and Safety Policy has been approved and published and a Communication Strategy implemented to ensure general awareness.

The Council has an ongoing programme of monitoring and reviewing arrangements in place in respect of the operation of its key partnerships. A framework of reporting by exception to Corporate Management Team operates and Internal Audit provides audit coverage of partnership arrangements.

The Council reviewed and adopted their Community Strategy in 2014 following consultation with residents and key partners. This identified a number of key priorities for Hartlepool which would be the main focus for improvement over the following 5 years. The Council's performance management arrangements are based around an Outcome Framework which has been developed over a number of years and is set out around the 8 themes of the Community Strategy. This integration has enhanced management and political accountability. The Council produces an annual Council Plan that incorporates the strategic priorities of the 4 departments the most recent of which was agreed by Council on 26th March 2015 for the 2015/16 financial year.

SECTION 4 : Annual Governance Statement

The Council's Outcome Framework is reviewed annually and agreed by Finance and Policy Committee, most recently on 13th October 2014. Departments also complete extensive consultation with service users, forums, partners and residents. The feedback from these exercises is used to link service and departmental objectives to both the planning process for service delivery and to the corporate outcomes. In order to further embed the process of risk management, control identification and the production of the AGS into the culture and management processes at the Council, risks to meeting departmental outcomes and the controls to mitigate those risks are recorded as part of the corporate service planning process at a departmental level. This has brought together service planning, risk management and control identification which has enabled a much more focussed and joined up approach to the use of management information and the production of the AGS. Progress against the Council Plan is reported to CMT and Finance and Policy Committee on a quarterly basis.

A Data Quality framework is in place with Internal Audit conducting a targeted annual review of PIs. The Council's Performance Management system (Covalent) includes information relating to departmental and officer responsibility for the collation of data, target setting and addressing performance issues. Covalent also includes action plans, risks and performance indicators enabling clearer links between corporate, departmental and service planning outcomes, actions, risks and PIs.

Key performance indicators are identified in the Council plan. These indicators are monitored throughout the year and quarterly reports are presented to Members on the delivery of performance targets.

Key policies such as the Corporate Complaints Procedure, Proceeds of Crime (Money Laundering), Whistle Blowing Policy and Counter Fraud and Corruption Policy have been developed and approved for use across the whole Authority. The policies are available to employees via the intranet. The Council is a member of the IPF Better Governance Forum, the National Anti Fraud Network and also takes part in regular National Fraud Initiative reviews and the North East Fraud Forum. Fraud Awareness assessments took place during 2012-13 using the CIPFA Red Book 2 - Managing the Risk of Fraud - Actions to Counter Fraud and Corruption; as a basis for good practice and the FRED1 (Fraud Risk Evaluation Diagnostic) assessment tool as a means to assess HBC's awareness of fraud. The Red Book 2 was produced by CIPFA Better Governance Forum Counter Fraud Advisory Panel after consultation with fraud practitioners. As it is aligned to the approach by the National Fraud Authority its use as good practice is recommended by organisations such as ALARM. The Audit Commission publication Protecting the Public Purse 2014 is being used to review practices undertaken at the Council.

The Council agreed the Risk Management Framework on 23rd August 2013 and this has been subject to review during 2014/15. The Audit & Governance Committee considered the updated Framework on 5th March 2015. The Framework sets out the structure of the Council's risk registers and the agreed risk tolerance level which helps to prioritise risk activity. Risks on the accepted risk register are reported to elected Members on an annual basis and they are monitored more regularly within departments. A small number of risks are on the actively managed risks register and these are the risks that the department/responsible officer plan to take further action/increase control measures to help reduce the likelihood or impact. These risks are reported to Elected Members quarterly through the service planning process.

The Framework is available to all staff via the intranet. Key staff have undergone appropriate training and departmental risk champions lead on communicating the process to all relevant staff in their departments.

There is corporate support at senior management level for development of Risk Management with risk assessment procedures published and training given to officers. Regular risk introduction/refresher sessions are offered as and when individual departments/teams require them.

The Finance and Policy Committee Chair is Hartlepool Borough Council's risk 'champion'. Each department also has a risk co-ordinator. Risks and control measures relating to the Council Plan are analysed within the quarterly reports to help ensure that risk and performance reporting are linked. The Council Plan is considered as part of the preparation of the AGS.

SECTION 4 : Annual Governance Statement

The Council's Performance and Risk Management system (Covalent) holds the actively managed and accepted risk registers. Risk registers are also maintained for significant projects. Officers that manage risks are notified that risks need to be reviewed and progress is monitored on a quarterly basis through the service planning process. Departments have access to a central funding pot for risk management to assist in the financing of risk mitigation.

The Council has a long-standing, nationally and regionally recognised emergency planning arrangements through the Cleveland Emergency Planning Unit (CEPU). The Council's Emergency Management Response Team (EMRT) meets bi-monthly and contributes to the makeup of the Councils Major Incident Plan which is tested yearly.

A review of the Councils Flu Pandemic Plan is being undertaken by Public Health to take into account the changes in the National Health Pandemic Flu Plan. Once this is completed the plan will be incorporated into the Corporate Business Continuity Plan.

The Corporate Business Continuity Group meets Quarterly and includes lead officers from all departments and the Hartlepool Emergency Planning Officer. A Revised Business Continuity Policy and accompanying Plan has been developed to complement the existing Business Continuity Database. A rolling exercising programme is in place to test the plan focusing on two separate services per year. In 2014-15 it was Regeneration and Neighbourhood and Child and Adults with in Chief Executives and Public Health planned for 2015-16. Work is still ongoing to identify and document formal decant arrangements for the delivery of priority services in the event of a disruption.

The Equality Act 2010 came into force on 1st October, 2010 and brings together over 116 separate pieces of legislation into one single Act. The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. The Act covers the 9 protected characteristics – age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, gender and sexual orientation.

The Public Sector Equality Duty (PSED) is supported by "specific duties" to assist public bodies to achieve the aims of the general duty. Under the specific duties, the Council must:

- Publish equalities information to demonstrate its compliance with the Equality Duty by the 31st January each year; and
- Develop and publish equality objectives by 6th April, 2012 and then every four years.

In order to demonstrate our compliance with the above requirements, we have compiled two equality reports 'Equality Information 2015' and 'Workforce Equalities Information 2014' to demonstrate the progress that the Council has made to date. We are aware that there are gaps in our data and are working to provide more information in an accessible format. On that basis both reports will be regularly updated.

Equality issues must influence the decisions reached by public bodies - in how they act as employers; how they develop, evaluate and review policy; how they design, deliver and evaluate services, and how they commission and procure from others. We do this by undertaking Impact Assessments which are an integral part of our decision-making process.

Internal Audit reports on a regular basis to the Audit and Governance Committee on the effectiveness of the organisation's system of internal control. Recommendations for improvement are also made and reported on. Internal Audits performance is measured against standards agreed by management and Members. Internal Audit reporting arrangements have been formalised and strengthened as part of the review of financial procedure rules.

Other review bodies external to the Council also make regular reports on efficiency, effectiveness and compliance with regulations. Ofsted has rated the Council's children's services as "performing well". Most childcare providers and schools are rated "good" or "outstanding" and none are "inadequate". The Care Quality Commission has rated the Council's adult social care as excellent and Hartlepool Connect has achieved the Customer Service Excellence standard. In their 2013/14 Annual Audit Letter, Mazars, the Councils External Auditor, issued an unqualified opinion on the financial statements and value for money conclusion at the Council.

SECTION 4 : Annual Governance Statement

Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Audit and Governance's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the effectiveness of the system of internal control includes:

- Corporate Management Team agreed process for the review of the internal control environment. The risk inherent in meeting departmental objectives and the controls to mitigate those risks are recorded as part of the corporate service planning process at a departmental level. This has brought together risk management, control identification and the process for compiling the evidence needed to produce the AGS. This enables managers to provide documented evidence regarding the controls within their service units as part of the service planning process. The controls in place are designed to negate the identified and recorded risks of not achieving service, departmental or corporate objectives. In order to ensure adequate controls are in place the procedures, processes and management arrangements in place to mitigate identified risks and the officers responsible for them are also documented. Gaps in controls can be addressed as part of the regular reviews of departmental risks and control measures.
- Chief Finance Officer – The CFO carries out a review of the effectiveness of the system of internal audit and reports the findings to the Audit and Governance Committee. The CFO reports to the Audit and Governance Committee how the Council's financial arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).
- Internal Audit – the Council has the responsibility for maintaining and reviewing the system of internal control and reviewing annually Internal Audit. In practice, the Council, and its External Auditors, takes assurance from the work of Internal Audit. In fulfilling this responsibility:
 - Internal Audit operates in accordance with CIPFA's Code of Practice for Internal Audit in Local Government in the United Kingdom 2006 and is reviewing its procedures in line with Public Sector Internal Audit Standards (PSIAS).
 - Internal Audit reports to the Section 151 Officer and Audit and Governance Committee.
 - The Head of Audit and Governance provides an independent opinion on the adequacy and effectiveness of the system of internal control, quarterly update reports and an annual internal audit performance report to the Audit and Governance Committee.
 - Internal audit plans are formulated from an approved risk assessment package.
- External Audit – in their annual audit letter, comment on their overall assessment of the Council. It draws on the findings and conclusions from the audit of the Council.
- Other review and assurance mechanisms: for example, Department of Education, Care Quality Commission, Ofsted, Audit Commission, HMI Probation and Service Excellence.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Audit and Governance Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

SECTION 4 : Annual Governance Statement

Significant Governance Issues

The following significant governance issues have been identified:

No	Issue	Action	Timescale	Responsible Officer
1	Delivery of Medium Term Financial Strategy, the sustainability of services and level of performance.	Revised Savings Programme encompassing key required programme elements at a corporate and department level. Strategic multi year approach to financial management implemented. Member's seminars and staff communication strategy. Budget monitoring and defunding budgets at decision point process. Project planning and management reporting to Finance and Policy Committee and CMT. Enhanced financial management and reporting as identified in peer review.	2015/17	CMT
2	Delivery of Council Plan.	The development and agreement of a revised Council Plan taking into account the impact of the financial challenges facing the Council, with regular performance reporting to CMT and Members.	2015/16	CMT
3	Joint Working Arrangement with Health and other external partners, e.g. The Better Care Fund and the Multi Agency Children's Hub.	Development and agreement of strategy and plan for effective working between HBC and Health partners.	2015/17	CMT

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

Signed on behalf of Hartlepool Borough Council:

Chief Executive

Chair of Audit and Governance Committee

SECTION 5 : Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARTLEPOOL BOROUGH COUNCIL

Opinion on the Authority's Financial Statements

We have audited the financial statements of Hartlepool Borough Council for the year ended 31 March 2015 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

This report is made solely to the members of Hartlepool Borough Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of the Chief Finance Officer and Auditor

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

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the explanatory foreword to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on Financial Statements

In my opinion the financial statements :

- give a true and fair view of the financial position of Hartlepool Borough Council as at 31 March 2015 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Opinion on Other Matters

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

SECTION 5 : Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARTLEPOOL BOROUGH COUNCIL

Matters on which We Report by Exception

We report to you if ;

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007 and the December 2012 addendum;
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

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

Respective responsibilities of the Council and the Auditor

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

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

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission, as to whether the Council has proper arrangements for:

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

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2014.

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

SECTION 5 : Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HARTLEPOOL BOROUGH COUNCIL

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission, we are satisfied that, in all significant respects, Hartlepool Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

Certificate

We certify that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Mark Kirkham,

For and on behalf of Mazars LLP
The Rivergreen Centre
Aykley Heads
Durham
DH1 5TS

Date:

SECTION 6 : Glossary of Terms

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:

- recognising;
- selecting measurement bases for; and
- presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

ACTUARIAL GAINS AND LOSSES

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

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

CAPITAL EXPENDITURE

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

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING

The Chartered Institute of Public Finance and Accounting (CIPFA) Code sets out the accounting concepts and accounting principles which underpin the statement of accounts.

COMMUNITY ASSETS

Assets that the local authority intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.

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 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.

SECTION 6 : Glossary of Terms

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.

CREDITORS

Amounts owed by the Authority for work done, goods received or services rendered within the accounting period but for which payment was not made at the balance sheet date.

CURRENT ASSETS

Assets which can be expected to be consumed or realised during the next accounting period, e.g. debtors and stocks.

CURRENT LIABILITIES

Amounts which will become payable or could be called in within the next accounting period e.g. creditors, cash overdrawn.

CURRENT SERVICE COST (PENSIONS)

The increase in the present value of a defined benefit scheme's liabilities expected to rise 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 employee's 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 for only reduced benefits.

DEBTORS

Amounts due to the Authority for works done, goods received or services rendered before the end of the accounting period, but for which payments have not been received by the end of that accounting period.

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 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 asset that have been consumed during the period.

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

SECTION 6 : Glossary of Terms

DISCRETIONARY BENEFITS

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and which are awarded under the Authority's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 1996.

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 implemented 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 property, plant and equipment consumed in a period

b) Difference 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 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 that 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 PENSION 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

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

FINANCIAL INSTRUMENT

A legally enforceable agreement between two or more parties, expressing a contractual right or a right to the payment of money. Typical examples include investments, loans, trade creditors and trade debtors.

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.

SECTION 6 : Glossary of Terms

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

Assets preserved in trust for future generations because of their cultural, environmental or historical associations. It applies to assets held and maintained by the Authority principally for the contribution of knowledge and culture.

IMPAIRMENT

A reduction in the value of Property, Plant and Equipment below its carrying amount on the Balance Sheet.

INFRASTRUCTURE ASSETS

These assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highways and footpaths.

INTANGIBLE ASSETS

Expenditure which may properly be capitalised, but which does not result in an asset with substance. Examples of this type of expenditure are software and other licences, patents and trademarks and artistic originals.

INTEREST COST (PENSIONS)

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

INTERNATIONAL ACCOUNTING STANDARDS (IAS)

These standards are developed by the International Accounting Standards Board and regulate the preparation and presentation of financial statements.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

These standards are developed by the International Accounting Standards Board and regulate the preparation and presentation of financial statements. The Companies Act 1985 requires compliance with these Standards or disclosures in the notes if there are any material departures from these Standards.

INVENTORIES

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.

Inventories comprises the following categories:

- goods or other assets purchased for resale;
- consumable stores;
- raw materials and components purchased for incorporation into products for sale;
- products and services in intermediate stages of completion;
- long term contract balances; and
- finished goods.

SECTION 6 : 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 investments 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 to substantially 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.

MINIMUM REVENUE PROVISION (MRP)

The statutory minimum amount that authorities must set aside each year as provision for debt repayment based on the Capital Financing Requirement.

NET BOOK VALUE

The amount at which assets are included in the Balance Sheet, that is their historical cost of 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, that is 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.

NET REALISABLE VALUE

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

NON-CURRENT ASSET

Assets that yield benefits to the Authority, and the services it provides, for a period of more than one year.

SECTION 6 : Glossary of Terms

NON-DISTRIBUTED COST

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

NON-OPERATIONAL ASSETS

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 incidence 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 arm's length.

OPERATING LEASES

A lease other than a finance lease.

OPERATIONAL ASSETS

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 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 material errors. A material 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:

- 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 of the valuation date.

The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not.

PROPERTY, PLANT & EQUIPMENT

This covers all assets with physical substance that are for use in the production or supply of goods and services, for rental to others, or for administrative purpose, and expected to be used during more than one period.

SECTION 6 : Glossary of Terms

PROVISION

Funds set aside to cover potential liabilities or losses which are likely or certain to be incurred at a future date but where the exact amount and timing of the liability or loss is currently not known.

RELATED PARTIES

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

- one party has direct or indirect control of the other party; or
- the parties are subject to common control from the same source; or
- 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
- the parties, in entering a transaction, are subject to influence from the same source to such an extent that one on the parties to the transaction has subordinated its own separate interests.

Examples of related parties of an authority include:

- Central Government;
- Local Authorities and other bodies precepting or levying demands on the Council Tax;
- its subsidiary and associated companies;
- its joint ventures and joint venture partners;
- its Councillors;
- its Chief Officers; and
- its Pension Fund.

Examples of related parties of a pension fund include its:

- administering Authority and its related parties;
- scheduled bodies and their related parties; and
- Trustees and Advisors.

These lists are not intended to be comprehensive

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

- members of the close family, or the same household; and
- 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:

- the purchase, sale, lease, rental or hire of assets between related parties;
- the provision by a pension fund to a related party of assets or loans, irrespective of any direct economic benefit to the Pension Fund;
- the provision of a guarantee to a third party in relation to a liability or obligation of a related party;
- the provision of services to a related party, including the provision of pension fund administration services;
- 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 payment 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.

SECTION 6 : Glossary of Terms

REMUNERATION

All sums paid to or receivable by an 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 in cash. Pension contributions payable by the employer are excluded.

RESERVES

The accumulation of surpluses, deficits and appropriations over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Authority. Some capital reserves such as the Revaluation Reserve cannot be used to meet current expenditure.

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 completion of employment. Retirement benefits do not include termination benefits payable as a result of either:

- an employer's decision to terminate an employee's employment before the normal retirement date; or
- 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.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Revenue expenditure funded by capital under statute. This is expenditure that can be properly capitalised, but which does not result in an asset for the Authority. Expenditure is therefore written off to revenue.

SCHEME LIABILITIES

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

SERVICE REPORTING CODE OF PRACTICE

A Chartered Institute of Public Finance and Accountancy (CIPFA) guide to accounting for local government services which provides a consistent and comparable calculation of the total costs of services.

SETTLEMENT

An irrecoverable 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 lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits;
- the purchase of an irrecoverable annuity contract sufficient to cover vested benefits; and
- the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

SECTION 6 : Glossary of Terms

USEFUL LIFE

The period over which the Authority will derive benefits from the use of an asset.

FURTHER INFORMATION

Copies of this document can also be provided on audiotape or in large print, Braille and ethnic minority languages on request. We can also be contacted via Typetalk and enquiries in any language can be dealt with in person or on the telephone using Language Line instant translation service.

اگر آپ کو اس لیفلٹ کے اردو ترجمے کی ضرورت ہے تو برائے مہربانی نیچے دئے گئے فون نمبر پر رابطہ کریں۔

আপনি এই প্রচারপত্র বাংলায় পেতে চাইলে অনুগ্রহ করে নীচের নম্বরে টেলিফোন করবেন।

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HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

22 June 2015

The meeting commenced at 10 am in the Civic Centre, Hartlepool

Present:

Councillor C Akers-Belcher, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillors Carl Richardson
Paul Thompson and Councillor Ged Hall (as substitute for Councillor Simmons)
Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning
Group (2) – Dr Schock and Alison Wilson
Director of Public Health, Hartlepool Borough Council - Louise Wallace
Representatives of Healthwatch – Margaret Wrenn

Other Members:

Chief Executive, Hartlepool Borough Council – Gill Alexander
Representative of the NHS England – Vacancy
Representative of Hartlepool Voluntary and Community Sector – Tracy
Woodhall
Representative of Cleveland Police - Chief Superintendent Gordon Lang as
substitute for Assistant Chief Constable Simon Nickless

Also in attendance:- Representatives of Healthwatch – S Thomas, J Gray
Representative of Tees Valley Public Health Shared Service, James
O'Donnell, Public Health Intelligence Specialist,
Representative of Mental Health Forum, Zoe Sherry (also representative of
Healthwatch)
Elected Member, Hartlepool Borough Council – Councillor Springer

Hartlepool Borough Council Officers: Jill Harrison, Assistant Director (Adult
Services)
Neil Harrison, Head of Service
Carol Johnson, Head of Health Improvement
Joan Stevens, Scrutiny Manager
Amanda Whitaker, Democratic Services Team

Prior to the commencement of business, the Chair highlighted that it was the
first meeting of the Board to be attended by a representative of Cleveland
Police and welcomed the representative to the meeting.

1. Apologies for Absence

Elected Member – Councillor Chris Simmons

Director of Child and Adult Services, Hartlepool Borough Council – Sally Robinson

Director of Regeneration and Neighbourhoods, Hartlepool Borough Council – Denise Ogden

Representatives of Healthwatch – Ruby Marshall

Representative of Tees Esk and Wear Valley NHS Trust – Martin Barkley

Representative of North Tees and Hartlepool NHS Foundation Trust – Alan Foster

Representative of Cleveland Police – Simon Nickless

2. Declarations of interest by Members

Councillor Christopher Akers-Belcher reiterated the declaration he had made at a previous meeting of the Board, held at the commencement of the previous municipal year, that in accordance with the Council's Code of Conduct, he declared a personal interest as Manager for the Local HealthWatch, as a body exercising functions of a public nature, including responsibility for engaging in consultation exercises that could come before the Health and Wellbeing Board. He advised that where such consultation takes place (or where there is any connection with his employer), as a matter of good corporate governance, he would ensure that he left the meeting for the consideration of such an item to ensure there was no assertion of any conflict of interest

3. Minutes

The minutes of the meeting held on 2 March 2015 were confirmed.

Referring to minute 50, Minimum Unit Price for Alcohol – Referral from Council, the Director of Public Health confirmed that a letter had been sent to Sefton Council and that BALANCE was reporting to Leaders and Mayors meetings across the North East.

With reference to minute 57, Obesity Conference Feedback, the Director of Public Health assured the Board that the issues arising from the Obesity Conference were being considered and that a further report would be submitted to the September/October meeting of the Board.

Further to minute 54 – COPD Screenings – it was understood from feedback that problems continued to be experienced. The Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group advised that she would address the issue.

4. Joint Mental Health Implementation Plan and Mental Health Update *(Director of Child and Adult Services)*

The approval of the Board was sought for the Joint Mental Health Implementation Plan 2015 -2108. The report also provided an update on a number of key reviews of mental health services.

The Board was advised that the Hartlepool Mental Health Forum had set up a task and finish group involving representatives from Hartlepool Borough Council and Hartlepool & Stockton on Tees Clinical Commissioning Group (CCG) to support the development of a local Mental Health implementation plan. The Chair of the Mental Health Forum was in attendance at the meeting and spoke in support of the Plan.

The Joint Mental Health Implementation Plan for 2015-18, appended to the report, had been co-produced with the CCG and incorporated the key national and local mental health outcomes. An action plan had also been developed which would be refreshed annually to demonstrate progress and reflect any changing national and local priorities. The report set out details of the methodology which had been adopted together with details of public engagement. It was highlighted that the Plan described the national drivers, key deliverables and demographic pressures on the local community and used the outcomes of the public engagement event as the basis to formulate an action plan.

The Board was informed also that as part of Sector Led Improvement within the North East ADASS Region all Councils had agreed to the Local Government Association (LGA) undertaking a Peer Challenge within adult social care over a three year period. Hartlepool Borough Council's Peer Challenge had taken place in November 2014 and was focused on mental health services. The review had focused on 3 key themes; service delivery, working together and vision, strategy and leadership and for each area the team had identified key strengths and areas for consideration as summarised in the report. Key recommendations were highlighted. It was noted that an action plan was being developed with TEWV to address the recommendations. Progress has already been made in a number of areas as detailed in the report.

Members of the Board were informed of details of a CQC Mental Health Act Monitoring Visit to Tees Esk and Wear Valley NHS Foundation Trust in December 2014. The report set out the key developments that were reviewed and the key areas for improvement for the Tees area together with actions to be taken in response to the recommendations.

The report set out details also of the Mental Health Crisis Care Concordat which sets out how organisations should work together better to make sure that people get the help they needed when they are having a mental health crisis. It focused on four main areas as detailed in the report. It was noted that the Mental Health Forum and key strategic partners had signed up to the

principles of the Crisis Care Concordat. An action plan was being monitored through the Tees Crisis Concordat Working Group.

The report informed Board Members also of a national consultation exercise which had taken place on a revised Code of Practice for Mental Health. The main changes were highlighted to the Board. It was acknowledged that work would be required to ensure professionals working under the revised Code of Practice for Mental Health were aware of the changes and remained confident practitioners. Senior managers would ensure that workforce plans were updated to reflect changes to key legislation and would monitor uptake through Continuous Professional Development.

Board Members debated issues arising from the report. It was highlighted that the report identified significant mental health issues in the town and an assurance was provided by the Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group that there had been significant increases in investment in mental health services. The Chief Officer undertook to deal with issues highlighted at the meeting in relation to access to the 111 service and to report back to the board in relation to telephone access to the out of hours services by ethnic minority groups. Issues relating to access to services by those with hearing loss were discussed also and it was noted that the Council's Hearing Loss Strategy was currently being refreshed with consultation planned during July. It was requested that Healthwatch representatives be included in the consultation. The Chair of the Mental Health Forum raised a number of issues relating to crisis intervention including concerns regarding an increase in the number of people self presenting, transport issues in terms of accessing Roseberry Park and access to the Section 136 assessment suite. The Chair of the Forum agreed to take back to the Forum issues highlighted at the meeting relating to the number of people who appeared not to receive treatment for mental health issues.

The Assistant Director advised that a report was being considered at the next meeting of the Council's Adult Services Committee on Section 136 provision. The Chair of the Board requested the involvement of this Board.

Decision

- (i) The Board approved the Joint Mental Health Implementation Plan and agreed to receive further reports to monitor progress against the action plan.
- (ii) The outcomes of recent reviews and the actions being taken to address the recommendations were noted.
- (iii) The revised Code of Practice for Mental Health was noted.

5. Quality Premium 2015/16 *(Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group)*

Further to consideration by the Board on 2 March 2015, the report provided an update in relation to the Clinical Commissioning Group (CCG) Quality Premium Guidance for 15/16. The report included an overview of the guidance and advised of the approach taken to select local indicators to enable final plans to be submitted to NHS England on the 14th May.

It was noted that the Quality Premium for 2015/16 had been published and was intended to reward CCGs for improvements in the quality of the services that they commission and for associated improvement in health outcomes. The premium would be paid to CCGs in 2016/17, and covered a number of national and local priorities which were addressed in the report. Based on population size, the Quality Premium provided an opportunity to earn £1,428,885 should all measures be achieved.

In terms of local indicators, there were choices and decisions that required formal agreement of Health and Wellbeing Boards set out in the guidance. However due to the late publication of the guidance and the requirement for CCG planning documents to be submitted to NHS England by 14 May 2015, there had been no opportunity to present the information to the Health and Wellbeing Boards due to meetings not taking place during the election period. The CCG in the absence of a Board meeting had therefore worked with both Local Authority Public Health teams to sight them on the requirement of the quality premium guidance and submission and had agreed relevant indicators to be selected as local measures from the CCG Outcome Indicator set and those that linked with the JSNA. The two local measures discussed and selected for submission for the plans were improving estimated diagnosis rate for people with dementia increasing the planning target from 69% to 72% and a reduction in maternal smoking at delivery from 14/15 to 15/16. It was agreed as both indicators had been selected by the Board and CCG in previous years that these should continue to be an area of focus. It was highlighted that the dementia indicator was a performance measure of BCF plans therefore increasing this target would help achieve not only BCF but the quality premium measure. The Director of Public Health expressed support of the indicators which had been selected.

In response to a question raised at the meeting by an elected member, the Chief Officer advised in relation to the collection of data. The Chair of the Board proposed that consideration be given to the appropriate timescales for submission of data to Board meetings.

Decision

The update was noted and the local indicators as selected by the CCG and Public Health colleagues were ratified.

6. Tees Wide Suicide Prevention Implementation Plan 2014-16 *(Director of Public Health)*

The Board was presented with the Tees Wide Suicide Prevention Implementation Plan, a copy of which was appended to the report. The attention of the Board was brought to the recommendations made by Middlesbrough Borough Council's Health Scrutiny Panel in relation to the Tees Wide Suicide Prevention Implementation Plan, also appended to the report. The Board was requested to consider the referral of the Tees Wide Suicide Prevention Implementation Plan to the Council's Planning Committee.

The Board was advised that the Tees Suicide Prevention Implementation Plan 2014-2016 mirrored the national Suicide Prevention Strategy and was monitored through each of the Health and Wellbeing Boards across the Tees Valley. In July 2014, Middlesbrough Borough Council's Health Scrutiny Panel had explored the link between deprivation across Middlesbrough and levels of suicide and in doing so had requested further information regarding the Tees Suicide Prevention Implementation Plan. This information had been considered on the 21 October 2014, and the Panel had agreed a number of recommendations as set out in the report. To assist the Board in gaining an understanding of the issues affecting Hartlepool, details of local suicide data gathered over a 17 year period (1997-2013), was provided in the report. Following consideration of the Plan, the recommendations of the Health Scrutiny and the position in Hartlepool as outlined in the report, the Board was requested to consider the appropriateness of recommending that the Tees Wide Suicide Prevention Implementation Plan be considered in the development of Council's Local Plan and any policy relating to the built environment. The Scrutiny Manager advised the Board that she had been advised by the Council's Planning Services Manager that it would be achievable for the recommendations to be considered in the context set out in the report.

Decision

- i) The recommendations of Middlesbrough Borough Council's Health Scrutiny Panel were noted.
- ii) It was recommended that the Tees Wide Suicide Prevention Implementation Plan be considered in the development of Council's Local Plan and any policy relating to the built environment.

7. Scrutiny Investigation into Dementia: Early Diagnosis – Final Report and Action Plan *(Director of Public Health and Director of Child and Adult Services)*

As a result of the Scrutiny investigation into Dementia, a series of recommendations had been made. To assist the Health and Wellbeing Board in its determination of either approving or rejecting the proposed recommendations an action plan had been produced which was appended to the report together with the Final Report and recommendations of the Working Group.

Decision

- (i) The Board approved the proposed recommendations and the action plan in response to the recommendations of the Dementia Working Group's investigation into Dementia: Early Diagnosis.
- (ii) It was agreed that a further report be submitted to the Board in six months time.

8. Better Care Fund Performance Reporting *(Director of Child and Adult Services, Hartlepool Borough Council and Chief Officer, NHS Hartlepool and Stockton-on-Tees CCG)*

The report provided an update regarding the performance reporting arrangements for the Better Care Fund (BCF) and the return submitted in relation to Quarter 4 of 2014/15.

The Board was advised that NHS England had issued 'Guidance for the Operationalisation of BCF in 2015/16' in March 2015 which was appended to the report. The guidance included a quarterly performance reporting template which was appended to the report also and had confirmed dates for submission of the templates. The dates for quarterly submissions had been set nationally and involved collation of performance information from a number of sources across health and social care. It was highlighted that the dates would create some challenges in terms of Health & Wellbeing Board sign off prior to submission. It was suggested that this could be addressed through delegating responsibility for sign off, with reports submitted to the Health & Wellbeing Board at the earliest opportunity. On 11 May 2015 a revised and simplified reporting template had been issued specifically for the first submission on 29 May 2015. The revised reporting template for 29 May 2015 had been completed by officers of the Council and CCG and was appended to the report. Although there was no requirement to report on the performance measures for this quarter, information had been collated and indicated that improvements had been seen in a number of areas as set out in the report.

It was highlighted that the one indicator where performance was not shown to have improved was admissions to care homes of people aged 65 and over.

Performance against this indicator had actually improved significantly in real terms in 2014/15 when compared to the previous year, with a reduction from 145 admissions to 125 admissions over the twelve month period. This was a 13.8% reduction, which was a significant achievement in the context of demographic pressures and increasing prevalence of dementia. However, the way that this indicator was measured had changed nationally and full cost paying residents were now included within the measure. This figure had not been included in the indicator in previous years, but the change to the national definition meant that the total number of admissions for 2014/15 now had to be reported as 187 for 2014/15.

Board Members were assured that performance against all of the BCF indicators would continue to be monitored throughout the year through the BCF officers group and North of Tees Partnership Board and the monthly data collected for this purpose would inform the quarterly reports.

Decision

- (i) The performance reporting process was noted together with the report submitted on 29 May 2015;
- (ii) The issues raised in relation to timing of performance reports and Health & Wellbeing Board meetings were noted and authority was delegated to the Director of Child and Adult Services for Hartlepool Borough Council and Chief Officer of NHS Hartlepool and Stockton-on-Tees CCG to sign off returns, in conjunction with the Chair of the Health & wellbeing Board, if timescales do not allow for formal Health & Wellbeing Board sign off prior to submission deadlines, with reports submitted to the Board at the earliest possible opportunity following submission.

9. Community Based Urgent Care Update – June 2015

(Chief officer, Stockton-on-Tees Clinical Commissioning Group)

The report provided an update following the information which had been presented to the Board in January 2015. The report set out the actions undertaken to date and associated timelines in relation to the integrated urgent care service. Following the previous report to the Board, the CCG had been working with the communications and engagement team within the commissioning support unit to develop a communications and engagement plan. Details of communication and engagement activities were set out in the report.

Board Members were advised that the outputs from the market engagement and public engagement exercises would be reviewed and intelligence gathered from these events would be used to develop the service specification. It was envisaged that the tender for the integrated urgent care service would be published in Mid-July 2015. Evaluation would be undertaken during August and September and a contract subsequently awarded to ensure service commencement for 01 April 2016.

The Board was updated, at the meeting, on issues arising from the feedback received by Healthwatch. The Chief Officer provided assurance that whilst undergoing the process, current services would continue to be monitored to meet needs in the most appropriate manner.

Decision

The Board noted the report.

10. Annual Review Health Status Presentation *(Director of Public Health)*

The Board received a presentation by the Director of Public Health which provided an opportunity for discussion on the current health status of the people of Hartlepool with a view to reaffirming priorities for action and service development.

The presentation included latest statistics, trend analysis, benchmarking and lower level geography. The key factors arising from the presentation were summarised as follows:-

- Hartlepool is more deprived than the national average
- The health of the people in Hartlepool is generally worse than the national average
- Many health indicators in Hartlepool are improving
- The health of people in Hartlepool is similar to Local Authorities with a comparable level of deprivation
- There are health inequalities within Hartlepool
- Life expectancy in Hartlepool is increasing

Following the presentation, the view was expressed that it would be useful for the Board to have a future 'wider conversation' on health determinants including preventative issues.

The Director of Public Health responded to clarification sought on the frequency of updates of ward profiles. It was agreed that the health profiles will be produced on an annual basis to accompany the statutory annual Director Public Health report.

Decision

- (i) The content of the presentation, including the key messages regarding the health status of the people of Hartlepool, was noted.
- (ii) It was agreed that the health profiles be produced on an annual basis to accompany the statutory annual Director Public Health report.

Meeting concluded at 11.35 a.m.

CHAIR

SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD

10 July 2015

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool

Present:

Councillor: Christopher Akers-Belcher (In the Chair)
Councillor Marjorie James, Hartlepool Borough Council
Clare Clark, Head of Community Safety and Engagement
Louise Wallace, Director of Public Health
Gordon Lang, Chief Superintendent, Cleveland Police
Barry Coppinger, Police and Crime Commissioner
Chief Inspector Lynn Beeston, Cleveland Police
John Bentley, Safe in Tees Valley
Steve Johnson, Cleveland Fire & Rescue Authority

In accordance with Council procedure rule 5.2 (ii) Danielle Swainston was in attendance as substitute for Sally Robinson and Gilly Marshall was in attendance as substitute for Stewart Tagg

Also present:

Councillor Jim Lindridge, HBC
Steven Hume, Independent Chair of the Review Panel,
Stockton on Tees Borough Council
Graham Strange, Safe in Tees Valley

Officers: Sharon Robson, Health Improvement Practitioner
Steve Hilton, Public Relations Officer
Denise Wimpenny, Principal Democratic Services Officer
Maria Hinks, Personal Assistant

1. Apologies for Absence

Apologies for absence were submitted on behalf of Denise Ogden, Director of Regeneration and Neighbourhoods, Sally Robinson, Director of Child and Adult Services, Barbara Gill, Tees Valley Community Rehabilitation Company, Stewart Tagg, Housing Hartlepool, Karen Hawkins, Hartlepool and Stockton on Tees Clinical Commissioning Group, Neville Cameron, Police and Crime Commissioner's Office and Rosana Roy, National Probation Service.

2. Declarations of Interest

None

3. Minutes of the meeting held on 20 March 2015

Confirmed.

4. Safer Hartlepool Partnership Communications Update *(Director of Regeneration and Neighbourhoods)*

Purpose of report

To provide a progress report on the Safer Hartlepool Partnership's Communications Strategy.

To give consideration to continuing with the existing implementation arrangements for the Strategy including its funding.

Issue(s) for consideration

The report provided background information in relation to the Communications Strategy. During 2014/15 a number of members of the Partnership made a small financial contribution to delivery of the Communications Strategy, which was attached at Appendix A.

The Head of Community Safety and Engagement advised that great efforts had been made to ensure that the work in relation to the Communications Strategy reflected the following strategic objectives and priorities of the Partnership:-

- Reduce crime and repeat victimisation
- Reduce the harm caused by drug and alcohol misuse
- Create confident, cohesive communities
- Reduce offending and re-offending

The report included an overview of progress made over the last 12 months and outlined examples of some of the activity that had been undertaken. Much of the work of the Partnership was planned, co-ordinated via the Action Plan and Campaign Calendar which were attached as appendices to the report. The Action Plan and Campaign Calendar provided the focus for the Partnership's Communications activity. The areas identified to be developed included hate crime, the Partnership's website and social media issues.

In response to a query regarding timescales for financial contributions, Members were advised that Partnership Members would be contacted

direct in due course.

The Police and Crime Commissioner referred to ongoing work around communication initiatives and the potential opportunity to promote funding opportunities for small local initiatives to which the Public Relations Officer agreed to explore with the Commissioner following the meeting.

The Chair referred to a recent decision of Finance and Policy Committee that funding of £196,000 be allocated to the Neighbourhood Services Committee and requested that the Neighbourhood Services Committee, when determining spend in relation to these monies, consider the benefits of the Respect Your Neighbourhood Campaign and the impact on resources as a result.

Decision

- (i) That progress made to date to implement the Communications Strategy be noted.
- (ii) That an approach be made to all Safer Hartlepool Partners to seek a contribution towards the associated costs of implementing their Strategy during 2015/16.
- (iii) That the Neighbourhood Services Committee, when determining spend in relation to a recent funding allocation of £196,000 from Finance and Policy Committee, consider the benefits of the Respect Your Neighbourhood Campaign and the impact on resources as a result.

5. Tees Sexual Violence Needs Analysis Business Plan (*Director of Regeneration and Neighbourhoods*)

Purpose of report

To update the Partnership on the work of the Tees Sexual Violence Board.

Issue(s) for consideration

The Head of Community Safety and Engagement reported that in 2014 the Tees Sexual Violence Board commissioned an in depth needs analysis in relation to sexual violence across Tees. A Tees Sexual Violence Needs Analysis, attached at Appendix A, had subsequently been produced and presented to the Board in January 2015. A business plan, attached at Appendix B, had since been developed which aimed to promote collaboration between partners across Tees in the commissioning of Sexual Violence Services to ensure similar standards and equal access for victims.

In support of the report, the Tees Sexual Violence Strategy Group Co-ordinator, who was in attendance at the meeting, provided a detailed

presentation which focussed on the following:-

- What had been done in response to needs analysis
- Issues to address in relation to sexual violence across Teesside
- Commissioner's Forum established
- Key partners working together to develop collaborative approach
- Key activities/planned future activities
- Exploring activities of counselling service
- Looking to ensure consistent approach across Teesside
- Community Safety Partnership communication arrangements
- Preventative work includes working with young people and schools
- Establishing links with Community Safety Teams
- National and regional statistics

In response to a query regarding the future of SARC and whether the funding provision for commissioning of SARC would continue, the representative advised that the issue of funding required clarification and funding was one of the issues that would be explored by the Commissioner's Group.

The Director of Public Health welcomed the action plan and work that had been done to date. The importance of establishing links with the Health and Wellbeing Board were highlighted. The representative advised that the Commissioning Group had agreed to hold monthly meetings until such time as the business plan was established.

Partnership Members placed emphasis upon promoting the service to which the Police and Crime Commissioner commented on the benefits of inviting Chris Sadler (SARC Service Development Lead), who was leading on a communications plan in relation to sexual violence services being invited to a future meeting of the Partnership,

The Chair highlighted the requirement for all key partners to obtain ratification via their own governance arrangements to subscribe to joint commissioning. The representative indicated that terms of reference and a collective agreement would be produced in due course.

Decision

- (i) That the Tees Sexual Violence Needs Analysis and Business Plan and comments of Partnership Members be noted.
- (ii) That an update report be presented to a future meeting of the Partnership.
- (iii) That links with the Health and Wellbeing Board be established, feedback from which to be included in the update report to the Partnership.

6. Substance Misuse Strategy Group *(Director of Public Health)*

Purpose of report

To inform and update the Partnership on the completion of the Substance Misuse Plan 2015/16.

Issue(s) for consideration

The Health Improvement Practitioner reported on the background to the requirement to produce an annual Substance Misuse Plan. An annual refresh and subsequent update of the Plan had been undertaken. The Joint Strategic Needs Assessment (JSNA) for Drugs and JSNA for Alcohol had been considered within this review of the Plan along with the recent SHP Strategic Assessment that also demonstrated the links between substance misuse and a wider range of crime and anti-social behaviour.

It was reported that the new plan incorporated the objectives that came from the previous Community Alcohol Partnership (CAP) action plan. These actions would be monitored over a 12 month period to identify any change in alcohol activity, anti-social behaviour and young people within the CAP area. The 2015/16 Plan also showed details of the new treatment providers after the recent tendering and procurement exercise, along with details of what and how they would deliver an holistic service for those identified in need.

A Member expressed concern that the problem of individuals drinking alcohol in excess on trains was out of control and required urgent action. Personal experiences and examples of inappropriate behaviour had been observed in train stations and on trains to and from Hartlepool and Newcastle and Hartlepool and York which were shared with the Partnership. Concerns were raised regarding the safety of other travelling passengers, particularly those travelling with young families. The need to ensure measures were in place to prevent individuals from travelling who were not within an acceptable alcohol limit was emphasised. The importance of including the need to challenge behaviour of this type in the Plan was also suggested. In response, the Chief Superintendent indicated that the problem was wider than Hartlepool and impacted on a number of agencies. The Chair agreed to convey these concerns to the British Transport Police and provide feedback to a future meeting of the Partnership.

A discussion followed regarding the wider issues associated with excessive alcohol consumption including how this featured culturally as well as the impact of shops selling strong, cheap alcohol. The Chair suggested that this issue be considered by the Health and Wellbeing Board.

The Assistant Director, Children's Services sought clarification on the detail of some of the actions within the Plan. The Chair requested that the Assistant Director liaise direct with the Health Improvement Practitioner in this regard and any modifications to the Plan as a result be reported to a future meeting of the Partnership.

Decision

- (i) That progress in refreshing the Substance Misuse Plan be noted.
- (ii) The Partnership noted that quarterly updates on activity within the Plan would be reported to the Substance Misuse Strategy Group.
- (iii) Reference to the need to challenge inappropriate behaviour be included in the Plan.
- (iv) That the concerns of the Partnership in relation to alcohol related issues, as detailed above, be conveyed to the British Transport Police.
- (v) That the wider issues associated with excessive alcohol consumption be referred to the Health and Wellbeing Board for debate.

7. Integrated Offender Management (Verbal Update)

(Director of Regeneration and Neighbourhoods thor)

Issue(s) for consideration

The Chief Superintendent from Cleveland Police, who was in attendance at the meeting, provided the Partnership with a verbal presentation in relation to integrated offender management. Members were advised that the top 25 individuals committing crime in Hartlepool had been targeted following a national review of Integrated Offender Management Schemes that had shown some positive results. The Chief Superintendent was responsible for the development of a multi-agency group to address integrated offender management which involved Community Safety Lead Officers from Hartlepool and Stockton. Thanks were expressed to Clare Clark and Steven Hume for their support in this regard. The Partnership was advised that a centralised hub had been developed based at Home House Prison, the benefits of which were outlined.

In the discussion that followed the Chief Superintendent responded to issues raised by Members. Clarification was provided in relation to the restorative justice approach which had seen significant results around the country including Hartlepool. The importance of adequate resources being in place to deal with offender management issues were highlighted.

Decision

That the information given and comments of Partnership Members be

noted.

8. Safer Hartlepool Partnership Performance (*Director of Regeneration and Neighbourhoods*)

Purpose of report

To provide an overview of Safer Hartlepool Partnership Performance for 2014/15.

Issue(s) for consideration

The report provided an overview of the Partnership's performance during 2014/15, comparing the current performance to the previous year. In support of the report, the Head of Community Safety and Engagement provided a presentation which highlighted salient positive and negative data and responded to queries raised in relation to crime figures by type.

The potential reasons why crime figures had increased in the last year were debated. Police representatives advised that the changes to the national crime recording statistics would have impacted on the levels and there had also been an increase in the number of people reporting crime.

With regard to the increase in hate crime incidents, emphasis was placed upon the need to target schools at a primary level to raise awareness and influence improvements. The Police and Crime Commissioner advised that work was ongoing with schools with a view to delivering education programmes to raise awareness and understanding of such issues.

Decision

That 2014/15 performance and comments of Members be noted.

9. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 10 – Domestic Homicide Review – This item contained exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006

namely information which is likely to reveal the identity of an individual (para 2).

- 10. Domestic Homicide Review** (*Director of Regeneration and Neighbourhoods*) This item contained exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely information which is likely to reveal the identity of an individual (para 2)

Purpose of report

To consider the revised Domestic Homicide Review report into the death of Mrs X following Home Office recommendations.

Issue(s) for consideration

The Partnership considered the revised Domestic Homicide Review report that had been compiled by the Panel following a number of suggested revisions by the Home Office.

Further details were set out in the exempt section of the minutes.

Decision

That the revised Domestic Homicide Review Report be approved for submission to the Home Office.

The meeting concluded at 11.30 am

CHAIR