

AUDIT AND GOVERNANCE COMMITTEE

AGENDA



Thursday 25 July 2019

at 9.00 am

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

MEMBERS: AUDIT AND GOVERNANCE COMMITTEE: -

Councillors S Akers-Belcher, Black, Hall, Hamilton, Harrison, Loynes and Ward.

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

Parish Council Representatives: Parish Councillor John Littlefair (Hart) and Parish Councillor Alan O'Brien (Greatham).

Local Police Representative: Superintendent Alison Jackson.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 To confirm the minutes of the meeting held on 27 June 2019.

4. AUDIT ITEMS

4.1 The 2018/2019 Financial Report (Including the 2018/19 Statement of Accounts) – *Director of Finance and Policy* (to follow)

4.2 Letter to Those Charged with Governance - Compliance with Laws and Regulations/ Fraud - *Assistant Director, Finance and Customer Services*

4.3 Internal Audit Plan 2019/20 Update - *Head of Audit and Governance*

5. STANDARDS ITEMS

No items.



6. STATUTORY SCRUTINY ITEMS

Crime and Disorder Items

- 6.1 Community Safety Plan 2017-20 (Year 3) - *Director of Regeneration and Neighbourhoods*
- 6.2 Safer Hartlepool Partnership Performance - *Director of Regeneration and Neighbourhoods*

Health Issues

- 6.3 Anti-Social Behaviour Investigation – Scoping – *Statutory Scrutiny Manager* (to follow)
- 6.4 Tees Valley and Durham Clinical Commissioning Groups – Merger Proposals
 - (i) Presentation – *Director of Commissioning Strategy and Development, Hartlepool and Stockton NHS Clinical Commissioning Group*
- 6.5 Changes to Repeat Prescription Ordering Systems (RPOS) – *Statutory Scrutiny Manager*
 - (ii) Evidence from the North of England Commissioning Support Unit

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

- 7.1 To receive the minutes of the meeting held on 4 March 2019.

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 21 June 2019 (minutes subject to approval by SHP on 26 July 2019) - *to follow*

11. REGIONAL HEALTH SCRUTINY UPDATE

12. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



For information: -

Date and time of forthcoming meetings –

Thursday 5 September, 2019 at 10.00 am
Thursday 3 October, 2019 at 10.00 am
Thursday 7 November, 2019 at 10.00 am
Thursday 5 December, 2019 at 10.00 am
Thursday 9 January, 2020 at 10.00 am
Thursday 6 February, 2020 at 10.00 am
Thursday 12 March, 2020 at 10.00 am



AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

27 JUNE 2019

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

Present:

Councillor: Ged Hall (In the Chair).

Councillors: James Black, Lesley Hamilton and Brenda Harrison.

Co-opted Members: Mr Stan Cronin.
Parish Councillor Don Cameron (Greatham).

Also Present: In accordance with Council Procedure Rule 5.2 (ii), Councillor Marjorie James was in attendance as substitute for Councillor Stephen Akers-Belcher.

Mr Gavin Barker, Mazars

Officers: Chris Little, Director of Finance and Policy
Neil Wilson, Assistant Chief Solicitor and Deputy Monitoring Officer
Sylvia Pinkney, Head of Public Protection
Rachel Parker, Community Safety Team Leader
Joan Stevens, Statutory Scrutiny Manager
David Cosgrove, Democratic Services Team

8. Apologies for Absence

Apologies for absence were received from –
Councillors Stephen Akers-Belcher, Brenda Loynes and Barbara Ward;
Co-opted Members Norman Rollo, Clare Wilson and Parish Councillor John Littlefair.

9. Declarations of Interest

None.

10. Minutes of the meeting held on 6 June 2019

Confirmed.

11. **The 2018/2019 Financial Report (Including the 2018/19 Statement of Accounts)** *(Director of Finance and Policy)*

The Director of Finance and Policy reported on the arrangements for approving the Council's Financial Report for 2018/19 (which included the Statement of Accounts) and to provide a copy of the 2018/19 pre audit Financial Report.

In accordance with the Accounts and Audit Regulations 2015, all Local Authorities were required to produce an annual Statement of Accounts by 31st May. The Financial Report presented the Council's financial position for 2018/19 in a specified format and reflected the Outturn Strategy previously approved by the Council. The Director highlighted some of the principle issues in the accounts for Members information and stated that there was one outstanding issue which related to pension costs. This was a national issue that was affecting all local authorities.

Members congratulated Officers for the completion of the accounts by the specified date and welcomed the achievements and priorities for the future of the Council which were included.

Members discussed school balances and the financial pressures that many schools were facing. Members commented that much of the Council's expenditure went into the local economy through either local based businesses or staff and Members queried if there was some notional means of quantifying that and the impact of salary increases for staff on the local economy. The Director stated that there may be such a calculation but he was not aware of one that would be appropriate for the accounts statement. Members were also concerned at the deficit recorded for the trading account for cleaning services but the Director indicated that there was a fine balance to be made on all the trading accounts the overall positive figure was the primary concern for the authority.

Recommended

1. The Committee noted that the Draft Financial Report detailed in Appendix A to the report would be subject to independent audit by Mazars and details of any material amendments would be reported to Audit and Governance Committee in July.
2. The Committee noted that there was the opportunity to raise questions and/or seek clarification of information included in the pre-audit Financial Report in the period up to 25th July 2019, when the audited Financial Report would be presented to Audit and Governance Committee for final approval.

12. Regulation of Investigatory Powers Act 2000 (RIPA) Quarterly Update *(Chief Solicitor and Monitoring Officer)*

It was reported that there had been no RIPA authorisations in the quarter to 31 March 2019.

Recommended

That the report be noted.

13. Selection of Potential Topics for Inclusion in the 2019/20 - Statutory Scrutiny Work Programme *(Statutory Scrutiny Manager)*

The Statutory Scrutiny Manager outlined the process for the determination of the Overview and Scrutiny Work Programme for the 2019/20 Municipal Year; and sought consideration of potential topics for inclusion into the Statutory Scrutiny Work Programme for the 2019/20 Municipal Year.

The report outlined the topics that had been suggested by Members for both Health and Crime and Disorder scrutiny, together with the rolling health scrutiny programme and the potential for emerging/mandatory health scrutiny matters and Budget and Policy Framework items.

Members discussed the selection of a potential scrutiny topic for the municipal year and centred on Anti-Social Behaviour by Young People. It was highlighted by the Community Safety Team Leader that only around one third of anti-social behaviour reports related to young people with the majority relating to adults. Members suggested that the topic be broadened to simply Anti-Social Behaviour but to include consideration of the impact of:

- (i) The allocation of police resources (officers and other assets);
- (ii) Drugs and alcohol misuse as a contributory factors; and
- (iii) Services around support for both the victims and perpetrators.

It was agreed that the Committee's approach to the investigation should utilise Member working groups with appropriate involvement of the Police, Police and Crime Commissioner and Member of Parliament.

Recommended

1. That the principle topic for investigation in the 2019/20 Work Programme be Anti-Social Behaviour and that a working group basis be utilised to assist in the collection of evidence and effectively manage the duration of formal Audit and Governance Committee meetings.

2. That the items on the rolling programme be maintained;
3. That the mandatory topics be noted and the Committee also noted that the final report for the Maternity Services Investigation would be submitted to the Committee in the near future.

14. Dedicated Overview and Scrutiny Budget - 2019/20 - Outturn (*Statutory Scrutiny Manager*)

The Committee is advised that during 2018/19 the following request was agreed for funding from the available £5,000 budget:-

£95.00 – Room hire as part of the preventative mental health investigation.

Recommended

That the report and the dedicated scrutiny budget position for the 2018/19 financial year be noted.

15. Statutory Scrutiny Guidance Update (*Statutory Scrutiny Manager*)

The Statutory Scrutiny Manager indicated that a report on the Statutory Scrutiny Guidance Update would be brought to a future meeting.

Recommended

That the report be noted.

16. Minutes from the Recent Meetings of the Finance and Policy Committee Relating to Public Health

The extract from the minutes of the meeting of the Finance and Policy committee of 11 March 2019 were noted.

17. Minutes from Recent Meeting of Tees Valley Health Scrutiny Joint Committee

The minutes of the meeting held on 11 March 2019 were noted.

18. Durham, Darlington and Teesside, Hambleton, Richmondshire and Whitby STP Joint Health Scrutiny Committee

The minutes of the meeting held on 27 November 2018 were noted.

19. Any Other Items which the Chairman Considers are Urgent

None.

The Committee noted that the next meeting would be held on Thursday 25 July 2019 commencing at 9.00 am in the Civic Centre, Hartlepool.

20. 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 items of business on the grounds that they 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 21 – Consideration of Investigation Report – SC04/2018 – This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 1) information relating to an individual.

21. Consideration of Investigation Report – SC04/2018

(Chief Solicitor and Monitoring Officer) This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 1) information relating to an individual.

The Assistant Chief Solicitor and Deputy Monitoring Officer outlined the details of an investigation into the conduct of Members of a local parish council.

Prior to the conclusion of the debate, the meeting became inquorate and the recommendations below are subject to ratification by the next meeting of the Committee.

Recommended

1. That the investigation report be noted.
2. That no publicity be attached to the report or its findings.

The meeting concluded at 12.05 pm.

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

25 July 2019



Report of: Director of Finance and Policy

Subject: THE 2018/2019 FINANCIAL REPORT (INCLUDING
THE 2018/19 STATEMENT OF ACCOUNTS)

1. PURPOSE OF THE REPORT

1.1 The purposes of this report are to:-

- i) Provide details of the outcome of the external audit;
- ii) To provide details in relation to the Audit Completion Report and the final audited 2018/19 Financial Report to be presented to this meeting.

1.2 This will be achieved by considering the following:-

- i) Background;
- ii) Audit Completion Report and the final 2018/2019 Financial Report;
and,
- iii) Recommendations.

2. BACKGROUND

2.1 The Committee considered the draft accounts on 27th June 2019. The June 2019 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 31st July 2019 to ensure the Council complies with statutory requirements.

2.2 The June report reminded Members the timescale for completing the audit process by the end of July is tight, and suggested that if Members had any questions on the draft Statement of Accounts they could raise these issues during July. This would enable any issues to be addressed before the 25th July meeting of this Committee. For Members' information no issues have been brought to my attention by Members of the Committee.

3. BASIS FOR PREPARING THE STATEMENT OF ACCOUNTS

- 3.1 Local Authorities continue to face an extremely challenging financial position owing to the impact of:
- Government grant cuts implemented up to 2018/19, this resulted in a grant cut for Hartlepool for 2018/19 of £2.1m a reduction of 5%. This was the eighth successive annual reduction in Government funding.
 - The Government has confirmed that Local Authorities will continue to face a further annual grant cut next year (2019/20). This means that by 2019/20 funding received from the government will be approximately £44.2m less than the level provided in 2010/11. This equates to a reduction of 57%.
- 3.2 In response to these ongoing financial challenges the Council continued to carefully manage resources during 2018/19 and regular financial management reports were submitted to the Finance and Policy Committee. These reports anticipated a year end overspend in service based expenditure including significantly higher costs of increased numbers of Looked after Children and the impact of court decisions regarding these cases.
- 3.3 It was anticipated that that these costs could be offset by an under spend on corporate budgets alongside a review of all grants and other funding flexibilities as well as overachieving salary abatement targets and reducing discretionary spending.
- 3.4 The actual outturn for all Departmental budgets was an over spend of **£0.566m**, which highlights the financial and service pressures faced by the Council during 2018/19. The measures outlined in paragraph 3.3 provided a one off financial benefit of **£0.617m**, which slightly exceed the Departmental budget overspend. Therefore, there is a net one off financial benefit of **£0.051m** transferred to the Budget Support Fund.

4. AUDIT COMPLETION REPORT & FINAL 2018/19 FINANCIAL REPORT

- 4.1 A copy of the Audit Completion Report (ACR) and the 2018/19 Financial Report were issued on Friday 19th July 2019. However, it should be noted that whilst the External Auditors have substantially completed their work the audit is not complete. This Committee will be provided with an update in relation to any outstanding matters in a follow-up letter prior to the auditor's report being signed. The external Auditors will be present to explain the ACR and answer any questions.

4.2 As Members will be aware the purposes of the ACR are:

- to share information to assist both the auditor and those charged with governance (i.e. 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.

4.3 Any adjustments or misstatements have been reported within the ACR.

4.4 As indicated at the previous meeting there was some uncertainty in relation to national pension issues, which had arisen after the draft accounts were prepared, and how these issues would need to be accounted. On 28th June the Government were denied the right to appeal the previous McCloud judgement and as a result local authorities now need to account for the impact of this decision on the Pension Liabilities disclosed in the statutory accounts at 31st March 2019.

4.5 In addition, an unadjusted 2017/18 error pertaining to a Property, Plant and Equipment valuation has also been corrected.

4.6 As indicated previously the accounting requirements to correct these misstatements do not at this stage impact on the cash position of the Authority, **which means there is no change in Usable Reserves**. The impact of the accounting changes required at the 31st March 2019 on the Balance sheet are summarised below:

Impact of Pension Accounting and Asset Revaluation changes on the Balance Sheet

	Figures reported in draft accounts £'000	Final figures £'000	Change £'000
Property, Plant and Equipment	279,390	279,615	225
Other Long Term Liabilities	(119,250)	(127,377)	(8,127)
Net Assets	130,567	122,665	(7,902)
Usable Reserves	41,467	41,467	0
Unusable Reserves	89,100	81,198	(7,902)
Total Reserves	130,567	122,665	(7,902)

- 4.7 Accounting changes have also been reflected in the ‘Movement of Reserves Statement’ and the ‘Comprehensive Income and Expenditure Statement’ to reflect the above changes.
- 4.8 Whilst, the accounting changes do not impact on the usable reserve at 31st March 2019, there may be a future impact on the revenue budget when the impact of these changes has been separately assessed as part of the actuarial valuations to determine future employers pension contributions for public sector schemes, including the local government pension scheme. As this is a different valuation methodology details of any impact will be reported to a future meeting of the Finance and Policy Committee as part of the regular Medium Term Financial Strategy updates.
- 4.9 Key positive issues reported in the Audit Completion Report include:
- confirmation that the draft accounts were received on time and were of a good quality and that the supporting working papers were also of a good quality;
 - that Mazars anticipate issuing an unqualified opinion of the statement of accounts; and
 - that the Council has proper arrangements to secure economy, efficiency and effectiveness in the use of resources.

5. CONSIDERATIONS / IMPLICATIONS

Financial Considerations and Risk Implications	Covered in previous paragraphs.
Legal Considerations	None
Child and Family Poverty Considerations	None
Equality and Diversity Considerations	None
Staff Considerations	None
Asset Management Considerations	None

6. CONCLUSIONS

- 6.1 The Audit of the 2018/19 Accounts will be complete by the time this Committee meets. Any issues have either been reported as part of the ACR, or will be included in the update letter presented to this committee, which includes the specific issues that the Committee will need to consider before approving the final Financial Report.

7. RECOMMENDATIONS

- 7.1 It is recommended that Members:-
- i) Consider the matters raised in Mazars' Audit Completion Report (ACR) detailed in Appendix A.
 - ii) Note the adjustments to the financial statements set out in the ACR, and in the table at para 4.6.
 - iii) Recommend that Members note the Letter of Representation at Appendix B.
 - iv) Approve the final 2018/19 Financial Report (Appendix C) and note that this document will be published before the 31st July 2019 statutory deadline.

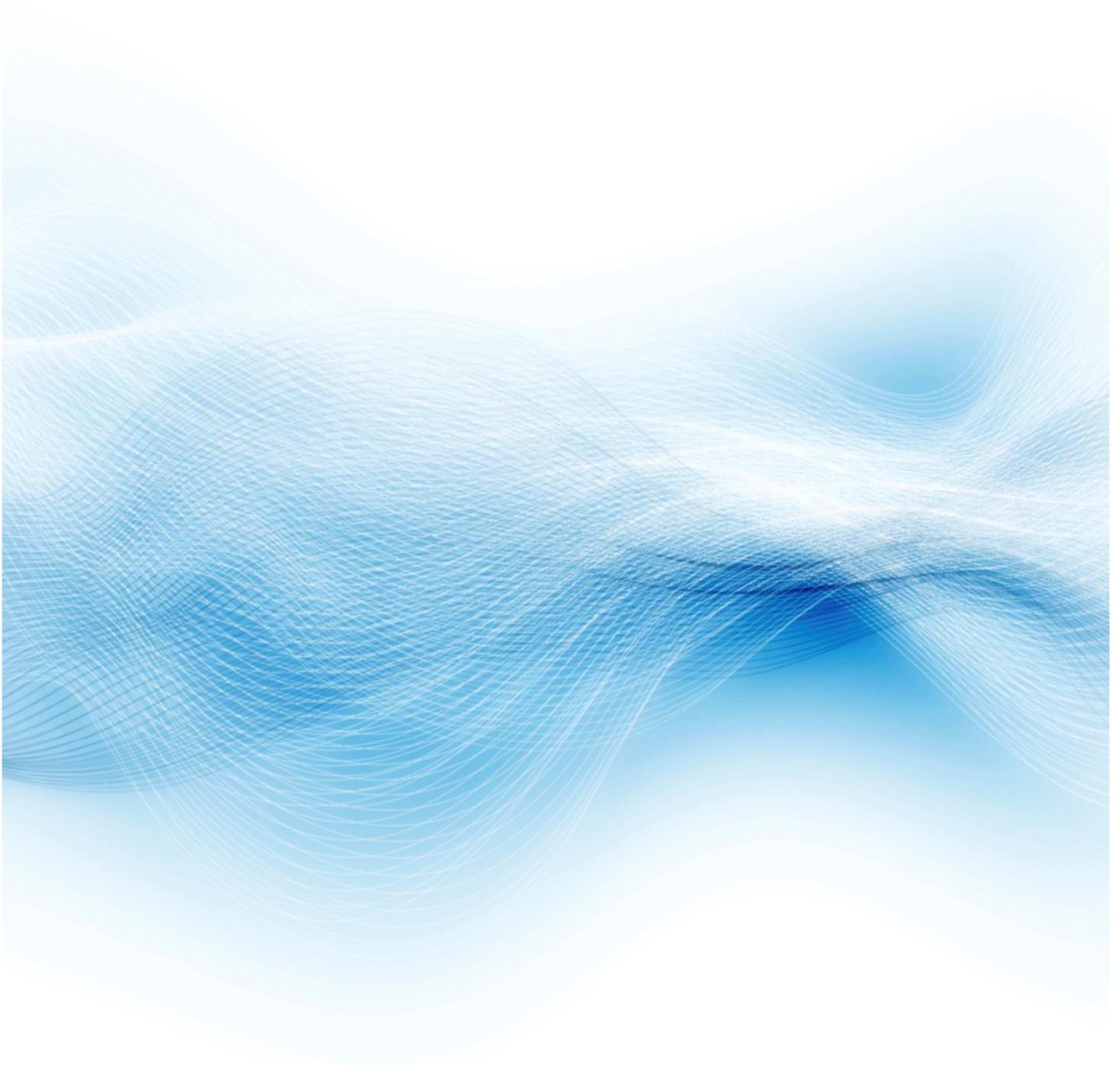
8. CONTACT OFFICER

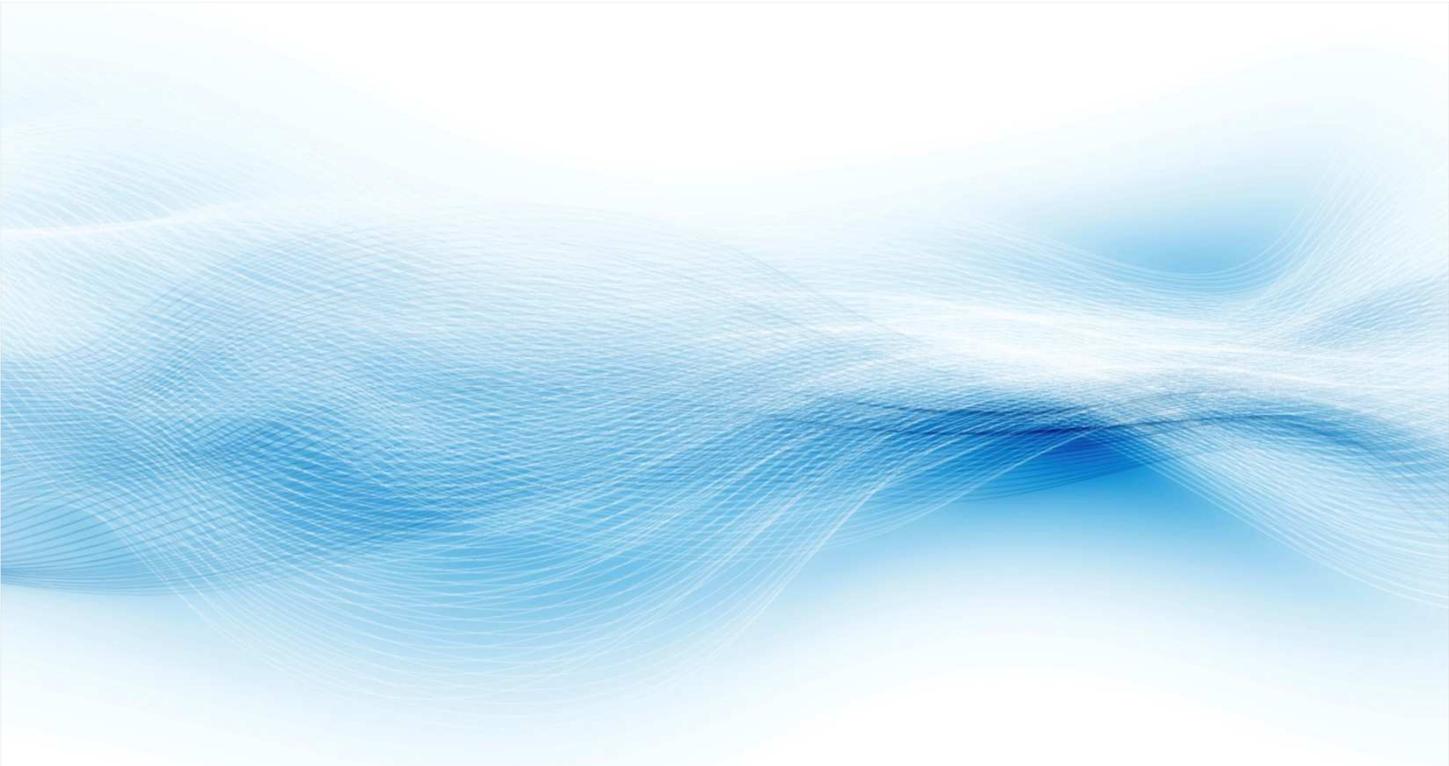
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Audit Completion Report

Hartlepool Borough Council
Year ended 31 March 2019





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Appendix A – Draft management representation letter

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Appendix C – Independence

Our reports are prepared in the context of the ‘Statement of responsibilities of auditors and audited bodies’ and the ‘Appointing Person Terms of Appointment’ issued by Public Sector Audit Appointments Limited.

Reports and letters prepared by appointed auditors and addressed to the Council are prepared for the sole use of the Council and we take no responsibility to any member or officer in their individual capacity or to any third party.

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Hartlepool Borough Council Audit and Governance Committee
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16 July 2019

Dear Members

Audit Completion Report – Year ended 31 March 2019

We are pleased to present our Audit Completion Report for the year ended 31 March 2019. The purpose of this document is to summarise our audit conclusions.

The scope of our work, including identified significant audit risks and other areas of management judgement, was outlined in our Audit Strategy Memorandum dated 19 March 2019 which we presented to the Audit and Governance Committee on 25 April 2019. We have reviewed our Audit Strategy Memorandum and concluded that the original significant audit risks and other areas of management judgement remain appropriate.

We would like to express our thanks for the assistance of your team during our audit.

If you would like to discuss any matters in more detail then please do not hesitate to contact me on 0191 383 6300.

Yours faithfully



Gavin Barker
Mazars LLP

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VAT number: 839 8356 73

1. EXECUTIVE SUMMARY

Purpose of this report and principal conclusions

The Audit Completion Report sets out the findings from our audit of Hartlepool Borough Council ('the Council') for the year ended 31 March 2019, and forms the basis for discussion at the Audit and Governance Committee meeting on 25 July 2019.

The detailed scope of our work as your appointed auditor for 2018/19 is set out in the National Audit Office's (NAO) Code of Audit Practice. Our responsibilities and powers are derived from the Local Audit and Accountability Act 2014 and, as outlined in our Audit Strategy Memorandum, our audit has been conducted in accordance with International Standards of Auditing (UK) and means we focus on audit risks that we have assessed as resulting in a higher risk of material misstatement.

Sections 2 and 5 of this report outline the detailed findings from our work on the financial statements and our conclusion on the Council's arrangements to achieve economy, efficiency and effectiveness in its use of resources. Section 2 also includes our conclusions on the audit risks and areas of management judgement in our Audit Strategy Memorandum, which include:

- Management override of control;
- Revenue recognition;
- Valuation of land and buildings; and
- Defined benefit liability valuation.

Status of our work

As we outline on the following page, our work is substantially complete. Subject to the satisfactory completion of the outstanding work, at the time of issuing this report we have the following conclusions:

Opinion on the financial statements

We anticipate issuing an unqualified opinion, without modification, on the financial statements. Our proposed audit opinion is included in the draft auditor's report in Appendix B.

Value for Money conclusion

We anticipate concluding that the Council had proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources. Our draft auditor's report, including proposed conclusion, is provided in Appendix B.

Whole of Government Accounts (WGA)

We anticipate completing our work on your WGA submission, in line with the group instructions issued by the NAO, which has a deadline of 13 September 2019. The Council is below the threshold requiring a detailed review of your WGA submission, and we expect to be able to provide the information required by NAO at the conclusion of our audit work, well ahead of the formal deadline.

Wider powers

The 2014 Act requires us to give an elector, or any representative of the elector, the opportunity to question us about the accounting records of the Council and to consider any objection made to the accounts. We have not received any questions or objections.

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1. EXECUTIVE SUMMARY (CONTINUED)

Status of our audit work

We have substantially completed our work on the financial statements and Value for Money conclusion for the year ended 31 March 2019. At the time of preparing this report the following matters remain outstanding:

Audit area	Status	Description of outstanding matters
Pensions	●	We are awaiting assurance from the pension fund audit and have only just received the amended accounts, which include material amendments to pensions figures that will require detailed checking.
Income, expenditure, debtors and creditors testing	●	Follow up of detailed work on sample testing.
Related party transactions	●	Detailed testing of entries included in the related party disclosures.
Collection Fund	●	Detailed testing of the Collection Fund.
Financial instruments	●	Detailed testing of entries included in the financial instruments disclosures.
Closure procedures	●	Review and closure processes, including final consideration of post balance sheet events and checking the revised financial statements just received.

Status

- Likely to result in material adjustment or significant change to disclosures within the financial statements
- Potential to result in material adjustment or significant change to disclosures within the financial statements
- Not considered likely to result in material adjustment or change to disclosures within the financial statements

We will provide the Council with an update in relation to these outstanding matters in a follow-up letter, prior to signing the auditor's report.

Our audit approach

We provided details of our intended audit approach in our Audit Strategy Memorandum in March 2019. We have not made any changes to our audit approach since we presented our Audit Strategy Memorandum.

Materiality

We set materiality at the planning stage of the audit at £5.684m using a benchmark of 2% of Gross Operating Expenditure. Our final assessment of materiality, based on the final financial statements and qualitative factors is £5.682m, using the same benchmark. We set our trivial threshold (the level under which individual errors are not communicated to the Council) at £170k, based on 3% of overall materiality.

Misstatements and internal control recommendations

Section 3 sets out the internal control recommendations that we make.

Section 4 outlines the misstatements noted as part of our audit as at the time of issuing this report. If any additional misstatements are noted on completion of the outstanding work, these will be reported to the Council in a follow-up letter.

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2. SIGNIFICANT FINDINGS

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

- our audit conclusions regarding significant risks and key areas of management judgement 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 7 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;
- significant matters discussed with management; and
- any significant difficulties we experienced during the audit.

Significant risks and key areas of management judgement

As part of our planning procedures we considered the risks of material misstatement in the Council's financial statements that required special audit consideration. Although we report identified significant risks at the planning stage of the audit in our Audit Strategy Memorandum, our risk assessment is a continuous process and we regularly consider whether new significant risks have arisen and how we intend to respond to these risks. No new risks have been identified since we issued our Audit Strategy Memorandum.

Significant risk	Description of the risk
Management override of controls	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 fraud and thus a significant risk on all audits.
	How we addressed this risk We addressed this risk through performing audit work over: <ul style="list-style-type: none">• Accounting estimates impacting on amounts included in the financial statements;• Consideration of identified significant transactions outside the normal course of business; and• Journals recorded in the general ledger and other adjustments made in preparation of the financial statements.
	Audit conclusion Our audit work has provided the assurance we sought and has not identified any material issues to bring to your attention. There is no indication of management override of controls.

2. SIGNIFICANT FINDINGS (CONTINUED)

Significant risk

Property, Plant and Equipment Valuation

Description of the risk

The Council employs a valuation expert to provide information on revaluations, however there remains a high degree of estimation uncertainty associated with the revaluations of PPE due to the significant judgements and number of variables involved.

How we addressed this risk

We addressed this risk by considering the Council's arrangements for ensuring that PPE values are reasonable and we engaged our own expert to provide data to enable us to assess the reasonableness of the valuations provided by the external valuer. We also assessed the competence, skills and experience of the valuer. We discussed methods used with the valuer and challenged the assumptions used. We used indices provided by our own expert to confirm the assets not revalued are unlikely to have materially changed in value. We sample tested revaluations in year to valuation reports and supporting calculation sheets and ensured the calculations were correct and agreed to source data such as floor plans.

Audit conclusion

Our audit work has provided the assurance we sought and have not identified any material issues to bring to your attention.

Significant risk

Defined benefit liability valuation

Description of the risk

The financial statements contain material pension entries in respect of 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. 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.

We reviewed the appropriateness of the key assumptions included within the valuations, compared them to expected ranges and reviewed the methodology applied in the valuation. We also considered the adequacy of disclosures in the financial statements.

Audit conclusion

Subject to the completion of outstanding work, our work has provided the assurance sought. The material change relating to the impact of the McCloud legal case on pension liabilities is a national issue and the Council has agreed to adjust the accounts. Further context to the issues relating to pensions accounting that have arisen this year are described on page 7.

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2. SIGNIFICANT FINDINGS (CONTINUED)

Qualitative aspects of the Council's accounting practices

We have reviewed the Council's accounting policies and disclosures and concluded they comply with the requirements of the Code of Practice on Local Authority Accounting (the Code), appropriately tailored to the Council's circumstances.

There were no particularly sensitive financial statement disclosures, involving the exercise of significant management judgement other than those relating to significant risks discussed in the previous section.

Draft accounts were received from the Council on 28 May 2019 and working papers on 3 June 2019 as planned and were of a good quality.

Significant matters discussed with management

There have been significant issues this year relating to accounting for pensions. These issues are not specific to the Council, but are national issues impacting on all local government and related bodies, including police and fire. There have been three issues, but the most significant issue has been the impact of what is known as the McCloud judgement.

The nature and impact of the McCloud judgement was referenced in the Council's draft financial statements. It relates to claims of discrimination in respect of protections offered to some, but not all, pension scheme members as part of reforms to public sector pensions. In December 2018, the Court of Appeal ruled in a test case that this did amount to unlawful discrimination. At the time the Council was producing its draft financial statements, the Government intended to appeal to the Supreme Court and the outcome was uncertain.

During the audit period, the Government has not been granted leave to appeal, meaning that some form of restitution across all public sector pension schemes seems more certain, requiring the estimated impact of this to be reflected in the pension disclosures in the financial statements, subject to materiality considerations.

The other two issues have been:

- Guaranteed Minimum Pension (GMP) indexation and equalisation, which relate to the move to a single-tier new State Pension and equalisation of the GMP benefits between males and females, which has been accounted for to varying degrees by each actuary; and
- Asset values – this issue relates only to the Local Government Pension Scheme. The issue is whether the estimation of assets by the actuary using asset values at the end of December 2018 / end of January 2019 was accurate, given higher than expected returns in the final quarter of 2018/19.

For each of these issues, our approach has been to suggest that the Council engages with the scheme actuary, to assess the potential impact of these issues, to see whether the impact is material, and if so, to make amendments to the financial statements.

None of these issues impact on the Council in terms of a bottom-line impact on the General Fund balance, although in practice, both McCloud and GMP will place upward pressure on employers pension contributions reflecting an increased pension liability to recover over the life of the scheme.

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.

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2. SIGNIFICANT FINDINGS (CONTINUED)

Wider responsibilities

Our powers and responsibilities under the 2014 Act are broad and include the ability to:

- issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to law; and
- issue an advisory notice under schedule 8 of the 2014 Act.

We have not exercised any of these powers as part of our 2018/19 audit.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account.

We have not received any questions or objections.

3. INTERNAL CONTROL RECOMMENDATIONS

The purpose of our audit is to express an opinion on the financial statements. As part of our audit we have considered the internal controls in place relevant to the preparation of the financial statements. We do this in order to design audit procedures to allow us to express an opinion on the financial statements and not for the purpose of expressing an opinion on the effectiveness of internal control, nor to identify any significant deficiencies in their design or operation.

The matters reported are limited to those deficiencies and other control recommendations that we have identified during our normal audit procedures and that we consider to be of sufficient importance to merit being reported. If we had performed more extensive procedures on internal control we might have identified more deficiencies to be reported or concluded that some of the reported deficiencies need not in fact have been reported. Our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

Our work this year did not identify any significant deficiencies.



4. SUMMARY OF MISSTATEMENTS

We set out below the misstatements identified for adjustment during the course of the audit, above the level of trivial threshold of £170,000.

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 2018/19

	Comprehensive Income and Expenditure Statement and MIRS		Balance Sheet	
	Dr (£'000)	Cr (£'000)	Dr (£'000)	Cr (£'000)
1 Dr: Provisions			1,133	
Dr: CIES expenditure		1,133		

The Council has provided for a potential liability in relation to claims for charitable relief from business rates from local NHS trusts. There is some uncertainty as to whether the claims will be successful and the case has been listed for court proceedings. The Council's approach is prudent.

Adjusted misstatements 2018/19

	Comprehensive Income and Expenditure Statement and MIRS		Balance Sheet	
	Dr (£'000)	Cr (£'000)	Dr (£'000)	Cr (£'000)
1 Dr: Pension Reserve			8,127	
Cr: Pension Liability				8,127
Dr: CIES service costs	8,127			
Cr: Adjustments between accounting basis and funding basis		8,127		

The combined impact of the three pensions issues detailed on page 7 above. This materially increases the long-term pension liability.

2 Dr: Property, plant and equipment			230	
Cr: Revaluation reserve				230

Error in 2017/18 revaluations of property, plant and equipment due to errors in source data.

The above misstatement does not impact on the Council's general fund balance. They reduce net assets and unusable reserves by £8.357 million.

4. SUMMARY OF MISSTATEMENTS (CONTINUED)

Disclosure amendments

During our review of the financial statements we have identified some minor amendments to disclosures. The Council has agreed to make these amendments:

- Note 2 (critical judgements) included the misclassification between community and academy schools;
- Note 14 (Property, Plant and Equipment) correction of the narrative disclosure in relation to Surplus Assets - Fair Value Disclosures;
- Note 15 (Property, Plant and Equipment Revaluations) Council Dwellings under the cost model amended to be on a comparable basis with the valuation table disclosure.
- Note 37 Table 3 (Capital Adjustment Account) amended to show both years on a comparable basis;
- Note 54 (Contingent Liabilities) removal of the contingent liability relating to the McCloud judgment now being accounted for as part of the pension fund reserve and liability.

Other issue

There is a fixed loan balance of £0.3 million confirmed by Tees Valley Combined Authority (TVCA) as a loan balance outstanding. The Council has accounted for this as a grant on the basis of verbal assurances from TVCA that the amount is not repayable. Previous loans have been converted to grant but there is no documentary evidence that is the case for this amount.

5. VALUE FOR MONEY CONCLUSION

Our approach to Value for Money

We are required to form a conclusion as to whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out in order to form our conclusion, and sets out the criterion and sub-criteria that we are required to consider.

The overall criterion is that, 'in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.' To assist auditors in reaching a conclusion on this overall criterion, the following sub-criteria are set out by the NAO:

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

Commentary against each of the sub-criteria, and an indication of whether arrangements are in place, is provided below.

Sub-criteria	Commentary	Arrangements in place?
Informed decision making	<p>We reviewed financial, performance and risk management reports throughout the year and attended meetings of the Audit and Governance Committee. We did not identify any concerns regarding data quality or the decision-making process.</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council's arrangements:</p> <p>a) Acting in the public interest, through demonstrating and applying the principles and values of sound governance;</p> <p>b) Understanding and using appropriate and reliable financial and performance information to support informed decision making and performance management;</p> <p>c) Reliable and timely financial reporting that supports the delivery of strategic priorities; and</p> <p>d) Managing risks effectively and maintaining a sound system of internal control.</p>	Yes

5. VALUE FOR MONEY CONCLUSION (CONTINUED)

Sub-criteria	Commentary	Arrangements in place?
Sustainable resource deployment	<p>Financial and performance reports demonstrate a history of achieving cost reductions without adversely affecting services to date and a balanced budget was set for 2019/20 after contributions of £3.8m from reserves. The medium term financial strategy is in place up to 2021/22 and includes a total deficit of £5.662m for 2020/21 and 2021/22. Work is ongoing to identify savings to address the deficit.</p> <p>The Council has adequate reserves in the medium term, including £27m in revenue reserves at the end of March 2019.</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council's arrangements:</p> <ul style="list-style-type: none"> a) Planning finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions; b) Managing and utilising assets effectively to support the delivery of strategic priorities; and c) Planning, organising and developing the workforce effectively to deliver strategic priorities. 	Yes
Working with partners and other third parties	<p>Various policies and framework for partnership working are available on the external website. All service reviews include consideration of partnership working. The Council is developing social care services jointly with the CCG, leading on some children's services locally and regionally, and with the other local authorities as part of the Tees Valley Combined Authority.</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council's arrangements:</p> <ul style="list-style-type: none"> a) Working with third parties effectively to deliver strategic priorities; b) Commissioning services effectively to support the delivery of strategic priorities; and c) Procuring supplies and services effectively to support the delivery of strategic priorities. 	Yes

5. VALUE FOR MONEY CONCLUSION (CONTINUED)

Significant Value for Money risks

The NAO's guidance requires us to carry out work to identify whether or not a risk to the Value for Money conclusion exists. Risk, in the context of our Value for Money work, is the risk that we come to an incorrect conclusion rather than the risk of the arrangements in place at the Council being inadequate. In our Audit Strategy Memorandum, we reported that we had identified one significant Value for Money risk. The work we carried out in relation to significant risks is outlined below.

Risk	Work undertaken	Conclusion
<p>Financial position</p> <p>The Council was forecasting a net overspend on the 2018/19 budget and had identified a predicted budget deficit for 2019/20 estimated at £6m. We understand that the Council is in the process of identifying savings, but there are no easy choices as any measures that might impact minimally on front line services have already been taken.</p> <p>We need to ensure our knowledge of the Council's financial planning arrangements and its monitoring of the planned delivery of savings, remains up to date in order to ensure we give the correct VFM conclusion.</p>	<p>The measures the Council now takes in securing its financial sustainability through the 2019/20 budget process and beyond, was a key area of audit focus in our 2018/19 value for money audit work.</p> <p>The Council was able to contain in year financial pressures during 2018/19 and the outturn was an underspend of £51k.</p> <p>In addition, when the 2019/20 budget was set, the predicted budget deficit was reduced and the use of £3.8m of reserves was used to balance the budget (rather than the £6m initially indicated).</p>	<p>It is clear that the Council faces some of the most difficult decisions it has ever faced in balancing the budget going forwards. Although the Council does have reserves available to minimise the immediate impact, in accordance with the Council's own strategy, these are a temporary or transitional cushion while the savings needed are identified and delivered.</p> <p>In addition, the reserves available to support the budget are reducing and the available balances will soon reach the minimum needed to deal with unforeseen circumstances and risk, and will not be available to support the revenue budget in the way that they have in recent years.</p> <p>The key message from those councils that have already faced a financial crisis, such as Northamptonshire and others, is the importance of taking early action to secure financial sustainability before the position becomes unmanageable.</p> <p>The position beyond 2019/20 is very uncertain as much depends on the outcome of the comprehensive spending review, fair funding review and the measures that will be taken in relation to the future operation of the business rates system. However, it seems unlikely that the overall financial position for the Council will improve sufficiently to allow it to defer any of the difficult decisions that are now needed.</p> <p>Decisive action to bridge the budget gap over the medium term is a key priority for the Council.</p>

Our overall Value for Money conclusion

Our draft auditor's report included in Appendix B states that we intend to issue an unqualified Value for Money conclusion for the 2018/19 financial year.

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DRAFT MANAGEMENT REPRESENTATION LETTER

From:
Director of Finance and Policy
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

To:
Mr Gavin Barker
Director
Mazars LLP
Salvus House
Aykley Heads
Durham DH1 5TS

Date: July 2019

Hartlepool Borough Council - audit for year ended 31 March 2019

This representation letter is provided in connection with your audit of the financial statements of Hartlepool Borough Council for the year ended 31 March 2019 for the purpose of expressing an opinion as to whether the statement of accounts give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code).

I confirm that 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 myself that I can properly make each of the following representations to you.

My responsibility for the statement of accounts and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the statement of accounts in accordance with the Code.

My responsibility to provide and disclose relevant information

I have provided you with:

- access to all information of which I am aware that is relevant to the preparation of the statement of accounts such as records, documentation and other material;
- additional information that you have requested from me 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 Financial 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 have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Council and 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 them appropriate for the year.

Accounting estimates, including those measured at fair value

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

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DRAFT MANAGEMENT REPRESENTATION LETTER (CONTINUED)

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 Code.

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.

The Council has complied with all aspects of contractual agreements that would have a material effect on the accounts in the event of non-compliance.

Fraud and error

I acknowledge my responsibility as Chief Financial 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 statement of accounts 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, analysts, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances (including sales, purchases, loans, transfers, leasing arrangements and guarantees) have been appropriately accounted for and disclosed in accordance with the requirements of the Code.

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.

Charges on assets

All the Council's assets are free from any charges exercisable by third parties except as disclosed within the financial statements.

Future commitments

We have no plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

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DRAFT MANAGEMENT REPRESENTATION LETTER (CONTINUED)

Subsequent events

I confirm all events subsequent to the date of the financial statements and for which the Code 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 that the Council will cease to 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 accounts.

Unadjusted misstatements

I confirm that 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.

Yours sincerely

Director of Finance and Policy

Date.....

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DRAFT AUDITOR'S REPORT

Independent auditor's report to the members of Hartlepool Borough Council Report on the financial statements

Opinion

We have audited the financial statements of Hartlepool Borough Council for the year ended 31 March 2019, which comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Statement of Cash Flows, the Housing Revenue Account, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

In our opinion, the financial statements:

- give a true and fair view of the financial position of Hartlepool Borough Council as at 31st March 2019 and of its expenditure and income for the year then ended; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The Director of Finance and Policy is responsible for the other information. The other information comprises the information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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DRAFT AUDITOR'S REPORT (CONTINUED)

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

We have nothing to report in this regard.

Responsibilities of the Director of Finance and Policy for the financial statements

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

The Director of Finance and Policy is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and prepare the financial statements on a going concern basis, unless the Council is informed of the intention for dissolution without transfer of services or function to another entity. The Director of Finance and Policy is responsible for assessing each year whether or not it is appropriate for the Council to prepare its accounts on the going concern basis and disclosing, as applicable, matters related to going concern.

Auditor's responsibilities for the audit of the financial statements

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

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

Matters on which we are required to report by exception under the Code of Audit Practice

We are required by the Code of Audit Practice to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make a recommendation under section 24 of the Local Audit and Accountability Act 2014; or
- we exercise any other special powers of the auditor under sections 28, 29 or 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

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DRAFT AUDITOR'S REPORT (CONTINUED)

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, we are satisfied that, in all significant respects, Hartlepool Borough Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Basis for conclusion

We have undertaken our review in accordance with the Code of Audit Practice issued by the Comptroller and Auditor General, having regard to the guidance on the specified criterion issued in November 2017, as to whether the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider 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 2019.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to 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.

Responsibilities of the Council

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.

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

We are required under section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice requires us to report to you our conclusion relating to proper arrangements. 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.

Use of the audit report

This report is made solely to the members of Hartlepool Borough Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 44 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Council, as a body, for our audit work, for this report, or for the opinions we have formed.

Certificate

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

[Signature]

Gavin Barker,
Director
For and on behalf of Mazars LLP
Salvus House
Aykley Heads
Durham DH1 5TS

July 2019

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APPENDIX C INDEPENDENCE

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.

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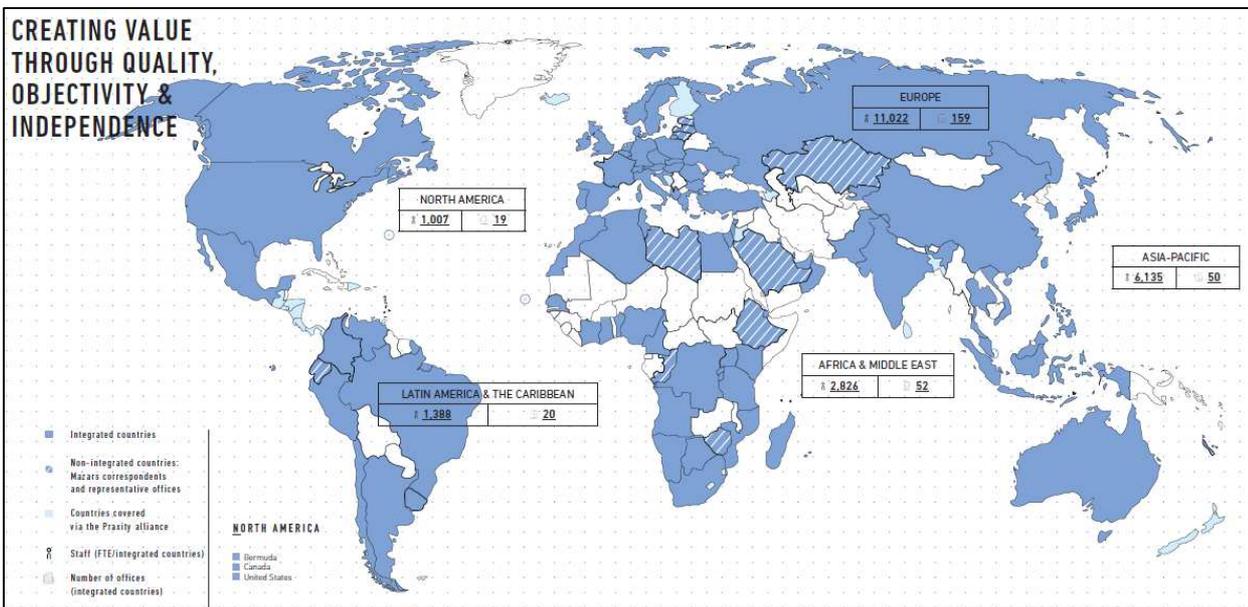
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MAZARS AT A GLANCE

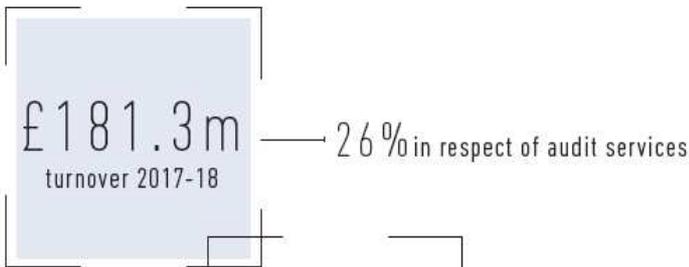
Mazars LLP

- Fee income €1.6 billion
- Over 86 countries and territories
- Over 300 locations
- Over 20,000 professionals
- International and integrated partnership with global methodologies, strategy and global brand

Mazars Internationally



Mazars in the UK



As at 31 August 2018

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Cath Andrew

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Our Ref:
Your Ref:

Contact Officer: Mr Chris Little (01429) 523003

chris.little@hartlepool.gov.uk

Mr Gavin Barker
Director
Mazars LLP
Salvus House
Aykley Heads
Durham DH1 5TS

25th July 2019

Hartlepool Borough Council - audit for year ended 31 March 2019

This representation letter is provided in connection with your audit of the financial statements of Hartlepool Borough Council for the year ended 31 March 2019 for the purpose of expressing an opinion as to whether the statement of accounts give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code).

I confirm that 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 myself that I can properly make each of the following representations to you.

My responsibility for the statement of accounts and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the statement of accounts in accordance with the Code.

My responsibility to provide and disclose relevant information

I have provided you with:

- access to all information of which I am aware that is relevant to the preparation of the statement of accounts such as records, documentation and other material;
- additional information that you have requested from me 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 Director of Finance and Policy (s151 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 have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Council and 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 them appropriate for the year.

Accounting estimates, including those measured at fair value

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

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 Code.

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.

The Council has complied with all aspects of contractual agreements that would have a material effect on the accounts in the event of non-compliance.

Fraud and error

I acknowledge my responsibility as Director of Finance and Policy 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 statement of accounts 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, analysts, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances (including sales, purchases, loans, transfers, leasing arrangements and guarantees) have been appropriately accounted for and disclosed in accordance with the requirements of the Code.

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.

Charges on assets

All the Council's assets are free from any charges exercisable by third parties except as disclosed within the financial statements.

Future commitments

We have no 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 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 that the Council will cease to 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 accounts.

Unadjusted misstatements

I confirm that the effects of the uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.

Yours sincerely

Director of Finance and Policy

Date: 25th July 2019.



HARTLEPOOL BOROUGH COUNCIL

Financial Report
2018/19



LOVE
HARTLEPOOL

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SECTION 1 : Narrative Report

INTRODUCTION

The narrative report provides an overall explanation of the Council's financial position, including major influences affecting the accounts. This will enable readers to understand and interpret the financial statements.

The narrative report sets out:

- Our Strategy and Objectives
- Our Performance 2018/19
- Our Governance and Decision Making
- Our Organisational Model
- Risk Management Arrangements
- Financial Performance 2018/19
- Financial Outlook – General Fund 2019/20 to 2020/21
- Borrowing Facilities and Investment Strategy
- Statement of Accounts

OUR STRATEGY AND OBJECTIVES

The Council Plan 2017 – 2020 was shaped by the 'Your Say, Our Future' Programme – a town wide conversation involving residents, our staff and children and young people. The findings of this exercise have shaped our services and our financial strategies. The Council Plan is based on six strategic priorities:

Growing our economy, jobs and skills

The Council has a key role to play in stimulating jobs and growth in the local economy. Our heritage, cultural assets and distinctive history already attracts tourists from far and wide. However, our historic partnership with the National Museum of the Royal Navy will unlock the potential of Hartlepool's vibrant heritage and our tourism sector and transform it into a different league. We will build on this to establish a visitor offer of national and international significance. We will also build upon our strengths in the marine and offshore industries to unlock growth in advanced manufacturing and engineering and by developing our partnership with the Northern School of Art Hartlepool we will become a leading centre in the creative and cultural industries.

Our ambitious plans for Church Street and Church Square will create the environment for new creative industries to flourish and encourage students to come to and stay in Hartlepool. We will continue to encourage new business start-ups and build upon the success of Queens Meadow Enterprise Zone to attract new investors. We will work actively with the Tees Valley Combined Authority to improve transport links to Hartlepool and within it.

Whilst creating and sustaining jobs within the Borough, we need to ensure our residents and young people have the skills and qualifications they need to move into sustained employment. We will deliver a £20m programme across the Tees Valley to provide new opportunities and pathways for young people at risk of unemployment and work with businesses, schools, colleges and universities to increase apprenticeships, and through a lifelong learning offer we will help residents gain the skills employers need and move into quality work.

What will we do to make this happen?

- Launch a new tourism and marketing campaign 'Destination Hartlepool' supported by a co-ordinated events, exhibitions and festivals programme.
- Establish a world class visitor attraction in partnership with the National Museum of the Royal Navy.
- Open 'The BIS' - a new world class managed workspace for emerging creative industries.
- In partnership with Northern School of Art promote Hartlepool as a location for TV and film production.
- Establish pathways to get young people into high value sustainable employment.
- Work with learning providers and employers to deliver a new approach to targeting learning, skills and employment pathways for unemployed adults and parents.
- Enable and promote Hartlepool as a great place to invest.
- Increase local and public sector spending in the local supply chain in Hartlepool.

How will we know that we are successful?

- There will be increasing numbers of visitors to the town.
- We will have a thriving visitor economy bringing more money into the town. Increasing numbers of people will be visiting the National Museum of the Royal Navy.
- Overall, we will have fewer unemployed people and less young people identified as unemployed.
- There will be increasing numbers of learners participating in skills and community learning programmes.
- We will be an attractive home for businesses with more businesses choosing to move and establish in the town.

SECTION 1 : Narrative Report

- 'The BIS' will be a centre offering units for start-up businesses specialising in creative industries.
- We will be home to an increasingly popular film and TV production studio.

Regenerating our Town

We have already set out our plans to regenerate the physical environment in Hartlepool through Destination Hartlepool, our regeneration strategy. Delivering the plans set out in Destination Hartlepool will be critical to creating jobs, improving health and creating greater opportunities for future generations.

We have already attracted investment to improve our flood defences and sea wall at the Headland and Seaton Carew and we will complete our regeneration of Seaton seafront to maximise its potential as a tourist destination. We will complete our £5.5m investment programme in Church Street and Church Square and improve pedestrian connectivity and gateway features across Stockton Street.

Coinciding with the opening of the new £11m Northern School of Art campus on Church Street, the area will be established as a dynamic focal point in the town that promotes our cultural and heritage offer, provides an exciting space for events and stimulates an attractive retail offer. Our plans for the waterfront will be brought to fruition over the lifetime of this plan.

Working with the National Museum of the Royal Navy we will improve connectivity around the waterfront and establish a new visitor attraction of international significance, an improved public realm and quality hotel and leisure offer. In the town centre we will initiate a master planning process for the Mill House and surrounding area and develop proposals for addressing derelict buildings and developing new sport and leisure facilities.

What will we do to make this happen?

- Complete Church Street and Church Square regeneration plans to coincide with the completion of the new Northern School of Art campus.
- Deliver improvements to Stockton Street.
- Deliver the regeneration plan for Seaton Carew seafront.
- Complete a phased regeneration of the waterfront to include a landmark visitor attraction complemented by hotel and leisure facilities by 2020.
- Complete a master plan for the Raby Road corridor and Mill House area.
- Deliver investment in new sport and leisure facilities.

How will we know that we are successful?

- Church Street and Church Square are thriving with new businesses establishing.
- Access between Church Square and the town centre has improved.
- Seaton Carew is an increasingly popular visitor destination.
- Plans for the waterfront have been delivered with a new landmark visitor attraction in place drawing national and international visitors.
- Our sport and leisure facilities are first class.

Developing and promoting Hartlepool as a great place to live

We want Hartlepool to be known as a great place to live as well as invest and visit. Alongside the Council Plan, we will adopt a longer-term Local Plan that sets out our vision for the sustainable development of Hartlepool over the next 20 years. We will work with partners across all sectors to provide more and greater access to quality homes as well as the specialist support that our vulnerable adults need.

We will build more affordable homes and refurbish empty properties for rent that revitalise local neighbourhoods and provide a return on investment. Over the period of this plan our goal is to enable 6,000 houses to be built and to provide 1,000 affordable homes.

We will develop a new approach to working in neighbourhoods. Working with partners, we will prioritise improving the environment and play spaces through a co-ordinated neighbourhood investment programme. We also recognise that our residents want us to take strong action to make sure our neighbourhoods are clean, green and safe. We will work with Cleveland Police to develop a joined up approach to enforcement and community safety so that we can respond to issues quickly and efficiently.

What will we do to make this happen?

- Facilitate the sustainable development of Hartlepool through the adoption of the Local Plan.
- Deliver new housing to meet the current and future needs of the Borough.
- Establish an investment programme for improvements to neighbourhoods, open spaces, parks and play sites.

SECTION 1 : Narrative Report

- Deliver a wider range and choice of supported accommodation for care leavers and vulnerable adults.
- Launch a new community protection service in partnership with Cleveland Police.
- Expand the wildflower programme.
- Improve sustainable transport and travel patterns for pedestrians and cyclists.
- Improve the allotment infrastructure to meet the diverse needs of our communities.
- Implement a Clean and Green Strategy and reduce demand on Council resources.

How will we know that we are successful?

- There is a well balanced and attractive housing market that caters for the needs of Hartlepool people and attracts others to move into the town.
- There is a range of affordable homes available to buy and to rent, fewer empty properties and accommodation that supports our care leavers and vulnerable adults.
- Our neighbourhoods are attractive and our open spaces, parks and play sites are popular and well cared for.
- There is less crime and anti-social behaviour.
- A range of sustainable travel options is available with new routeways for walking and cycling around the town.
- Less household waste is collected and more of that waste is being sent for reuse, recycling and composting and less to landfill.

Developing new services for people and communities

New and re-designed community-based services will help us improve the way we work with communities, intervene early to support vulnerable families and provide specialist support services for those in need. Through the feedback we received from the 'Your Say, Our Future' conversation, we know there is more we can do to provide access to information, advice and support in a more co-ordinated and visible way. We also know there is more we can do to harness the Hartlepool community spirit to help people work together to shape the future of our town, our neighbourhoods and the lives of people who live within them. In response, establish three community hubs that will help develop a more connected approach to providing access to information, advice, help and support services in a single place for communities.

We will also work with citizens to develop new ways in which we can harness the capacity within our communities in finding new ways to improve the prosperity and wellbeing of families and adults and the quality of life in local neighbourhoods. Many residents and families in Hartlepool face significant challenges as a result of poverty.

The percentage of children growing up in poverty is 31% and in one in four households the adults are not in work. Poverty blights lives and impacts on health and opportunities. We recognise that quality work is critical to help people move out of poverty, however, we also need to focus on reducing the impact of poverty on lives and life chances. Community Hubs will provide access to advice and guidance and we will address food poverty and deliver our programme of free swims, provide subsidised access to sport and leisure facilities and make sure children have access to food during school holidays.

The future of health and social care services is a critical issue for residents and the Council. Working with partners, we have produced an independent report, called 'Hartlepool Matters', which sets out a vision for a 21st century health and social care system in the town which provides services as close to where people live as possible. With reduced resources and demand rising, we will work with health partners to join up services, share information and make sure people get the support they need to stop problems worsening. As a Council, we will prioritise the delivery of community-based teams of social care and health workers to strengthen our arrangements that enable people who have care and support needs to live independent lives in their own homes and we will take action with health partners to improve the quality and availability of residential and nursing care. We will develop our new Centre for Independent Living and continue to promote training and employment support schemes to enable adults with disabilities to live active and purposeful lives, making a positive contribution to their local communities.

What will we do to make this happen?

- Launch a co-ordinated approach to engaging citizens in becoming actively involved in meeting local needs and shaping the future of their communities.
- Implement a new approach to supporting the development of the community and voluntary sector.
- Deliver three Community Hubs across Hartlepool and have the full Community Hub offer operational.
- Implement a new model for encouraging and supporting healthy lifestyles.
- Work with health partners to establish new integrated health and social care services as set out in Hartlepool Matters.
- Widen participation in sport and leisure activities.
- Increase the availability of high quality care for older people with care and support needs. Implement a new model for supporting drug and alcohol recovery.

SECTION 1 : Narrative Report

- Deliver new opportunities for working age adults with care and support needs to live independent and fulfilling lives.

How will we know that we are successful?

- We will have three established Community Hubs supporting residents to access services from the Council and our partners.
- More people will be participating in sport and leisure activities and living healthier lifestyles.
- Increasing numbers of people will be accessing our recovery support service.
- Our communities and the Voluntary and Community Sector will be actively engaged and involved in meeting local needs and shaping the future of their communities.
- People will feel more able to influence decision-making in their local area.
- Older people will be able to maintain their independence through rehabilitation / intermediate care and fewer will need to move into residential/nursing care.
- For those that have care and support needs that can't be met at home there will be a range of high quality residential and nursing care available to them.
- The Centre for Independent Living will provide a range of opportunities for working age adults with care and support needs to live independent and fulfilling lives.

Building better beginnings and better futures for our children and young people

We know that to compete for the best jobs in the global economy, this generation of our children and young people will need to be the best educated ever. We are committed to working with our schools and colleges to make sure Hartlepool has a reputation as a learning town with a first class education and skills system. However, there is much more to do to ensure that as many young people as possible can leave school with the qualifications they need to compete for the best jobs, apprenticeships and university places. We will, therefore remain focussed on working with schools, colleges, employers and universities to provide all our children and young people with a first class education, including the opportunity to access high quality vocational as well as academic courses.

Education isn't just about being prepared for the world of work. It is also about helping our children and young people to grow up as happy, healthy, confident and active citizens. The information we received from children and young people through the 'Your Say, Our Future' conversations emphasised this and highlighted their concern about the mental and physical health of young people. We will, therefore, work with our schools and partner agencies to promote a safe, healthy environment in which our children can flourish and achieve.

We also know that we are facing increasing demand for services from families struggling to provide their children with a healthy and safe childhood. We will deliver new and re-designed multi-disciplinary early help and specialist teams to build on family strengths and ensure we provide help and intensive support to families as early as possible. We will also work with schools to improve the emotional wellbeing of young people.

When children come into the care of the local authority we will ensure that they receive the best possible care, education and health support. When children have complex needs and disabilities we will transform the way health, education and social care services work together to make sure they and their families get the right support at the right time and in the right way. We recognise that the youth service and the voluntary and community sector play a vital role in giving our children and young people a good start in life and that as resources diminish this sector is under increasing pressure. We will, therefore, focus on shaping a new approach to work with children and young people outside of school that can attract external investment and establish a better co-ordinated offer within neighbourhoods.

What will we do to make this happen?

- Hartlepool is recognised as a learning town with every school 'good' or 'outstanding'.
- Launch a new centre for excellence in technical education in creative industries at the Centre for Excellence in Creative Arts.
- Launch a programme to improve the emotional wellbeing of children and young people.
- Implement multi-disciplinary locality-based teams which meet the health, development and care needs of children and help families provide the stability and security their children need to prevent problems from getting worse.
- Implement improvements in the way organisations work together to protect and safeguard children at risk of harm.
- Deliver the specialist support services children in care need to ensure they are cared for and feel cared about in stable and secure placements and that they are healthy, happy and making good educational progress.
- Implement improvements to the support provided to children with special educational needs and disabilities.
- Establish a new high quality alternative education provision for children and young people who do not access full-time mainstream education.

SECTION 1 : Narrative Report

How will we know that we are successful?

- Hartlepool will be recognised as a learning town with all schools judged by Ofsted as 'good' or 'outstanding'.
- Our children and young people will be achieving higher levels of attainment at all key stages and the gap between disadvantaged and non-disadvantaged students will close.
- There will be a Centre for Excellence in technical education in creative industries.
- We will have made improvements in the support provided to children and young people in the town who have special education needs and disabilities or who don't access mainstream education.

Providing effective leadership based upon innovation and efficiency

In 2019/20 Government funding will be £21m less than in 2013/14, a reduction of 45%. Over the next two years we will need to deliver a further budget reduction of £5.7m in reduction in services whilst also managing increasing pressures in demand-led services. Important decisions will need to be made as we redesign services, consider ways of increasing income and work with partners and communities to reduce demand. We will need to make sure we provide the leadership that will be needed to manage change effectively and have a clear focus on delivery.

We recognise that the Council has a critical role to play in providing strong community leadership which enables residents to participate in shaping Council priorities. We will, therefore, review and strengthen our arrangements for engaging meaningfully with the public and in making sure we keep citizens up to date with the progress we are making in achieving our ambitions for the Borough.

We recognise that our staff are our greatest asset and they have a key role to play in shaping a sustainable future for the Borough and the Council. We will encourage a collaborative approach to innovative problem solving amongst our workforce and invest in a workforce and leadership development programme to support our staff in gaining the skills that will be needed to achieve efficiencies, reduce demand and increase income whilst improving outcomes for residents.

We recognise the crucial role elected members play in their position as democratically elected community champions. Through our committee system we will strengthen our performance management arrangements to ensure elected members play a key role in guiding the strategic direction of the Council and have a good 'grip' on our change programme. We will also invest in providing development opportunities to assist councillors in fulfilling their roles and responsibilities.

The Council plays a vital role in making sure the voice of the Borough is heard at a national and regional level. We have pressed the case of the Council in Whitehall in relation to the level of financial pressures we have had to deal with, particularly as a result to changes in business rates. We have attracted significant external investment from European and national development funds through our leadership at a regional level. Going forward, we will work closely with Tees Valley authorities to make sure Hartlepool benefits from major investment programmes and that we can shape the Borough's future within the context of the wider Tees Valley economy.

What will we do to make this happen?

- Implement new ways of communicating the change that is happening in Hartlepool both within and outside of the Borough.
- Strengthen arrangements to enable elected members to fulfil their role as democratically elected community champions.
- Increase availability and take up of digitally delivered services.
- Introduce a new workforce and leadership and management development programme to unlock the potential of our staff to play a key role in finding alternative ways of delivering efficiencies and increasing income.
- Develop the apprenticeship opportunities provided by the Council.

How will we know that we're successful?

- More of our residents will be aware of what the Council is doing and our social media following will increase.
- Our elected members will be better placed to fulfil their role as democratically elected community champions.
- More of our services will be available online and increasing numbers of people will access our services in this way.
- Our staff will feel more supported, more highly appreciated and better equipped to tackle the challenges facing the Council.
- The number of apprentices that successfully complete their apprenticeship with the Council will increase.

SECTION 1 : Narrative Report

OUR PERFORMANCE 2018/19

GROWING OUR JOBS, ECONOMY AND SKILLS

- Actively promoted our tourism and visitor economy through a new promotional campaign 'Destination Hartlepool' supported by a co-ordinated events and festival programme, new gateway signage via road and rail and the Waterfront summer festival which attracted 15,000 visitors in 2018.
- Established a strategic plan with the National Museum of the Royal Navy which will position Hartlepool nationally and internationally as a naval and maritime visitor destination with new exhibits arriving including the World War 2 Rescue Motor Launch (RML 497).
- Attracted investment into accelerating the growth of the cultural and creative economy in Hartlepool building on the expansion of the Northern School of Art into a new £11m campus with the conversion of the former General Post Office building in Whitby Street into starter business units and workshops for creative enterprises.
- Actively promoted Hartlepool's growing advanced manufacturing and energy production sectors through a new investment prospectus and promotional campaign.
- Attracted £19m external investment into delivering new employment opportunities for young people and £6m into employment pathways for unemployed adults.
- Agreed a 5 year investment strategy for growing the tourism and visitor economy through a cultural events programme.
- Worked in partnership with the new Economic & Tourism Forum to launch a programme of enterprise events which promote local businesses and attractions.

REGENERATING OUR TOWN

- Delivered the renewal of Church Street and Church Square as a dynamic focal point and events space in the town using £5.5m of external investment.
- Secured external investment and started on site to deliver improved pedestrian and gateway access across Stockton Street.
- Attracted Heritage Lottery investment into improving the townscape and shop fronts in Church Street.
- Delivered a £1.3m improvement scheme which enhances Seaton Carew as a seaside destination including the introduction of new outdoor play facilities, a splash pad, the 'Waves' sculpture on the promenade and improvements to the Clock Tower and Bus Shelter.

DEVELOPING AND PROMOTING HARTLEPOOL AS A GREAT PLACE TO LIVE

- Launched the 'Love Hartlepool' campaign to promote the positive aspects of Hartlepool and promote its successes far and wide.
- Adopted our Local Plan which provides a framework for facilitating the sustainable development of Hartlepool.
- Facilitated the fastest growth in new housing in the Tees Valley with 376 net additional homes in 2018/19.
- Delivered 51 affordable housing units.
- Agreed a £4m neighbourhood and highways investment programme to deliver improvements to shopping parades, parks, play sites, road and pavements across the town.
- Working to deliver the £550,000 of improvements to Rossmere Park.
- Created a new Memorial Wood at Summerhill Country Park.
- Resurfaced Route 14 cycleway from Greatham towards Cowpen Bewley.

SECTION 1 : Narrative Report

DEVELOPING NEW SERVICES FOR PEOPLE AND COMMUNITIES

- Developed an Integrated Discharge Team and Integrated Single Point of Access which have contributed to a reduction in delayed discharges and improved outcomes for older people.
- Provided additional support to care homes for older people that has contributed to a significant improvement in Care Quality Commission ratings.
- Received excellent feedback from people who use services and carers through the national surveys that are part of the Adult Social Care Outcomes Framework.
- Worked with NHS and education partners to develop a Health and Care Academy, supporting integrated apprenticeship opportunities across the health and care sectors.
- Launched a programme to widen family participation in sport and leisure activities utilising £280,000 of Sport England funding.
- Further developed the services available at the 3 Community Hubs launched in 2017.

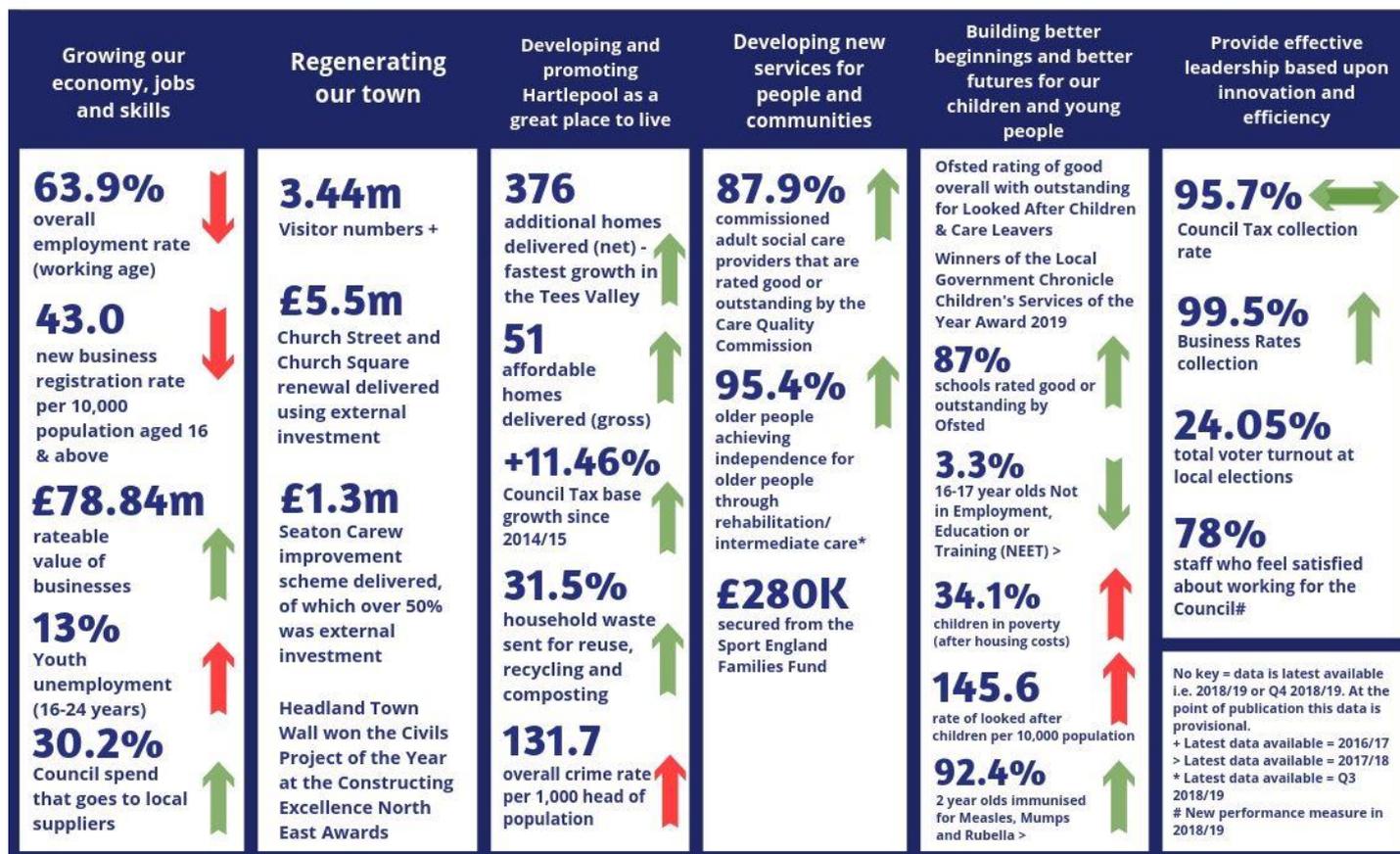
BUILDING BETTER BEGINNINGS AND BETTER FUTURES FOR OUR CHILDREN AND YOUNG PEOPLE

- Judged by Ofsted to be one of the best performing Children's Services in the country with a rating of **good** overall with outstanding for Looked after Children and care leavers.
- Won the 2019 Local Government Chronicle (LGC) Children's Services of the Year award, the biggest celebration of excellence in local government.
- 87% of schools and 100% of FE Colleges judged as good or outstanding which means that our education improvement programme is well on the way to meeting our target of 100% by 2020.
- Opened the new Centre for Excellence in Creative Arts at the former Northern Lights Academy providing young people with skills pathways in the creative arts.
- Launched a new early help service which meets the health, development and safeguarding needs of children and supports families to deal with problems at the earliest stage.
- Continue to invest in a school holiday programme for children and young people providing free swims and a free meal service to tackle the growing problem of 'holiday hunger'.
- Delivering a school-based programme for improving the emotional & mental health and wellbeing of children and young people.

PROVIDING EFFECTIVE LEADERSHIP BASED ON INNOVATION AND EFFICIENCY

- Managed a 45% reduction in government funding (£21m) whilst protecting essential front line services.
- Increased our use of social media as a key communication tool for providing public information.
- Involved our workforce in helping to shape our vision, values and improve service delivery.
- Launched Firmstep to enable the public to access more Council transactions available online including a 'report it' app to enable residents to raise concerns with the Council digitally.
- Launched a new workforce development approach and leadership and management development programme.
- Increased the number of apprentices with 43 new apprentices starting in autumn 2018 and 17 employee apprenticeships for existing staff.
- Launched a new elected member development and induction programme.

COUNCIL PLAN PERFORMANCE 2018/19



OUR GOVERNANCE AND DECISION MAKING

We are responsible for conducting our business in accordance with the law and ensuring public money is safeguarded, properly accounted for and used economically, efficiently and effectively. We are committed to the highest standards of conduct and have robust controls over the use of resources, based on open decision making, accountability and transparency.

The Council takes decisions every day that affect the town and its residents. Our Constitution details how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The most significant decisions relating to our plans and strategies, such as setting the budget and Council Tax level, are taken by full Council, where all 33 of Hartlepool's Councillors make the decision. Other decisions are delegated to one of the Council's five Policy Committees; Finance and Policy Committee, Adult and Community Based Services, Children's Services, Neighbourhood Services and Regeneration Services.

We also have specific Committees for Planning and Licensing to make decisions required by law. Operational management decisions, as well as decisions in respect of functions which require professional officer training and skills, are delegated to Officers in accordance with our approved scheme of delegation.

Our Internal Audit team provides challenge and assurance over the effectiveness of our risk management, internal control and governance arrangements. They support, advise and challenge management to assist the development of systems, policies and procedures to ensure the best use of resources. Our External Auditors take assurance from the work of our Internal Audit function. Internal Audit carries out its role in compliance with Public Sector Internal Audit Standards. Our Annual Governance Statement reviews the extent to which the Council has complied with its code of corporate governance and also meets the requirements of the Accounts and Audit (England) Regulations 2015, which requires the Council to conduct a review at least once a year of the effectiveness of its system of internal control and include a statement reporting on the review with the statement of accounts.

Our Audit and Governance Committee, which is chaired by a Councillor from outside the main political group, provides independent challenge of the Council's corporate governance arrangements, risk management arrangements and anti-corruption arrangements. They also ensure that any actions and risks identified by Internal and External Audit are addressed.

SECTION 1 : Narrative Report

OUR ORGANISATIONAL MODEL

The Chief Executive has overall responsibility for the delivery of the plans, strategies and policies approved by the Council and its Committee, which are delivered by our four departments:

Adult and Community Based Services Department

The Department is responsible for social care services for adults, including supporting meeting the social care needs of older people and working age adults who need support due to their mental health, physical or learning disability or substance misuse. The Department also provides leisure centres and sports facilities, outdoor activities and outdoor education, Community Hubs that incorporate a library service and the home library service.

Children's and Joint Commissioning Services Department

The Department is responsible for social care services for children and families, including improving outcomes for children and young people in relation to their health and wellbeing, safety, education and employment. The Department ensures the Council acts as an effective corporate parent for children in care. The Department provides strong and strategic leaderships across schools and education support services focused on driving up educational standards for all children. The department is also responsible for public health for all age groups and addressing health inequalities.

Regeneration and Neighbourhoods Department

The Department is responsible for a broad range of services including managing and maintaining highways, refuse collection and disposal, cemeteries and crematorium, street cleansing, economic development, management of visitor attractions, school meals, community safety and public protection services. The Department provides technical support services (engineers, estates professional, architects etc.) which support other departments and work from outside the Council. The Department also delivers the Local Plan, supports the Planning Committee and manages the Housing Revenue Account.

Chief Executives Department

The Department provides services which support the rest of the organisation, including Communications, Finance, Human Resources, ICT, Legal and Performance. The Department provide Democratic Services which support the effective functioning of the Council and its Committees. The Department also provides services directly to the public, including Customer and Support Services Team, Election, Council Tax and Business Rates collection and Housing Benefit and Local Council Tax Support scheme services.

RISK MANAGEMENT ARRANGEMENTS

Our corporate approach to risk management aims to ensure that we have robust processes in place to support the delivery of our strategic priorities, as established within our Council Plan 2017-2020, and our service aims. Using a proactive approach we identify the risks to the delivery of our strategic priorities and service aims. At a corporate level, significant risks are captured within our Risk Register. Our register articulates each individual risk, quantify its likelihood and potential impact and names the senior officer who owns the risk. We regularly review our risks to provide assurance that our management of risk is effective.

Our Risk Register is reviewed quarterly and currently include risks relating, for example, to finance, ICT, safeguarding and health and safety. Risks are scored in the context of their existing controls and the purpose of the risk management approach is to ensure early intervention and regular scrutiny in order to ensure that risks are controlled, allowing the Council to manage impacts and deliver opportunities and effective services and service change by making informed decisions.

Our risk management activity can broadly be described at three levels;

- Our Corporate Management Team (CMT) is responsible for ensuring the effective management of risks in the Actively Managed and Accepted Risk Registers.
- Departments maintain their own risk registers covering the delivery of their services and major projects.
- Services within Departments maintain their own operational risk registers.

It is our aim to ensure consistent and effective risk management is embedded throughout the organisation with officers from across the Council receiving appropriate training in risk management and support from Departmental Risk Management Lead Officers. Collectively, risk management at all levels of our organisation allows us to manage the operational and strategic risks which affect our ability to deliver services and our strategic priorities over the short, medium and long term.

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Our risk profile is constantly evolving. Over recent years there has been a climate of increased and sustained pressure in terms of austerity, demographic changes and increased expectations on public services resulting in an imperative to deliver more with less.

Consequently, our strategic focus has been on driving growth and transformation and reforming public services. We have had to innovate in order to seize opportunities to develop new ways of working, new delivery models and efficiencies; all of these have been essential in transforming the Council and enabling us to respond positively in a climate of austerity. Systematic risk assessment and risk management is core to both the identification and delivery of opportunities.

During 2018/19 we have been reviewing our approach to risk management and have developed a new Risk Management Framework which we will be working to embed during 2019/20. The new framework will simplify our approach, provide further clarity to officers about how risk should be considered within the Council and demonstrates the added value of appropriate risk management to officers and elected members. The new framework builds upon our existing approach and best practice.

The Council's Risk Management Framework is reviewed annually, and considered as required by Audit and Governance Committee and Finance and Policy Committee and endorsed and owned by CMT.

FINANCIAL PERFORMANCE 2018/19

The Council spends money on a wide range of services to help support the people of Hartlepool to achieve and enjoy a better quality of life. This spending can be General Fund revenue or Housing Revenue Account spending which relates to day to day running costs such as staffing, purchasing goods / services from third parties and utilities; or Capital spending on assets which are of benefit to residents over a longer period, such as buildings and operational vehicles.

The following sections provide more detail in relation to these issues:

General Fund 2018/19 – Approved Budget

The Council prepared a four year financial strategy covering 2016/17 to 2019/20. This is the same period covered by the four year grant settlement provided by the Government. In relation to 2018/19 the financial strategy reflected a further reduction in the amount of Government funding received by the Council of £2.7m, a reduction of 11%. This was the eighth successive annual reduction in Government funding.

The system operated up to 2010/11 by the Government for allocating funding to individual Local Authorities reflected the needs of each area and the ability to raise income locally from Council Tax. However, over the last eight years these factors have not been recognised to the same extent. As a result, over the last eight years the Council has suffered disproportionate spending power cuts owing to Government funding reductions.

In addition to the 2018/19 Government grant cut the Council faced continuing inflation pressures, increased pay pressures arising from the unfunded national pay award and increased costs in relation to Looked after Children. To address the resulting budget deficit of £7.3m, the Council made budget cuts of £2.5m, built in additional Council Tax income from housing growth of £0.6m - which was achieved, and allocated one off resources of £2.4m to provide a longer lead time to implement budget reductions over the period 2019/20 to 2020/21.

In line with the Government's current Council Tax policy the Council implemented an overall Council Tax increase of 4.9% for 2018/19, including the 2% Social Care precept, to bridge the remaining gap of £1.8m. To mitigate the impact on low income households the Local Council Tax Support Scheme was maintained at 12% for the fifth successive year.

General Fund 2018/19 – Actual Outturn

During the year we identified additional service pressures, including an increase in the number of Looked after Children. These issues were regularly reported to the Finance and Policy Committee as a year-end overspend was forecast. These reports also advised the Committee that to address the forecast overspend the Corporate Management Team would seek to achieve in-year savings and review grant regimes to avoid the forecast overspend having to be funded from reserves.

The table below sets out the year end position and shows there was a net departmental overspend of £0.566m. The table shows that the overspend has been addressed by making savings on non-departmental expenditure, achieving in-year savings and reviewing grant regimes. After reflecting these issues there is a net contribution of £0.051m to the Budget Support Fund, which is earmarked to support future years' budgets.

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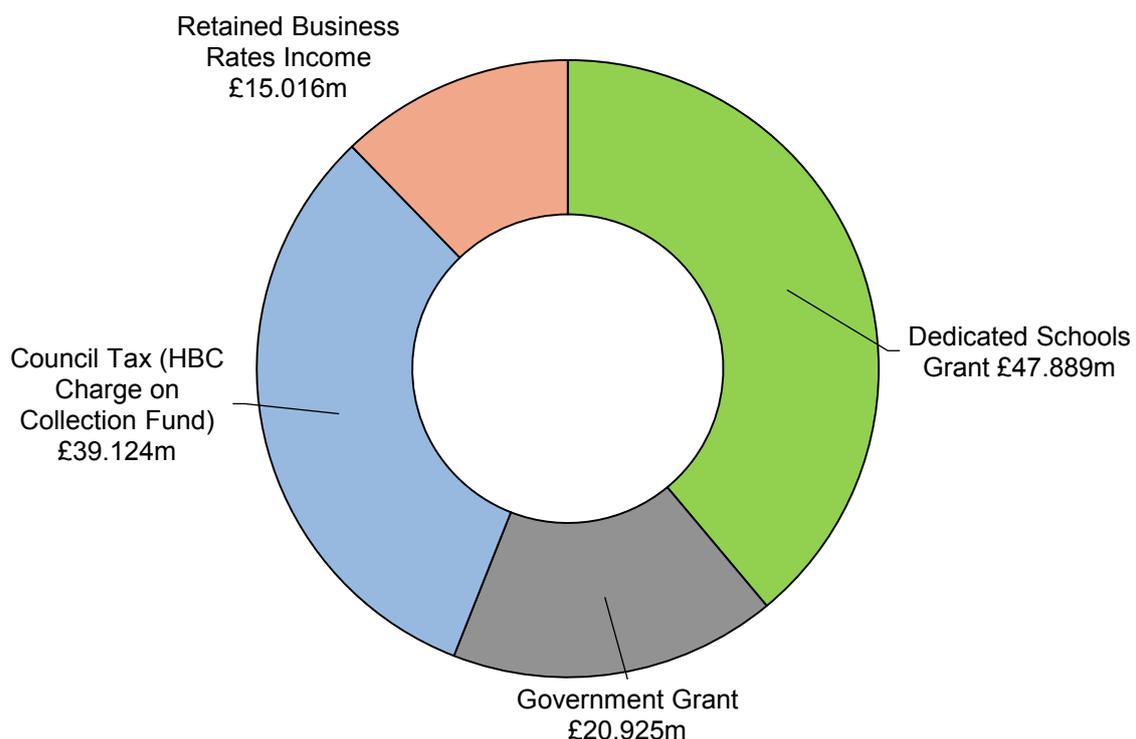
Description of Expenditure	2018/2019 Approved Budget £000	2018/2019 Actual Expenditure / Income £000	2018/2019 Variance Adverse / (Favourable) £000
<u>Departmental Expenditure</u>			
Adult & Community Based	31,467	31,421	(46)
Chief Executives Department	4,440	4,083	(357)
Children's & Joint Commissioning	21,195	22,009	814
Regeneration & Neighbourhoods	18,939	19,094	155
Dedicated Schools Grant Related Expenditure	47,889	47,889	-
Total Departmental Position	123,930	124,496	566
Non Departmental Expenditure	(976)	(988)	(12)
In Year Savings and Review of Grant Regimes		(605)	(605)
Housing Revenue Account (HRA)	-	190	190
	122,954	123,093	139
Contribution from HRA Reserve	-	(190)	(190)
Final Contribution to Budget Support Fund	122,954	122,903	(51)

The main budget variances relate to:

- Chief Executives – is an underspend of £0.357m owing to temporary staffing vacancies;
- Children's and Joint Commissioning – is an overspend of £0.814m owing to an increase in the number of Looked after Children;
- Regeneration and Neighbourhoods – is an overspend of £0.155m owing to higher transport costs for Children with Special Educational Needs and income shortfalls.

The budget for 2019/20 includes an increased allocation for Looked after Children as the caseload from 2018/19 is anticipated to continue.

The Council's budget of £122.954m was funded from the following sources:



SECTION 1 : Narrative Report

Housing Revenue Account (HRA)

This is a separate account and contains the costs of owning and maintaining properties which are let tenants. These costs are funded from rent paid by tenants.

The HRA shows the in-year economic cost of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and Government grants. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement.

The final outturn for the 2018/19 HRA shows an overspend of £0.190m compared to the budgeted overspend of £0.030m. This can mainly be attributed to; void properties which resulted in £0.039m less rental income being generated; and £0.093m additional expenditure in relation to council tax and repairs and maintenance. This was funded from the HRA reserve. As at 31 March 2019 the HRA position has improved with several long-term void properties being let. Eighteen properties were purchased during 2018/19 however some of these properties are undergoing refurbishment works and additional rental income in relation to these properties will be generated during 2019/20.

Pooled Budgets - Better Care Fund

The Better Care Fund (BCF) has been established by the Government to support the introduction of a fully integrated health and social care system. Section 75 of the National Health Service Act 2006 gives powers to Local Authorities and Clinical Commissioning Groups (CCG) to establish and maintain pooled budgets to support the outcomes of the BCF. The Council has entered into a pooled budget arrangement with NHS Hartlepool and Stockton Clinical Commissioning Group. Further details are provided in Note 56.

Capital Expenditure

Capital expenditure relates to spend on the purchase of, or improvement of assets that have a long-term value to the Council and our residents, such as highways and buildings.

In 2018/19 the Council had a total Capital Programme of £63.714m and incurred expenditure totalling £26.121m.

An analysis of the 2018/19 capital expenditure is shown below, together with an analysis of how it was financed.

	£000	%
Expenditure		
Innovation and Skills Quarter	6,548	25%
School Improvements	6,522	25%
Highway Maintenance & Construction	2,858	11%
Housing Investment Programme	1,988	8%
Sea Defences	1,820	7%
Disabled Facility Grant	1,181	5%
Other Schemes	5,204	19%
Total Expenditure	26,121	100%
Capital Financing		
Capital Grant	17,921	69%
Borrowing	5,532	21%
Capital Funding Reserves	2,432	9%
Capital Receipts	236	1%
Total Capital Financing	26,121	100%

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As at 31 March 2019, the Council had rephased capital expenditure totalling £37.593m into 2019/20. This will be funded from the following rephased resources.

Capital Financing	£000
Government Grants	9,255
Borrowing	20,911
Capital Funding Reserves	7,427
	37,593

Capital Receipts

The Council received gross receipts of £0.264m in 2018/19 from the sale of assets, all of which related to the disposal of land and buildings.

FINANCIAL OUTLOOK – GENERAL FUND 2019/20 TO 2020/21

The financial year 2019/20 is the final year of the current four year grant settlement and the Council set a balanced budget for 2019/20. However, this was only achieved through a combination of implementing further budget cuts, increasing Council Tax in line with the Government referendum limit i.e. 3.9%, including a 1% Adult Social Care precept, and by using reserves of £3.745m.

We recognised that using reserves to balance the 2019/20 budget defers a budget deficit to 2020/21. There is also significant uncertainty regarding the national funding arrangements for Councils in 2020/21 and future years, and also the total funding to be allocated to Councils in the Government's next Spending Review, which is schedule for 2019.

On the basis that Government funding is frozen in 2020/21 and 2021/22 we will have to make further budget reductions of approximately £5.7m; which is 6% of the 2019/20 budget. If Government funding is cut by 2% in these years the budget deficit would increase to £7.4m, which is nearly 8% of the 2019/20 budget.

As the budget has been cut in each of the last nine years up to 2019/20 it will be extremely difficult to make further reductions. Detailed proposals for addressing the forecast 2020/21 and 2021/22 budget deficits will be developed during 2019.

To support the budget in 2019/20 to 2021/22 we completed a fundamental review of reserves as part of the 2019/20 budget process. This review identified reserves which are no longer needed and these have been transferred to the Budget Support Fund. Part of these one off resources are allocated to support the 2019/20 budget and the remaining balance to support initiatives which will either achieve savings from April 2020, or require one off support to then achieve permanent savings from April 2021.

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 2018/19; 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 31 March 2019 there was a deficit on the Pensions Reserve of £127.227m (£124.837m in 2017/18). This was offset by a Pensions Liability of the same value. The net Pensions Liability has increased mainly owing to the yearly service costs being greater than the employer contributions received.

The Council is a member of the Teesside Pension Fund and the statutory arrangements for this scheme mean that the IFRS IAS19 deficit does not need to be made good by increased pension's contributions from the Council or

SECTION 1 : Narrative Report

employees. A separate Pension Fund valuation is carried out every three years to determine the Council's contribution rate. The most recent Pension Fund Valuation set the employer's contribution rate for the period 2017/18 to 2019/20 and resulted in a phased increase from 14.2% to 15.5%. Provision for the additional cost has been made within the Council's budget plans.

Further information is included in Notes 52 and 53 to the Statement of Accounts.

STATEMENT OF ACCOUNTS

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.

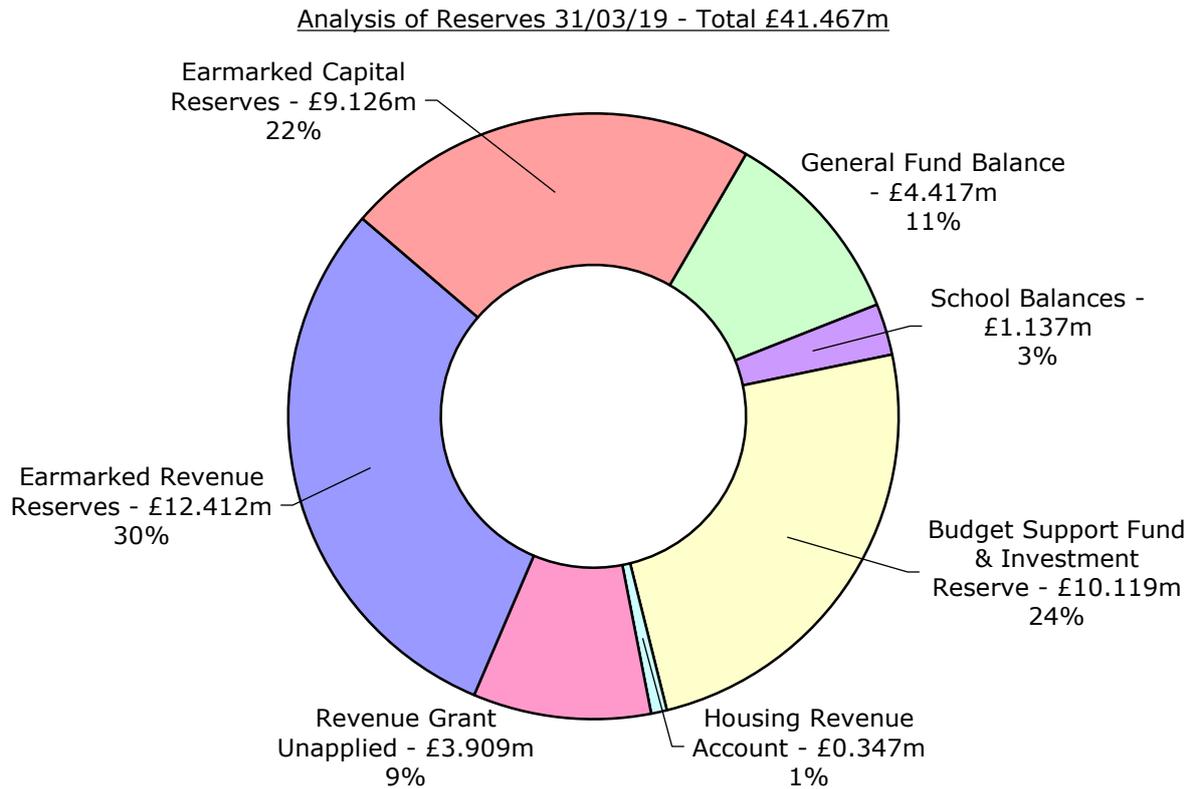
Balance Sheet

The Balance Sheet shows the value of the assets and liabilities at 31 March, 2019. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are classified 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 increased by £25.489m which comprises expenditure on fixed assets, downward revaluations of existing assets, less depreciation and disposals.
- Short Term Debtors - totalled £19.060m as at 31 March, 2019 (£21.507m at 31 March, 2018). The decrease primarily relates to a reduction in Government grants owed to the Council.
- Long Term Debtors – as at 31 March, 2019 were £3.901m (£2.570m at 31 March, 2018). The increase is mainly owing to a payment made in advance to secure lower costs in future years.
- Short Term Borrowing – as at 31 March, 2019 was £9.516m (£4.927m at 31 March, 2018). The increase is owing to additional borrowing during 2018/19.
- Intangible Assets – totalled £0.625m as at 31 March, 2019 (nil at 31 March, 2018). The council purchased software licenses in 2018/19.
- At the 31 March, 2019 the Authority had reserves of £41.467m (£47.623m at 31 March, 2018). Full details of the Council's reserves are provided in Notes 29 to 37 and include the following key reserves:

SECTION 1 : Narrative Report



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.

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 and National Non Domestic Rates. The Fund is operated and reported on under the same accounting policies as Hartlepool Borough Council.

The total Council Tax for the year was £1,923.74 (£1,833.86 in 2017/18) for Band D properties, excluding parish precepts where these applied. This comprised £1,622.02 for the Council's own services, £226.54 for the Police and Crime Commissioner and £75.18 for 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 33,781 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.

SECTION 1 : Narrative Report

	£000	%
Expenditure		
Hartlepool Council Precept	38,995	51%
Police and Crime Commissioner Precept	5,442	7%
Cleveland Fire Authority Precept	1,806	2%
Central Government's Share Non Domestic Rates	15,111	20%
Hartlepool Council Non Domestic Rates Precept	14,878	19%
Cleveland Fire Authority Non Domestic Rates Precept	304	0%
Other	686	1%
	77,222	100%
Income		
Council Tax	46,129	60%
NNDR from Rate Payers	31,549	41%
Transitional Protection Refund	(1,167)	(1)%
	76,511	100%
Net Deficit / (Surplus) in Year	711	

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.

INSPECTION OF ACCOUNTS

Members of the public had a statutory right to inspect the accounts before the audit was completed, question the auditor and make objections at audit. The availability of the accounts for inspection was advertised on the Council's website and in relation to the 2018/19 financial year the inspection period was 3, June 2019 to 12, July 2019.

Chris Little CPFA
Director of Finance and Policy
Date: 25 July, 2019

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 Director of Finance and Policy;
- 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 25th July, 2019.

Councillor Ged Hall
Chair of Audit and Governance Committee
Date:

The Director of Finance and Policy's Responsibilities

The Director of Finance and Policy 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 Director of Finance and Policy 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 Director of Finance and Policy 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 Director of Finance and Policy

In accordance with the requirements of the Accounts and Audit Regulations 2015, I certify that Section 1 to 3 of the Financial Report 2018/19, 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 31 March, 2019.

Chris Little CPFA
Director of Finance and Policy
Date: 25 Jul, 2019

SECTION 3 : Statement of Accounts

Movement in Reserves Statement for the year ended 31 March 2019

	Unearmarked General Fund Balance	School, Budget Support and Investment Reserves	Earmarked Revenue & Capital Reserves	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Balance at 31 March 2017 carried forward	4,526	17,666	29,719	538	147	-	296	52,892	68,517	121,409
<u>Movement in reserves during 2017/18</u>										
Surplus or (deficit) on provision of services	(15,855)	-	-	(969)	-	-	-	(16,824)	-	(16,824)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	2,051	2,051
Total Comprehensive Income and Expenditure	(15,855)	-	-	(969)	-	-	-	(16,824)	2,051	(14,773)
Adjustments between accounting basis & funding basis under regulations (note 5)	10,648	-	-	969	214	-	(276)	11,555	(11,555)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	(5,207)	-	-	-	214	-	(276)	(5,269)	(9,504)	(14,773)
Transfers to/(from) Earmarked Reserves	5,098	(6,488)	1,391	(1)	-	-	-	-	-	-
Increase/(Decrease) in Year	(109)	(6,488)	1,391	(1)	214	-	(276)	(5,269)	(9,504)	(14,773)
Balance at 31 March 2018 carried forward	4,417	11,178	31,110	537	361	-	20	47,623	59,015	106,638
<u>Movement in reserves during 2018/19</u>										
Surplus or (deficit) on provision of services	(15,888)	-	-	(1,017)	-	-	-	(16,905)	-	(16,905)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	32,932	32,932
Total Comprehensive Income and Expenditure	(15,888)	-	-	(1,017)	-	-	-	(16,905)	32,932	16,027
Adjustments between accounting basis & funding basis under regulations (note 5)	11,524	-	(1,885)	827	255	28	-	10,749	(10,749)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	(4,364)	0	(1,885)	(190)	255	28	0	(6,156)	22,183	16,027
Transfers to/(from) Earmarked Reserves	4,364	78	(4,442)	-	-	-	-	-	-	-
Increase/(Decrease) in Year	0	78	(6,327)	(190)	255	28	0	(6,156)	22,183	16,027
Balance at 31 March 2019 carried forward	4,417	11,256	24,783	347	616	28	20	41,467	81,198	122,665

For detail on Usable and Unusable Reserves see Notes 29 to 37.

SECTION 3 : Statement of Accounts

Comprehensive Income and Expenditure Statement for the year ended 31 March 2019

Restated 2017/18			2018/19				
£000s Expenditure	£000s Income	£000s Net		£000s Expenditure	£000s Income	£000s Net	Note
			Continuing operations:				
58,664	(26,950)	31,714	Adult and Community Based Services	68,510	(32,084)	36,426	7
46,914	(41,730)	5,184	Chief Executives	41,616	(35,473)	6,143	7
96,747	(72,274)	24,473	Children and Joint Commissioning	97,854	(69,924)	27,930	7
9,497	(2,537)	6,960	Corporate	9,289	(6,315)	2,974	7
50,589	(25,480)	25,109	Regeneration and Neighbourhood Services	51,045	(23,561)	27,484	7
1,722	(1,075)	647	HRA	1,732	(1,057)	675	7
264,133	(170,046)	94,087	Cost of Services	270,046	(168,414)	101,632	
952	(514)	438	Other Operating Expenditure	721	(374)	347	8
43	-	43	Transfer of School Assets (see Note (a) below)	1,415	-	1,415	8
19,071	(12,161)	6,910	Financing and Investment Income and Expenditure	18,629	(12,643)	5,986	9
-	(523)	(523)	NNDR Safety Net	-	-	-	10
-	(84,131)	(84,131)	Taxation and Non-Specific Grant Income	-	(92,475)	(92,475)	10
284,199	(267,375)	16,824	(Surplus) / Deficit on Provision of Services	290,811	(273,906)	16,905	
		315	(Surplus) / Deficit on Revaluation of Property, Plant and Equipment			(18,623)	37 Table 1
		(2,366)	Remeasurement of net defined benefit liability / (asset)			(14,309)	37 Table 4
		(2,051)	Other Comprehensive Income and Expenditure			(32,932)	
		14,773	Total Comprehensive Income and Expenditure			(16,027)	

Note (a) - In 2018/19 Hart Primary School and St Peter's Elwick Church of England Primary School converted to Academy status. As a consequence the assets owned by the Council relating to these schools were transferred to the Academies and 'written out' of the Council's accounts.

The 2017/18 figures have been restated to reflect the Council's departmental reorganisation.

SECTION 3 : Statement of Accounts

Balance Sheet as at 31 March 2019

31 March 2018 £000s		31 March 2019 £000s	Note
256,486	Property, Plant and Equipment	279,615	14
15,066	Heritage Assets	17,674	17
14,201	Investment Property	14,178	16
-	Intangible Assets	625	18
197	Long Term Investments	197	19
2,570	Long Term Debtors	3,901	20
288,520	Long Term Assets	316,190	
37,083	Short Term Investments	33,085	45
233	Inventories	270	21
21,507	Short Term Debtors	19,060	22
4,460	Cash and Cash Equivalents	5,066	24
63,283	Current Assets	57,481	
(2,757)	Provisions	(3,194)	26
(4,927)	Short Term Borrowing	(9,516)	45
(19,954)	Short Term Creditors	(19,559)	25
(9,907)	Capital Grants Receipts in Advance	(9,333)	28
(1,344)	Revenue Grant Receipts in Advance	(2,212)	28
(38,889)	Current Liabilities	(43,814)	
(1,291)	Provisions	(1,291)	26
(79,968)	Long Term Borrowing	(78,524)	45
(125,017)	Other Long Term Liabilities	(127,377)	27
(206,276)	Long Term Liabilities	(207,192)	
106,638	Net Assets:	122,665	
4,417	Unearmarked General Fund Reserve	4,417	29
9,211	Budget Support Fund & Investment Reserves	10,119	30
1,967	Schools Balances	1,137	31
537	Housing Revenue Account Reserve	347	32
4,195	Revenue Grant Unapplied	3,909	33
15,619	Earmarked Revenue Reserves	12,412	34
10,197	Earmarked Capital Reserves	9,126	35
1,480	Business Rates Safety Net Grant Reserve	-	36
59,015	Unusable Reserves	81,198	37
106,638	Total Reserves:	122,665	

SECTION 3 : Statement of Accounts

Statement Of Cash Flows For The Year Ended 31 March 2019

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.

2017/18 £000s		2018/19 £000s	Note
(16,824)	Net Surplus / (Deficit) on the Provision of Services	(16,905)	
21,025	Adjustments to Net Surplus / (Deficit) on the Provision of Services for Non-cash Movements	32,020	48
(8,987)	Adjustments for items included in the Net Surplus / (Deficit) on the Provision of Services that are Investing and Financing Activities	(19,959)	49
(4,786)	Net Cash (Outflow) /Inflow from Operating Activities	(4,844)	
4,032	Investing Activities	2,863	50
(249)	Financing Activities	2,587	51
(1,003)	Net Increase / (Decrease) in Cash and Cash Equivalents	606	
5,463	Cash and Cash Equivalents at the beginning of the reporting period	4,460	
4,460	Cash and Cash Equivalents at the end of the reporting period	5,066	24

Summary of Significant Accounting Policies

1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2018/19 financial year and its position at the year-end of 31 March, 2019. The Council is required to prepare an annual Statement of Accounts in accordance with the Accounts and Audit Regulations 2015 and to comply with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, 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 activity 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.

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 £5,000 have only been accrued at the discretion of individual departments. All amounts in excess of £5,000 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.

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, 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 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.

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 Kier 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 Children's and Joint Commissioning Department 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 and apportioned based on direct departmental pension 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.

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 department 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.

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 Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited).

The Council holds minority shares in Durham Tees Valley Airport Ltd and in Suez Recycling and Recovery Tees Valley Limited. These share holdings originated through policy initiatives with other Local Authorities and are not held for trading or income generation. Therefore the Council have elected to designate the equity as Fair Value through other Comprehensive Income.

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 Director of Finance and Policy 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.

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. Council Tax and Non-Domestic Rates

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

15. Accounting for Council Tax and NDR

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

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

16. 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. 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 current 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 – current value, determined using the basis of existing use value for social housing (EUV-SH)
- Surplus and Investment assets - fair value, determined using the basis of market value (FV-MV)
- All other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current 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.

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 department 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 department line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant department 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 current value less costs to sell. Where there is a subsequent decrease to current value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in current 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.

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.

17. 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.

18. Intangible Assets

Expenditure on assets that do not have physical substance and are identifiable and controlled by the Council (e.g. Software Licences) is capitalised when it will bring benefits to the Council for more than one financial year. The cost is charged to the relevant expenditure category over the economic life to reflect the pattern of consumption of benefits.

19. 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 department 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.

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.

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

20. Financial Guarantees

The Council entered into a number of financial guarantees that are not required to be accounted for as financial instruments and are disclosed in the Financial Guarantees note.

21. 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.

22. 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.

23. 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.

Summary of Significant Accounting Policies

24. 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.

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 based on classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics. There are three main classes of financial assets measured at:

- Amortised cost,
- Fair value through profit or loss (FVPL), and
- Fair value through other comprehensive income (FVOCI)

The Council's business model is to hold investments to collect contractual cash flows i.e. Payments of interest and principal. Most of the Council's financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal and interest (i.e. where the cash flows do not take the form of a basic debt instrument).

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the Council becomes a party to the contractual provision 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 (CIES) for the interest receivable are based on the carrying amount of the asset multiplied by the effective rate of the interest for the instrument. For most of the financial assets held by the Council, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

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

Financial Assets Measured at Fair Value through Profit or Loss (FVPL)

Financial assets that are measured at FVPL 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. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services.

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

IFRS 9 Financial Instruments sets out that investments in equity should be classified as fair value through profit and loss unless there is an irrevocable election to recognise changes in the fair value through other comprehensive income. The Council will assess each investment on an individual basis and assign an IFRS 9 category. The assessment will be based on the underlying purpose for holding the financial instrument.

Any changes in the fair value of instruments held at fair value through profit or loss will be recognised in the net cost of service in the CIES and will have a General Fund impact.

The Council currently holds no assets at FVPL.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Financial Assets measured at Fair Value through other Comprehensive Income (FVOCI)

The Council has equity instruments designated at fair value through other Comprehensive Income (FVOCI). This was previously classified as an Available For Sale asset at 31 March 2018.

The Council has made an irrevocable election to designate two of its equity instruments as FVOCI on the basis that they are held for non-contractual benefits, they are not held for strategic purposes. The assets were transferred to the new asset category on 1 April 2018. The asset is initially measured and carried at fair value.

Changes in fair value are posted to Other Comprehensive Income and Expenditure and are balanced by an entry in the Financial Instruments Revaluation Reserve.

When the asset is de-recognised, the cumulative gain or loss previously recognised in the Surplus or Deficit on the Provision of Services.

The same accounting treatment was adopted in the prior year when the assets were classified as Available for Sale, except that accumulated gains and losses on the available for sale asset were previously held in the Available-for-Sale Financial Instruments Reserve at 31 March 2018. The balance on this reserve was transferred to the new Financial Instruments Revaluation Reserves as at 1 April 2018.

Expected Credit Loss Model

The Council recognises expected credit losses on all of its financial assets held at amortised cost (or where relevant FVOCI), either on a 12-month or lifetime basis. The expected credit loss model also applies to lease receivables and contract assets. Only lifetime losses are recognised for trade receivables (debtors) held by the Council.

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased significantly or remains low, losses are assessed on a basis of 12-month expected losses.

25. Fair Value Measurements

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

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

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

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

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

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

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

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 2019/20 Code.

- IAS 40 Investment Property has been amended to state that an entity shall transfer a property to, or from, investment property when, and only when, there is evidence of a change in use. The adoption of this standard is not expected to have a material impact on the Council's financial statements.
- Annual Improvements to IFRS Standards 2014-2016 Cycle contains updates and amendments to three International Financial Reporting Standards (IFRSs). IFRS 1 First-time Adoption of International Financial Reporting Standards, IFRS 12 Disclosure of Interests in Other Entities, and IAS 28 Investments in Associates and Joint Ventures. The adoption of these updates standard is not expected to have a material impact on the Council's financial statements.
- IFRIC 22 Foreign Currency Transactions and Advance Consideration recognises the date of the transaction, for the purpose of determining the exchange rate, as the date of initial recognition of the non-monetary prepayment asset or deferred income liability. The adoption of this standard is not expected to have a material impact on the Council's financial statements.
- IFRIC 23 Uncertainty over Income Tax Treatments relates to income tax treatment on taxable profit and losses. Therefore this will have no impact on the Council's financial statements.
- Amendments to IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation amends the existing requirements in IFRS 9 regarding termination rights in order to allow measurement at amortised cost (or, depending on the business model, at Fair Value through Other Comprehensive Income) even in the case of negative compensation payments. The adoption of this standard is not expected to have a material impact on the Council's financial statements.

The Code requires implementation from 1 April 2019, and therefore there is no impact on the 2018/19 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 2019/20. 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;
 - Eight 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 School which is owned by the School Governing Body.
 - Thirteen Community Schools owned by the Council.
 - Fifteen Academy Schools which the Council have transferred to the Academies under 125 year leases.

Below is an analysis of the accounting treatment for the Schools within the Authority, indicating whether the asset is held on or off the Balance Sheet:

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 Council's 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, 2019 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 £0.072m 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 £10.824m, however, the assumptions interact in complex ways. During 2018/19, the Council's actuaries advised that the net pension liability for funded LGPS benefits had increased by £32.891m as a result of updating financial assumptions, reduced by £22.943m as a result of changes in demographic assumptions and increased by £0.875m attributable to liability experience. 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 31st March 2016. A 0.1% increase in this rate would increase the Council's revenue budget requirement for pension costs by £0.054m.
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 created an Income Risk Reserve of £0.400m.
Arrears	At 31 March, 2019, the Council had a balance of £15.207m on general, Council Tax Payers, NNDR Payers and Trade debtors. A review of these balances suggested that an impairment of doubtful debts of £4.467m 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 £0.152m.

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

The Statement of Accounts was authorised for issue by the Director of Finance and Policy on 25 July, 2019. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March, 2019, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

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.

2018/19	Usable Reserves							Movement in Unusable Reserves £000s
	Unearmarked General Fund Balance £000s	School, Budget Support and Investment Reserves £000s	Earmarked Revenue & Capital Reserves £000s	Housing Revenue Account £000s	Major Repairs Reserve £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	9,647	-	-	194	-	-	-	(9,841)
Charges for Revaluation losses on Property Plant and Equipment	(1,076)	-	-	881	-	-	-	195
Movements in the Market Value of Investment Properties	683	-	-	-	-	-	-	(683)
Capital Grants and Contributions	(19,695)	-	-	-	-	-	-	19,695
Direct Revenue Funding	(509)	-	(1,885)	-	-	-	-	2,394
Revenue Expenditure Funded from Capital Under Statute	6,240	-	-	-	-	-	-	(6,240)
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	1,923	-	-	-	-	-	-	(1,923)
<i>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</i>								
Provision for the Financing of Capital Investment (MRP)	(2,347)	-	-	-	-	-	-	2,347
Adjustments primarily involving the Capital Grants Unapplied Account:								
Application of grants to capital financing transferred to the Capital Adjustment Account	-	-	-	-	-	-	-	-
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	(264)	-	-	-	-	264	-	-
Use of Capital Receipts Reserve to finance new capital expenditure	-	-	-	-	-	(236)	-	236
Adjustments primarily involving the major Repairs Reserve:								
Transfer to Major Repairs Reserve	-	-	-	(293)	293	-	-	-
Use of Major Repairs Reserve to finance new capital expenditure	-	-	-	-	(38)	-	-	38

SECTION 3 : Statement of Accounts

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

2018/19	Unearmarked General Fund Balance £000s	School, Budget Support and Investment Reserves £000s	Earmarked Revenue & Capital Reserves £000s	Housing Revenue Account £000s	Major Repairs Reserve £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Movement in Unusable Reserves £000s
Adjustments primarily involving the Pensions Reserve:								
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	25,058	-	-	66	-	-	-	(25,124)
Employer's Pension Contributions and Direct Payments to Pensioners payable in year	(8,404)	-	-	(21)	-	-	-	8,425
Adjustments Primarily involving the Collection Fund Adjustment Account:								
Amount by which council tax income credited to the Comprehensive Income & Expenditure Statement is different from council tax and income calculated for the year in accordance with statutory requirements	337	-	-	-	-	-	-	(337)
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	(69)	-	-	-	-	-	-	69
Total Adjustments	11,524	-	(1,885)	827	255	28	-	(10,749)

Usable Reserves

2017/18	Unearmarked General Fund Balance £000s	School, Budget Support and Investment Reserves £000s	Earmarked Revenue & Capital Reserves £000s	Housing Revenue Account £000s	Major Repairs Reserve £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Movement in Unusable Reserves £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	10,161	-	-	154	-	-	-	(10,315)
Charges for Revaluation losses on Property Plant and Equipment	340	-	-	1,036	-	-	-	(1,376)
Movements in the Market Value of Investment Properties	2,158	-	-	-	-	-	-	(2,158)
Capital Grants and Contributions	(8,714)	-	-	-	-	-	12	8,702
Write out Finance Lease								
Direct Revenue Funding	(2,235)	-	-	-	-	-	-	2,235
Revenue Expenditure Funded from Capital Under Statute	2,010	-	-	-	-	-	-	(2,010)
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	654	-	-	-	-	-	-	(654)
								-
<i>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</i>								
Provision for the Financing of Capital Investment (MRP)	(2,349)	-	-	-	-	-	-	2,349

SECTION 3 : Statement of Accounts

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

2017/18	Unearmarked General Fund Balance £000s	School, Budget Support and Investment Reserves £000s	Earmarked Revenue & Capital Reserves £000s	Housing Revenue Account £000s	Major Repairs Reserve £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	-	-	-	-	-	-	(288)	288
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	(285)	-	-	-	-	285	-	-
Use of the Capital Receipts Reserve to finance new Capital Expenditure	-	-	-	-	-	(285)	-	285
Adjustments primarily involving the major Repairs Reserve: Reversal of Major Repairs Allowance credited to the HRA	-	-	-	(252)	252	-	-	-
Use of Major Repairs Reserve to finance new capital expenditure	-	-	-	-	(38)	-	-	38
Adjustments primarily involving the Pensions Reserve: Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income & Expenditure Statement	17,059	-	-	52	-	-	-	(17,111)
Employer's Pension Contributions and Direct Payments to Pensioners payable in year	(7,786)	-	-	(21)	-	-	-	7,807
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	(447)	-	-	-	-	-	-	447
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	82	-	-	-	-	-	-	(82)
Total Adjustments	10,648	-	-	969	214	-	(276)	(11,555)

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 2018/19. Further details are provided in Note 29 to 36.

	Balance at 31 March 2017	Transfer Between Reserves	Transfers Out 2017/18	Transfers In 2017/18	Balance at 31 March 2018	Transfer Between Reserves	Transfers Out 2018/19	Transfers In 2018/19	Balance at 31 March 2019
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Unearmarked General Fund Balance									
General Fund Balance	4,526	-	(109)	-	4,417	-	-	-	4,417
	4,526	-	(109)	-	4,417	-	-	-	4,417
Budget Support & Investment Reserves									
Adult Social Care Reserve	2,293	(1,051)	-	910	2,152	(2,575)	-	423	-
Budget Support Fund	2,605	-	-	-	2,605	8,135	(1,948)	52	8,844
Business Rates Risk Reserve	4,149	-	(1,911)	201	2,439	(1,914)	(525)	-	-
MTFS Investment Reserve	4,662	-	(3,817)	-	845	-	-	-	845
Looked After Children Reserve	973	1,051	(854)	-	1,170	-	(1,170)	-	-
Business Rates Levy	-	-	-	-	-	-	-	430	430
Children's Social Care & Early Intervention Reserves	545	-	(545)	-	-	-	-	-	-
	15,227	-	(7,127)	1,111	9,211	3,646	(3,643)	905	10,119
School Balances									
Balances held by schools under a scheme of delegation	1,192	-	(3,478)	3,287	1,001	-	(4,256)	3,242	(13)
Strategic Change & Ring Fenced Grants Reserves - Held in Trust for Schools	1,097	-	(933)	553	717	-	(208)	394	903
Other Fund School Balances	150	-	(150)	249	249	-	(250)	248	247
	2,439	-	(4,561)	4,089	1,967	-	(4,714)	3,884	1,137
Housing Revenue Account Balance									
HRA Balance	538	-	(1)	-	537	-	(190)	-	347
	538	-	(1)	-	537	-	(190)	-	347
Revenue Grants Unapplied									
Revenue Grants Unapplied	-	3,982	(571)	784	4,195	(80)	(405)	199	3,909
	-	3,982	(571)	784	4,195	(80)	(405)	199	3,909
Earmarked Revenue Reserves									
Strategic One Off Costs	4,703	-	(1,380)	-	3,323	-	-	-	3,323
Insurance Fund	4,430	-	(7)	45	4,468	(2,200)	(44)	2	2,226
Adult Social Care Reserve	-	-	-	-	-	1,333	-	-	1,333
Strategic Change Reserves	1,896	(746)	(253)	310	1,207	(73)	(269)	418	1,283
Treasury Management Risk Reserve	795	-	-	-	795	-	-	311	1,106
Public Health Grant Reserve	1,366	-	(657)	697	1,406	(169)	(606)	45	676
EIS Reserve	-	-	-	-	-	453	(3)	-	450
Income Risk Reserve	400	-	-	-	400	-	-	-	400
Support for Local Council Tax Support Scheme	300	-	-	-	300	-	-	-	300
Lotteries Reserve	418	-	(17)	10	411	(81)	(77)	10	263
Better Care Fund Reserve	220	-	-	-	220	-	-	-	220
School Attainment Reserve	220	156	(78)	104	402	(251)	(8)	-	143
National Museum of the Royal Navy Reserve	461	-	(166)	-	295	-	(153)	-	142
Trading Account Reserves	245	-	-	-	245	(123)	(9)	-	113
Tees Education & Skills Reserve - Held in Trust	430	-	(213)	-	217	(23)	(89)	-	105
Brexit Funding	-	-	-	-	-	-	-	105	105
Supporting Family Poverty	345	161	(168)	20	358	-	(303)	20	75
Members Ward Budget Reserve	55	-	(14)	-	41	-	(6)	-	35
Museums Acquisition	87	-	(19)	2	70	-	(43)	2	29
Funding for Modern Apprentices	78	-	(30)	-	48	-	(20)	-	28
Concessionary Fare	38	-	-	-	38	(18)	-	-	20
Environmental Apprenticeships Scheme	60	-	(43)	-	17	-	-	-	17
Works in Default Empty Homes	15	-	-	-	15	-	-	-	15
CECA Trading Equalisation Reserves	-	-	-	-	-	-	-	5	5
Capital Risk Strategy Reserve	901	-	-	-	901	(901)	-	-	-
Regeneration Projects	324	-	-	-	324	-	(324)	-	-
Education Commission Reserve	264	-	(146)	-	118	(33)	(85)	-	-
Strategic Change Ring Fenced Grants Reserve	3,578	(3,578)	-	-	-	-	-	-	-
Strategic Risk Reserve	1,028	55	(1,083)	-	-	-	-	-	-
Environmental Enhancement Projects	148	-	(148)	-	-	-	-	-	-
Protection Costs Reserve	67	-	(67)	-	-	-	-	-	-
Community Centre Reserve	30	(30)	-	-	-	-	-	-	-
NDC Fund	8	-	(8)	-	-	-	-	-	-
	22,910	(3,982)	(4,497)	1,188	15,619	(2,086)	(2,039)	918	12,412
Earmarked Capital Reserves									
Capital Funding Reserve	5,852	-	(2,531)	6,495	9,816	-	(3,156)	1,802	8,462
Capital Receipts Unapplied	-	-	(285)	285	-	-	(236)	264	28
HRA Major Repairs Reserve	147	-	(37)	251	361	-	(38)	293	616
Capital Grants Unapplied	296	-	(288)	12	20	-	-	-	20
	6,295	-	(3,141)	7,043	10,197	-	(3,430)	2,359	9,126
Safety Grant Reserve									
Business Rates Safety Net Grant Reserve	957	-	-	523	1,480	(1,480)	-	-	-
	957	-	-	523	1,480	(1,480)	-	-	-

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Note 7: Expenditure and Funding Analysis

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

Net Expenditure Chargeable to the General Fund and HRA	Restated 2017/18		Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund and HRA	2018/19		Net Expenditure in the Comprehensive Income and Expenditure Statement
	Adjustments Between the General Fund and the Comprehensive Income and Expenditure Statement				Adjustments Between the General Fund and the Comprehensive Income and Expenditure Statement		
£000s	£000s	£000s		£000s	£000s	£000s	£000s
30,464	1,248	31,712	Adult & Community Based Services	31,421	5,005		36,426
3,958	1,226	5,184	Chief Executives	4,083	2,060		6,143
19,262	5,212	24,474	Children & Joint Commissioning	22,009	5,921		27,930
1,258	5,702	6,960	Corporate	(1,593)	4,567		2,974
19,155	5,954	25,109	Regeneration and Neighbourhood	19,094	8,390		27,484
1	647	648	HRA	190	485		675
47,938	(47,938)	-	- Schools	47,889	(47,889)		-
(1,400)	1,400	-	- Transfers to/From Earmarked Reserves	-	-		-
120,636	(26,549)	94,087	Net Cost of Services	123,093	(21,461)		101,632
(120,526)	43,263	(77,263)	Other Income and Expenditure	(122,954)	38,228		(84,726)
110	16,714	16,824	(Surplus) or Deficit	139	16,767		16,905
5,064			Opening General Fund & HRA Balance	4,954			
(109)			Less/Plus Surplus or (Deficit) on General Fund Balance in Year	54			
-			Transfer Between Earmarked & General Fund Reserves	(54)			
(1)			Less/Plus Surplus or (Deficit) on HRA Balance in Year	(190)			
-			Transfer Between Earmarked & HRA Reserves	-			
4,954			Closing General Fund & HRA Balance at 31 March	4,764			

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Note 7A: Note to the Expenditure and Funding Analysis

Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts:

Adjustments from General Fund to Arrive at the Comprehensive Income and Expenditure Statement Amounts	2018/19				
	Adjustments for Capital Purposes (Note 1)	Net Change for the Pensions Adjustments (Note 2)	Other Statutory Differences (Note 3)	Other Non-Statutory Difference (Note 4)	Total Adjustments
	£000s	£000s	£000s	£000s	£000s
Adult and Community Based Services	645	2,328	34	1,998	5,005
Chief Executives	-	1,606	117	337	2,060
Children and Joint Commissioning	2,208	5,858	(62)	(2,083)	5,921
Corporate	(1,105)	21	-	5,651	4,567
Regeneration and Neighbourhood Services	5,456	3,712	(158)	(620)	8,390
HRA	904	36	-	(455)	485
Schools	-	-	-	(47,889)	(47,889)
Transfer To/from Earmarked Reserves	-	-	-	-	-
Net Cost of Services	8,108	13,561	(69)	(43,061)	(21,461)
Other Income and Expenditure from the Expenditure and Funding Analysis	(12,094)	3,138	337	46,847	38,228
Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(3,986)	16,699	268	3,786	16,767

Adjustments from General Fund to Arrive at the Comprehensive Income and Expenditure Statement Amounts	Restated 2017/18				
	Adjustments for Capital Purposes (Note 1)	Net Change for the Pensions Adjustments (Note 2)	Other Statutory Differences (Note 3)	Other Non-Statutory Difference (Note 4)	Total Adjustments
	£000s	£000s	£000s	£000s	£000s
Adult and Community Based Services	278	1,003	-	(33)	1,248
Chief Executives	-	816	-	410	1,226
Children and Joint Commissioning	4,103	2,645	80	(1,616)	5,212
Corporate	(1,141)	10	-	6,833	5,702
Regeneration and Neighbourhood Services	5,168	1,958	1	(1,173)	5,954
HRA	1,036	20	-	(409)	647
Schools	-	-	-	(47,938)	(47,938)
Transfer To/from Earmarked Reserves	-	-	-	1,400	1,400
Net Cost of Services	9,444	6,452	81	(42,526)	(26,549)
Other Income and Expenditure from the Expenditure and Funding Analysis	(4,432)	2,850	(447)	45,292	43,263
Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	5,012	9,302	(366)	2,766	16,714

Note 1 This is the net change for the removal of depreciation and impairment and other capital costs from services and the addition of other operating costs and capital grants received.

Note 2 This is the net change for the removal of employer pension contributions made by the authority as allowed by statute and the replacement with current and past service costs.

Note 3 This is the net change in relation to statutory adjustments for accumulated absences and in relation to the Collection Fund.

Note 4 This is the net change in relation to non-statutory adjustments for amounts included in the management accounts but not in the Comprehensive Income and Expenditure Statement.

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Note 7B: Expenditure and Income Analysed by Nature

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

2017/18		2018/19
£000	Expenditure/Income	£000
	Expenditure	
96,445	Employee Benefits Expenses	105,878
148,595	Other Services Expenses	151,633
21,527	Support Service Recharges	17,932
13,850	Depreciation, Impairment, Revaluation Losses	10,351
2,981	Interest Payments	2,970
140	Precepts and Levies	147
661	Gain/Loss on the disposal of assets	1,900
284,199	Total Expenditure	290,811
	Income	
(46,810)	Fees Charges and Other Service Income	(47,618)
(12,161)	Interest and Investment Income	(12,641)
(49,957)	Income from Council Tax and Non Domestic Rates	(53,802)
(158,447)	Government Grants and Contributions	(159,845)
(267,375)	Total Income	(273,906)
16,824	Surplus or deficit on the provision of services	16,905

Note 7C: Segmental Income

Income received on a segmental basis is analysed below.

Restated			2018/19	
2017/18			Fees & Charges	Interest & Investment Income
£000	£000		£000	£000
(18,028)	-	Adult and Community Based Services	(21,885)	-
(3,698)	(18)	Chief Executives	(4,398)	(18)
(6,827)	-	Children's and Joint Commissioning	(6,255)	-
(4,076)	(702)	Corporate	(4,134)	(486)
(1,074)	(16)	HRA	(1,057)	(22)
(34,455)	(255)	Regeneration and Neighbourhood Services	(35,234)	(263)
(68,158)	(991)		(72,963)	(789)

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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.

2017/18 £000s		2018/19 £000s
140	Parish council precepts and levies	147
(229)	Receipts from Sale of Former Council Houses	(110)
43	Loss resulting from Transfer of School Assets	1,415
527	(Gain) or loss on the disposal of non-current assets	310
<u>481</u>		<u>1,762</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.

2017/18 £000s		2018/19 £000s	Note
2,960	Interest payable and similar charges on borrowing	2,956	45
21	Finance lease Interest payable	14	45
2,850	Pensions Interest Cost & Expected Return on Pensions Assets	3,137	53
(314)	Interest Receivable and Similar Income	(383)	45
(765)	Net (Gain) / Loss on Investment Properties	(421)	16
2,158	Changes in fair values of investment properties	683	16
<u>6,910</u>		<u>5,986</u>	

Note 10: Taxation and Non-Specific Grant Income

This note provides a breakdown of the various components included within the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement.

2017/18 £000s		2018/19 £000s	Note
36,735	Council Tax Income	39,147	
13,222	NNDR Distribution	14,655	
523	NNDR Safety Net Grant	-	
26,991	Non-ring Fenced Government Grants	24,157	
7,183	Capital Grants and Contributions	14,516	
<u>84,654</u>		<u>92,475</u>	28

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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 2018/19.

Most Councils do not report this level of detail in their Statement of Accounts and simply show the total amount paid to all Councillors as a single figure.

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 (IRP).

On 22nd June 2017 Council considered a report from the IRP detailing recommendations in relation to the Basic Allowance and Special Responsibility Allowances payable from 1 April, 2017. The IRP had reviewed the allowances paid by the twelve North East Councils, including Hartlepool, and recommended increasing Hartlepool's Basic Allowance to £7,792. The IRP report to Council indicated that the adoption of this proposal would still result in Hartlepool having the second lowest Basic Allowance in the Tees Valley and the third lowest in the North East, as summarised in the following table:

Summary of Basic Allowances paid by North East Councils 2017/18

Authority	Basic Allowance £
Durham	13,300
Northumberland	13,029
Gateshead	10,446
North Tyneside	9,759
Redcar and Cleveland	9,550
Stockton	9,300
Newcastle	8,775
Sunderland	8,369
Darlington	8,027
Hartlepool	7,792
South Tyneside	7,289
Middlesbrough	6,130

The IRP recommended that from 1 April, 2018 the Basic Allowance should increase in line with the National Local Government pay award, which was set at 2% and increased the Basic Allowance to £7,948 from 1 April, 2018.

The IRP also recommended that Special Responsibility Allowances should continue to be set as multiples of the Basic Allowance and recommended percentages for each of the positions carrying a Special Responsibility Allowance. An individual Member can only receive one Special Responsibility Allowance. Finally the IRP recommended that separate payments for telephone expenses and travel/subsistence within the borough should be removed, although travel and subsistence outside of the borough continues to be reimbursed. The recommendations of the IRP were approved by Council. A number of Members determined that they did not wish to receive the increased Basic Allowance and opted to claim a lower amount.

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Note 11: Councillor's Allowances & Expenses

Table 1 - Councillor's Allowances & Expenses

Councillor	Basic Allowance	Special Responsibility Allowance	General Travel	General Subsistence	Total	2018/19
	£	£	£	£	£	£
Akers-Belcher C	7,948	23,844	653	-		32,445
Akers-Belcher S J	7,948	6,816	-	-		14,764
Barclay A	7,948	6,773	-	-		14,721
Beck P (01.04.18 - 31.08.18)	3,312	1,175	-	-		4,487
Belcher S	7,948	-	-	-		7,948
Black J	5,953	1,307	-	-		7,260
Brewer J (15.10.18 - 31.03.19)	3,675	-	-	-		3,675
Brown P (08.05.18 - 31.03.19)	7,136	-	-	-		7,136
Buchan B	7,948	-	-	-		7,948
Cassidy T (08.05.18 - 31.03.19)	7,136	-	-	-		7,136
Clark A (01.04.18 - 08.05.18)	796	796	-	-		1,592
Cook R W	7,948	7,948	-	-		15,896
Cranney K H	7,948	7,948	-	-		15,896
Fleming T	7,948	-	-	-		7,948
Hall G G	7,948	-	-	-		7,948
Hamilton L	7,948	-	-	-		7,948
Harrison B	5,953	5,105	-	-		11,058
Hind T (01.04.18 - 08.05.18)	796	-	-	-		796
Hunter D	5,953	848	-	-		6,801
James M A	7,948	-	11	-		7,959
Lauderdale J	7,948	-	-	-		7,948
Lindridge J	7,792	-	13	-		7,805
Little S (08.05.18 - 31.03.19)	5,345	-	-	-		5,345
Loynes B	7,948	7,495	-	-		15,443
Marshall A (08.05.18 - 31.03.19)	7,136	-	20	-		7,156
Martin-Wells R (01.04.18 - 31.05.18)	1,299	1,299	-	-		2,598
McLaughlin M	5,953	-	-	-		5,953
Moore S	7,948	-	-	-		7,948
Morris G	7,948	-	-	-		7,948
Richardson A (08.05.18 - 31.03.19)	5,345	-	-	-		5,345
Richardson C	6,133	-	-	-		6,133
Riddle D (01.04.18 - 08.05.18)	595	-	-	-		595
Robinson J	7,948	-	-	-		7,948
Sirs K	796	-	-	-		796
Smith L	6,013	-	-	-		6,013
Springer G A (01.04.18 - 08.05.18)	796	-	-	-		796
Tennant J	7,792	2,177	-	-		9,969
Thomas S	6,133	6,133	-	-		12,266
Trueman K	7,948	-	-	-		7,948
Young M (17.07.18 - 31.03.19)	5,640	2,610	-	-		8,250
Total 2018/19	242,594	82,274	697	-		325,565
Totals 2017/18	231,735	81,713	1,036	274		314,758

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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.

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 £13,745 (£12,307 in 2017/18). An analysis of the payments is detailed below.

Councillor	Conference Travel £	Conference Fees £	Conference Accommodation £	Total 2018/19 £
Akers-Belcher C	838	2,100	1,409	4,347
Akers-Belcher S J	289	2,645	1,183	4,117
Belcher S	-	350	120	470
Cranney K H	389	700	869	1,958
James M A	46	545	346	937
Moore S	-	221	104	325
Thomas S	-	-	78	78
Trueman K	106	830	577	1,513
Totals for 2018/19	1,668	7,391	4,686	13,745
Totals for 2017/18	511	8,162	3,634	12,307

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	
	Basic Allowances £	Period of Office
Cook R W	2,194	01.04.18 - 31.03.19
James M	2,194	01.04.18 - 31.03.19
Martin-Wells R	366	01.04.18 - 31.05.18
Young M	1,201	14.09.18 - 31.03.19
	5,955	

Note 12 - Officers' Remuneration

In accordance with the requirements of the Accounts and Audit Regulations (England) 2015 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 employed one senior officer, the Chief Executive, with a salary above £150,000 during 2018/19. The cost of Interim Director of Public Health in 2018/19 exceeded £150,000 and was paid to an external employment agency. However, this amount includes agency commission so does not reflect the actual remuneration to the post holder.

The Chief Executive is the senior officer who leads and takes responsibility for the work of the 2,492 (2,612 in 2017/18) 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.

Senior Officers reporting directly to the Chief Executive

During 2018/19, the Council employed 7 Senior Officers, including the Chief Executive. Although the Director of Public Health does not report directly to the Chief Executive, the post is defined as a statutory chief officer post under the Health and Social Care Act 2012 and is therefore included. Remuneration details for the posts are shown below:

Director of Children's and Joint Commissioning Services - responsible for a gross annual revenue budget (excluding schools) of £54m and managing 402 full-time equivalent employees (excluding schools) who provide a diverse range of services, including public health, education and early years related services, services for vulnerable children and families including looking after children at risk, child protection services, young offenders, children's fostering and adoption services.

Director of Adult and Community Based Services - responsible for a gross annual revenue budget of £60m and managing 354 full-time equivalent employees who provide a diverse range of services, including adult protection services, caring for older people, people with mental health issues, people with physical or learning disabilities, Community Hubs and sport and recreation.

Director of Regeneration and Neighbourhoods - responsible for a gross annual revenue budget of £44m and managing 655 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 and cultural services.

Director of Finance & Policy - responsible for a gross annual revenue budget of £48m and managing 221 full-time equivalent employees who provide a diverse range of services including Council Tax setting and collection, Business Rates, Benefits, HR, Corporate IT, Corporate Finance and Corporate Strategy.

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Note 12 - Officers' Remuneration

2018/19 - TABLE A

Post holder information (Post title and name)	Salary	Compensation for Loss of Office	Pension Contributions	Invoices paid relating to Interim Staffing Arrangements	Total Remuneration including Pension Contributions 2018/19	Note
	£	£	£	£	£	
Chief Executive - Gill Alexander	151,587	-	23,341	-	174,928	1
Director of Children's and Joint Commissioning Services	109,947	-	16,932	-	126,879	2
Director of Adult and Community Based Services	105,264	-	16,211	-	121,475	2
Director of Regeneration & Neighbourhoods	114,562	-	17,626	-	132,188	2
Director of Finance and Policy	106,651	-	16,424	-	123,075	2
Interim Director of Public Health (Apr 18 - Jan 19)	-	-	-	150,325	150,325	3
Director of Public Health (Feb 19 - March 19)	14,928	-	2,299	-	17,227	4
Total Director of Public Health	14,928	-	2,299	150,325	167,552	
Chief Solicitor	80,066	-	12,366	-	92,432	5
	683,005	-	105,199	150,325	938,529	

2017/18 - TABLE B

Post holder information (Post title and name)	Salary	Compensation for Loss of Office	Pension Contributions	Invoices paid relating to Interim Staffing Arrangements	Total Remuneration including Pension Contributions 2017/18	Note
	£	£	£	£	£	
Chief Executive - Gill Alexander	146,609	-	22,276	-	168,885	1
Director of Child & Adult (April - August 17)	43,864	-	6,667	-	50,531	2
Director of Children's and Joint Commissioning Services (September 17 - March 18)	61,886	-	9,407	-	71,293	2
Total Director of Children's and Joint Commissioning Services	105,750	-	16,074	-	121,824	
Director of Adult and Community Based Services (September 17 - March 18)	59,518	-	9,045	-	68,563	2
Director of Regeneration & Neighbourhoods	110,912	-	16,848	-	127,760	2
Director of Finance and Policy	102,520	-	15,583	-	118,103	2
Interim Director of Public Health	-	-	-	149,250	149,250	3
Chief Solicitor	93,663	63,451	88,359	-	245,473	6
	618,972	63,451	168,185	149,250	999,858	

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Note 12 - Officers' Remuneration

Notes to Table A & B

(1) The salary scale for the Chief Executive for 2018/19 is £145,670 to £156,075 (£142,814 to £153,015 in 2017/18). The post holder's salary was incrementally increased from £149,832 to £151,914 in June 2018. The Chief Executive is the Council's designated Returning Officer for elections and the post holder determined to waive the separate remuneration relating to the Returning Officer duties.

(2) The salary scale for the Director posts for 2018/19 is £104,050 to £114,455 (£102,010 to £112,211 in 2017/18).

(3) The Council employed an Interim Director of Public Health via an external agency until the end of January 2019. The value at Table A represents the total cost to the Council, as opposed to salary equivalent.

(4) The Council appointed a new Director of Public Health as a substantive post on 4 February 2019. The salary scale for the Director of Public Health is £80,296 to £86,032 (£78,722 to £84,345 in 2017/18) with a 10% market supplement to £94,635.

(5) The Council employed an Interim Chief Solicitor from 1 April 2018 to 30 September 2018, after which the post holder was confirmed in post as Chief Solicitor. The salary scale for the Chief Solicitor's post during 2018/19 is £80,296 to £86,032 (£78,722 to £84,345 in 2017/18). The previous post holder who left the Council on 31 March 2018 acted as Legal Officer to Cleveland Fire Authority and received a payment of £3,432 payable by the Fire Authority. From 1 April 2018, the Fire Authority employed their own Legal Officer so the arrangement ceased from that date.

(6) The salary scale for the Chief Solicitor's post during 2017/18 was £78,722 to £84,345. The Chief Solicitor's salary included a payment of £3,432 in respect of this post holder also acting as Legal Officer to Cleveland Fire Authority. The cost was paid for by the Fire Authority. The post holder also received £5,886 in 2017/18 as the Council's designated Returning Officer for elections. The post holder left the Authority on 31 March 2018 and the financial cost is shown under the heading 'compensation for loss of office' and 'pension contributions'.

Employees with a salary of £50,000 or more

In accordance with the Accounts and Audit Regulations (England) 2015, 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 previous tables. 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 Council employees then it would be £66,648. As a result the number of employees requiring disclosure has increased, although there has been no increase in the number of managerial posts.

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 the Code guidance.

TABLE C - NON-SCHOOLS EMPLOYEES

2017/18			Remuneration Band (£)	2018/19		
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>
16	-	16	50,000 to 54,999	19	-	19
3	-	3	55,000 to 59,999	5	2	7
2	-	2	60,000 to 64,999	2	1	3
3	-	3	65,000 to 69,999	1	-	1
3	-	3	70,000 to 74,999	3	-	3
-	-	-	75,000 to 79,999	4	-	4
2	-	2	80,000 to 84,999	1	-	1
-	-	-	85,000 to 89,999	1	-	1
-	-	-	90,000 to 94,999	-	1	1
-	1	1	170,000 to 174,999	-	-	-
29	1	30		36	4	40

TABLE D - SCHOOL EMPLOYEES

2017/18			Remuneration Band (£)	2018/19		
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>
6	-	6	50,000 to 54,999	9	-	9
3	-	3	55,000 to 59,999	4	-	4
1	-	1	60,000 to 64,999	-	-	-
9	-	9	65,000 to 69,999	8	-	8
1	-	1	70,000 to 74,999	4	-	4
20	-	20		25	-	25

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Note 13: Termination Costs

In 2018/19 a total of 36 employees (69 in 2017/18) either took voluntary redundancy or were made compulsorily redundant. The 2018/19 cost of this involved payments of £0.384m (£0.643m in 2017/18) to employees in the form of redundancy payments and £0.289m (£0.634m in 2017/18) to the pension fund in respect of retirement benefits. The Council also incurred other costs of £0.001m (£0.001m in 2017/18). These payments incorporate schools and further details are provided in Note 52.

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 2018/19 the average pay back period was 10 months (13 months in 2017/18). In 2018/19 this has enabled the authority to achieve permanent salary savings of £0.772m (£1.137m in 2017/18).

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

TABLE E - NON-SCHOOLS EMPLOYEES

2017/18				Remuneration Band (£)	2018/19			
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £		No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £
6	31	37	168,177	0 to 20,000	2	14	16	91,255
2	7	9	240,909	20,001 to 40,000	-	4	4	115,718
-	3	3	136,768	40,001 to 60,000	-	6	6	270,909
1	1	2	137,936	60,001 to 80,000	-	-	-	-
-	1	1	88,846	80,001 to 100,000	-	2	2	170,178
-	3	3	331,622	100,001 to 120,000	-	-	-	-
-	1	1	138,468	120,001 to 140,000	-	-	-	-
9	47	56	1,242,726		2	26	28	648,060

TABLE F - SCHOOLS EMPLOYEES

2017/18				Remuneration Band (£)	2018/19			
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £		No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £
8	5	13	34,693	0 to 20,000	5	3	8	24,965
8	5	13	34,693		5	3	8	24,965

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 F as the Governing Body, not the Council, are the employer.

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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 2018/19.

Movements in 2018/19

	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 2018	6,908	140,534	34,611	126,494	5,620	11,329	14,784	340,280
Additions	1,249	1,471	1,812	7,131	10	440	6,899	19,012
Accumulated Depreciation Written Off to Gross Carrying Amount	(162)	(3,875)	-	-	-	(17)	-	(4,054)
Accumulated Impairment Written Off to Gross Carrying Amount	(26)	(68)	-	-	-	-	-	(94)
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	70	16,285	-	-	-	(341)	-	16,014
Revaluation Increases/(decreases) recognised in the Surplus/Deficit on Provision of Services	(881)	1,563	-	-	-	(487)	-	195
Derecognition-Disposals	-	(1,540)	(268)	-	-	(16)	(408)	(2,232)
Reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Reclassified (to)/from Investment Property	-	(388)	-	-	-	50	-	(338)
Other movements in Cost or Valuation	194	126	-	11,323	-	54	(11,697)	-
At 31 March 2019	7,352	154,108	36,155	144,948	5,630	11,012	9,578	368,783
Accumulated Depreciation and Impairment								
As at 1 April 2018	(154)	(2,600)	(24,304)	(56,729)	-	(7)	-	(83,794)
Depreciation Charge	(128)	(2,087)	(2,388)	(4,249)	-	(18)	-	(8,870)
Depreciation written out to the Revaluation Reserve	(44)	(730)	(100)	-	-	(8)	-	(882)
Accumulated Depreciation Written Off to Gross Carrying Amount	162	3,875	-	-	-	17	-	4,054
Accumulated Impairment Written Out to Gross Carrying Amount	4	1	-	-	-	-	-	5
Derecognition - Disposals	-	65	244	-	-	-	-	309
Reclassified (to) / from Investment Property	-	9	-	-	-	-	-	9
Other movements in Depreciation and Impairment	-	1	-	-	-	-	-	1
At 31 March 2019	(160)	(1,466)	(26,548)	(60,978)	-	(16)	-	(89,168)
Net Book Value								
At 31 March 2019	7,192	152,642	9,607	83,970	5,630	10,996	9,578	279,615
Nature of Asset Holding								
Owned	7,192	152,642	9,140	83,970	5,630	10,996	9,578	279,148
Finance Lease	-	-	467	-	-	-	-	467
Total	7,192	152,642	9,607	83,970	5,630	10,996	9,578	279,615

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

Movements in 2017/18

	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 2017	6,473	146,092	33,850	124,537	5,700	7,010	9,788	333,450
Additions	1,003	1,963	982	1,818	44	137	6,466	12,413
Accumulated Depreciation Written Off to Gross Carrying Amount	(3)	(3,948)	-	-	-	(22)	-	(3,973)
Accumulated Impairment Written Off to Gross Carrying Amount	-	(205)	-	-	-	-	-	(205)
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	94	(2,330)	-	-	-	1,921	-	(315)
Revaluation Increases/(decreases) recognised in the Surplus/Deficit on Provision of Services	(1,036)	(901)	-	-	(110)	671	-	(1,376)
Derecognition-Disposals	-	(387)	(230)	-	-	(215)	-	(832)
Reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Reclassified (to)/from Investment Property	-	(475)	-	-	-	1,592	-	1,117
Other movements in Cost or Valuation	377	725	9	139	(14)	235	(1,470)	1
At 31 March 2018	6,908	140,534	34,611	126,494	5,620	11,329	14,784	340,280
Accumulated Depreciation and Impairment								
As at 1 April 2017	-	(3,747)	(21,672)	(52,558)	-	-	-	(77,977)
Depreciation Charge	(113)	(2,078)	(2,763)	(4,171)	-	(19)	-	(9,144)
Depreciation written out to the Revaluation Reserve	(44)	(825)	(99)	-	-	(8)	-	(976)
Accumulated Depreciation Written Off to Gross Carrying Amount	3	3,948	-	-	-	22	-	3,973
Accumulated Impairment Written Out to Gross Carrying Amount	-	10	-	-	-	-	-	10
Derecognition - Disposals	-	35	230	-	-	3	-	268
Reclassified (to) / from Investment Property	-	54	-	-	-	-	-	54
Other movements in Depreciation and Impairment	-	3	-	-	-	(5)	-	(2)
At 31 March 2018	(154)	(2,600)	(24,304)	(56,729)	-	(7)	-	(83,794)
Net Book Value								
At 31 March 2018	6,754	137,934	10,307	69,765	5,620	11,322	14,784	256,486
Nature of Asset Holding								
Owned	6,754	137,934	9,892	69,765	5,620	11,322	14,784	256,071
Finance Lease	-	-	415	-	-	-	-	415
Total	6,754	137,934	10,307	69,765	5,620	11,322	14,784	256,486

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 cost of Revenue Expenditure Funded from Capital Under Statute is charged to the Comprehensive Income and Expenditure Account. An amount of £6.240m (£2.010m in 2017/18) has been charged to Services and is shown as a reconciling item within Note 5 (Adjustments between Accounting Basis and Funding Basis under Regulations.) This was financed by corporate resources of £0.509m (£0.477m in 2017/18), capital grants of £5.179m (£1.532m in 2017/18), capital receipts of £0.236m (nil in 2017/18) and prudential borrowing of £0.316m (£0.001m in 2017/18).

Capital Commitments

As at 31 March, 2019, the Council had rephased capital expenditure totalling £37.593m into 2019/2020, of which £9.255m will be funded from grant, £20.911m will be funded by prudential borrowing and the remaining £7.427m will be funded from the Council's own resources. The comparable rephased capital expenditure at 31 March, 2018 was £24.311m. The Council has entered into a number of contracts for which capital monies are committed.

The major commitments are:

Scheme	Total Project Budget £000s	Expenditure over Years to 31 March 19 £000s	Commitment £000s
Elwick By-Pass Growing Places	11,826	331	11,495
Innovation and Skills Quarter	9,504	8,506	998
Empty Property Purchasing Scheme - Phase 2	5,338	4,601	737
Empty Property Purchasing Scheme - Phase 3	3,027	521	2,506

Surplus Assets - Fair Value Disclosures

Details of the authority's surplus assets and information about the fair value hierarchy at 31 March, 2019 are as follows:

Recurring fair value measurements using:	Quoted prices in active markets for identical assets (Level 1) £000s	Other significant observable inputs (Level 2) £000s	Significant unobservable inputs (Level 3) £000s	Fair Value as at 31 March 2019 £000s
Surplus Assets	-	8,362	2,634	10,996
Total	-	8,362	2,634	10,996

One property transferred between Level 2 and Level 3 during the year. This occurred because a lower degree of valuer judgement was employed in this valuation, owing to an increase in comparable properties. There were no other transfers between levels during the year.

Significant Observable inputs – Level 2

The surplus assets within this input level are mainly measured using sales and valuations of comparable properties to establish market values. Market Conditions are such that there are similar properties that are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised at Level 2 in the fair value hierarchy. Assets with development potential are measured to reflect potential development value.

Significant Unobservable Inputs – Level 3

The surplus assets within this input level are measured as in Level 2. However, they are categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements and there is no reasonably available information that indicates that market participants would use different assumptions.

Change in Valuation Method

There has been no change in the valuation method from 2017/18. In 2018/19 the estimation of the fair value of the Council's Surplus Assets is based on Fair Value Market Value.

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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 is revalued at least every five years. All valuations were carried out internally and valuations are based on certificates issued by the Council's Strategic Asset Manager, Mr T Wynn, 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 current 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 (£5.630m), Heritage Assets (£17.674m), Infrastructure Assets (£83.970m), Intangible Assets (£0.625m) and Property, Plant and Equipment under construction (£9.578m). The basis for the valuation is set out in the Statement of Accounting Policies.

	Operational Assets				Total £000s
	Council Dwellings £000s	Other Land & Buildings £000s	Vehicles, Plant & Equipment £000s	Surplus Assets £000s	
Valued at Historical Cost	-	-	9,607	-	9,607
Valued at current value as at:					
<u>Current Year</u>					
2018/2019	7,168	107,637	-	3,343	118,148
2017/2018	-	23,065	-	3,343	26,408
2016/2017	24	17,212	-	4,263	21,499
2015/2016	-	4,061	-	47	4,108
2014/2015	-	667	-	-	667
Total	7,192	152,642	9,607	10,996	180,437

Alternative Valuation Model

Council Dwellings are measured at current value - social housing, Other Land and Buildings are measured at current value and Surplus Assets are measured at fair value. If the Council had chosen to measure the value of these assets under the cost model, their carrying amount as at 31 March, 2019 would have been:

	£000s
Other Land & Buildings	63,329
Council Dwellings	5,800
Surplus Assets	848

SECTION 3 : Statement of Accounts

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

Revaluation Reserve Balance

The following is an analysis of the Revaluation Reserve by asset type.

2017/18 £000s		2018/19 £000s
1,361	Council Dwellings	1,368
40,804	Other Land & Buildings	55,374
100	Vehicles, Plant and Equipment	-
7	Community Assets	7
6,198	Surplus Assets	5,840
597	Investment Properties	748
4,843	Heritage Assets	7,451
<u>53,910</u>		<u>70,788</u>

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:

2017/18 £000s		2018/19 £000s
(809)	Rental income from investment property	(466)
44	Direct operating expenses arising from investment property	45
<u>(765)</u>	Net (gain)/loss	<u>(421)</u>

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 carry out repairs, maintenance or enhancement.

The Council leases a number of properties where it also acts as a lessor. These properties are classed as investment properties. The following table summarises the movement in the fair value of investment properties over the year:

2017/18 £000s		2018/19 £000s
17,616	Balance at the start of the year	14,201
-	Additions: Acquisitions	331
4	Additions: Subsequent expenditure	-
(90)	Disposals	-
(2,158)	Net Gains/(Losses) from fair value adjustments	(683)
(1,171)	Transfers: (To)/from Property, Plant & Equipment	329
<u>14,201</u>	Balance at the end of the year	<u>14,178</u>

SECTION 3 : Statement of Accounts

Note 16: Non Current Assets - Investment Property

Investment Property - Fair Value Disclosures

Details of the Council's investment properties and information about the fair value hierarchy at 31 March, 2019 are as follows:

	Quoted prices in active markets for identical assets (Level 1)	Other significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)	Fair Value as at 31 March 2019
<i>Recurring fair value measurements using:</i>	£000s	£000s	£000s	£000s
Office Units	-	2,009	-	2,009
Commercial Units	-	10,556	1,613	12,169
Total	-	12,565	1,613	14,178

There were no transfers between valuation levels in year.

Valuation Techniques used to determine level 2 and 3 Fair Values for Investment Properties.

Significant Observable Inputs - Level 2

The office and commercial units located in the local authority area are measured using the income approach, by means of the discounted cash flow method, where the expected cash flows from the properties are discounted (using a market-derived discount rate) to establish the present value of the net income stream. The approach has been developed using the Council's own data requiring it to factor in assumptions such as the duration and timing of cash inflows and outflows, rent growth, occupancy level, bad debt levels and maintenance costs. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised at Level 2 in the fair value hierarchy. In the remaining cases the properties are measured directly to capital values by reference to their potential development value.

Significant Unobservable Inputs - Level 3

The valuation for office and commercial units within this input level are measured as above. However, they are categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements and there is no reasonably available information that indicates that market participants would use different assumptions.

Highest and Best Use of Investment Properties

In all cases, the Council's investment properties have been valued on the basis of market value. In many cases the current value of the property is the 'highest and best', most valuable use of the site. However, in some cases such as development sites, the current use is not the 'highest and best' use but the valuations reflect the potential to realise the value through sale or development.

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Note 17: Non Current Assets - Heritage Assets

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

2018/19 Cost or Valuation	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
	£000s	£000s	£000s	£000s
At 1 April 2018	13,373	354	1,339	15,066
Revaluations	2,608	-	-	2,608
At 31 March 2019	15,981	354	1,339	17,674

2017/18 Cost or Valuation	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
	£000s	£000s	£000s	£000s
At 1 April 2017	13,363	354	1,230	14,947
Additions	10	-	109	119
At 31 March 2018	13,373	354	1,339	15,066

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 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 the work of artists living or working at least part of their lives in the Hartlepool area. There were no donations in 2018/19.

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 1980s many of the plans were returned to Hartlepool and now feature in the collection.

Civic Collection

The Civic Collection includes the Civic Regalia, ceremonial silverware, and a number of decorative artefacts. The Books of Remembrance have been included within the Civic Collection and are held at Historic Cost. The collection was revalued early 2018/19 and revised valuations are reflected in the 2018/19 accounts.

Valuation of the Collections

Although there is no requirement to have Heritage assets externally valued, during 2018/19 external valuers Anderson & Garland Ltd carried out an insurance based valuation of the assets. Museum exhibits and Works of Art were valued at £15.981m and £0.354m for the Civic Collection, compared to previous valuations of £13.128m and £0.354m respectively.

SECTION 3 : Statement of Accounts

Note 17: Non Current Assets - Heritage Assets

Sculptures, Monuments & War Memorials

The Council has recorded 11 Public Works of Art, nine Sculptures and six War Memorials which are considered to principally contribute towards this category of asset.

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.

Note 18: Non Current Assets - Intangible Assets

The Authority accounts for its software as intangible assets and includes the purchase of software licences.

All software is given a finite useful life of 5 years. This is based on the assessment of the period that the software is expected to be of use to the Authority and is in line with the Authority's accounting policy.

The carrying amount of intangible assets is amortised on a straight line basis. No amortisation is recognised in year of purchase.

The movement on intangible asset balances during the year is as follows:

2017/18 £000s		2018/19 £000s
	Additions	
-	Purchases	625
-	Net carrying amount at end of year	625
	Comprising	
-	Gross carrying amounts	625
-		625

Note 19: Long Term Investments

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

2017/18 £000s		2018/19 £000s
-	Durham and Tees Valley Airport Limited	-
197	Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited)	197
197		197

The Council owns 1.1% of the shares in Durham Tees Valley Airport Limited. The Shares have been valued at nil for 2018/19 (nil 2017/18).

The Council has 196,845 £1 preference shares in Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited).

These assets are held on the balance sheet at Fair Value through Comprehensive Income. Further details in relation to the valuation of these assets is disclosed in Note 45 & 46 Financial Instruments.

Further details of the Council's long term investments are included in Note 38 Related Party Transactions.

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Note 20: Long Term Debtors

This note sets out the value of Long Term Debtors at 31 March 2019.

2017/18 £000s		2018/19 £000s
6	Housing Advances	6
77	Trincomalee Loan and Advances	77
67	Car Loans to Employees	54
596	NDC Trust Loan	591
1,396	Northern School of Art	1,341
-	Suez Recycling and Recovery Ltd	1,337
428	Other	495
2,570		3,901

On 25th June 2015 Full Council agreed to loan the Northern School of Art (formerly known as Cleveland College of Art & Design) £1.5m as part of the development of the Skills Quarter. The loan is over a period of 20 years to be reviewed in March, 2020 (3 years after the commencement of the loan), at which point the college will seek to refinance with a bank or continue with the loan if this is not possible.

The Suez Recycling and Recovery Ltd debtor reflects a payment in advance that was made in order to secure static gate fees for the Energy from Waste plant. The term is for seven years inclusive of 2018/19 to 2024/25 and is amortised over this period.

Note 21: Inventories

This note sets out the value of inventories held by the Council at 31 March, 2019.

2017/18 £000s		2018/19 £000s
268	Balance at 1 April	233
2,191	Purchases	2,104
(2,221)	Recognised as an expense in year	(2,064)
(14)	Written off balances	(18)
9	Written back balances	15
233	Balance at 31 March	270

Note 22: Short Term Debtors

This note sets out amounts owed to the Council as at 31 March, 2019.

2017/18 £000s		2018/19 £000s
8,250	Central Government Bodies	4,178
1,046	Other Local Authorities	1,712
190	NHS Bodies	409
	Bodies external to general government:	
3,827	General and Other Debtors	3,133
1,723	Payments in Advance	2,021
4,210	Council Tax Payers	5,358
381	NNDR Payers	375
1,880	Trade Debtors	1,874
21,507		19,060

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Note 23: Debtors for Local Taxation

The past due but not impaired amount for local taxation (council tax and non-domestic rates) can be analysed by age as follows:

2017/18 £000s		2018/19 £000s
2,189	Less than 1 year	2,383
5,423	More than 1 year	6,078
<u>7,612</u>		<u>8,461</u>

The above analysis does not include bad debt provision of £2.728m (£3.021m in 2017/18).

Note 24: 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.

2017/18 £000s		2018/19 £000s
	Assets	
4,406	Bank and Imprests	2,010
54	Liquidity Investment Accounts	3,056
<u>4,460</u>		<u>5,066</u>

Note 25: Short Term Creditors

This note sets out amounts owed by the Council as at 31 March, 2019.

2017/18 £000s		2018/19 £000s
5,849	Central Government Bodies	5,124
2,361	Other Local Authorities	2,138
411	NHS Bodies	62
	Bodies external to General Government:	
6,047	General and Other Creditors	5,739
1,918	Trade Creditors	3,263
1,557	Employee Absences	1,488
858	Income in Advance	736
626	Council Tax Payers	687
327	NNDR Payers	322
<u>19,954</u>		<u>19,559</u>

SECTION 3 : Statement of Accounts

Note 26: Provisions

Total provisions at 31 March, 2019, were £4.485m (£4.048m in 2017/18), as detailed below.

Current Liabilities

		2018/19			
		Litigation (Note 1)	Rating Appeals (Note 2)	MMI Insurance (Note 3)	Total
2017/18					
£000s		£000s	£000s	£000s	£000s
1,939	Balance at 1 April	412	2,345	-	2,757
1,568	Additional provisions made in year	345	881	-	1,226
(470)	Amounts used in year	(2)	(716)	-	(718)
(152)	Transfer in Year	-	-	-	-
(128)	Unused amounts reversed in year	(71)	-	-	(71)
2,757	Balance at 31 March	684	2,510	-	3,194

Long Term Liabilities

		2018/19			
		Custodian Authority Property Charges (Note 4)	Contaminated Land (Note 5)	MMI Insurance (Note 3)	Total
2017/18					
£000s		£000s	£000s	£000s	£000s
1,139	Balance at 1 April	97	634	560	1,291
152	Transfers in Year	-	-	-	-
1,291	Balance at 31 March	97	634	560	1,291

Note 1 - 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.

Note 2 - 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.

Note 3 - 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. From April 2016, the Creditors Committee set a levy rate of 25% (previously 15%) based on a percentage share of the liabilities outstanding. Therefore the Council has recognised a £0.560m provision in the accounts for these liabilities.

Note 4 - 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.

Note 5 - 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 27: 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 43 Finance Leases. The finance lease liability has decreased as a result of repayments of the lease principal, exceeding additions in year. The net pensions liability has decreased as a result of greater returns on assets. See Note 53 for further information.

2017/18 £000s		2018/19 £000s	Note
180	Finance lease liability	150	43
<u>124,837</u>	Net Pensions liability	<u>127,227</u>	37
<u>125,017</u>		<u>127,377</u>	

Note 28: Grant Income & Taxation

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 2018/19.

2017/18 £000s		2018/19 £000s
13,786	Revenue Support Grant	10,800
36,735	Council Tax Income	39,147
523	NNDR Safety-Net Grant	-
13,222	NNDR Redistribution	14,655
9,829	NNDR - Top-Up	10,125
1,958	New Homes Bonus Grant	1,612
1,418	Business Rates Relief	1,621
749	Capital - Environment Agency	588
3,907	Capital - Tees Valley Combined Authority / Local Transport Plan	8,892
964	Capital - Other DfE Grants	1,220
418	Capital - Homes & Communities Agency	699
39	Capital - Devolved Formula Capital Grant	73
3	Capital - Building Schools for the Future	10
<u>1,103</u>	Other Capital Grants & Contributions	<u>3,033</u>
<u>84,654</u>	Total	<u>92,475</u>

SECTION 3 : Statement of Accounts

Note 28: Grant Income & Taxation

Credited to Services

2017/18 £000s		2018/19 £000s
47,938	Dedicated Schools Grant	47,889
37,689	Housing Benefit Subsidy	32,182
8,995	Public Health Grant	8,764
6,819	Better Care Fund	6,949
2,123	Other Department for Education Grants	5,757
4,362	Other Grants	5,001
3,921	Pupil Premium	3,892
2,708	Improved Better Care Fund (iBCF)	3,737
5,002	Youth Employment Initiative (Department for Work & Pensions)	2,888
1,065	Education Funding Agency/ Skills Funding Agency	846
855	Department for Work & Pensions	765
704	Housing Benefit and Council Tax Benefit Administration	646
535	Ministry of Housing, Communities & Local Government - Troubled Families	615
620	Independent Living Fund	601
-	Winter Pressures Funding for Adult Social Care	501
182	Department of Health Grants	139
232	Education Services Grant	-
123,750	Total	121,172

Current Liabilities

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 :-

Grant Receipts in Advance (Capital Grants)

2017/18 £000s		2018/19 £000s
87	Environment Agency	119
2,697	Tees Valley Combined Authority / Local Transport Plan	2,713
4,585	Other Department for Education Grants	2,794
49	Building Schools for the Future	40
53	Department for Transport	53
2,436	Other Capital Grants & Contributions	3,614
9,907	Total	9,333

Grant Receipts in Advance (Revenue Grants)

2017/18 £000s		2018/19 £000s
136	Education Funding Agency/ Skills Funding Agency	94
255	Tees Valley Combined Authority	951
461	Other Department for Education	526
492	Other Grants	641
1,344	Total	2,212

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Note 29: Unearmarked General Fund Reserve

The General Fund Balance of £4.417m held at 31 March, 2019 is held to meet unforeseen commitments not funded from Earmarked Reserves. Any use of this reserve will need to be repaid to ensure the Council can continue to manage unforeseen commitments.

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>
4,417	General Fund Balance	4,417
<u>4,417</u>		<u>4,417</u>

Note 30: Budget Support & Investment Reserves

This note sets out the Budget Support & Investment Reserves balances at 31 March, 2019

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>	Note
2,152	Adult Social Care Reserves	-	1
2,605	Budget Support Fund 2019/20	8,844	2
2,439	Business Rates Risk Reserve	-	3
845	MTFS Investment Reserve	845	4
1,170	Looked After Children Reserves	-	5
-	Business Rates Levy	430	6
<u>9,211</u>		<u>10,119</u>	

- 1 This reserve provided support over the period of the MTFS to fund increasing demographic and historic budget pressures within Adult Social Care.
- 2 This reserve has been established to support the budget.
- 3 This reserve was established to address the financial impact of the Business Rates being relocalised in April 2013 and the implementation of the 'safety net' arrangements.
- 4 This reserve will be used to fund the five year capital plan including works at the Borough Hall, Church Square, Seaton Waterfront and building condition issues.
- 5 This reserve was fully utilised in 2018/19.
- 6 This amount is the Council's share of the one-off Business Rates Levy account funding distributed by the Government and is allocated to support the 2019/20 budget.

Note 31: School Balances

This note sets out the Schools Reserves at 31 March, 2019

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>	Note
	School Balances		
1,001	Balances held by schools under a scheme of delegation	(13)	1
717	School Strategic Change & Ring Fenced Grants Reserves	903	2
249	Other Fund School Balances	247	3
<u>1,967</u>		<u>1,137</u>	

- 1 Schools have utilised their reserves to assist with decreases in Dedicated Schools Grant and to fund planned capital works. Further details are available from the Children's & Joint Commissioning Department.
- 2 These risk reserves are held in trust for Schools to manage specific commitments and one-off risks.
- 3 School balances generated from other funding.

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Note 32: Housing Revenue Account Reserve

This is a Ringfenced reserve accumulated from surpluses in previous years and is held to fund pressures of the Housing Revenue Account (HRA) such as government rent cuts, Right to Buy sales and increasing repairs costs.

2017/18		2018/19
£000s		£000s
537	HRA Balance	347
537		347

Note 33: Revenue Grant Unapplied

Revenue Grants unapplied are grants received for specific commitments in 2019/20 or future years in accordance with grant conditions.

2017/18		2018/19
£000s		£000s
4,195	Revenue Grant Unapplied	3,909
4,195		3,909

Note 34: Earmarked Revenue Reserves

This note sets out the balances held in Earmarked Revenue Reserves as at 31 March, 2019.

2017/18		2018/19	Note
£000s		£000s	
3,323	Strategic One Off Costs	3,323	1
4,468	Insurance Fund	2,226	2
-	Adult Social Care Reserve	1,333	3
1,207	Strategic Change Reserves	1,283	4
795	Treasury Management Risk Reserve	1,106	5
1,406	Public Health Grant Reserve	676	6
-	Education Improvement Strategy Reserve	450	7
400	Income Risk Reserve	400	8
300	Support for Local Council Tax Support Scheme	300	9
411	Lotteries Reserve	263	10
220	Better Care Fund Reserve	220	11
402	School Attainment Reserve	143	12
295	National Museum of the Royal Navy Reserve	142	13
245	Trading Account Reserves	113	14
217	Tees Education & Skills Reserve	105	15
-	Brexit Funding	105	16
358	Supporting Family Poverty	75	17
41	Members Ward Budget Reserve	35	18
70	Museums Acquisition	29	19
48	Funding for Modern Apprentices	28	20
38	Concessionary Fares	20	21
17	Environmental Apprenticeships Scheme	17	22
15	Works in Default Empty Homes	15	23
-	Centre of Excellence in Creative Arts Trading Reserves	5	24
901	Capital Risk Strategy Reserve	-	
324	Regeneration Projects	-	
118	Education Commission Reserve	-	
15,619		12,412	

Note 34: Earmarked Revenue Reserves

- 1 This reserve was created to cover one-off strategic financial issues including redundancy and early retirement costs over the period of the MTFS.
- 2 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.
- 3 This reserve will be used to fund a range of one-off initiatives and to support the budget to fund increasing demographic and cost pressures within Adult Social Care.
- 4 Strategic Change Reserves have been established to enable departments to meet one-off costs that will arise from strategic changes to improve services, or reduce costs, without affecting the level of services in the year.
- 5 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.
- 6 This reserve was created from in-year underspends 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 future
- 7 This reserve is earmarked for the Education Improvement Strategy approved by Children's Services Committee on 13th November, 2018.
- 8 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.
- 9 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.
- 10 The Lotteries Reserve, which consists of the proceeds of the Civic Lottery and donations received, is an earmarked reserve and the investment income generated has been earmarked to fund the delivery of the 5 year events programme.
- 11 This reserve was created as a contingency to support the Adult Social Care budgets in future years arising from the impact of the Better Care Fund.
- 12 This reserve was created towards improving School Attainment.
- 13 This reserve was created to fund the contributions required to support the Hartlepool Maritime Experience and developments with the National Museum of the Royal Navy (NMRN).
- 14 This reserve is earmarked to manage future financial risks on Trading Operations.
- 15 This reserve was created from pooled resources from the local authorities of Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland, to enable a collaborated approach to tackle the root cause of educational underperformance and deliver a first class education and skills system.
- 16 This reserve is earmarked for potential future costs relating to Brexit.
- 17 This reserve was created to Support Family Poverty over the period of the MTFS.
- 18 This reserve is to be used by Members to support minor works within their Wards.
- 19 The Museums Acquisition Reserve was set up from external donations for the acquisition of items for the Museum.
- 20 This amount will be used over the period of the MTFS to provide Modern Apprenticeships.
- 21 This reserve is to cover the tri-annual cost of replacing Concessionary Fare passes.
- 22 This reserve was created to fund costs over more than one financial year in relation to Apprentices.
- 23 This reserve has been created to provide a cash backed fund for the completion of housing works in default.
- 24 This reserve has been established to mitigate risk of any Centre of Excellence in Creative Arts income shortfalls in future years.

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Note 35: Earmarked Capital Reserves

This note sets out the balances held in Earmarked Capital Reserves as at 31 March, 2019.

2017/18		2018/19	Note
£000s		£000s	
9,816	Capital Funding Reserve	8,462	1
-	Capital Receipts Unapplied	28	2
361	HRA Major Repairs Reserve	616	3
20	Capital Grants Unapplied	20	4
10,197		9,126	

- 1 The Capital Funding Reserve is earmarked to finance capital expenditure rephased to 2019/20.
- 2 Capital Receipts Unapplied are earmarked to finance capital expenditure rephased to 2019/20.
- 3 This reserve is Ringfenced to the HRA and can only be used to fund major repairs or repayments of borrowing.
- 4 These are capital grants that will be used to finance capital expenditure in future years.

Note 36: Business Rates Safety Net Grant Reserves

This reserve has been transferred to the Budget Support Fund in line with the MTFS.

2017/18		2018/19
£000s		£000s
1,480	Business Rates Safety Net Grant Reserve	-
1,480		-

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Note 37: Unusable Reserves

The Unusable Reserves are shown below.

2017/18 £000s		2018/19 £000s	Table
53,910	Revaluation Reserve	70,789	1
197	Available for Sale Financial Instruments Reserve	-	2
131,885	Capital Adjustment Account	139,848	3
(124,837)	Pensions Reserve	(127,227)	4
366	Deferred Capital Receipts Reserve	366	5
(949)	Collection Fund Adjustment Account	(1,286)	6
(1,557)	Accumulated Absences Account	(1,488)	7
-	Financial Instruments Revaluation Reserve	197	8
59,015		81,199	

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.

2017/18 £000s		2018/19 £000s
55,507	Balance at 1 April	53,910
7,201	Upward revaluation of assets	21,850
(7,516)	Downward revaluation of assets not charged to the Surplus/Deficit on the Provision of Services	(3,227)
-	Impairment losses not charged to the Surplus/Deficit on the Provision of Services	-
(315)	Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	18,623
(976)	Difference between fair value depreciation and historical cost depreciation	(887)
-	Write off of Revaluation Reserve following Category Transfer	(37)
(306)	Accumulated gains/(losses) on assets sold, scrapped or decommissioned	(820)
(1,282)	Amount written off to the Capital Adjustment Account	(1,744)
53,910	Balance at 31 March	70,789

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.

2017/18 £000s		2018/19 £000s
197	Balance at 1 April	197
-	Transfer to Financial Instruments Revaluation Reserve	(197)
197	Balance at 31 March	-

Note 37: 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 1st 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.

2017/18 £000s		2018/19 £000s
133,219	Balance at 1 April	131,885
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(10,315)	- Charges for depreciation and impairment of non-current assets	(9,841)
(1,376)	- Revaluation gains/(losses) on Property, Plant and Equipment	195
(2,010)	- Revenue expenditure funded from capital under statute	(6,240)
(654)	- 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	(1,923)
<u>(14,355)</u>		<u>(17,809)</u>
1,282	Adjusting amounts written out of the Revaluation Reserve	1,745
<u>(13,073)</u>	Net written out amount of the cost of non-current assets consumed in the year	<u>(16,064)</u>
	Capital financing applied in the year:	
285	- Use of the Capital Receipts Reserve to finance new capital expenditure	236
38	- Use of the Major Repairs Reserve to finance new capital expenditure	38
-	- Use of the Capital Receipts Reserve to repay prudential borrowing	-
8,702	- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	19,695
288	- Application of grants to capital financing from the Capital Grants Unapplied Account	-
2,349	- Statutory provision for the financing of capital investment charged against the General Fund	2,347
2,235	- Direct revenue funding credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	2,394
<u>13,897</u>		<u>24,710</u>
(2,158)	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(683)
<u>131,885</u>	Balance at 31 March	<u>139,848</u>

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Note 37: 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 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.

2017/18 £000s		2018/19 £000s
(117,899)	Balance at 1 April	(124,837)
2,366	Remeasurement of defined liability on pensions assets and liabilities	13,498
-	Net Acquisition/(disposal) of pensions assets and liabilities	811
(17,111)	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	(25,124)
7,807	Employer's pensions contributions and direct payments to pensioners payable in the year	8,425
(124,837)	Balance at 31 March	(127,227)

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.

2017/18 £000s		2018/19 £000s
366	Balance at 1 April	366
-	Transfers in Year	-
366	Balance at 31 March	366

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.

2017/18 £000s		2018/19 £000s
(1,396)	Balance at 1 April	(949)
447	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	(337)
(949)	Balance at 31 March	(1,286)

Note 37: Unusable Reserves
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, 2019. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>
(1,475)	Balance at 1 April	(1,557)
1,475	Settlement or cancellation of accrual made at the end of the preceding year	1,557
<u>(1,557)</u>	Amounts accrued at the end of the current year	<u>(1,488)</u>
(82)	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	69
<u><u>(1,557)</u></u>	Balance at 31 March	<u><u>(1,488)</u></u>

Table 8 - Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the Council arising from increases in the value of its investments that are measured at fair value through other comprehensive income. 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.

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>
-	Balance at 1 April	-
-	Transfer from the Available for Sale Financial Instrument Account	197
<u><u>-</u></u>	Balance at 31 March	<u><u>197</u></u>

The 2018/19 Code of Practice on Local Authority Accounting has adopted IFRS 9 Financial Instruments. As a result of the implementation of IFRS 9, the Available for Sale Financial Instruments Reserve has been decommissioned and the balance held transferred to the Financial Instruments Revaluation Reserve.

Note 38: 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 including grants receipts outstanding at 31 March, 2019 are shown in Note 28.

Members

Members of the Council have direct control over the Council's Financial and Operating Policies. The total of Members' allowances paid in 2018/19 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 management board. As required by the Health and Social Care Act 2012, the Council has entered into a contract with Healthwatch Hartlepool for a value of £106,485 (£129,056 in 2017/18). Two of our elected Members are employed by Healthwatch Hartlepool. In addition, the Council also awarded contracts to Paul's Travel for a value of £89,954 (£81,662 in 2017/18). One of our elected Members is employed by Paul's Travel. In both instances the Members were not involved in any decisions relating to these arrangements. 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 grants 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 and no declarations required disclosure.

Note 38: Related Party Transactions

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

In 2018/19 the Council provided various support services, predominantly in relation to financial services, to Cleveland Fire Authority for which it received income of £0.192m (£0.217m in 2017/18). In particular, the Director of Finance and Policy holds the position of Treasurer.

The Council continues to provide a range of support services to Thirteen Group such as Legionella Management. The income from these services amounted to £0.475m (£0.153m in 2017/18) which represented the cost of the service provided.

The Council receives income from 'Right to Buy' receipts in relation to the sale of former council dwellings under the terms of the Large Scale Voluntary Transfer (LSVT) of its council housing stock to Thirteen Group in 2004. This income amounted to £0.110m (£0.229m in 2017/18).

The Council provides a range of Support Services to Hartlepool Academies, including Property Services, Payroll Services, Building Cleaning and School Catering. The income from the services amounted to £2.073m (£2.115m in 2017/18).

From 1 June, 2016 the Council commenced delivery of 'The Children's Hub' on behalf of Hartlepool and Stockton on Tees Councils. The Children's Hub is an integrated single point of access across North Tees providing multi-agency triage and assessment of enquiries about children. Other integrated partners within The Children's Hub include Cleveland Police, Harbour, North Tees and Hartlepool NHS Trust and Children & Adolescence Mental Health Service (CAMHS). Stockton Council contributed £0.624m, (£0.565m in 2017/18) towards the cost of this service.

Other

The Council holds minority shares in Durham Tees Valley Airport Ltd and Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited).

The Council's shareholding in Durham Tees Valley Airport Ltd is 1.1%. The Council has assessed a number of factors in detail and determined the valuation of the shares at nil for 2018/19 (nil in 2017/18).

Issues of note include a deficit on the Profit and Loss Account of £2.114m (previous year loss of £2.408m) and a net Liability position of £9.662m (previous year net liability position of £9.324m). 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 Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited) with a value of £0.197m, equating to 3.3% of a £5.964m 0% redeemable preference shareholding in the company. Suez Recycling and Recovery Tees Valley Limited have produced accounts for the financial year to 31 December, 2017, that includes a profit on the Profit and Loss Account of £3.971m (£0.269m loss in 2016) and a net asset position of £51.990m (£48.019m in 2016). Further information on their accounts is available from the Registered Office, Suez House, Grenfell Road, Maidenhead, Berkshire, SL6 1ES. One of our Members and their partner are Director of Suez, this has been properly disclosed in the register of members interests.

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

SECTION 3 : Statement of Accounts

Note 39: Trading Operations

The Council previously determined to maintain separate trading accounts for trading operations. The (surplus)/deficit of each trading account is contained within the Regeneration and Neighbourhood Services departments net cost of services and totals £0.143m surplus in 2018/19 (£0.454m surplus in 2017/18).

2017/18 (Surplus) / Deficit £000s	Internal Trading Operations	2018/19		(Surplus) / Deficit £000s
		Expenditure £000s	Income £000s	
4	Catering	45	(51)	(6)
(153)	Building Maintenance	3,701	(3,625)	76
(69)	Highways Works	1,940	(1,996)	(56)
(307)	Fleet & Garage	3,188	(3,265)	(77)
(16)	Passenger Transport	1,045	(1,058)	(13)
29	Building Cleaning	2,287	(2,285)	2
0	School Catering	3,355	(3,424)	(69)
58	Garden Centre	-	-	-
(454)		15,561	(15,704)	(143)

Catering - provision of catering at the Council's Centre for Excellence in Teaching and Learning (CETL) venue and some Council events.

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.

Fleet & Garage - provides 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. The surplus generated represents a temporary saving on borrowing costs following a change in policy to keep vehicles for longer periods. The recurring saving resulting from increasing the asset lives has been factored into future charges to clients.

Passenger Transport - transport services to schools, social care clients and external customers.

Building Cleaning - cleaning of all Council buildings. Some external work which was subject to competitive tendering 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.

Garden Centre - operation was closed on 31st March, 2018.

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 40: 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:

2017/18 £000s		2018/19 £000s
109	Fees payable in respect of external audit services carried out by the appointed auditor for the year	84
13	Fees payable for the certification of grant claims and returns for the year	20
<u>122</u>		<u>104</u>

Note 41: Dedicated Schools Grant

The Council's expenditure on schools is primarily funded by grant monies provided by the Education Funding Agency (EFA), the Dedicated Schools Grant (DSG). The EFA recouped the funding for all existing and new academies in the Borough. 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 2017. 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 2018/19 are as follows: -

	Central Expenditure £000s	Individual Schools Budget £000s	Total £000s
Final DSG for 2018/19 before Academy recoupment			80,675
Academy figure recouped for 2018/19			32,884
Total DSG after academy recoupment for 2018/19			47,791
Plus: Brought Forward from 2017/18			591
Less: Carry forward to 2019/20 agreed in advance			-
Agreed Initial Budget Distribution in 2018/19	15,965	32,417	48,382
In Year Adjustments	(2,811)	2,737	(74)
Final Budget Distribution for 2018/19	13,154	35,154	48,308
Less: Actual Central Expenditure	(12,612)		(12,612)
Less Actual Individual Schools Budget Deployed to Schools		(34,868)	(34,868)
Plus Local authority contribution for 2018/19		-	-
Carried forward to 2019/20	542	286	828

The total DSG for 2018/19 of £80.675m excludes the final adjusted allocation for the Early Years Block that is expected in June 2019. As per regulations, this amount is shown as an in-year adjustment for 2018/19.

SECTION 3 : Statement of Accounts

Note 42: 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

2017/18 £000s	Future minimum lease payments due	2018/19 £000s
252	Not later than one year	192
397	Later than one year & not later than five years	268
75	Later than five years	45
<u>724</u>		<u>505</u>

Council as lessor

2017/18 £000s	Future minimum lease payments receivable	2018/19 £000s
465	Not later than one year	427
817	Later than one year & not later than five years	1,327
832	Later than five years	172
<u>2,114</u>		<u>1,926</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, 2019 the minimum payments expected to be received under non-cancellable sub-leases was £0.030m (£0.030m as at 31 March, 2018). Where appropriate the value of these leases are shown in Note 16.

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

2017/18 £000s		2018/19 £000s
	Payments recognised as an expense	
273	Minimum lease payments	261
(181)	Sub-lease payments	(119)
<u>92</u>	Total	<u>142</u>

SECTION 3 : Statement of Accounts

Note 43: 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

2017/18 £000s		2018/19 £000s
415	Value of Assets held under Finance Leases	
	Vehicles, Plant & Equipment	467
415	Total	467

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

2017/18 £000s		2018/19 £000s
	Future minimum lease payments due	
109	Current	118
180	Non-current	150
27	Finance costs payable in the future	18
316	Total minimum lease payments	286

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

2017/18			2018/19	
Minimum Lease Payments £000s	Finance Lease Liabilities £000s		Minimum Lease Payments £000s	Finance Lease Liabilities £000s
		Payable:		
123	109	Not later than one year	127	118
193	180	Later than one year & not later than five years	159	150
316	289	Total	286	268

SECTION 3 : Statement of Accounts

Note 44: 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.

2017/18 £000s		2018/19 £000s
101,455	Brought Forward Opening Capital Financing Requirement	101,992
	Capital investment	
12,413	Property, Plant and Equipment	19,012
-	Intangible Assets	625
4	Investment Properties	331
119	Heritage Assets	-
2,010	Revenue Expenditure Funded from Capital under Statute	6,240
(112)	Long Term Debtors	(54)
	Sources of Finance	
(285)	Capital receipts	(236)
(38)	Major Repairs Reserve	(38)
(8,990)	Government Grants and Other Contributions	(19,695)
	<i>Sums set aside from revenue:</i>	
(2,235)	Direct Revenue Contributions	(2,394)
(2,349)	Minimum Revenue Position (MRP)	(2,347)
<u>101,992</u>	Closing Capital Financing Requirement	<u>103,436</u>
	Explanation of movements in year	
(112)	Repayments by Long Term Debtors	(54)
-	Conversion of Loan to Grant	(1,774)
-	Increase in Finance Lease Obligations	88
2,998	Increase in borrowing unsupported by government financial assistance	5,532
(2,349)	Minimum Revenue Provision (MRP)	(2,347)
<u>537</u>	Increase/(decrease) in Capital Financing Requirement	<u>1,445</u>

SECTION 3 : Statement of Accounts

Note 45: Financial Instruments

Categories of Financial Instruments

The 2018/19 Code of Practice on Local Authority Accounting has adopted IFRS 9 Financial Instruments. IFRS 9 has introduced a number of changes to the disclosure of financial instruments. The new classifications are shown below with notes explaining the previous classifications.

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

31 March 2018 Restated			31 March 2019	
Long Term £000s	Current £000s		Long Term £000s	Current £000s
		Investments at Amortised Cost		
-	37,083	Loans and receivables at Amortised Cost (Note 1)	-	33,085
-	54	Liquidity Accounts included in Cash Equivalents	-	3,056
-	37,137	Total Investments at Amortised Cost	-	36,141
197	-	Assets at Fair Value through Other Comprehensive Income (Note 2)	197	-
197	37,137	Total Investments	197	36,141
		Debtors		
2,570	7,677	Financial Assets (including Trade Debtors and General and Other Debtors and Long Term Debtors) (Note 3)	3,901	6,839
2,570	7,677	Total debtors	3,901	6,839
		Borrowings at Amortised Cost		
79,968	4,927	Financial liabilities at amortised cost (Note 4)	78,524	9,516
79,968	4,927	Total Borrowings at Amortised Costs	78,524	9,516
		Other Long Term Liabilities		
180	-	Finance lease liabilities	150	-
180	-	Total Other Long Term Liabilities	150	-
		Creditors		
-	7,965	Financial liabilities carried at contract amount (Trade Creditors and General and Other Creditors)	-	9,003
-	7,965	Total Creditors	-	9,003

Note 1 - These assets were previously classified as "loans and receivables" and have been reclassified under IFRS 9 as "Loans and receivables at Amortised Cost." There was no adjustment to the carrying value in respect of this reclassification.

Note 2 - The Council holds minority shares in Durham Tees Valley Airport Ltd and in Suez Recycling and Recovery Tees Valley Limited. These share holdings originated through policy initiatives with other Local Authorities and are not held for trading or income generation. Therefore, the Council has elected to designate the equity as Fair Value through Other Comprehensive Income. These share holdings were previously classified as "available-for-sale financial assets." There was no adjustment to the carrying value in respect of this reclassification.

Note 3 - These assets were previously disclosed as "Loans and receivables (Trade Debtors and General and Other Debtors." In line with previous requirements Long Term Debtors were not previously disclosed as financial instruments. There was no adjustment to the carrying value in respect of this reclassification.

Note 4 - As required accrued interest relating to long term borrowing is disclosed within the short term borrowing figure on the balance sheet. These assets were previously classified as financial liabilities at amortised cost therefore no reclassification has been necessary in relation to the adoption of IFRS 9.

SECTION 3 : Statement of Accounts

Note 45: 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 2018/19 there were no reclassifications or derecognitions of Financial Instruments.

	2018/19			
	Financial Liabilities measured at amortised cost	Finance Lease Payments	Financial Assets: Loans and receivables at amortised cost	Total
	£000s	£000s	£000s	£000s
Interest expense	2,956	14	-	2,970
Interest income	-	-	(383)	(383)
Net (gain)/loss for the year	2,956	14	(383)	2,587

	Restated 2017/18			
	Financial Liabilities measured at amortised cost	Finance Lease Payments	Financial Assets: Loans and receivables at amortised cost	Total
	£000s	£000s	£000s	£000s
Interest expense	2,960	21	-	2,981
Interest income	-	-	(314)	(314)
Net (gain)/loss for the year	2,960	21	(314)	2,667

SECTION 3 : Statement of Accounts

Note 45: Financial Instruments

The Fair Value of Financial Assets and Financial Liabilities that are not measured at Fair Value (but for which Fair Value disclosures are required)

Except for financial assets carried at fair value, all other financial liabilities and financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost. However disclosure of their fair value is required and is set out below.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Input to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the "fair value hierarchy," as follows:

- Level 1 - Unadjusted quoted market prices for identical assets or liabilities;
- Level 2 - Inputs other than quoted market prices that are either directly or indirectly observable;
- Level 3 - Unobservable inputs.

The fair value of the below assets and liabilities has been assessed by calculating the present value of the cash flows that will take place over the remaining life of the instruments (Level 2 in the fair value hierarchy), using the following assumptions:

- For loans from the PWLB payable, premature repayment rates from the PWLB have been applied to provide the fair value under the PWLB debt redemption procedures;
- For non-PWLB loans payable, premature market rates have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values are calculated as follows:

31 March 2018			31 March 2019	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000s	£000s		£000s	£000s
Financial Liabilities				
45,377	92,324	Market Loans	51,379	99,555
37,355	48,319	Public Works Loan Board	36,661	48,832
2,163	2,158	Non-Market Loans	-	-
7,965	7,965	Trade Creditors and General and Other Creditors	9,003	9,003
180	180	Long Term Finance Lease Liability	150	150
<u>93,040</u>	<u>150,946</u>		<u>97,193</u>	<u>157,540</u>
Financial Assets				
37,137	37,137	Money market loans < 1 year	36,141	36,141
7,677	7,677	Short term debtors	6,839	6,839
2,570	2,570	Long term debtors	3,901	3,901
<u>47,384</u>	<u>47,384</u>		<u>46,881</u>	<u>46,881</u>

SECTION 3 : Statement of Accounts

Note 45: Financial Instruments

The fair value of Public Works Loan Board (PWLB) loans of £48.832m measures the economic effect of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount and the fair value is calculated by applying the PWLB redemption interest rates, which are lower than the borrowing interest rates. The fair value therefore measures the additional interest that the Council will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates, taken to be these lower redemption interest rates. However, it should be noted that the borrowing interest rates on the debt drawn equated to the prevailing borrowing, as opposed to redemption rates at the Balance Sheet date.

However, the Council has a continuing ability to borrow at concessionary rates from the PWLB rather than from the markets. A supplementary measure of the additional interest that the Council will pay as a result of its PWLB commitments for fixed rate loans is to compare the terms of these loans with the new borrowing rates available from the PWLB. If a value is calculated on this basis, the carrying amount of £36.661m would be valued at £42.989m. However, if the Council were to seek to avoid the projected loss by repaying the loans to the PWLB, the PWLB would raise a penalty charge for early redemption in addition to charging a premium for the additional interest that will not now be paid. The exit price for the PWLB loans would be the outstanding loan debt and accrued interest of £36.661m plus a penalty charge of £12.171m totalling £48.832m.

The fair value of the liabilities is higher than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the prevailing rates at the Balance Sheet date. This shows a notional loss (based on economic conditions at 31 March, 2019) arising from a commitment to pay interest to lenders above current market rates.

Short term trade debtors and trade creditors are carried at cost as this is a fair approximation of their value.

Financial Assets Measured at Fair Value through Other Comprehensive Income

Some of the Council's financial assets are measured in the Balance Sheet at fair value through Other Comprehensive Income. As these share holdings originated through policy initiatives with other Local Authorities and are not held for trading or income generation the Council have elected to designate the equity as Fair Value through Other Comprehensive Income. These assets are described in the following table which includes the valuation techniques used to measure them.

Recurring fair value measurements	Input level in fair value hierarchy	Valuation technique used to measure fair value	Fair Value	
			31 March 2018	31 March 2019
			£000s	£000s
Equity shareholdings in Durham Tees Valley Airport Ltd	Level 3	Based on various factors including reviewing the Business Plan, passenger numbers and historic performance (see below)	-	-
Equity shareholdings in Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Ltd)	Level 3	Face value (see below)	197	197
			197	197

Equity shareholdings in Durham Tees Valley Airport Ltd

The Authority's shareholding in Durham Tees Valley Airport Ltd - the shares in this company are not traded in an active market and the fair value has been based on valuation techniques that are not based on observable current market transactions or available market data. The Council has assessed a number of factors in detail to determine the valuation of these shares. At present the Council has determined to value these shares at nil.

Equity shareholdings in Suez Recycling & Recovery Tees Valley Limited (formerly SITA Tees Valley Ltd)

The Authority's shareholding in Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Ltd) - the shares in this company are not traded in an active market and the fair value has been based on valuation techniques that are not based on observable current market transactions or available market data. 196,845 £1 preference shares are owned by Hartlepool Council, as such the Council is not entitled to the retained profits of the company. The face value of the shares is deemed to be the fair value of the shareholding.

Changes in Valuation Technique

There has been no change in the valuation technique used during the year for the financial instruments.

Note 46: 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 22 February, 2018 and is available on the Council website. The key issues within the strategy were:

- the Authorised Limit for the 2018/19 was set at £137m (£132m in 2017/18). This is the maximum limit of external borrowings or other long term liabilities;
- The Operational Boundary was expected to be £127m (£122m in 2017/18). 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 100% and 100% respectively (100% and 100% respectively in 2017/18).
- the maximum amount of gross variable interest rate exposure for borrowing and investments was set at 75% and 100% respectively (75% and 100% respectively in 2017/18).

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.

Note 46: Nature and Extent of Risks Arising from Financial Instruments

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors 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 continues to operate a very restricted counterparty list which is actively managed to reflect continued developments in the banking and financial sector.

The Investment Strategy for 2018/19 was approved by Full Council on the 22 February, 2018 and is available on the Council's website.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £3.055m 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 31 March, 2019 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.

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.

Amounts Arising from Expected Credit Losses

The following analysis summarises the Council's changes in loss allowances i.e. bad debt provision for Debtors. The Council has made no loss allowance for other financial assets as the Council has assessed that any risk of default in relation to borrowers are not material.

	Asset Class: £000
Opening balance	(1,970)
Amounts written off	167
Changes in Impairment of Financial Assets	(30)
Closing balance	(1,833)

Note 46: Nature and Extent of Risks Arising from Financial Instruments

The Council does not generally allow credit for customers, such that £1.338m of the £6.839m balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31 March 2018 £000s		31 March 2019 £000s
479	Less than three months	340
133	Three to six months	258
203	Six months to one year	70
632	More than one year	670
<u>1,447</u>		<u>1,338</u>

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happens, 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 £127m, equal to the operational boundary.

The maturity structure of financial liabilities (borrowing and finance leases) at the year end was as follows:

31 March 2018 £000s		31 March 2019 £000s
4,476	Less than one year	9,027
10,069	Between one and five years	7,377
3,755	Between five and ten years	4,070
3,831	Between ten and fifteen years	3,975
2,984	Between fifteen and twenty years	2,790
1,993	Between twenty and twenty-five years	2,227
2,251	Between twenty-five and thirty years	2,557
2,691	Between thirty and thirty-five years	3,044
6,533	Between thirty-five and forty years	6,554
947	Between forty and forty-five years	807
45,066	More than forty-five years	45,217
<u>84,596</u>		<u>87,645</u>

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.

Note 46: 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 (£20m) 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 Director of Finance and Policy 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 31 March, 2019, 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	880
Increase in interest receivable on variable rate investments	(361)
Impact on Surplus or Deficit on the Provision of Services	519
	£000s
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Comprehensive Income and Expenditure Statement)	(30,574)

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price Risk

The Council, excluding the pension fund, does not invest in equity shares but does have shareholdings in Durham Tees Valley Airport Limited and Suez Recycling and Recovery Tees Valley Limited (formerly SITA Tees Valley Limited). These shares are all classified as Assets at Fair Value through Other Comprehensive Income, meaning that all movements in price will impact on gains and losses recognised in the Financial Instruments Revaluation Reserve.

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 47: Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2017/18 £000s		2018/19 £000s
303	Interest Received	380
(2,983)	Interest Paid	(2,952)

Note 48: 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:

2017/18 £000s		2018/19 £000s
10,120	Depreciation	9,752
1,571	Impairment and Downward Valuations	(106)
2,158	Downward / (Upward) Valuation of Investment Property	683
970	Increase / (Decrease) in Provisions	436
1,850	Increase / (Decrease) in Creditors	(135)
(5,637)	(Increase) / Decrease in Debtors	2,805
35	(Increase) / Decrease in Inventories	(37)
9,304	Pension Liability	16,699
654	Carrying amount of Non-Current Assets Sold	1,923
<u>21,025</u>		<u>32,020</u>

Note 49: 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:

2017/18 £000s		2018/19 £000s
(8,702)	Capital Grants credited to surplus or deficit on the provision of services	(19,695)
(285)	Proceeds from the Sale of Property, Plant and Equipment and Investment Property	(264)
<u>(8,987)</u>		<u>(19,959)</u>

Note 50: Cash Flow Statement - Investing Activities

2017/18 £000s		2018/19 £000s
(12,873)	Purchase of Property, Plant and Equipment and Investment Property	(19,432)
-	Purchase of Short-term and Long-term Investments	-
-	Other Payments for Investing Activities	(1,406)
285	Proceeds from the sale of property, plant and equipment, investment property	264
2,996	Proceeds from the sale of Short-term and Long-term Investments	4,000
13,624	Other Receipts from Investing Activities	19,437
<u>4,032</u>	Net cash flows from investing activities	<u>2,863</u>

SECTION 3 : Statement of Accounts

Note 51: Cash Flow Statement - Financing Activities

2017/18 £000s		2018/19 £000s
-	Cash receipts of short-term and long-term borrowing	3,127
1,226	Council Tax and NNDR adjustment	(415)
(125)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(125)
(1,350)	Repayments of short and long-term borrowing	-
<u>(249)</u>	Net cash flows from financing activities	<u>2,587</u>

Note 52: 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 31 March, 2012. A valuation assessing the scheme as at 31 March, 2016 is due to reach a conclusion later this year.

The scheme has in excess of 10,100 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 31 March, 2019, the Council's own contributions equate to approximately 0.04%.

The Council's contribution to the Teacher's Pension Scheme in 2018/19 amounted to £2.792m (£2.845m in 2017/18) which represented 16.48% of pensionable pay (this includes a 0.08% administration levy). 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 £3.574m, this is based on 16.48% of pensionable pay until 31 August, 2019 and 23.68% from 1 September, 2019 (both include a 0.08% administration levy).

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 31 March, 2012 and determined current contribution rates for employers and scheme members. A valuation assessing the scheme as at 31 March, 2016 is currently taking place. The scheme has in excess of 8,600 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 31 March 2019, the Council's own contributions equate to approximately 0.0016%.

The Council's contribution to the NHS Pension Scheme in 2018/19 amounted to £0.173m (£0.164m in 2017/2018) which represented 14.38% of pensionable pay (this includes a 0.08% administration levy). 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 £0.254m, this is based on 20.68% of pensionable pay (this includes a 0.08% administration levy).

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.

SECTION 3 : Statement of Accounts

Note 53: 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 the Teesside Pension Fund. This is a funded defined benefit 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

The Council 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 the Council is required to make against Council Tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the 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	
	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
Comprehensive Income and Expenditure Statement						
Cost of Services:						
· Current Service cost	14,224	14,953	-	-	14,224	14,953
· Past Service Costs (inc. curtailments)	37	7,034	-	-	37	7,034
Financing and Investment Income and Expenditure:						
· Net Interest Expense	2,538	2,819	312	318	2,850	3,137
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	16,799	24,806	312	318	17,111	25,124
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)	(4,842)	(24,145)	-	-	(4,842)	(24,145)
· Actuarial (gains) and losses arising from changes in financial assumptions	(470)	32,891	1	302	(469)	33,193
· Actuarial (gains) and losses arising from changes in demographic assumptions	-	(22,943)	-	(513)	-	(23,456)
· Actuarial (gains) and losses owing to liability experience	2,823	875	122	36	2,945	911
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	14,310	11,484	435	143	14,745	11,627

SECTION 3 : Statement of Accounts

Note 53: Defined Benefit Pension Schemes

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
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	(16,799)	(24,806)	(312)	(318)	(17,111)	(25,124)

Actual amount charged against the General Fund Balance for pensions in the year:

	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
· Employers' contribution payable to scheme	7,044	7,763	-	-	7,044	7,763
· Retirement Benefits payable to pensioners	-	-	763	662	763	662
Transfer from Pension Reserve	(9,755)	(17,043)	451	344	(9,304)	(16,699)

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	
	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
Fair value of plan assets	454,808	495,204	-	-	454,808	495,204
Present value of the defined benefit obligation	(567,099)	(610,404)	(12,546)	(12,027)	(579,645)	(622,431)
Net liability arising from defined benefit obligation	(112,291)	(115,200)	(12,546)	(12,027)	(124,837)	(127,227)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
Opening fair value of assets	(443,890)	(454,808)	-	-	(443,890)	(454,808)
Interest Income on assets	(11,038)	(11,794)	-	-	(11,038)	(11,794)
Remeasurement gains/(losses):						
· Return on plan assets (excl amount in net interest)	(4,842)	(24,145)	-	-	(4,842)	(24,145)
Contributions by the employer	(7,044)	(7,763)	(763)	(662)	(7,807)	(8,425)
Contributions by participants	(2,942)	(3,060)	-	-	(2,942)	(3,060)
Net benefits paid out	14,948	13,447	763	662	15,711	14,109
Net increase in Assets from Acquisitions	-	(7,081)	-	-	-	(7,081)
Closing fair value of assets	(454,808)	(495,204)	-	-	(454,808)	(495,204)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s	2017/18 £000s	2018/19 £000s
Opening balance at 1 April	(548,915)	(567,099)	(12,874)	(12,546)	(561,789)	(579,645)
Current Service Cost	(14,224)	(14,953)	-	-	(14,224)	(14,953)
Interest Cost	(13,576)	(14,613)	(312)	(318)	(13,888)	(14,931)
Contributions from scheme participants	(2,942)	(3,060)	-	-	(2,942)	(3,060)
Remeasurement gains/(losses):						
· Actuarial gains and (losses) on liabilities - financial assumptions	470	(32,891)	(1)	(302)	469	(33,193)
· Actuarial gains and (losses) on liabilities - demographic assumptions	-	22,943	-	513	-	23,456
· Actuarial gains and (losses) on liabilities - experience	(2,823)	(875)	(122)	(36)	(2,945)	(911)
Past Service Costs (inc. curtailments)	(37)	(7,034)	-	-	(37)	(7,034)
Net increase in Liabilities from Acquisitions	-	(6,270)	-	-	-	(6,270)
Benefits paid	14,948	13,447	763	662	15,711	14,109
Closing present value of assets	(567,099)	(610,405)	(12,546)	(12,027)	(579,645)	(622,432)

SECTION 3 : Statement of Accounts

Note 53: Defined Benefit Pension Schemes

Local Government Pension Scheme Assets

The Local Government Pension Scheme's assets comprised:

	2017/18 £'000	2018/19 £'000
Equity investments	363,391	374,374
Property	33,201	42,588
Government Bonds	-	-
Corporate Bonds	-	-
Cash	50,484	65,367
Other Investments	7,732	12,875
	<u>454,808</u>	<u>495,204</u>

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 31 March, 2016.

Principal assumptions used by the actuary have been:

	Local Government Pension Scheme		Discretionary Benefit Arrangements	
	2017/18	2018/19	2017/18	2018/19
Long-term expected rate of return on assets in the scheme:				
Equities	2.6%	2.4%	-	-
Property	2.6%	2.4%	-	-
Government Bonds	2.6%	2.4%	-	-
Corporate Bonds	2.6%	2.4%	-	-
Cash	2.6%	2.4%	-	-
Other	2.6%	2.4%	-	-
Mortality assumptions:				
Longevity at 65 for current pensioners:				
Men	22.9	22.2	22.9	22.2
Women	25.0	24.1	25.0	24.1
Longevity at 65 for future pensioners:				
Men	25.1	23.9	-	-
Women	27.3	25.9	-	-
Other assumptions:				
Rate of inflation - RPI	3.2%	3.3%	3.2%	3.3%
Rate of inflation - CPI	2.1%	2.2%	2.1%	2.2%
Rate of general increase in salaries	3.1%	3.2%	-	-
Rate of increase in pensions - deferred and pensions in payment	2.1%	2.2%	2.1%	2.2%
Rate for discounting scheme liabilities	2.6%	2.4%	2.6%	2.4%

Note 53: Defined Benefit Pension Schemes**Sensitivity Analysis**

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table on the previous page.

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%)	10,824	11,019
Adjustment to Salary increase rate (+/- 0.1%)	2,470	2,447
Adjustment to Pension increase rate (+/- 0.1%)	8,526	8,398
Adjustment to Longevity (decrease/increase 1 year)	19,736	19,526

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 100%. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March, 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, 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 anticipates to pay £8.4m contributions to the scheme in 2019/20.

The weighted average duration of the defined benefit obligation for scheme members is 17.9 years in 2018/19 (17.9 years in 2017/18).

Update on McCloud Judgement

The Government lost its appeal in the Supreme Court against the Court of Appeals decision to uphold the McCloud judgment. The Authority's Actuary has provided updated reports reflecting the impact of this judgement. Pension figures throughout the Statement of Accounts have been updated accordingly.

Note 54: 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.

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.

Note 55: Financial Guarantees

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. The likelihood of this guarantee being called upon is remote and therefore no amounts have been recognised in the balance sheet in respect of this guarantee.

A guarantee was given to the Teesside Pension Scheme for the staff transferred to Housing Hartlepool in 2004 in the event that Housing Hartlepool had financial difficulties. The likelihood of this guarantee being called upon is remote and therefore no amounts have been recognised in the balance sheet in respect of this guarantee.

SECTION 3 : Statement of Accounts

Note 56: Pooled Budgets

The Better Care Fund (BCF) was established by the Government to support the introduction of a fully integrated health and social care system.

On 1 April, 2015 the Council entered into a pooled budget arrangement with NHS Hartlepool and Stockton Clinical Commissioning Group (CCG) for the provision of services in accordance with the requirements of the Better Care Fund.

This is an annual agreement made in accordance with Section 75 of the National Health Service Act 2006. This is a jointly controlled pooled budget which is hosted by the Council on behalf of both partners in line with the agreement.

The Hartlepool BCF Plan will contribute to the delivery of:

- Reduced non-elective admissions;
- Reduced admissions of older people into residential care;
- Increased proportion of older people still at home 91 days after discharge from hospital into reablement/rehabilitation services;
- Reduced delayed transfers of care from hospital;
- Increase in the estimated diagnosis rate for dementia; and,
- Improved patient experience of services.

The BCF is the national programme through which local areas agree how to spend a local pooled budget in accordance with the programme's national requirements. The pooled budget is made up of CCG funding as well as local government grants, one of which is the Improved Better Care Fund (iBCF).

The iBCF was first announced in the 2015 Spending Review and was increased in the 2017 Spring Budget. The iBCF announced in the 2017 Spring Budget is included in the analysis below.

Revenue Pooled Budget

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>
	Revenue Funding provided to the Pooled Budget:	
(104)	Hartlepool Borough Council	-
(2,708)	Hartlepool Borough Council - Improved Better Care Fund (iBCF)	(1,432)
<u>(6,819)</u>	NHS Hartlepool and Stockton Clinical Commissioning Group	<u>(6,949)</u>
<u>(9,631)</u>		<u>(8,381)</u>
	Expenditure met from the Pooled Budget:	
5,685	Hartlepool Borough Council	5,802
1,238	NHS Hartlepool and Stockton Clinical Commissioning Group	1,147
2,602	Hartlepool Borough Council - Improved Better Care Fund (iBCF)	1,320
106	NHS Hartlepool and Stockton Clinical Commissioning Group - iBCF	112
<u>9,631</u>		<u>8,381</u>
<u>-</u>	Balance carried forward	<u>-</u>

Capital Pooled Budget

<u>2017/18</u> <u>£000s</u>		<u>2018/19</u> <u>£000s</u>
	Capital Funding provided to the Pooled Budget:	
(129)	Balance brought forward	(115)
(931)	Hartlepool Borough Council	(998)
-	NHS Hartlepool and Stockton Clinical Commissioning Group	-
<u>(1,060)</u>		<u>(1,113)</u>
	Expenditure met from the Pooled Budget:	
945	Hartlepool Borough Council	1,058
-	NHS Hartlepool and Stockton Clinical Commissioning Group	-
<u>945</u>		<u>1,058</u>
<u>(115)</u>	Balance carried forward	<u>(55)</u>

The capital balance remaining relates to the Disabled Facilities Grant and has been fully committed in 2019/20 to fund additional expenditure within this area.

SECTION 3 : Statement of Accounts

HOUSING REVENUE ACCOUNT (HRA)

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis upon which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

2017/18 £000s	2018/19 £000s
Expenditure	
191 Repairs and maintenance	235
274 Supervision and management	332
31 Rents, rates, taxes and other charges	46
- Discretionary Housing Payments	2
28 Movement in the allowance for bad debts	31
9 Debt Management Expenses	10
1,190 Depreciation, impairment and revaluation losses of non-current assets	1,075
1,723 Total Expenditure	1,731
Income	
(992) Dwelling Rents	(1,028)
(7) Charges for services and facilities (net of voids)	(5)
(75) Other Income	(23)
(1,074) Total Income	(1,056)
649 Net Expenditure or (Income) of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement	675
327 Interest payable	355
(16) Interest and investment income	(22)
9 Net interest on the net defined benefit liability	9
969 Deficit/(Surplus) for the year on HRA services	1,017

MOVEMENT ON THE HRA STATEMENT

2017/18 £000s	2018/19 £000s
(538) Opening balance on the HRA	(537)
969 (Surplus) or Deficit for the year on the HRA Income and Expenditure Statement	1,017
Adjustments between accounting basis and funding basis under statute :	
(1,036) - Revaluations losses	(881)
- - Impairment losses	(23)
(28) - IAS19 Pensions Adjustment	(45)
(154) - Depreciation	(171)
250 - Transfer to Major Repairs Reserve	293
1 Net (increase) or decrease before transfers to or from reserves	190
- Transfers to or (from) earmarked reserves	-
(1) (Increase) or decrease in the year on the HRA	190
(537) Closing balance on the HRA	(347)

SECTION 3 : Statement of Accounts

NOTES TO THE HRA

Note 1: Depreciation and Revaluation

Included within the HRA is a depreciation charge of £0.171m (2017/18 £0.154m) which transfers funding into the Major Repairs Reserve to meet the cost of future major repairs. The loss on revaluation for the year was £0.881m (2017/18 £1.036m). This is prevented from being a true cost to the HRA by an adjustment between accounting basis and funding basis under statute on the 'Movement on the HRA Statement'.

Note 2: Capital Expenditure and Financing

<u>2017/18</u> <u>£000s</u>	<u>2018/19</u> <u>£000s</u>
1,159 Acquisition and renovation of Council Dwellings	1,557
<u>38</u> Major Repairs	<u>38</u>
1,197	1,595
Funded by:	
741 Borrowing	-
- Corporate Resources	48
418 Homes & Communities Agency Grant	699
- S.106 Contributions	810
<u>38</u> Major Repairs Reserve	<u>38</u>
1,197	1,595

Note 3: Value of Council Dwellings

There were 274 Council Dwellings held as at 31 March, 2019 (256 in 2017/18). The table below shows the vacant possession value and the Balance Sheet value based on social housing use. The difference represents the economic cost of providing council housing at less than market rent.

<u>1st April 2018</u> <u>£000's</u>	<u>31st March 2019</u> <u>£000's</u>
6,754 Balance Sheet Value	7,191

The vacant possession value of HRA dwellings at 1 April 2018 is £16.343m (£15.350m at 1 April 2017).

Note 4: Rent Arrears

The level of rent arrears as at 31 March, 2019 was £0.164m (31 March, 2018 £0.132m) and the provision in respect of these debts which are uncollectable is £0.096m (2017/18 £0.065m)

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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.

2017/18 £000		2018/19 £000	Notes
	INCOME		
	Council Tax :		
(43,515)	Billed to tax payers	(46,129)	
(43,515)		(46,129)	1
	Non Domestic Rates :		
(32,148)	Income Collectable from Business Ratepayers	(31,549)	2
2,266	Transitional Protection Payment	1,167	
(29,882)		(30,382)	
(73,397)		(76,511)	
	TOTAL INCOME	(76,511)	
	EXPENDITURE		
	Council Tax :		
36,473	Precepts Hartlepool Borough Council	38,995	
5,057	Police & Crime Commissioner	5,442	
1,722	Cleveland Fire Authority	1,806	
(48)	Increased Provision for Non-Payment of Council Tax	(293)	
43,204		45,950	
	Non Domestic Rates :		
	Payment of Non Domestic Rates to Preceptors		
14,681	Hartlepool Borough Council	14,878	
300	Cleveland Fire Authority	304	
14,859	Payment of Non Domestic Rates to Central Government	15,111	
115	Cost of Collection Allowance	115	
109	Increased Provision for Non-Payment of NNDR	(59)	
2,645	Provision for Non Domestic Rating Appeals	336	
122	Enterprise Zone Relief	71	
27	Disregarded Amounts	83	
32,858		30,839	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Council Tax		
111	Hartlepool Borough Council	127	
16	Police & Crime Commissioner	18	
4	Cleveland Fire Authority	6	
131		151	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Non-Domestic Rates:		
(1,755)	Hartlepool Borough Council	138	
(36)	Cleveland Fire Authority	3	
(1,791)	Central Government	141	
(3,582)		282	
72,611		77,222	
(786)		711	
	NET TOTAL	711	
	Movement on Fund Balances		
	Council Tax:		
(180)	(Surplus)/Deficit for the year	(28)	
163	(Surplus)/Deficit brought forward	(17)	
(17)	(Surplus)/Deficit carried forward	(45)	
	Non Domestic Rates:		
(606)	(Surplus)/Deficit for the year	739	
2,591	(Surplus)/Deficit brought forward	1,985	
1,985	(Surplus)/Deficit carried forward	2,724	

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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 33,781 Band D equivalents in 2018/19 (33,579 for 2017/18) and the basic amount of Council Tax for a Band D property was £1,923.74 (£1,833.86 in 2017/18).

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	23,513	15,675	1,081.35	151.03	50.12	1,282.50	30,155
B	7/9	7,234	5,626	1,261.57	176.20	58.47	1,496.24	10,824
C	8/9	6,128	5,447	1,441.80	201.37	66.83	1,710.00	10,479
D	9/9	3,195	3,195	1,622.02	226.54	75.18	1,923.74	6,146
E	11/9	1,649	2,015	1,982.47	276.88	91.89	2,351.24	3,877
F	13/9	673	972	2,342.92	327.22	108.59	2,778.73	1,870
G	15/9	442	737	2,703.37	377.57	125.30	3,206.24	1,417
H	18/9	57	114	3,244.04	453.08	150.36	3,847.48	219
TOTALS		42,891	33,781					64,987

The income of £46.129m for 2018/19 (£43.515m for 2017/18) is receivable from the following sources :

2017/18		2018/19
£000		£000
61,578	Opening Liability	64,987
1,375	Net increase/(decrease) in liability	1,721
(104)	Disabled Relief	(114)
(6,250)	Discounts	(6,670)
(1,306)	Exemptions	(1,438)
(71)	Write Offs	(162)
<u>(11,707)</u>	Council Tax Support Scheme	<u>(12,195)</u>
<u>43,515</u>		<u>46,129</u>

SECTION 3 : Statement of Accounts

NOTES TO THE COLLECTION FUND

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 48.0p in 2018/19 (46.6p in 2017/18), and; the Non Domestic Rate Multiplier, which was 49.3p in 2018/19 (47.9p in 2017/18). 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 £78.838m.

The NNDR income collectable from Ratepayers is shown below.

2017/18		2018/19	
£000		£000	
36,571	Gross Rates payable	37,447	
(6,572)	Mandatory Reliefs	(6,733)	
2,266	Transitional Relief	1,167	
(117)	Write Offs	(332)	
32,148		31,549	

SECTION 3 : Statement of Accounts

MEMORANDUM NOTES - TRUST FUNDS

During 2018/19 the Council 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 2018 £000	Income £000	Expenditure £000	Balance at 31st March 2019 £000
Preston Simpson & Sterndale Scholarship in Music	83	8	6	85
Doughty Fund	5	-	-	5
Education Trust Funds	132	4	2	134
	220	12	8	224

The Preston Simpson & Sterndale Scholarship in Music Fund consisted of a cash investment of £84,627 with Hartlepool Borough Council as at 31 March, 2019. The Trust also held two separate external investments valued respectively at £105,741 as at 5 April, 2019 (£105,682 as at 5 April, 2018) and £22,645 as at 31 March, 2019 (£20,988 as at 31 March, 2018).

External investments for the above Trust Funds are not shown in the Council's Accounts.

As at 31 March, 2019, 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 Delivering Good Governance in Local Government Framework 2016. A copy of the code is on our website at www.hartlepool.gov.uk or can be obtained from Digital and Customer Services. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 2015, Part 2 6(1) (a), which requires the Council to conduct a review at least once a year of the effectiveness of its system of internal control and include a statement reporting on the review with the statement of accounts. Regulation 6(1) (b) of the Accounts and Audit (England) Regulations 2015, require that for a local authority that statement is an Annual Governance Statement (AGS).

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 2019 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 Director of Finance and Policy and the Assistant Director (Finance and Customer Services). As part of the process regular updates have been given to the Performance and Risk Management Officer Group and the Corporate Management Team (CMT).

Significant Governance Issues Update from 2017/18 Statement

Progress has been made over the course of 2018/19 to actively manage and address issues identified as part of the 2017/18 process. This approach ensures the Council actively manages these issues. The table below identifies action that has been taken to mitigate the areas identified.

<u>Issue Raised</u>	<u>Action Undertaken</u>
Delivery of Council Plan, revised Performance Management Framework and Medium Term Financial Strategy. The sustainability of services, level of performance and the continuing need to achieve housing growth.	A strategic multiyear approach to financial management is embedded with a revised savings programme for 2018/19 and 2019/20 implemented. Member's seminars and staff communication strategy in conjunction with budget monitoring and defunding budgets at decision point have been implemented. Project planning and management reporting to Finance and Policy Committee and CMT have all been implemented. The Council Plan for 2018/19 has been largely delivered and is reported to Members via Finance and Policy Committee on a quarterly basis. The Council Plan, Medium Term Financial Strategy, including the Capital Plan have been developed as two parts of a single strategy to ensure the linkages between the two are strengthened. The Council Plan 2017/18-2019/20 was agreed by Council on 16th March 2017 and the mid-term review of the Plan was agreed by Finance and Policy Committee on 9th October 2018.

SECTION 4 : Annual Governance Statement

Business Continuity Arrangements	Responsibility for updating and implementing Corporate Business Continuity has transferred to the Assistant Director (Environment and Neighbourhood Services). A Revised Business Continuity Policy and accompanying Plan is being developed to complement the existing Business Continuity Database. Work is ongoing to identify and document formal decant arrangements for the delivery of priority services in the event of a disruption. A rolling refreshed programme to test the plan focusing on two separate services per year is in development.
Ensuring adequate management arrangements for non core grant funding.	The Council is accountable body for competitively secured time limited grant resources for projects that requires the authority to have in place robust arrangements for managing such funding streams. a) The Governance Framework covering grant claims has been strengthened. b) Development and implementation of a strategy for effective working between HBC and delivery partners with programme workshop/review held on 26.01.18. c) Ongoing engagement with funders regarding the potential extension of programme.
General Data Protection Regulation (GDPR)	From May 2018, the Council has ensured compliance with GDPR by completing information audits which identify all personal data held, including a lawful basis for processing the data. Privacy notices have been developed and are available on the Council's website. All policies and procedures have been updated to ensure GDPR compliance and staff have received specific GDPR training. The Information Governance Group meets regularly to discuss GDPR compliance.
Delivery of Regeneration/ Capital Programme on time and budget in line with key Council objectives.	Responsibility for delivery of schemes allocated to senior officers. Regular progress and budget monitoring undertaken through the capital programme management group, chaired by the Director and the Councils Strategic Asset Management Board. Regular updates provided to members.

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. A fundamental review of all parts of the Constitution has been conducted with particular reference to Part 3 – delegation scheme. The outcome of the review was considered by the Constitution Committee on 4th March and then by Council on 21st March to ensure updated arrangements are in place for the commencement of the new municipal year. The review updated the report sign off arrangements for Officers ensuring that any decision report going to a policy committee is 'signed off' by the Director of Finance and Policy and the Chief Solicitor/Monitoring Officer. In addition any decision reports to be submitted to Finance and Policy Committee is required to be signed off by the Chief Executive also.

Effective procedures to identify, evaluate, communicate, implement, comply with and monitor legislative change exist and are used. Legal Division procedures exist for monitoring new legislation, advising relevant departments, and members where appropriate. Workforce Services policies identify suitable recruitment methods and ensure appropriate job descriptions exist for legal staff. A corporate induction session is now in place and is held approximately every 4 weeks. This is aimed at new employees within the Authority but is also open to any existing member of staff who would benefit from a refresher. The Assistant Director for Corporate Services opens every session which ensures Chief Officer presence and support. This forms one part of a new corporate induction programme which is being developed to include a wider range of information for new employees. Departments have responsibility to provide induction training specific to their departmental needs.

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.

SECTION 4 : Annual Governance Statement

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 requirements. 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 13th December 2018 and referred to Council for approval on 21st February 2019 for the financial year 2019/20. 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 Ministry of Housing, Communities and Local Government (HCLG) 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 Director of Finance and Policy reports to the Audit and Governance Committee how the Council's 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. 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.

An updated Code of Conduct for Employees has been approved, published and communicated to all employees. An updated Health and Safety Policy was approved by Finance and Policy Committee on 14th January 2019 and a Communication Strategy implemented to ensure general awareness. The Council has also implemented a programme of Health and Safety Leadership Training for senior managers.

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 has a three-year Council Plan that sets out the Council's ambitions for the Borough. The Council Plan 2017/18-2019/20 was agreed by Council on 16th March 2017 and the mid-term review of the Plan was agreed by Finance and Policy Committee on 9th October 2018. The Council Plan, Medium Term Financial Strategy and the 5 year Capital Plan have been developed as three parts of a single strategy to ensure the linkages between the three are strengthened. The Council's performance management arrangements are based on the Council Plan which identifies a series of 6 strategic priorities under which sit a number of key deliverables. Progress against the Council Plan is reported to CMT quarterly and to Finance & Policy Committee on a 6 monthly basis.

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.

A Data Quality framework is in place with Internal Audit conducting a targeted annual review of PIs. The Council's Performance Management Framework includes information relating to departmental and officer responsibility for the collation of data, target setting and addressing performance issues. The Framework 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, Comments and Compliments 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 National Anti Fraud Network and takes part in regular National Fraud Initiative reviews and the North East Fraud Forum. The Council has updated its Fraud and Corruption Strategy in line with CIPFA Code of Practice on Managing the Risk of Fraud and Corruption.

The Council agreed the current Risk Management Framework on 5th March 2015. This has been subject to review during 2018/19 and a new Risk Management Framework is being developed and will be presented to Audit and Governance Committee and Finance and Policy Committee early in the new municipal year for agreement. The new Framework builds upon the previous one and reflects best practice. It has simplified the Council's approach, provided further clarity to officers about how risk should be considered within the Council and demonstrates the added value of appropriate risk management. A Strategic Risk Register will be identified within the performance management framework and changes reported to Elected Members regularly through the monitoring of the Council Plan.

SECTION 4 : Annual Governance Statement

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. Risk introduction/refresher sessions are offered as and when individual departments/teams require them.

The Finance and Policy Committee Chair is Hartlepool Borough Councils 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 and performance framework is considered as part of the preparation of the AGS.

The Council's Performance and Risk Management system Pentana Risk holds information on the Council's risks. 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 General Data Protection Regulation (GDPR) is European legislation and replaces the Data Protection Act in the UK. This was designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens' data privacy and to reshape the way organisations across the region approach data privacy and security. In order to ensure compliance the Council has completed information audits identifying all personal data held, including a lawful basis for processing the data. Privacy notices have been developed and are available on the Council's website. All policies and procedures have been updated to ensure GDPR compliance and staff have received specific GDPR training. The Information Governance Group meets regularly to discuss GDPR compliance.

The Council has 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 make-up of the Council's Major Incident Plan which is tested annually.

Responsibility for updating and implementing Corporate Business Continuity has transferred to the Assistant Director (Environment and Neighbourhood Services). A Revised Business Continuity Policy and accompanying Plan is being developed to complement the existing Business Continuity Database. Work is ongoing to identify and document formal decant arrangements for the delivery of priority services in the event of a disruption. A rolling exercising programme to test the plan focusing on two separate services per year is in development.

The Equality Act 2010 came into force on 1st October, 2010 and brought 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 produced a Workforce Equality Information Report 2017/18 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 the report is regularly updated. Our latest equality objectives were agreed by Council as part of the Council Plan 2017/18 – 2019/20 mid-term review on 9th October 2018.

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 considering impacts on equality as an integral part of our decision-making process and this is reflected in reports to Committees in the Equality & Diversity Considerations section and through our use of Equality Impact Assessments.

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. Internal Audit have undergone an external inspection carried out By Stockton Borough Council and are now fully compliant with Public Sector Internal Audit Standards (PSIAS) and can report as such on all correspondence.

SECTION 4 : Annual Governance Statement

Other review bodies external to the Council also make regular reports on efficiency, effectiveness and compliance with regulations. Ofsted has rated the overall effectiveness of the Council's Children's Services as 'Good'. The most recent ILACS inspection which took place in July 2018 rated Hartlepool CS as 'good' overall and 'outstanding' in the experiences and progress of children in care and care leavers. Most childcare providers and schools are rated "good" or "outstanding" and none are "inadequate". A CQC Local System Review of services for older people in October 2017 identified a wide range of examples of good practice and found that a multidisciplinary integrated approach provided a proactive and solution focused service that improved people's experiences. A review of progress in January 2019 reported that the direction of travel continued to be positive with services better integrated and new pathways developed. Commissioned services for adults with care and support needs are predominantly rated 'good' by CQC (82%) with no services rated inadequate. An Ofsted inspection of Adult Education in December 2017 rated the service as good. Hartlepool Connect has achieved the Customer Service Excellence standard. In their 2017/18 Annual Audit Letter, Mazars, the Council's External Auditor, issued an unqualified opinion on the financial statements and value for money conclusion at the Council.

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.
- Director of Finance and Policy – reports to the Audit and Governance Committee how the Council's financial arrangements conform to 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 has reviewed its procedures in line with PSIAS and is fully compliant.
 - Internal Audit reports to the Section 151 Officer and Audit and Governance Committee.
 - The Head of Audit and Governance reports to the Audit and Governance Committee how the Council's financial arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010).
 - 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, 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 Council Plan, revised Performance Management Framework and Medium Term Financial Strategy. The sustainability of services, level of performance and the continuing need to achieve housing growth.	The approved 2019/20 MTFS includes savings proposals and other measures, including the use of reserves which enabled the 2019/20 budget to be set. The report also highlighted the significant deficit facing the Council for 2020/21, which makes this the most challenging financial year the Council has ever faced. Detailed proposals for addressing the 2020/21 deficit will be developed during 2019/20. This strategy will be supported using reserves earmarked for invest to save projects, or saving taking more than one year to implement. A refresh of the Council Plan has been undertaken in 2019, taking into account the impact of the financial challenges facing the Council. Performance is reported to CMT quarterly and to Finance and Policy Committee bi-annually.	2018/19 – 2020/21	CMT
2	Managing corporate risk areas.	Assistant Director liaison ensures actions are implemented for all risks identified as part of the audit process. Follow up processes ensure that for all risk identified mitigating actions are embedded in a timely manner.	2019/20	CMT.
3	Delivery of Regeneration/ Capital Programme on time and budget in line with key Council objectives.	Responsibility for delivery of schemes allocated to senior officers. Regular progress and budget monitoring undertaken through the capital programme management group, chaired by the Director and the Councils Strategic Asset Management Board. Regular updates provided to members.	2019/20	CMT
4	Boundary Review Impact	CMT sighted on the outcome of the review, which will increase number of councillors to 36 and require all out election in May 2020. The changes increase political risks. This will be addressed through member training on key corporate issues and regular update reports will be provided to committees.	2019/20	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

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

Opinion on the Council Financial Statements

We have audited the financial statements of Hartlepool Borough Council for the year ended 31 March 2019, which comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Statement of Cash Flows, the Housing Revenue. Account, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

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 31st March 2019 and of its expenditure and income for the year then ended; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The Director of Finance and Policy is responsible for the other information. The other information comprises the information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

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

Responsibilities of the Director of Finance and Policy for the financial statements

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

The Director of Finance and Policy is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and prepare the financial statements on a going concern basis, unless the Council is informed of the intention for dissolution without transfer of services or function to another entity. The Director of Finance and Policy is responsible for assessing each year whether or not it is appropriate for the Council to prepare its accounts on the going concern basis and disclosing, as applicable, matters related to going concern.

Auditor's responsibilities for the audit of the financial statements

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

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

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, we are satisfied that, in all significant respects, Hartlepool Borough Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Basis for conclusion

We have undertaken our review in accordance with the Code of Audit Practice issued by the Comptroller and Auditor General, having regard to the guidance on the specified criterion issued in November 2017, as to whether the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider 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 2019.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to 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.

Responsibilities of the Council

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.

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

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

We are required under section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice requires us to report to you our conclusion relating to proper arrangements. 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.

Matters on which we are required to report by exception under the Code of Audit Practice

We are required by the Code of Audit Practice to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make a recommendation under section 24 of the Local Audit and Accountability Act 2014; or
- we exercise any other special powers of the auditor under sections 28, 29 or 31 of the Local Audit and Accountability Act 2014

We have nothing to report in these respects.

Use of the audit report

This report is made solely to the members of Hartlepool Borough Council, as a body, in accordance with part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 44 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members of the Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Council, as a body, for our audit work, for this report, or for the opinions we have formed.

Certificate

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

Gavin Barker
Partner
For and on behalf of Mazars LLP
Salvus House
Ayckley Heads
Durham
DH1 5TS

Date: 25th July 2019

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

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
- 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.

HOUSING REVENUE ACCOUNT

Local Authorities are required to maintain a separate Housing Revenue Account - which sets out the expenditure and income arising from the provision of Council housing. Other services are charged to the General Fund.

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-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 of 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.

SAFETY-NET GRANT

This grant is received by Local Authorities whose business rates income drops below a set percentage (92.5%) of the minimum level the Local Authority requires as determined by the Government.

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.



The #LoveHartlepool campaign is all about singing our town's praises and promoting our successes far and wide.

It's a wide-ranging campaign - everything from keeping the town clean and boosting recycling to improving people's health and encouraging enterprise and promoting our local businesses.

#LoveHartlepool

For more information about Hartlepool Borough Council:

 www.hartlepool.gov.uk

 www.twitter.com/hpoolcouncil

 www.facebook.com/hartlepoolcouncil

 (01429) 266522

If you know someone who needs this information in a different format, for example large print, Braille or a different language, please call (01429) 266522.



AUDIT AND GOVERNANCE COMMITTEE

25 July 2019



Report of: Assistant Director, Finance and Customer Services

Subject: LETTER TO THOSE CHARGED WITH
GOVERNANCE - COMPLIANCE WITH LAWS AND
REGULATIONS/ FRAUD

1. PURPOSE OF REPORT

1.1 To inform Members of the proposal to reply to the report received from the Director and Engagement Lead of our External Auditor, Mazars, to those charged with governance regarding compliance with laws and regulations and fraud.

2. BACKGROUND

2.1 In carrying out the annual accounts audit, Mazars have to demonstrate compliance with International Standards for Auditing (UK and Ireland). The Standard requires Mazars to gain each year, an understanding of how the Committee exercises oversight of management's processes for identifying and responding to the risks of fraud and the internal controls established to mitigate them.

2.2 Mazars must also gain a general understanding of the legal and regulatory framework applicable to the audited body and how the audited body is complying with that framework. After gaining a general understanding auditors need to undertake audit procedures to help identify instances of non-compliance with those laws and regulations where this impacts on preparing the financial statements. This includes:

- Enquiring of management whether they have complied with all relevant laws and regulations;
- Written representation from management that they have disclosed to the auditor all known actual or possible areas of non-compliance; and
- Enquiring with "those charged with governance" whether they are aware of any possible instances of non-compliance.

3. AUDIT AND GOVERNANCE COMMITTEE RESPONSE

- 3.1 Attached as Appendix A is a letter to Mazars from the Chair of the Committee detailing how the committee has complied with the requirements of International Standards for Auditing.

4. RISK IMPLICATIONS

- 4.1 There is a risk that 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. RECOMMENDATION

- 11.1 It is recommended that Members agree the contents of the letter to Mazars outlining how the activities of the Committee comply with the requirements of International Standards for Auditing.

12. REASON FOR RECOMMENDATIONS

- 12.1 To ensure that in order for Mazars to comply with legislative requirements, those charged with governance supply the requested information.

13. BACKGROUND PAPERS

- 13.1 Letter to Those Charged With Governance - Compliance with Laws and Regulations/ Fraud

14. CONTACT OFFICER

- 14.1 John Morton
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Appendix A

Cllr Gerard Hall
Audit and Governance Committee Chair
Civic Centre
Hartlepool
TS24 8AY

Tel: 01429 266522
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Our Ref:
Your Ref:

25.07.19

Gavin Barker,
Director, Public Services,
Mazars,
Salvus House,
Aykley Heads,
Durham.
DH1 5TS.

Dear Gavin,

Further to your report to those charged with governance – Request for Declarations; in relation to understanding how Mazars gains assurance from management, I have outlined below in the answers to the questions posed, how the Audit and Governance Committee exercise oversight of the processes in place to prevent and detect fraud and gains assurance that all relevant laws and regulations are complied with.

1) Questions about arrangements for preventing and detecting fraud

As the Audit and Governance Committee we review the Councils Financial Statements and take advice from both officers' internally and externally regarding the accounting statements and processes in place to ensure they are a true and fair view of the Council's financial position. We are regularly updated in relation to issues regarding potential fraud and review and approve the Councils Anti Fraud and Corruption Strategy. The Audit and Governance Committee review and approve the Councils Code of Corporate Governance and also the Councils Risk Management Strategy. As an independent committee of the Council, the Audit and Governance Committee can at any time seek explanation from any officer of the Council regarding issues it considers.

The Committee is not aware of any entries made in the accounting records of the authority that we believe or suspect are false or intentionally misleading. We do not believe any assets, liabilities or transactions have been improperly included or omitted from the accounts of the Authority. The Committee takes assurance from both its internal and external audit coverage of the Councils accounting records and is satisfied that sufficient checks and balances are in place.

We considered Internal Audit Plan 2018/19 Updates. Four of these reports were reviewed by the committee during the year which allowed members to be kept up to date with the ongoing progress of the Internal Audit section in completing its

annual audit plan. These reports allowed the committee to review the outcomes of all completed internal audit reports and comment upon any areas of concern. As a Committee we are not aware of any breaches of internal control during 2018/19, and will consider those significant governance issues highlighted in the Annual Governance Statement in the context of our knowledge and understanding of the Council over the financial year.

The Committee is aware of fraud perpetrated against the Council in respect of benefit claims and the Council's participation in the National Fraud Initiative data matching exercise and the role of the Benefit Fraud Investigator. The Committee does not suspect fraud may be occurring in other areas within the Authority and is satisfied that adequate arrangements are in place to tackle suspected fraud.

The Committee is satisfied that the Council has adequate governance arrangements in place in relation to its internal control environment and gains assurance from the work of its internal and external auditors.

The Council has a well established and publicised Whistleblowing Policy in place as well as an up to date Anti Fraud and Corruption plan. Employees are expected to report all instances of suspected fraud and corruption and are encouraged to do so.

The Committee is not aware of any related party relationships or transactions that could give rise to instances of fraud. The Committee is assured that adequate arrangements are in place for the recording and declaration of any relationships or interests that may raise cause for concern.

2) Questions about arrangements for complying with law and regulations responsibilities

As detailed above we considered Internal Audit Plan 2018/19 updates. Four of these reports were reviewed by the committee during the year which allowed members to be kept up to date with the ongoing progress of the Internal Audit section in completing its annual audit plan. These reports allowed the committee to review the outcomes of all completed internal audit reports and comment upon any areas of concern.

Members of the Audit and Governance Committee are active in other areas of Council activity and bring that knowledge and experience to the Audit and Governance Committee in relation to the Council's operation. The Audit and Governance Committee reviews performance and risk management arrangements in place through the work of Internal Audit and other reports received and is not aware of any non compliance with relevant laws or regulations during 2018/19. The Committee has recently approved an updated Risk Management Strategy.

The Committee is not aware of any new significant litigation or claims or changes to any existing litigation / claim that would affect the financial statements.

3) Questions about the appropriateness of the going concern assumption

Having reviewed the reports and information provided to the Committee over the course of the year, including reviewing the Councils Financial Statements and Annual Governance Statement, the Committee has no significant doubt as to the Councils ability to continue as a going concern.

In addition to those processes and procedures detailed above, the Committee has also considered the information outlined below:

- *Considered the 2018/19 Internal Audit Plan* – This informed the committee of the direction of Internal Audit activity and sought approval of the annual operational Internal Audit Plan for 2018/19. It also provided accountability for internal audit services allowing the committee to monitor the application of the delegated authority for ensuring an effective and satisfactory internal audit function in accordance with the Accounts and Audit Regulations 2015 and UK Public Sector Internal Audit Standards.
- *Reviewed the Internal Audit Outcome Report 2018/19* – This provides accountability for internal audit delivery and performance and allowed the committee to monitor the application of the delegated authority for ensuring an effective and satisfactory Internal Audit function in accordance with the Accounts and Audit Regulations 2015 and UK Public Sector Internal Audit Standards.
- *Treasury Management Strategy 2019/20* – To enable the Audit and Governance Committee to consider the proposed Treasury Management Strategy for 2019/20 prior to the strategy being referred to Council in February 2019.
- *Review of External Auditor Reports.*

Members of this Committee are fully apprised of the Councils financial position via the Director of Finance and Policy's reporting of the medium term financial plan to the Finance and Policy Committee and Council, and also the report presented to this Committee by your auditors concerning the positive Value for Money Opinion in the Annual Audit Letter. There have been no significant issues raised with the Audit and Governance Committee during the year that cast doubt on financial assumptions made when forming a view on the going concern assumption.

The Committee considers those posts dealing with all aspects of procurement and cash handling to be high risk in relation to ongoing assumptions made. The Committee takes assurance from the fact that risk assessment of posts is undertaken and training is provided to staff and that the Council has sufficiently skilled and experienced staff to deliver the Councils objectives.

The Committee takes assurance from the governance arrangements the Council has in place and the independent assurance it receives over the course of the year that these arrangements are working in practice.

Yours Faithfully

Cllr Gerard Hall

Audit and Governance Committee Chair

**AUDIT AND GOVERNANCE
COMMITTEE**

25 July 2019



Report of: Head of Audit and Governance

Subject: INTERNAL AUDIT PLAN 2019/20 UPDATE

1. PURPOSE OF REPORT

1.1 To inform Members of the progress made to date completing the internal audit plan for 2019/20.

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. Recommendations to mitigate the risks identified have been agreed and a follow up audit will be carried out to ensure satisfactory implementation.

Table 1

Audit	Objectives	Recommendations	Agreed
Rossmere Primary	Ensure school finance and governance arrangements are in line with best practice.	- Specific private school fund allocation information should be updated annually and published on the school's website.	Y
		- Contract Procedure Rules should be followed when acquiring goods/services in excess of £5,000.	Y
		- Cheques should be used in chronological order.	Y

Audit	Objectives	Recommendations	Agreed
		<ul style="list-style-type: none"> - The Governing Body should formally adopt a scale of charges which should be reviewed on an annual basis. - Adequate inventory records should be maintained which record all assets over £500 or those that are of a portable and attractive nature. These should be checked annually to ensure assets have not been lost or stolen. - Bank mandate should require two cheque signatories form at least three to authorise cheque payments. - The annual examination of the school private fund undertaken by a person independent of the fund and certification of financial statements should be presented to the Governing Body for ratification. - The Emergency Plan should be communicated to the relevant staff and governors who should sign to confirm that they have seen the plan and understand their responsibilities. A timetable should be established to carry out exercises to test/validate the plan. Results of such exercises should be reported to Governors and any lessons learnt incorporated into future emergency planning. - All Disclosure and Barring Scheme clearances are brought up to date. - An analysis of costs of insurance against the level of sickness should be undertaken and presented to Governors for discussion as it could deem costly if someone goes on long term sickness and the school has to pay for appropriate cover. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>High Tunstall Secondary</p>	<p>Ensure school finance and governance arrangements are in line with best practice.</p>	<ul style="list-style-type: none"> - All income received for swimming lessons should have a corresponding receipts to ensure a reconciliation can be completed against registers and monies banked. A refund should be given to all pupils who have overpaid for kit. - A scale of charges should be set and reviewed regularly by the governing body. All lettings invoices should reflect the scale of charges. - Governors should review benchmarking data provided by the LA. The college should consider using the resources provided by the Education Funding Agency on the following link to review efficiency - https://www.gov.uk/government/collections/schools-financial-health-and-efficiency. - The plan should then be subject to 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

Audit	Objectives	Recommendations	Agreed
		<ul style="list-style-type: none"> - 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. - Purchase Card transaction logs should be maintained and reviewed/authorised regularly by Head Teacher. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>
Fens Primary	Ensure school finance and governance arrangements are in line with best practice.	<ul style="list-style-type: none"> - Minutes of all meetings should clearly record discussions, if there are insufficient skills within the governing body to ensure financial information can be sufficiently challenged it may be necessary for additional training in these areas. The budget should be discussed at all Finance and General Purposes Meetings and discussions clearly recorded in the minutes which should enable linkage to budgetary control reports. - Benchmarking information is clearly reported to governors and an action plan developed where necessary. - All income collected should be able to be reconciled to supporting documentation, e.g. class registers and appropriate handover controls should be in place. - Two wall mounted safes which have limits of £1500 cash which is currently being exceeded for one of the safes. The Head Teacher and Governors should discuss the risk and agree an appropriate form of action to take, this could be introducing additional controls, changing procedures or accepting the risk. - Update the current asset register and introduce a process to ensure assets are checked on an annual basis and this check is evidenced. - Access to SIMS finance system should be removed where staff have left the school. - The Emergency plan should be subject to testing / exercises with debrief reports of such documented and any lessons learnt reported to the Governing Body and incorporated into a revised plan. 	<p style="text-align: center;">Y</p>

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 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
Procurement Cards	Satisfactory
National Non Domestic Rates	Satisfactory
Budgetary Control	Satisfactory
Centre for Excellence in Teaching and Learning	Satisfactory
Integra IT System	Satisfactory
Contact Centre Firmstep	Satisfactory
Centre for Excellence in Creative Arts	Satisfactory
Health and Safety	Limited
Free School Meals	Satisfactory
I World IT System	Satisfactory
Abandoned Vehicles/Fly Tipping	Satisfactory
Disabled Facilities Grant	Limited
Backups IT System	Satisfactory
General Data Protection Regulations	Satisfactory
Social Fund/Welfare Payments	Satisfactory
Loans and Investments	Satisfactory
Syrian Resettlement Grant	Satisfactory
Benefits/Local Council Tax Support Scheme	Satisfactory
Home to School Transport	Satisfactory
Court of Protection	Satisfactory
Debtors	Satisfactory
Creditors	Satisfactory
Gifts and Hospitalitys	Satisfactory
VAT	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.

As indicated in table 2, two 'limited assurance' audit reports have been issued and information on these areas is provided in paragraphs 3.5 to 3.6.

- 3.5 Health and Safety has been assessed as limited assurance due to the fact that there was no evidence that formal terms of reference have been established for Departmental Health and Safety Committees, Health and Safety Risk Assessments are not performed across all areas of the organisation, not all HBC premises have been identified and included on the database of scheduled inspections, there does not appear to be effective promotion of the requirement to report incidents / near misses, including clear definitions of what is reportable, and working papers supporting Fire Risk Assessment Reports have not been retained by the Health, Safety and Wellbeing Service. In immediate response to the audit, all risk assessment reports are now reported to appropriate Assistant Director and Assistant Director for Corporate Services to maintain an overview. Trends on risk assessments is now a standing agenda item at Departmental Committees and on a quarterly report to Corporate Management Team. Training on risk assessments and drop in sessions have been provided. Departmental Health and Safety Committee terms of reference are in the process of being agreed. The premises database is in the process of being updated, a campaign to highlight the importance of reporting near misses and a new reporting form has been developed and all working papers relating to fire risk assessments are to be retained. These actions agreed and implemented to mitigate the risks identified will also be subject to a follow up audit to ensure that they are embedded and operating appropriately across the Authority.
- 3.6 Disabled Facilities Grants has been assessed as limited assurance due to the fact that the Housing Adaptations Policy required reviewing to ensure that it accurately reflects the service needs and current legislation, uncertainty around how the management fee is calculated and charged to capital and information security and General Data Protection Regulation arrangements have not been assessed. In immediate response to the audit, a process mapping session has been completed and changes made so that any duplication/overlapping of services are identified, the Housing Adaptations Policy has been updated, the management fee charged has been reviewed in line with neighbouring local authorities and details of all contractors have been provided so that the exchange of details with contractors can be made via secure email systems. A follow up audit will be completed to ensure that the actions agreed are implemented in order to mitigate risk.

3.7 As well as completing the audits previously mentioned, Internal Audit staff have been involved with the following working groups:

- Information Governance Group.
- Performance and Risk Management Group.

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

Table 4

Audit	Objectives
Building Maintenance Contract	Review the strategic framework; maintenance planning; budgetary control; allocation of works and performance management.
Officers Expenses	Ensure all payments are in line with HBC policies and procedures
Internet/Email Controls	Arrangements are in place that ensure adequate security in the use of Internet//email.
Cash/Bank	Adequate procedures are in place to manage and reconcile HBC cash and banking arrangements.
Salaries	Ensure all payments made are accurate, timely and comply with relevant legislation.
Stores	Adequate procedures are in place to manage, secure and account for HBC stores.
Mobile Phones	Ensure adequate arrangements are in place to manage mobile phones
Energy Management	HBC has adequate strategic and operational arrangements in place for the management of energy consumption.
Independent Safety Advisory Group	HBC meets its statutory requirements.
Private Lettings	Adequate management arrangements are in place to manage the private lettings function in line with agreed priorities.
Open Spaces	Ensure adequate arrangements are in place to manage budgets and operate in line with Council procedures.
Community Infrastructure Levy	Statutory requirements are complied with
Computer Audit – Virus Checker Defence Systems	Arrangements are in place that ensure adequate security arrangements are in place in respect of defence against malicious IT attack.
Ground Maintenance	Ensure adequate arrangements are in place to manage budgets and operate in line with Council procedures.
Carlton Centre	Centre is run in line with HBC priorities and plans.

3.9 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 There is a risk that if 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, this would lead 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. REASON 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

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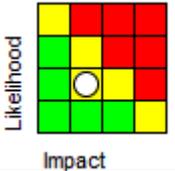
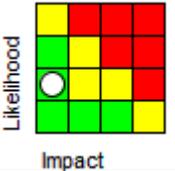
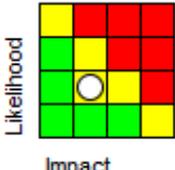
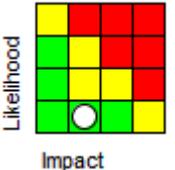
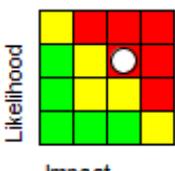
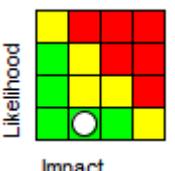
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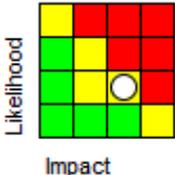
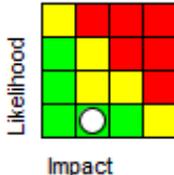
Audit	Objective			Assurance Level
Procurement Cards	In relation to purchase cards review policy and procedures, permitted usage, restrictions on types of purchases, application process, card distribution and safe custody of cards, transaction process, reconciliation of statements and authorisation controls.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

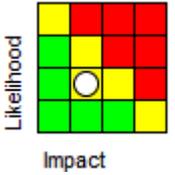
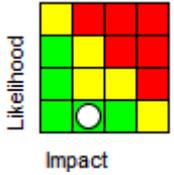
Audit	Objective			Assurance Level
National Non Domestic Rates Year End Testing	Ensure arrangements in place comply with legislative requirements.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective			Assurance Level
Budgetary Control	Ensure budgetary control process is accurate, timely and complies with relevant legislative requirements.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

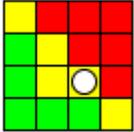
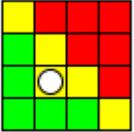
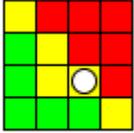
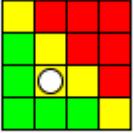
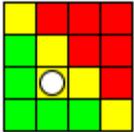
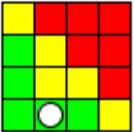
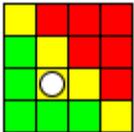
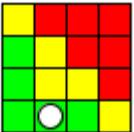
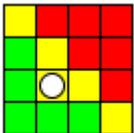
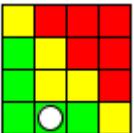
Audit	Objective			Assurance Level
Centre for Excellence in Teaching and Learning	Review procurement arrangements, room booking processes, building access arrangements and inventories.			Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
Without adequate documentation in place to support the booking, inappropriate/incorrect charges may be incurred		Charges to be reviewed by Finance.		
Fraudulent or inappropriate purchases that do not comply with contract or procurement rules may be made.		Purchase card details should not be shared with any other person/department unless they are named on the card. The security code should be reset and kept confidential. Transaction logs should be maintained and thoroughly checked for accuracy against statements.		
Without adequate access controls unauthorised or inappropriate persons may gain access to restricted areas of the building and/or confidential and sensitive information.		A full review to be completed on all fobs that have been issued and a reconciliation completed for remaining fobs in the safe. This list should be reviewed regularly to ensure it's accurate.		

Audit	Objective			Assurance Level
Integra IT System	Test controls within the application in relation to passwords, user access set up, access rights and deactivation of accounts.			Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
No unmitigated risk identified.				

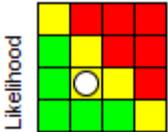
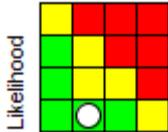
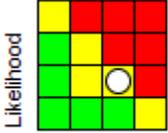
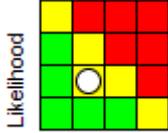
Audit	Objective	Assurance Level	
Contact Centre Firmstep IT System	Ensure adequate controls are in place for the management of the system.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
The security of the software in the cloud is inadequate which could lead to serious data breaches, the consequent fines/sanctions and loss of reputation.		Include Firmstep within the HBC Penetration testing programme and report performance findings to Julie Howard, Digital and Customer Services Manager.	

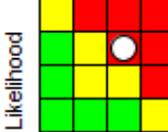
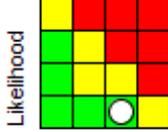
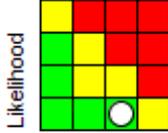
Audit	Objective	Assurance Level	
Centre for Excellence in Creative Arts	Ensure centre is run in line with Council policy and procedures.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
The Board may be not be executing their roles and responsibilities as per the agreed Terms of Reference.		Terms of Reference to be updated with current Strategic Group members and then signed by Chair Membership of the Group to be reviewed on a termly basis to strengthen the skills and experience base of its membership. Centre management will table an update report at each Strategic Group meeting once the Tees Valley Combined Authority (TVCA) Funding Agreement is in place.	
Inaccurate budget or spend data may be held in the financial ledger leading to incorrect information being reported to management and/or the Board. Lack of budget monitoring/reporting may lead to large		Finance Officer to be invited to Strategic Coordinating Group meetings which include finance update. Capital funding- Sitting this capital funding with the Schools Forum sub-group is not appropriate since it is not HBC schools' funding. I think it's best monitored by the	

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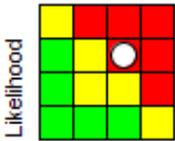
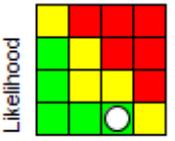
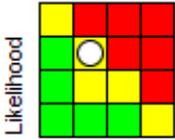
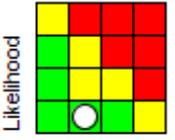
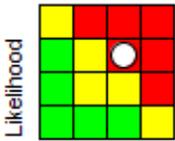
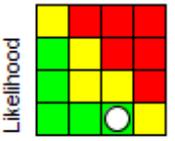
<p>variances or misappropriations not being detected or explained. Virements may be made that are not authorised to cover up irregularities. Balances (surplus/deficit) could be inefficiently managed. Adequate arrangements are not in place to manage specific funding/grants leading to non-compliance with any requirements.</p>	<p>Likelihood </p> <p>Impact</p>	<p>Strategic Group and TVCA as part of the overall financial monitoring processes. To confirm if Northgate will invoice each year</p>	<p>Likelihood </p> <p>Impact</p>
<p>The centre does not have sufficient or adequate plans, policies and procedures in place to enable it to deliver the services as planned, to the standard expected and in compliance with any legislation, regulation or guidance that is applicable.</p>	<p>Likelihood </p> <p>Impact</p>	<p>Safeguarding policy to be updated to include annual review. Health and Safety policy to be finalised. Discussions with Information Governance Rep in regards to privacy notices/handling of data within hire terms and conditions</p>	<p>Likelihood </p> <p>Impact</p>
<p>Information assets may not be provided with appropriate levels of security. The centre may not comply with the Data Protection Act and GDPR. Risk of viruses from unauthorised discs or software, leading to loss of data and/or damage to assets.</p>	<p>Likelihood </p> <p>Impact</p>	<p>Arrange meeting with Information Governance representative. External signage to be fitted outside and within building.</p>	<p>Likelihood </p> <p>Impact</p>
<p>The centre may not adequately record and check all assets resulting in undetected losses and insufficient information to use insurance cover to reclaim losses. The building may be adequately secured to prevent loss or damage.</p>	<p>Likelihood </p> <p>Impact</p>	<p>A review date to be added into centre annual review programme.</p>	<p>Likelihood </p> <p>Impact</p>
<p>Ownership of land and/or buildings is unknown or contested which may lead to either not being maintained adequately enough to continue to deliver services from. Buildings and grounds do not have an appropriate maintenance schedule in place and the centre becomes unsuitable to deliver services from.</p>	<p>Likelihood </p> <p>Impact</p>	<p>Discuss with St Hild's to see if their contract can be updated to include the CECA provision</p>	<p>Likelihood </p> <p>Impact</p>

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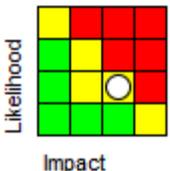
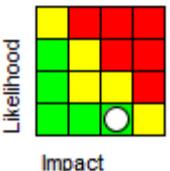
<p>Services are not delivered in line with agreed contracts. Bookings are not dealt with correctly leading to loss of income and reputation. Services offered are not in line with requirements or prices are too high for the target market leading to loss of income and unviability of the centre long term.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Standard contracts to be drawn up for education provision and student admission for academic year 2 (19/20)</p>	 <p>Likelihood</p> <p>Impact</p>
<p>Performance isn't measured at all or measured and monitoring is inadequate which could lead to poor decision making for service delivery and future viability as the actual performance is unknown and issues, problems or missed targets may not have been identified and appropriate corrective action not taken.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Work on Development Plan which will include key milestones, actions, outcomes, costs and success criteria.</p>	 <p>Likelihood</p> <p>Impact</p>

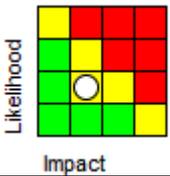
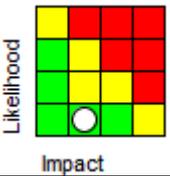
Audit	Objective		Assurance Level
Health and Safety	Ensure arrangements in place comply with legislative requirements.		Limited
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
<p>If formal terms of reference are not in place for Departmental Health and Safety Committees, meetings may not be undertaken in accordance with corporate requirements.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Review the administration and governance departmental health and safety committee including terms of reference and standard agendas.</p>	 <p>Likelihood</p> <p>Impact</p>
<p>Failure to comply with legislation may result in significant financial penalties if the event of an incident.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>All reports now to be reported to appropriate Assistant Director and Assistant Director for Corporate Services to maintain an overview. Where specific reference to a complete lack of risk assessment or poor quality risk assessment is made, this is to be flagged by H&S team member to both AD's. Trends on risk assessments to be standing agenda item at Departmental Committees and</p>	 <p>Likelihood</p> <p>Impact</p>

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		on quarterly report to Corporate Management Team. Refresh training on risk assessments and provide a mini training session on risk assessments, including 'drop in' session.	
H&S Inspections / Fire Risk Assessments may not be undertaken of premises if they have not been identified and included in the database of scheduled visits.	 <p>Likelihood</p> <p>Impact</p>	Premises database to be refreshed and list of premises managers agreed.	 <p>Likelihood</p> <p>Impact</p>
Staff may not report relevant incidents / near misses if they are not aware of the requirement to do so.	 <p>Likelihood</p> <p>Impact</p>	Undertake communications campaign on near miss reporting and devise new form to make it easier to report.	 <p>Likelihood</p> <p>Impact</p>
Evidence may not be in place to validate conclusions of Fire Risk Assessment reports.	 <p>Likelihood</p> <p>Impact</p>	Working papers to be retained with immediate effect.	 <p>Likelihood</p> <p>Impact</p>

Audit	Objective		Assurance Level
Free School Meals	Review arrangements that are in place to manage provision in line with council and statutory procedures.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.			

Audit	Objective		Assurance Level
I World IT System	Test controls within the application in relation to passwords, user access set up, access rights and deactivation of accounts.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Significant penalties may be incurred if the Council is not complying with the GDPR regulations in the management and storage of data held.		Review with managers all existing arrangements to ensure any variations are incorporated into Data Sharing Agreements.	

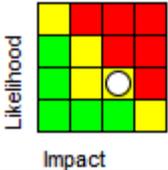
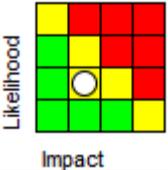
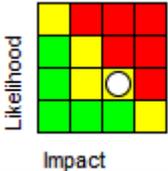
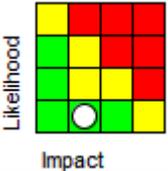
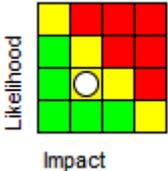
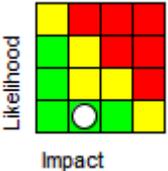
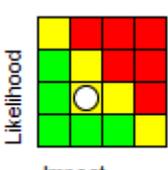
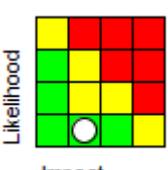
Audit	Objective		Assurance Level
Abandoned Vehicles Fly Tipping	Effective enforcement procedures are in place that are consistent with legislation. Arrangements are in place to ensure that the service is aware of and responds appropriately to changes in legislation.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Enforcement procedures are not consistent with legislation resulting in non-compliance with legislative requirements and/or guidance.		An enforcement policy will be produced including this service area and relevant procedures will be updated. Since the policy will need to be approved by members and guidance requires that we consult on the policy we have set a date of December 2019 for completion.	
Effective arrangements may not be in place to enforce fly tipping contraventions.		Discussions have progressed with legal and other service areas. Procedures and documentation are being updated these will be agreed with legal to ensure that	

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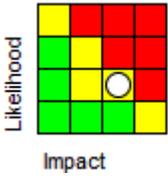
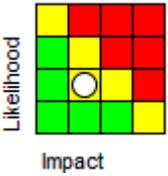
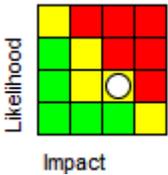
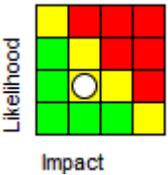
	<p>Likelihood</p> <p>Impact</p>	staff are able to prepare files for legal action in relation to non-payment of fines.	<p>Likelihood</p> <p>Impact</p>
Enforcement procedures are not consistent with legislation resulting in non-compliance with legislative requirements and/or guidance.	<p>Likelihood</p> <p>Impact</p>	Officers will work with corporate procurement to ensure that a new contract for the removal, storage and disposal of abandoned and nuisance vehicles is provided and measures will be established to ensure that any new contract is review prior to expiry.	<p>Likelihood</p> <p>Impact</p>

Audit	Objective	Assurance Level	
Disabled Facilities Grant	Review procedures to ensure Disabled facilities grant are managed in line with good practice and HBC policies and procedures.	Limited	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
There may be insufficient funding available to award the required number of grants resulting in some alterations not being undertaken.	<p>Likelihood</p> <p>Impact</p>	It is accepted practice for any capital grant that the costs of arranging, assessing, managing and monitoring the work is a legitimate charge against the grant. The 12% fee is an historic charge that was never intended to fully cover costs, rather contribute towards management and administration costs. In 2018/19 the Special Needs Housing Team have a gross expenditure budget of £125k and an income target of £112k (from the 12% fees against DFG) so have a net budget of £13k. Following transfer across to A&CS this admin/management fee has been reviewed as part of the 2019/20 savings programme and it is proposed to charge the fee annually at the start of the year against the value of the grant and to increase the rate to 15% which is in line with other LA's in the region.	<p>Likelihood</p> <p>Impact</p>

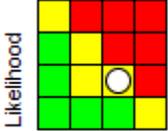
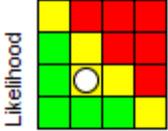
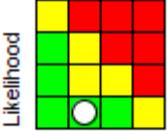
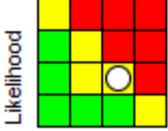
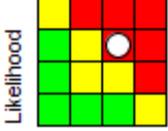
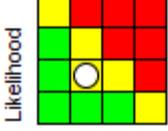
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<p>Non-compliance with the Data Protection Act 2018 and General Data Protection Regulations if personal data collected and processed doesn't comply with the required regulations.</p>		<p>Details of all contractors have been provided so that the exchange of details with contractors can be made via secure email systems. Confirmation provided that all contractors are now compliant.</p>	
<p>Without up to date procedures and training agreed processes may not be followed resulting in inconsistencies in assessments.</p>		<p>Representatives of Adult Social Care (ASC) and Regeneration and Neighbourhoods will work together to update this Policy.</p>	
<p>Incorrect payments may be made, payments could be made for work that isn't completed or isn't of the correct standard</p>		<p>Representatives of Adult Social Care (ASC) and Regeneration and Neighbourhoods will work together to update this Policy. Regarding putting charges onto properties, the government guidance to individuals seeking a DFG award states that "the grant condition period is currently 5 years...." so we wouldn't be able to put a charge on the property for 10 years.</p>	
<p>Without up to date procedures and training agreed processes may not be followed resulting in inconsistencies in assessments.</p>		<p>Since the transfer into Adult Social Care (ASC) a procedural flow chart for the existing service has been drawn up by team members and a Mapping Session will be organised via Workforce Development so that any duplication/overlapping of services between Special Needs Housing Team and Occupational Therapy are identified and new procedures implemented. All staff in the service have completed Means Test Training via the Ferret Information System. This has now been included as mandatory in the training and review plan supported by Workforce Development. All Special Needs Housing Team staff now attend the monthly team meeting and are included in all team emails. All Special Needs Housing Team staff now have structured monthly supervisions.</p>	

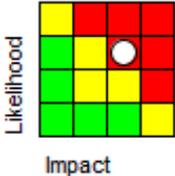
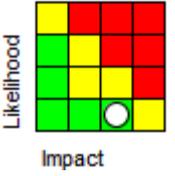
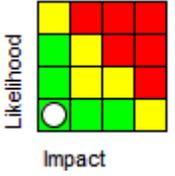
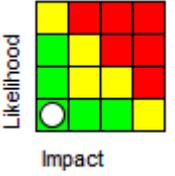
Audit	Objective			Assurance Level
Backups IT System	Review system in place to assess how system owners obtain the necessary assurance from providers that back up arrangements are adequate.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective			Assurance Level
General Data Protection Regulations (GDPR)	Ensure arrangements are in place to comply with new requirements.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.			Information Audits are currently being reviewed as part of the Information Governance toolkit and will be updated to ensure consistency.	
Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.			Regeneration and Neighbourhoods Information Audit will be updated to reflect lawful basis in privacy notices.	
Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or			A 6 monthly report will be presented to the Information Governance Group on data subject requests and data breaches. It will include the number of requests received and response times. The report will also provide details on breaches and near misses.	

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<p>reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>		 <p>Likelihood</p> <p>Impact</p>
<p>Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Information Governance Training is now mandatory for all departments. The e-learning module has been updated and can now be accessed by staff.</p>	 <p>Likelihood</p> <p>Impact</p>
<p>Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>To check progress of all contract variations with departments and follow up those that have not yet been completed. To ensure all contracts have been varied.</p>	 <p>Likelihood</p> <p>Impact</p>
<p>Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>A new Corporate Risk Management Framework is being developed and data protection risks to be added into framework.</p>	 <p>Likelihood</p> <p>Impact</p>
<p>Without adequate processes and procedures for the effective management of GDPR there is a risk that personal data may not be processed in compliance with the associated regulations resulting in regulatory action and/or reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>The IG Toolkit guidance is available for IG group members as this is required in order for them to complete the toolkit, guidance to all staff on the toolkit is not a requirement. The Data Protection Impact Assessment (DPIAs) template has been updated and will replace the existing version on the intranet and guidance on DPIAs will be included in the IG training.</p>	 <p>Likelihood</p> <p>Impact</p>

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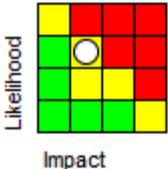
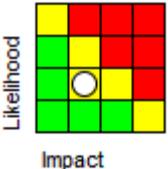
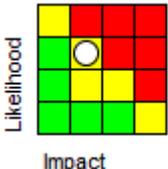
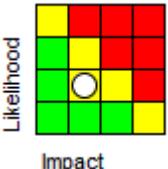
Audit	Objective	Assurance Level	
Social Fund, Local Welfare Scheme	Ensure payments are made in line with legislation.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
<p>Goods may not be procured in a transparent manner or by the most efficient, effective and economic manner if Contract Procedure Rules are not complied with. Data sharing requirements with suppliers may not be defined</p>		<p>The Head of Service/ Manager was unaware that the contract for household goods had expired. Therefore a new contract is being prepared as a matter of urgency and Quick Quotes are being prepared for smaller contract values. The Head of Service/ Manager will ensure that a note is made of contract expiry dates so that this does not happen again and that lead in time is given to ensure contract procedure rules are appropriately followed.</p>	
<p>Vouchers may be misplaced or issued in error and go unnoticed.</p>		<p>Vouchers are purchased from various supermarket stores. These are transported back to the Civic Centre, checked and stored in the cash office. We are unable to order the vouchers online and there is no other way to get them that to go in person to a store. However once received, in order to reduce risk of loss or theft vouchers are placed in the safe keeping of the cash office. Receipts are kept for all vouchers issued. All vouchers issued and the corresponding decisions are recorded on Metastorm. In addition a spreadsheet is kept to track vouchers. There is always a risk of human error in both the updating of the spreadsheet and the issuing of vouchers by the cash office. Weekly checks will ensure that the balance of remaining vouchers corresponds to our records of who and how many have been issued. Team meetings with officers will remind them of the need to keep records up to date.</p>	
<p>Personal information may be held which is not required, thereby breaching the requirements of GDPR.</p>		<p>Head of Service /Manager will seek advice from department Info Governance lead and make necessary adjustments based on this.</p>	

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	<p>Likelihood</p> <p>Impact</p>		<p>Likelihood</p> <p>Impact</p>
Personal information may be held for longer than required, thereby breaching the requirements of General Data Protection Regulations (GDPR).	<p>Likelihood</p> <p>Impact</p>	Advice will be taken from the Information Governance and GDPR lead as a matter of urgency	<p>Likelihood</p> <p>Impact</p>

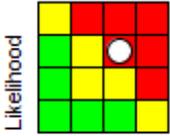
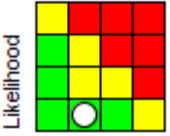
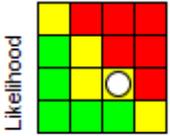
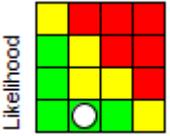
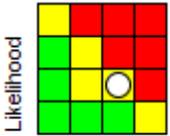
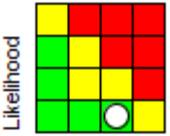
Audit	Objective	Assurance Level		
Syrian Resettlement Grant	Ensure payments are managed and made in line with guidance.	Satisfactory		
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented	
Families do not receive the expected resources and care as stated in the Syrian Resettlement Programme conditions.	<p>Likelihood</p> <p>Impact</p>	At this stage we now only have one family Plan to complete. Book appointment with the outstanding family to complete the family plan.	<p>Likelihood</p> <p>Impact</p>	
Families do not receive the expected resources and care as stated in the Syrian Resettlement Programme conditions.	<p>Likelihood</p> <p>Impact</p>	Currently in the process of convening a meeting with Adult Education (Hartlepool Provider) to discuss the issues of poor attendance. Internally we have had discussions about how we work with future families to overcome potential non-attendance: -HBC will develop a 'Learner Agreement' for English for Speakers of Other Languages (ESOL) attendance and progression that will be signed by each learner as part of the welcome meeting -Adult Education to send us the registers on weekly	<p>Likelihood</p> <p>Impact</p>	

4.3

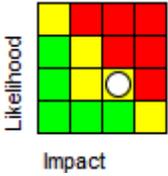
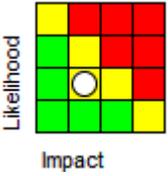
		<p>basis</p> <ul style="list-style-type: none"> -Set up a spreadsheet so that we can identify the ones who regularly skip lessons -Integration Officer will then speak with family (non-attenders) to discuss the issues they are facing to enable us to address and improve attendance -Set up a Panel Meeting for those who are non-attenders (HBC, DWP & Adult Education) on a needs basis (monthly) 	
Families do not receive the expected resources and care as stated in the Syrian Resettlement Programme conditions.		To update the Arabic & English Welcome Packs to incorporate the above.	
Funding received is not used in accordance with the Syrian Resettlement Programme conditions. Loss or theft of money/provisions.		We currently have a process in place, however this needs to be updated to enable us to address the issue above. Since this audit we have ordered goods separately for each family to alleviate the above issue. The spreadsheet that we now have in place will also show which address the goods have been purchased for. All items for each family are checked against the inventory for each family and once completed they are scanned and saved onto the system.	

Audit	Objective	Assurance Level
Benefits/Local Council Tax Support Scheme	Ensure payments are made in line with legislative requirements and the local scheme.	Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed
No unmitigated risk identified.		
Risk Level after action implemented		

4.3

Audit	Objective		Assurance Level
Home to School Transport	Ensure adequate arrangements are in place in respect of Policies, Procedures & Legislation, Service Users, Drivers/Vehicles, Contracts & SLA's and Income.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
Families are not aware of the statutory service for home to school travel.	 <p>Likelihood</p> <p>Impact</p>	The Sustainable Modes of Travel Strategy is written and maintained by the Councils Highway, Traffic and Transport Team. It is currently being reviewed and will be published on the Councils website April 2019. The strategy mentioned on the Tees Valley Combined Authority website is the 'Strategic Transport Plan' for the Tees Valley, which is a separate document. All year 6 students are sent a Guide in April, advising parents of the eligibility criteria for home to school transport and providing them with an application form. Transport Officers also attend, when invited, secondary school open evenings to answer questions from parents on home to school transport policy. The Home to school transport Policy and application form are on HBC Website and the DFE website via a link.	 <p>Likelihood</p> <p>Impact</p>
Contract conditions may not adhered to.	 <p>Likelihood</p> <p>Impact</p>	Transport Officers will meet the target of 120 inspections per annum by the 31 st March 2019. At the date of the audit the inspections were 8.4 on average	 <p>Likelihood</p> <p>Impact</p>
Drivers are not adequately qualified to drive vehicle, or trained to use equipment, lift passengers etc. HBC at risk of legal action/ large legal costs following an accident; Vehicle or equipment used is damaged, resulting in an injury/accident.	 <p>Likelihood</p> <p>Impact</p>	All mandatory driver training is up to date. All driver Certificate of Professional Competence (CPC) training is up to date – one course provided annually. Some refreshers required on: Emergency aid – scheduled for summer Safeguarding – no longer delivered by HBC. Passenger Transport Services (PTS) are currently working on setting up a toolbox talk Health and Safety toolbox talk – delivered March 19	 <p>Likelihood</p> <p>Impact</p>

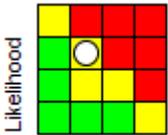
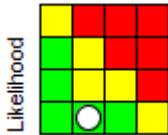
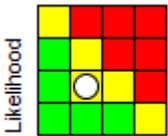
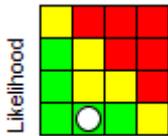
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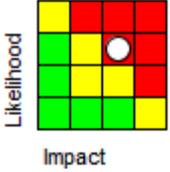
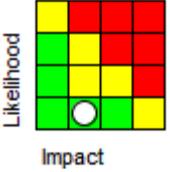
		Reverse Assistant – No longer provided by H&S. Transport Officer to be trained to deliver to PTS staff Passenger Assistant training being delivered now to new staff. Refreshers being organised Some refreshers required on Moving and Handling, Passenger Lift Operation and Emergency aid.	
Services can be used by unauthorised persons, e.g. if permit stolen/replicated.		Drivers are allocated with a list of students eligible to access the vehicle and check this against the students passes. Drivers operate the routes on a regular basis and are familiar with the students they transport. Transport Officers carry out ad hoc inspections at the schools and check every pass as the students board the bus. To consider numbering passes through the new ENCTS (English National Concessionary Travel Scheme) system.	

Audit	Objective			Assurance Level
Court of Protection	Policies and procedures are in line with current legislative requirements resulting in compliance with legislation.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective			Assurance Level
Debtors Year End Testing	Debtor records are bona-fide, complete and accurate and the correct person/organisation is charged the correct amount, at the correct time and is only charged for those goods and/or services they have procured/received and are as per the agreement made.			Satisfactory
Risk Identified		Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.				

Audit	Objective	Assurance Level	
Creditors Year End Testing	The audit will focus on the systems and procedures in place for ordering, receiving and paying for goods and services to ensure that the supplies of goods and services are properly authorised and comply with the Authority's Financial Procedure Rules.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
No unmitigated risk identified.			

Audit	Objective	Assurance Level	
Gifts and Hospitality	Policies and procedures clearly state the requirements of relevant officers in disclosing all pecuniary and other interests, including gifts and hospitality received and promote a culture of behaviour that ensures officers act in the best interests of the Council.	Satisfactory	
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
The Authority may be exposed to legal or reputational damage if staff involved in aspects of its work are deemed to not be acting with transparency and fairness.	 <p>Likelihood</p> <p>Impact</p>	Review the scanning and attaching procedure for the Code of Conduct Declaration Forms so that these can be retrieved easily.	 <p>Likelihood</p> <p>Impact</p>
A separate online e-form attached to the council's intranet for CEX staff members to declare gifts and hospitality is not in line with the councils Code of Conduct. Employees may be open to accusations and the Council may not be able to defend challenges to its transparent procedures if staff are not required to register gifts/hospitality received.	 <p>Likelihood</p> <p>Impact</p>	The online form will be disabled as part of the new intranet launch.	 <p>Likelihood</p> <p>Impact</p>

Audit	Objective		Assurance Level
VAT	Review the arrangements in place for administering VAT to ensure that that staff involved in the processing of VAT are aware of their responsibilities, VAT categories are correctly identified, accounted for, and effective planning ensures efficient, effective and economic operations which maximise benefits to the Council.		Satisfactory
Risk Identified	Risk Level prior to action implemented	Action Agreed	Risk Level after action implemented
<p>Procedures may not promote efficient and effective operations and maximise cash flow for the organisation. Responsibility for the administration of the VAT system may not be defined and ineffective arrangements may be in place for keeping up to date with changes in VAT legislation which may result in breach of legislation requirements.</p>		<p>VAT manual to be updated.</p>	

AUDIT AND GOVERNANCE COMMITTEE

25th July 2019



Report of: Director of Regeneration and Neighbourhoods

Subject: **COMMUNITY SAFETY PLAN 2017-20 (YEAR 3)**

1. PURPOSE OF REPORT

1.2 To consider and comment on the Community Safety Plan 2017-20 (Year 3).

2. BACKGROUND

2.1 The Crime and Disorder Act 1998 established a statutory duty for the Local Authorities, Police, Fire Brigades, Clinical Commissioning Groups, Community Rehabilitation Companies and National Probation Service to work together to address local crime and disorder, substance misuse and re-offending issues. Collectively these six bodies are known as Responsible Authorities and make up the Safer Hartlepool Partnership.

2.2 In accordance with the Crime and Disorder Act 1998 and the Crime and Disorder Regulations 2007, the Safer Hartlepool Partnership is required to produce a three year Community Safety Plan setting out how it intends to tackle crime and disorder, substance misuse and re-offending in Hartlepool.

2.3 The current Community Safety Plan published in 2017 outlines the Safer Hartlepool Partnership's strategic objectives for a three year period, with a requirement to refresh the plan on an annual basis following completion of the annual strategic assessment.

2.4 The Community Safety Plan (Year 3) was agreed by the Safer Hartlepool Partnership on 21st June

3. 2018-19 COMMUNITY SAFETY PLAN / PROPOSED PRIORITIES

3.1 The Community Safety Plan Year 3 provides an overview of progress made by the Safer Hartlepool Partnership during 2018-19. It describes some of the Partnership activity undertaken to reduce crime and improve safety during the

last 12 months, and incorporates the proposed 2019-20 annual priorities as recommended in the annual Partnership strategic assessment as follows:

Strategic Objectives 2017-20	Proposed Annual Priorities 2019-20
Reduce crime and repeat victimisation	<p>Acquisitive Crime – reduce acquisitive crime through raising awareness and encouraging preventative activity with a particular focus on domestic burglary.</p> <p>Domestic Violence & Abuse – safeguard individuals and their families from violence and abuse and reduce repeat victimisation.</p>
Reduce the harm caused by drug and alcohol misuse	<p>Substance Misuse – reduce the harm caused to individuals and their families and the community, by illegal drug and alcohol misuse, including alcohol related violence.</p>
Create confident, cohesive and safe communities	<p>Anti-Social Behaviour – reduce anti-social behaviour through a combination of diversionary, educational and enforcement action, and increase restorative interventions.</p> <p>Vulnerable Victims – work together to identify and support vulnerable victims and communities experiencing crime and anti-social behaviour.</p> <p>Communication – increase public confidence through the communication of positive results and crime prevention messages.</p>
Reduce Offending and Re-Offending	<p>Re-Offending – reduce re-offending through a combination of prevention, diversion and enforcement activity.</p>

4. PERFORMANCE MONITORING

- 4.1 Progress made against the Community Safety Plan will be managed and monitored by the Safer Hartlepool Partnership, through quarterly performance reports and monitoring of Partnership Sub Group Action Plans. The Community Safety Plan incorporates performance indicators for 2019-20, along with a proposed delivery structure to progress the annual priorities outlined above.

5. SECTION 17 CONSIDERATIONS

5.1 The Community Safety Plan (Year 3) provides an agreed plan of action between statutory partners in relation to how they will discharge their Section 17 considerations within the Borough.

6. LEGAL CONSIDERATIONS

6.1 Under the Crime and Disorder Act 1998, Community Safety Partnerships (CSPs) have a statutory responsibility to develop and implement strategies to reduce crime and disorder, substance misuse and re-offending in their local area. Part of this statutory responsibility is to produce an annual Community Safety Plan.

7. EQUALITY AND DIVERSITY CONSIDERATIONS

7.1 Based on the needs identified in the Partnerships strategic assessment, the Community Safety Plan (Year 3) sets out how the Safer Hartlepool Partnership will aim to protect and improve the safety of vulnerable individuals, groups and localities in Hartlepool.

8. OTHER CONSIDERATIONS

Financial Considerations	No Relevant Issues
Staff Considerations	No Relevant Issues
Child and Poverty Considerations	No Relevant Issues

9. RECOMMENDATION

9.1 That, in accordance with their crime and disorder scrutiny function, the Audit and Governance Committee consider and comment upon the Community Safety Plan (Year 3).

10. BACKGROUND PAPERS

10.1 SHP Annual Strategic assessment 2018.

11. CONTACT OFFICERS

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Safer Hartlepool Partnership

6 1



Safer
Hartlepool

Community Safety Plan 2017 – 2020 (Year 3)



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In 2017, the Safer Hartlepool Partnership introduced Hartlepool's Community Safety Strategy 2017-2020 where we set out our bold vision for maintaining and improving community safety in Hartlepool and identified our priorities to help us achieve this. These were to:

- Reduce crime and repeat victimisation
- Reduce the harm caused by drug and alcohol misuse
- Create confident, cohesive and safe communities
- Reduce offending and re-offending

Since that time, there have been a number of key community safety achievements, not least the introduction in March 2018 of the integrated Hartlepool Community Safety Team. During a highly successful first year, the Team have gone from strength to strength and strong working relationships have now developed between officers from the partner organisations that make up the multi-agency team.

A key achievement by the team has been the successful use of powers under the Anti-Social Behaviour, Crime and Policing Act to curb persistent anti-social behaviour including the closure of 'drug-houses', execution of arrest warrants for drug dealing and other offences, the recovery of cash, drugs and stolen property and the serving of Community Protection Warnings and Notices. A highlight of the year was the successful prosecution of two 'neighbours from hell' resulting in one receiving a Criminal Behaviour Order and one receiving a Harassment Injunction.

Victims remain at the heart of the service and during 2018 over 200 victims were supported through the Victim Care and Advice Service (VCAS). We have also been able to improve pathways for victims of domestic abuse with complex needs through receipt of further funding for the Domestic Abuse Navigator project. This project brought together six local authorities (Hartlepool, Redcar & Cleveland, Middlesbrough, Stockton, Durham and Darlington), housing providers, Police, the Office of the Police and Crime Commissioner and a range of voluntary sector agencies. This partnership pioneered the development of a new model of support targeted at vulnerable victims of domestic abuse with complex needs and those from BAME backgrounds, including people with no recourse to public funds.

These case studies serve as brief examples of what we can achieve by collaborative working both locally and at a Cleveland wide level; and as we go into the final year of this Community Safety Plan we will continue to engage with residents, who are the eyes and ears of the community. Residents reporting issues and passing on intelligence to us is the back-bone of our service.



Councillor Christopher Akers-Belcher
Chair of the Safer Hartlepool Partnership

The Safer Hartlepool Partnership is Hartlepool's statutory Community Safety Partnership as defined by the Crime and Disorder Act 1998. The Partnership comprises of a core group of statutory partners, Elected Members and a range of other stakeholders from the public and voluntary sectors. Their main aim and purpose is to reduce crime and disorder, substance misuse and re-offending in Hartlepool. The full current membership is detailed in **Appendix A**.

It is a statutory requirement of all Community Safety Partnerships that they regularly prepare and publish a Plan that shows how they will work together to address community safety issues in the local area. The aim of this Plan is to inform people about the work of the Partnership, its priorities for the next three years and how these will be achieved.

Our priorities continue to be informed through analysis of crime and community safety data, and by listening to the views of those living and working in Hartlepool through surveys and events such as our annual Face the Public event, the Safer Hartlepool Partnership annual on-line survey, and Cleveland Police Public Confidence Survey.

The Partnerships vision is that 'Hartlepool will be a safe place to live, work and visit'. Our approach for achieving this vision will be to focus on 'prevention'. We want to stop problems from happening in the first place by tackling root causes, and where problems do exist we want to stop them from escalating by intervening early and focusing our resources where they are most needed. We also remain committed to safeguarding and protecting vulnerable people from harm, and exploitation in the community. To do this we will work collaboratively and flexibly to deliver integrated models of service delivery, in conjunction with other Boards and Partnerships such as the Safeguarding Children's Board, Tees-wide Safeguarding Adults Board, Health and Wellbeing Board and Local Criminal Justice Board.



Hartlepool is the smallest unitary authority in the North East region and the third smallest in the country comprising of some of the most disadvantaged areas in England. Issues around community safety can be understood by a number of contextual factors:

Population

At 92,500 the Hartlepool population has remained relatively unchanged over the last decade.

Health & Wellbeing

There is a higher prevalence of long term health problems, including mental health, in Hartlepool.

Deprivation

Hartlepool is the 18th most deprived local authority area out of 326 local authorities.

Housing

The percentage of long term empty properties in Hartlepool is higher than the Tees Valley average.

Geography

Community Safety issues are concentrated in geographic hotspots, particularly in the most deprived wards in Hartlepool.

Unemployment

Unemployment rates in Hartlepool are above the regional average and double the national average.

During the second year of the Community Safety Plan for 2017-2020, the Partnership has delivered a number of activities against its strategic priorities to make Hartlepool safer some of which are outlined below:

**Strategic Objective 1:
Reduce crime and repeat
victimisation**

Provided support to more than 200 victims of crime and anti-social behaviour through the Victim Care and Advice Service (VCAS).

Promotion of 'Clare's Law' has led to an increase in the number of requests for information under the Domestic Violence Disclosure Scheme.

2 'neighbours from hell' successfully prosecuted at Court resulting in a Criminal Behaviour Order and Harassment Injunction.



**Strategic Objective 2:
Reduce the harm caused by
drugs and alcohol**

In 2018 Hartlepool achieved its highest ever testing rate for Hepatitis C testing among its substance misuse service users.

Following a 6 year reduction, just 27% of the treatment population are now in treatment for 6 or more years. This is better than the national average of 32%.

Nearly two thirds of service users reporting injecting drug use had stopped injecting in the first six months of their substance misuse treatment.



**Strategic Objective 3:
Create confident, cohesive
and safe communities**

Nearly 2,000 young people have been engaged with by the Targeted Outreach Service.

Proactively used powers under the Anti-Social Behaviour, Crime and Policing Act 2014 to curb persistent anti-social behaviour.

27 Community Protection Warnings, 8 Community Protection Notices and 4 Fixed Penalty Notices issued to individuals engaging in serious ASB.

3 'drug houses' closed using Premise Closure Orders



**Strategic Objective 4:
Reduce re-offending**

Preventative work undertaken by Hartlepool Youth Justice Service has resulted in fewer First Time Entrants to the Criminal Justice System.

Launch of the 'Divert: Cleveland Custody Diversion Scheme', which offers an alternative way to engage with first time and low-level offenders, instead of prosecuting them at Court.



The Safer Hartlepool Partnership Strategic Assessment contains information to aid the Partnership's understanding of the priority community safety issues in Hartlepool. The Assessment forms part of an intelligence-led approach to community safety which enables a more focused, resource-effective and partnership-oriented delivery of options.

Strategic Objective 1: Reduce crime & repeat victimisation

- 12% increase in crime, 1,263 more offences.
- 151% increase in stalking and harassment, 689 more offences
- 84% increase in public disorder, 294 more offences
- 23% reduction in burglary (business and community), 81 fewer offences
- 36% reduction in vehicle crime, 476 fewer offences

Strategic Objective 2: Reduce the harm caused by drugs & alcohol

- 24% reduction in the number of young people in treatment for substance misuse
- The rate of drug poisoning fatalities is almost three times the national average
- Hartlepool has one of the highest death rates from drug misuse, and from alcohol related liver disease, in the North East region
- Alcohol-specific hospital admissions are 4.5% above the regional average
- The rate of alcohol-specific hospital admissions for under-18s is almost half the regional average

Strategic Objective 3: Create confident, cohesive & safe communities

- 17% reduction in anti-social behaviour, 1,215 fewer incidents
- The percentage of people who think that the police and local authority are dealing with the crime and anti-social behaviour issues that matter locally has declined by around 10%
- 9% increase in hate crime, 12 more offences, with evidence of an increase in the number of 'on street' incidents in neighbourhoods and public places

Strategic Objective 4: Reduce offending and re-offending

- 1,866 offenders were detected in relation to 1,505 crimes
- 1,424 offenders (76.3%) were detected in relation to 2 or more crimes
- The number of offenders committing 15 or more offences has more than doubled
- The number of young people entering the criminal justice system is following a decreasing trend

A range of consultation activities are carried out throughout the year, including:

- The annual Community Safety Survey
- The annual 'Face the Public' event
- Cleveland Police's Local Public Confidence Survey

The annual Community Safety Survey highlighted that many residents feel that crime and anti-social behaviour is a problem in their area and that this is getting worse compared to the previous 12 months. However, the Survey results also suggest that there is a discrepancy between people's perception of crime and anti-social behaviour and their actual experience of being victims. Although the comments throughout the survey indicate that fear of crime is high, only 56% of respondents had been a victim of crime in the past 12 months. Of these, the majority were victims of 'minor' crimes such as criminal damage or had their vehicle broken into. Only 26 respondents had been the victim of more serious crimes such as burglary, assault/violence or robbery.

When asked if they had reported the crime to the Police, 60% had done so. Of those who hadn't, the most common reason for not doing so was that the incident was dealt with by other means (most commonly that it was resolved by the bank/insurance company or the damage was minor so they victim just fixed it themselves). A high proportion also commented that the lack (or anticipated lack) of a Police response meant they did not report the incident, which suggests there is further work to be done around encouraging the reporting of incidents to help us tackle crime in Hartlepool.

The Survey also revealed that residents have concerns around levels of violence, particularly violence associated with young people and there were lots of references to 'gangs' in the free text comments, although the context of these comments suggests that this phrase is primarily used to mean loose groups of young people in one place rather than official, named 'Gangs' with territories, etc. However, in contrast, when asked 'how big a problem' is physical violence in your local area, 85% of respondents selected 'not a problem at all' or 'not a very big problem'. Further research into the violence situation in Hartlepool is planned for 2019 to help clarify this discrepancy and to establish an accurate picture of violence in Hartlepool.

Suggestions made by attendees to the Partnership's Face the Public event held in March 2019 as to how these concerns could be addressed included getting schools more involved, for example through providing lessons about racism and providing more support for parents. Challenging negative perceptions about the town by promoting positive role models and success stories was also highlighted.

Based on the findings in the annual Strategic Assessment and consultation with the local community, the Partnership will retain the following four strategic objectives during the lifetime of the three year plan:

Strategic Objectives 2017-2020	
Reduce crime and repeat victimisation	Reduce the harm caused by drug and alcohol misuse
Create confident, cohesive and safe communities	Reduce offending and re-offending

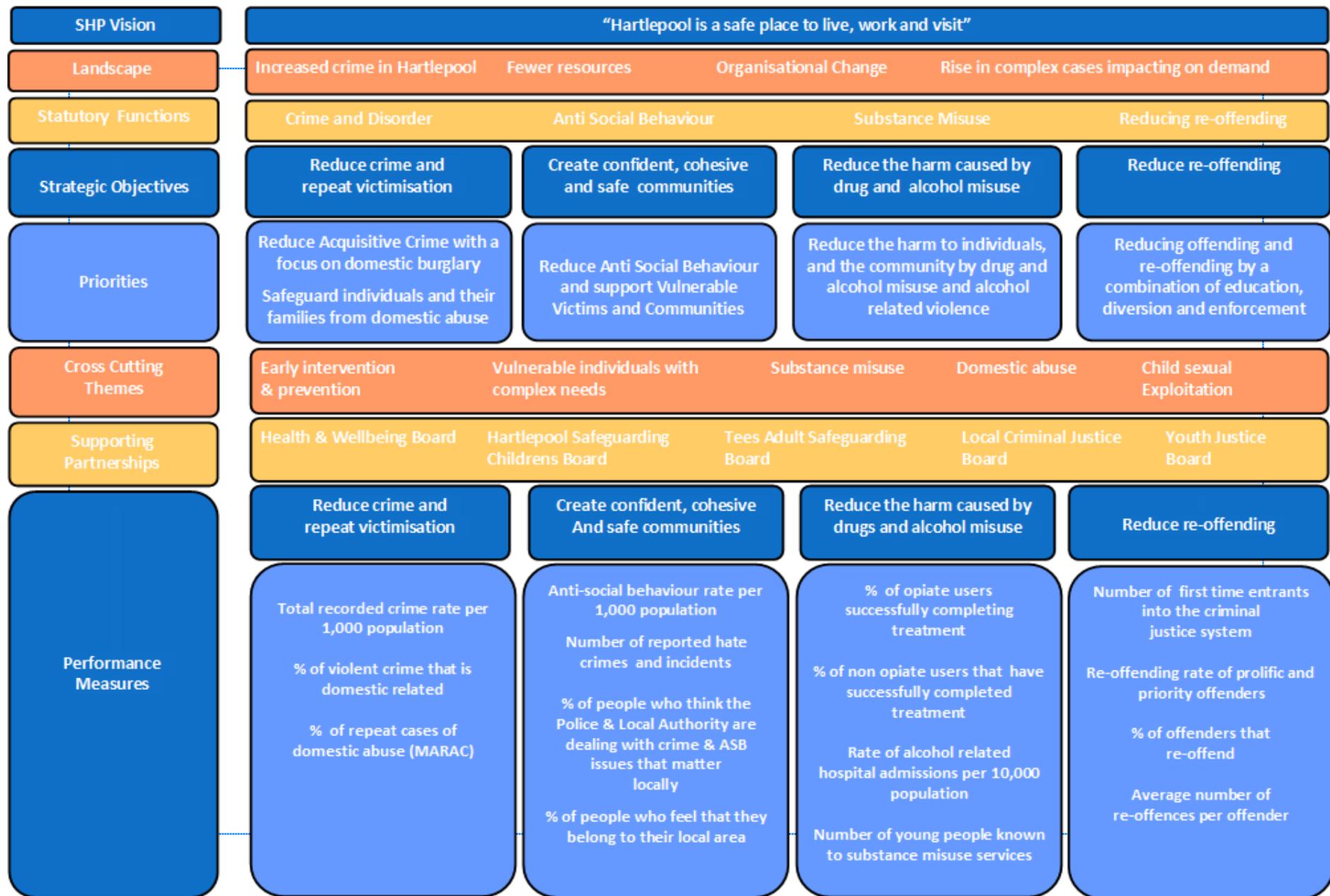
Partnership Priorities 2019-2020

Annual Priorities 2019-2020	
Re-offending –reduce re-offending through a combination of prevention, diversion and enforcement activity.	Acquisitive Crime –reduce acquisitive crime through raising awareness and encouraging preventative activity.
Domestic Violence and Abuse –safeguard individuals and their families from violence and abuse and implement programmes to tackle those identified as ‘high risk’.	Anti-social behaviour –reduce anti-social behaviour through a combination of diversionary, educational, and enforcement action and restorative interventions.
Substance misuse –reduce the harm caused to individuals, their family and the community, by drug and alcohol misuse and alcohol related violence.	Vulnerable Victims - work together to identify and support vulnerable victims and communities experiencing crime and anti-social behaviour.
Communications – increase public confidence through communication of positive results and crime prevention messages	

Partnerships	Crime Prevention	Anti-Social Behaviour	Vulnerable Victims
<p>Improve multi-agency problem solving approaches through the provision of training to key front-line staff.</p> <p>Undertake multi-agency prevention and disruption activities in relation to organised crime.</p>	<p>Undertake a Public Health approach to tackle violence</p> <p>Continue to provide crime prevention advice and target hardening to victims of crime and anti-social behaviour</p>	<p>Focus on reducing parental conflict to build on the foundations laid by the Troubled Families Team utilising a 'whole-family' approach to tackle families who make their neighbours' lives a misery.</p> <p>Build on the learning from initial use of ASB powers to ensure problems are tackled more quickly and efficiently.</p>	<p>Promotion of support services available to victims of crime and anti-social behaviour following the appointment of a new Victim Services Officer.</p>
Domestic Violence & Abuse	Substance Misuse	Offenders	Communications
<p>Develop a new and updated Domestic Abuse Strategy for 2020-2023.</p> <p>Deliver a communications campaign promoting domestic abuse services, myth-busting and breaking down barriers.</p>	<p>Improve understanding of drug-related deaths through the work of the Tees-wide Drug Related Deaths Coordinator, coroner and police to look at patterns and trend across the region and what learning can be achieved on the back of this.</p>	<p>Embed the Divert Scheme to engage with first time and low-level offenders, as an alternative to prosecuting them at Court.</p>	<p>Develop a refreshed Partnership Communications Strategy to ensure that the activities of the Task Groups are communicated to partners and residents.</p>

This chart outlines the Partnership delivery structure as amended to reflect the additional priority around communications outlined above. Performance monitoring will be undertaken on a quarterly basis to assess progress against key priorities drawn from the strategic assessment and identify any emerging issues using the indicators outlined in **Appendix B**





Membership of the Safer Hartlepool Partnership

Membership of the Partnership reflects the statutory requirements and consists of senior representatives from the five responsible authorities¹ plus additional stakeholders as follows:

Responsible Authorities
Hartlepool Borough Council – Two Elected Members including Leader of the Council
Hartlepool Borough Council – Chief Executive
Hartlepool Borough Council - Director of Regeneration and Neighbourhoods
Hartlepool Borough Council – Assistant Director Neighbourhoods and Environment
Cleveland Police – Chief Superintendent – Neighbourhoods and Partnerships
Cleveland Fire and Rescue Authority – District Manager
Durham Tees Valley Community Rehabilitation Company - Director of Operations
Cleveland National Probation Service – Head of Area
Representative of Hartlepool and Stockton on Tees Clinical Commissioning Group
Youth Justice Board - Chair

Other Members
Hartlepool Borough Council – Director of Public Health
Office of Police and Crime Commissioner for Cleveland
Hartlepool Borough Council – Director of Children’s and Joint Commissioning Services
Hartlepool Borough Council – Director of Adult and Community Based Services
Representative of Voluntary & Community Sector – Chief Executive, Safe in Tees Valley
Thirteen – Director of Customer Support Services

This group is the ‘strategy group’ for the purposes of the statutory regulations. New members may be added to the Partnership by agreement of existing members. There is also the potential for co-opting members onto the Partnership to undertake specific pieces of work or for specialist knowledge and skills as and when required.

¹ Responsible Authorities – Police, Local Authority, Fire and Rescue Authority, Clinical Commissioning Group, National Probation Service, Durham Tees Valley Community Rehabilitation Company

Strategic Objective	Performance Indicators
Reduce crime and repeat victimisation	Total recorded crime rate per 1,000 population
	Domestic burglary rate per 1,000 household
	Vehicle crime rate per 1,000 population
	Robbery rate per 1,000 population
	Shoplifting rate per 1,000 population
	Violent crime (including sexual violence) rate per 1,000 population*
	% of violent crime (including sexual violence) that is domestic related
	% of repeat cases of domestic violence (MARAC)
	Violent crime (including sexual violence) hospital admissions for violence per 100,000 population*
Reduce the harm caused by drug and alcohol misuse	Drug offences per 1,000 population
	% of people who think drug use or dealing is a problem
	% of opiate drug users that have successfully completed drug treatment*
	% of non-opiate drug users that have successfully completed drug treatment*
	% of alcohol users that have successfully completed alcohol treatment
	Alcohol related hospital admissions rate per 100,000 population*
	Number of young people known to substance misuse services

*Indicators link to the Public Health Outcome Framework

Strategic Objective	Performance Indicators
Create confident, cohesive & safe communities	Anti-social behaviour incidents per 1,000 population
	Public order offences per 1,000 population
	Criminal damage rate per 1,000 population
	Deliberate fires rate per 1,000 population
	Number of reported hate crimes & incidents
	% of the population affected by noise - number of complaints about noise
	% of people who feel safe during the day
	% of people who feel safe after dark
	% of people who think rubbish or litter lying around is a problem
	% of people who think groups hanging around the streets is a problem
	% of people who think people being drunk or rowdy in a public place is a problem
	% of people who think vandalism, graffiti and other deliberate damage to property is a problem
	% of people who think noisy neighbours or loud parties is a problem
	% of people who think abandoned or burnt out cars are a problem
	% of people who think that they belong to their local area
	% of people who feel that they can influence decisions that affect their local area
% of people who believe that people from different back grounds get on well together	
% of people who think that people in the area pull together to improve the local area	
Reduce offending & re-offending	Rate of first-time entrants to the Youth Justice System per 100,000 population*
	Re-offending levels - percentage of offenders who re-offend*
	Re-offending levels – average number of re-offences per offender*
	Re-offending rate of Prolific & Priority Offenders
	Re-offending rate of High Crime Causers
	% of Troubled Families who have reduced their offending behaviour

*Indicators link to the Public Health Outcome Framework



Protecting local communities



CLEVELAND POLICE



Durham Tees Valley
Community Rehabilitation Company

thirteen



NHS
Hartlepool and Stockton-on-Tees
Clinical Commissioning Group



National
Probation
Service



AUDIT AND GOVERNANCE COMMITTEE

25th July 2019



Report of: Director of Regeneration and Neighbourhoods

Subject: SAFER HARTLEPOOL PARTNERSHIP
PERFORMANCE

1. PURPOSE OF REPORT

- 1.1 To provide an overview of Safer Hartlepool Partnership (SHP) performance for Quarter 4 – January to March 2019 (inclusive).

2. BACKGROUND

- 2.1 The draft Community Safety Plan 2017-20 outlines the Safer Hartlepool Partnership strategic objectives, annual priorities and key performance indicators 2018/19.

3. PERFORMANCE REPORT

- 3.1 The report attached (**Appendix A**) provides an overview of Safer Hartlepool Partnership performance during Quarter 4, comparing current performance to the same time period in the previous year, where appropriate.
- 3.2 In line with reporting categories defined by the Office for National Statistics (ONS), recorded crime information is presented as:

Victim-based crime – All police-recorded crimes where there is a direct victim. This victim could be an individual, an organisation or corporate body. This category includes violent crimes directed at a particular individual or individuals, sexual offences, robbery, theft offences (including burglary and vehicle offences), criminal damage and arson.

Other crimes against society - All police-recorded crimes where there are no direct individual victims. This includes public disorder, drug offences, possession of weapons and other items, handling stolen goods and other miscellaneous offences committed against the state. The rates for some crime types within this category could be increased by proactive police activity, for

example searching people and finding them in possession of drugs or weapons.

4. OTHER CONSIDERATIONS

Equality and Diversity Considerations	No Relevant Issues
Section 17 of the Crime and Disorder Act 1998	No Relevant Issues

5. RECOMMENDATIONS

- 5.1 The Audit and Governance Committee note and comment on the SHP performance in Quarter 4.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The Audit and Governance Committee has within its responsibility to act as the Council's Crime and Disorder Committee and in doing so scrutinise the performance management of the Safer Hartlepool Partnership.

7. BACKGROUND PAPERS

- 7.1 The following background papers were used in the preparation of this report:-

Safer Hartlepool Partnership – Community Safety Plan 2017-20

8. CONTACT OFFICER

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Appendix A

Safer Hartlepool Performance Indicators Quarter 4 January - March 2019

Strategic Objective: Reduce Crime & Repeat Victimization

Indicator Name	Baseline 2017/18	Local Directional Target 2018/19	Jan-Mar 18	Current Position Jan – Mar 19	Year to Date 2018/19	Actual Diff.	% Diff
All Recorded Crime	10769	Reduce	2718	2955	11993	237	9
Residential Burglary	880	Reduce	221	176	733	-45	-20
Vehicle Crime	1259	Reduce	339	133	637	-206	-61
Shoplifting	1534	Reduce	412	524	1961	112	27
Local Violence	2439	Reduce	619	941	3688	322	52
Repeat Cases of Domestic Violence – MARAC	33.25%	Reduce	27%	Waiting for data			

Strategic Objective: Reduce the harm caused by Drugs and Alcohol

Indicator Name	Baseline 2017/18	Local Directional Target 2018/19	Jan-Mar 18	Current Position Jan-Mar 19	Year to Date 2018/19	Actual Diff.	% Diff
Number of substance misusers going into effective treatment – Opiate	659	3% increase (TBC)	638	640	651	2	-
Proportion of substance misusers that successfully complete treatment - Opiate	6.8%	12% (TBC)	6.1%	5.3%	5.3%	-	-0.8
Proportion of substance misusers who successfully complete treatment and represent back into treatment within 6 months of leaving treatment	26.5%	10% (TBC)	12%	20%	20%	-	8
Number of young people found in possession of alcohol	8	Reduce	0	0	1	-	-

Appendix A

Strategic Objective: Create Confident, Cohesive and Safe Communities

Indicator Name	Baseline 2017/18	Local Directional Target 2018/19	Jan-Mar 18	Current Position Jan-Mar 19	Year to Date 2018/19	Actual Diff.	% Diff
Anti-social Behaviour Incidents reported to the Police	6794	Reduce	1400	1102	5546	-298	-21
Deliberate Fires	416	Reduce	46	158	627	112	243
Criminal Damage to Dwellings	627	Reduce	154	180	693	26	17
Hate Incidents	172	Increase	36	29	146	-7	-19

Strategic Objective: Reduce Offending & Re-Offending

Indicator Name	Baseline 2017/18	Local Directional Target 2018/19	Jan-Mar 18	Current Position Jan-Mar 19	Year to Date 2018/19	Actual Diff.	% Diff
Re-offending rate of young offenders*	Data not available	Reduce	Data not available	Data not available	Data not available		
First-Time Entrants to the Criminal Justice System	40 (TBC)	Reduce	3	5	16	2	67
Offences committed by Prolific & Priority Offenders	Data not available	Data not available	Data not available	Data not available	Data not available		
Number of Troubled Families engaged with	769	1000	86	23	Grand Total to date 1124		
Number of Troubled Families where results have been claimed	368	700	63	92	Grand Total to date 748		

* Re-offending figure is based on Cohort tracking – new cohort starts every quarter and this cohort (i.e. of Young Persons) is then tracked for a period of 12 months. Example: Jul 2015 to Jun 2016 and tracked until end of Jun2017

Recorded Crime in Hartlepool January - March 2019

The Office for National Statistics (ONS) has developed a new approach to presenting crime statistics to help ensure a clearer, more consistent picture on recorded crime for the public.

Previously, national organisations (i.e. ONS, HMIC, and the Home Office through the police.uk website) have taken slightly different approaches to the way that they categorise groups of crime types and to the labels they use to describe those categories.

Following a public consultation, a new crime “tree” (the crime types organised into a logic tree format, see link below) has been devised and this will now be used on the crime and policing comparator to present recorded crime and solved crime information.

Appendix A

Victim-based crime

All police-recorded crimes where there is a direct victim. This victim could be an individual, an organisation or corporate body. This category includes violent crimes directed at a particular individual or individuals, sexual offences, robbery, theft offences (including burglary and vehicle offences), criminal damage and arson.

Publicly Reported Crime (Victim Based Crime)				
Crime Category/Type	Jan – Mar 18	Jan – Mar 19	Change	% Change
Violence against the person	619	941	322	52
Homicide	0	0	0	-
Death or Injury Due to Driving	0	0	0	-
Violence with injury	218	216	-2	-0.9
Violence without injury	255	340	85	33.3
Stalking and Harassment	146	385	239	163.7
Sexual Offences	71	76	5	7
Rape	18	35	17	94.4
Other Sexual Offences	53	41	-12	-22.6
Robbery	36	26	-10	-27.8
Business Robbery	5	7	2	40
Personal Robbery	31	19	-12	-38.7
Acquisitive Crime	1385	1203	-182	-13.1
Burglary - Residential	221	176	-45	-20.4
Burglary – Business and Community	76	66	-10	-13.2
Bicycle Theft	27	33	6	22.2
Theft from the Person	13	11	-2	-15.4
Vehicle Crime (Inc Inter.)	339	133	-206	-60.8
Shoplifting	412	524	112	27.2
Other Theft	297	260	-37	-12.5
Criminal Damage & Arson	362	377	15	4.1
Total	2473	2623	150	6.1

Appendix A

Other crimes against society

All police-recorded crimes where there are no direct individual victims. This includes public disorder, drug offences, possession of weapons and other items, handling stolen goods and other miscellaneous offences committed against the state.

The rates for some crime types within this category could be increased by proactive police activity, for example searching people and finding them in possession of drugs or weapons.

Police Generated Offences				
Crime Category/Type	Jan – Mar 18	Jan – Mar 19	Change	% Change
Public Disorder	99	158	59	59.6
Drug Offences	65	63	-2	-3.1
Trafficking of drugs	16	16	0	0
Possession/Use of drugs	58	81	23	39.7
Possession of Weapons	23	30	7	30.4
Misc. Crimes Against Society	58	81	23	39.7
Total Police Generated Crime	245	332	87	35.05
TOTAL RECORDED CRIME IN HARTLEPOOL	2718	2955	237	8.7

Recorded Crime in Cleveland January to March 2019

Appendix A

Publicly Reported Crime (Victim Based Crime) Jan - Mar 19										
Crime Category/Type	HARTLEPOOL		REDCAR		MIDDLESBROUGH		STOCKTON		CLEVELAND	
	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop
Violence against the person	941	10.3	1108	8.3	1750	12.9	1770	9.4	5569	10.1
Homicide	0	0.0	0	0.0	1	0.0	0	0.0	1	0.0
Death or injury due to driving	0	0.0	0	0.0	1	0.0	2	0.0	3	0.0
Violence with injury	216	2.4	305	2.3	437	3.2	384	2.0	1342	2.4
Violence without injury	340	3.7	391	0.4	693	3.2	654	1.7	1023	1.9
Stalking and Harassment	385	4.2	412	3.1	618	4.5	730	3.9	2145	3.9
Sexual Offences	76	0.8	84	0.6	163	1.2	165	0.9	488	0.9
Rape	35	0.4	25	0.2	60	0.4	37	0.2	157	0.3
Other Sexual Offences	41	0.5	59	0.4	103	0.8	128	0.7	331	0.6
Robbery	26	0.3	22	0.2	63	0.5	42	0.2	153	0.3
Business Robbery	7	0.1	6	0.0	5	0.0	1	0.0	19	0.0
Personal Robbery	19	0.2	16	0.1	58	0.4	41	0.2	134	0.2
Theft	1203	13.2	1077	8.0	1997	14.7	1758	9.4	6035	11.0
Burglary - residential	176	4.4	223	3.7	290	5.1	230	2.9	919	3.9
Burglary - Business and Community	66	0.7	88	0.7	104	0.8	92	0.5	350	0.6
Bicycle Theft	33	0.4	24	0.2	78	0.6	81	0.4	216	0.4
Theft from the Person	11	0.1	7	0.1	44	0.3	26	0.1	88	0.2
Vehicle Crime (Inc Inter.)	133	1.5	121	0.9	387	2.8	301	1.6	942	1.7
Shoplifting	524	5.8	312	2.3	596	4.4	591	3.1	2023	3.7
Other Theft	260	2.9	302	2.3	498	3.7	437	2.3	1497	2.7
Criminal Damage & Arson	377	4.1	515	3.8	811	6.0	624	3.3	2327	4.2
Total	2623	28.8	2806	21.0	4784	35.1	4359	23.2	14572	26.5

Police Generated Offences (Non -Victim Based Crime) Jan - Mar 19										
Crime Category/Type	HARTLEPOOL		REDCAR		MIDDLESBROUGH		STOCKTON		CLEVELAND	
	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop	Crime	Per 1,000 pop
Public Disorder	89	1.0	170	1.3	330	2.4	291	1.5	880	1.6
Drug Offences	92	1.0	91	0.7	153	1.1	162	0.9	498	0.9
Trafficking of drugs	20	0.2	13	0.1	20	0.1	27	0.1	80	0.1
Possession/Use of drugs	72	0.8	78	0.6	133	1.0	135	0.7	418	0.8
Possession of Weapons	14	0.2	25	0.2	29	0.2	42	0.2	110	0.2
Misc. Crimes Against Society	31	0.3	78	0.6	133	1.0	135	0.7	377	0.7
Total Police Generated Crime	226	2.5	327	2.4	613	4.5	573	3.0	1739	3.2
TOTAL RECORDED CRIME	2031	22.3	3133	23.4	5397	39.6	4932	26.2	15493	28.2

Anti-social Behaviour in Hartlepool January to March 2019

Incident Category	Jan- Mar 18	Jan – Mar 19	Change	% Change
AS21 - Personal	538	315	-223	-41
AS22 - Nuisance	843	772	-71	-8
AS23 - Environmental	19	15	-4	-21
Total	1400	1102	-298	-21

Anti-social Behaviour in Cleveland Jan - Mar 19

Incident Category	HARTLEPOOL		REDCAR		MIDDLESBROUGH		STOCKTON		CLEVELAND	
	ASB	Per 1,000 pop	ASB	Per 1,000 pop	ASB	Per 1,000 pop	ASB	Per 1,000 pop	ASB	Per 1,000 pop
AS21 - Personal	315	3.5	374	2.8	550	4.0	533	2.8	1772	3.2
AS22 - Nuisance	772	8.5	1042	7.8	1827	13.4	1680	8.9	5321	9.7
AS23 - Environmental	15	0.2	34	0.3	54	0.4	33	0.2	136	0.2
Total	1102	12.1	1450	10.8	2431	17.8	2246	11.9	7229	13.2
Quarterly Year on Year Comparison	Reduced by 21%		Reduced by 25%		Reduced by 17%		Reduced by 2%		Reduced by 9%	

AUDIT AND GOVERNANCE COMMITTEE

25 July 2019



Report of: Statutory Scrutiny Manager

Subject: SCRUTINY INVESTIGATION INTO ANTI-SOCIAL BEHAVIOUR IN HARTLEPOOL – SCOPING REPORT

1. PURPOSE OF REPORT

1.1 To make proposals to Members of the Audit and Governance Committee for The conduct of their forthcoming investigation into Anti-social Behaviour in Hartlepool.

2. BACKGROUND INFORMATION

2.1 On the 27 June 2019, the Audit and Governance Committee considered its Work Programme for 2019-20.

2.2 The Committee discussed a variety of potential issues for investigation and in doing so focused its attention on three specific issues with clear links in terms of cause and impact. These were:

- Anti-Social Behaviour by Young People
- Allocation of Police Resources (officers and other assets)
- Drugs Usage

2.3 All three of these issues scored highly in terms of public interest and impact on the health and environmental wellbeing of residents. Of the three, anti-social behaviour was identified as the logical primary focus for this year's investigation, with recognition of the cross generational makeup of both offenders and victims.

2.4 On this basis, it was agreed that in 2019/20 the Committee would focus on the broader issue of anti-social behaviour, with the impact of police resourcing and drug / alcohol misuse forming logical strands of the investigation.

3. OVERALL AIM OF THE SCRUTINY INVESTIGATION/ENQUIRY

- 3.1 To understand the true impact of anti-social behaviour on our communities and explore where / how prevention and intervention services could potentially be improved.

4. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION/ENQUIRY

- 4.1 The following Terms of Reference for the investigation are proposed:-

- (a) To establish an understanding of:
- Actions or activities that constitute anti-social behaviour; and
 - How anti-social behaviour is categorised in Hartlepool.
- (b) To gain an understanding of:
- The type, prevalence and impact of anti-social behaviour on individuals and communities across Hartlepool (*Inc. clarification of the demographic groups and ages from which those responsible for, and subject to, anti-social behaviour belong*);
 - The reasons for anti-social behaviour; and
 - Anti-social behaviour trends in Hartlepool, and nationally, and the changing factors (*Inc. social and economic*) that have influenced them in Hartlepool.
- (c) To compare Hartlepool anti-social behaviour data and performance with other local, regional and peer Local Authorities.
- (d) To ascertain the powers available to the local authority and its partners to curb anti-social behaviour and the various stages of progressing action.
- (e) To consider the services provided across partner organisations and challenges facing the provision of services (now and in the future).
- (f) To explore anti-social behaviour reporting processes and in doing so gain an understanding of the:
- Challenges / deterrents to reporting; and
 - Support provided to residents in submitting complaints in often difficult situations.
- (g) To explore examples of good practice / successes by local authorities, partners and other bodies (statutory and voluntary) in curbing anti-social behaviour:
- In Hartlepool; and

- Across the Country (to be identified following attendance at the Conference referenced in Section 7).
- (h) To consider expert evidence and research / previous reports:
- Hartlepool Borough Council – Overview and Scrutiny Investigation into Anti-Social Behaviour (2004); and
 - Nottingham Trent University – Anti-Social Behaviour: Living a Nightmare;
- (i) To seek the views of the following in terms of current anti-social behaviour issues and how services could be better provided within the resources available*:
- Partner organisations and bodies (statutory and voluntary sector); and
 - Residents (individuals and associations across age groups and vulnerable / minority communities).
- *Utilising survey(s) and feedback from attendance at key groups / bodies). This to also include consideration of the outcomes of previous survey to prevent the duplication of activities.*
- (j) To gain an understanding of the impact of current and future budget pressures on the way in which services to prevent or respond to anti-social behaviour are provided in Hartlepool;
- (k) To explore how services to prevent and respond to anti-social behaviour could be provided in the future, giving due regard to:
- Improving the effectiveness and efficiency of the way in which the service is currently provided;
 - Raising awareness and addressing perceptions; and
 - If / how the service could be better provided within the resources available in the current economic climate.

5. POTENTIAL AREAS OF ENQUIRY / SOURCES OF EVIDENCE

- 5.1 Members of the Committee can request a range of evidential and comparative information throughout the Scrutiny review.
- 5.2 The Committee can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-
- (a) Member of Parliament for Hartlepool;
 - (b) Police and Crime Commissioner and Chief Constable;
 - (c) Leader of the Council and Chair of the Community Safety Partnership and Health and Wellbeing Board;

- (d) Chairs of Committees (Neighbourhood Service Committee, Children’s Services and Adult Services);
- (e) Hartlepool Borough Council Directors (Public Health, Children’s Services,
- (f) Representatives from partner organisations – Statutory and Voluntary and Community Sector (Inc. Cleveland Police, Criminal Justice System Probation, Fire Brigade and the North East Ambulance Service);
- (g) Local residents (individuals and groups – 50+Forum, Youth Parliament, etc);
- (h) Housing providers (13 Group and Landlords);
- (i) Representatives of minority communities of interest or heritage.

(LGBT, Salaam Centre, Hart Gables; Hartlepool Independent Advisory Group (IAG); In – Controllable; Harbour; Hartlepool MIND; Hartlepool Chinese Association; Hartlepool Special Needs Support Group; Learning Disabilities Partnership Board; Hartlepool Carers; Blind Welfare; Hartlepool Deaf Centre; Vulnerable Victims of Crime Steering Group and Young Victims of Crime Steering Group)

- (j) Expert / academic evidence (*Nottingham Trent University - Anti-Social Behaviour: Living a Nightmare - Victims’ Commissioner for England and Wales*)
- (k) Appropriate Champions (Hartlepool Borough Council); and
- (a) Ward Councillors.

5.3 The Committee may also wish to refer to a variety of documentary / internet sources, key suggestions are as highlighted below:-

- (a) Anti-Social Behaviour: Living a Nightmare - Victims’ Commissioner for England and Wales (<https://s3-eu-west-2.amazonaws.com/victcomm2-prod-storage-119w3o4kq2z48/uploads/2019/04/ASB-report.pdf>);
- (b) Hartlepool Borough Council – Overview and Scrutiny Investigation into Anti-Social Behaviour (2004) ([Anti Social Behaviour | Hartlepool Borough Council](#)).
- (c) Community Safety Partnership - **Community Safety Plan 2017 – 2020 (Year 3)** [Agendas, reports and minutes | Hartlepool Borough Council](#)

6. COMMUNITY ENGAGEMENT / DIVERSITY AND EQUALITY

- 6.1 Community engagement plays a crucial role in the Scrutiny process and diversity issues have been considered in the background research for this enquiry under the Equality Standards for Local Government. Based upon the research undertaken, paragraph 5.2 includes suggestions as to potential groups which the Committee may wish involve throughout the inquiry (where it is felt appropriate and time allows). Please add to these as you see fit.

7. REQUEST FOR FUNDING FROM THE DEDICATED OVERVIEW AND SCRUTINY BUDGET

- 7.1 Consideration has been given, through the background research for this scoping report, to the need to request funding from the dedicated Overview and Scrutiny budget to aid Members in their enquiry. The pro forma attached at **Appendix A** outlines the criteria on which a request to Audit and Governance Committee will be judged and has been completed by the Statutory Scrutiny Manager for consideration by this Committee. Members may wish to discuss the information in **Appendix A** in more detail and agree / amend the contents of this as part of the remit of their Scrutiny Investigation.

8. PROPOSED TIMETABLE OF THE SCRUTINY INVESTIGATION

- 8.1 Detailed below is the proposed timetable for the review to be undertaken, which may be changed at any stage:-

5th September 2019 - 'Setting the Scene' - To cover Terms of Reference (a), (b) and (c).

- (a) To establish an understanding of:
- Actions or activities that constitute anti-social behaviour; and
 - How anti-social behaviour is categorised in Hartlepool.
- (b) To gain an understanding of:
- The type, prevalence and impact of anti-social behaviour on individuals and communities across Hartlepool (*Inc. clarification of the demographic groups and ages from which those responsible for, and subject to, anti-social behaviour belong*);
 - The reasons for anti-social behaviour; and
 - Anti-social behaviour trends in Hartlepool, and nationally, and the changing factors (*Inc. social and economic*) that have influenced them in Hartlepool.
- (c) To compare Hartlepool anti-social behaviour data and performance with other local, regional and peer Local Authorities.

September - October - November 2019 - Consideration of Terms of Reference (i).

- (l) To seek the views of the following in terms of current anti-social behaviour issues and how services could be better provided within the resources available*:
- Partner organisations and bodies (statutory and voluntary sector); and
 - Residents (individuals and associations across age groups and vulnerable / minority communities).

Evidence to be gathered via:-

- **Surveys** (Residents – Service providers)
- **Working Groups**. It is suggested that 3 Working Groups be established to explore the issue of anti-social behaviour with the community first hand.

Working Group 1 - Young People and Families

Working Group 2 - Minority Communities of Interest or Heritage

Working Group 3 - Older People

Representatives from the Working Groups to attend meetings of appropriate organisations / bodies and hold open sessions to encourage public involvement in the investigation. Working Groups to feed back to the Audit and Governance Committee on the 5th December 2019.

3rd October 2019 - To cover Terms of Reference (d), (e) and (f).

- (d) To ascertain the powers available to the local authority and its partners to curb anti-social behaviour and the various stages of progressing action.
- (e) To consider the services provided across partner organisations and challenges facing the provision of services (now and in the future).
- (f) To explore anti-social behaviour reporting processes and in doing so gain an understanding of the:
- Challenges / deterrents to reporting; and
 - Support provided to residents in submitting complaints in often difficult situations.

15th October 2019 - Attendance at (free) Local Government Association Conference - Tackling Anti-Social Behaviour*

** To assist in the Committee in identifying best practice - to be fed into the meeting on the 7th November 2019.*

7th November 2019 - To cover Terms of Reference (g) and (h).

- (g) To explore examples of good practice / successes by local authorities, partners and other bodies (statutory and voluntary) in curbing anti-social behaviour:
- In Hartlepool; and
 - Across the Country *(to be identified following attendance at the Conference referenced in Section 7)*.
- (h) To consider expert evidence and research / previous reports:
- Hartlepool Borough Council – Overview and Scrutiny Investigation into Anti-Social Behaviour (2004); and
 - Nottingham Trent University – Anti-Social Behaviour: Living a Nightmare. (author to be invited to participate in way to be agreed).

Feedback from Conference – 15th October 2019

5th December 2019 - To cover Terms of Reference (i).

- (i) To seek the views of the following in terms of current anti-social behaviour issues and how services could be better provided within the resources available*:
- Partner organisations and bodies (statutory and voluntary sector); and
 - Residents (individuals and associations across age groups and vulnerable / minority communities).

In doing so to receive feedback from the:

- The activities of the Working Groups; and
- The surveys.

9th January 2019 - To cover Terms of Reference (j) and (k) and formulate recommendations for inclusion in the final report..

- (j) To gain an understanding of the impact of current and future budget pressures on the way in which services to prevent or respond to anti-social behaviour are provided in Hartlepool;
- (k) To explore how services to prevent and respond to anti-social behaviour could be provided in the future, giving due regard to:
- Improving the effectiveness and efficiency of the way in which the service is currently provided;
 - Raising awareness and addressing perceptions; and
 - If / how the service could be better provided within the resources available in the current economic climate.

January / February 2020 - Drafting of Final Report

12th March 2020 - Consideration of Final Report by the Audit and Governance Committee

13th March 2020 - Consideration of Final Report by the Neighbourhood Services Committee

9. RECOMMENDATION

- 9.1 Members are recommended to agree the Audit and Governance Committee's remit of the investigation as outlined in paragraph 8.
- 9.2 Member are asked to consider the suggestion that three Working Groups be set up, as detailed on page 6. Should this be supported, consideration is sought as to the size and membership of each of the groups, given the overall size of the Audit and Governance Committee.

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Chief Executive's Department – Legal Services
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper(s) was/were used in the preparation of this report:-

- a) Hartlepool Borough Council Scrutiny Investigation – Anti Social Behaviour
[Anti Social Behaviour | Hartlepool Borough Council](#)
- b) SHP Annual Strategic assessment 2018.
- c) Community Safety Plan 2017 – 2020 (Year 3)

APPENDIX A

PRO-FORMA TO REQUEST FUNDING TO SUPPORT CURRENT SCRUTINY INVESTIGATION

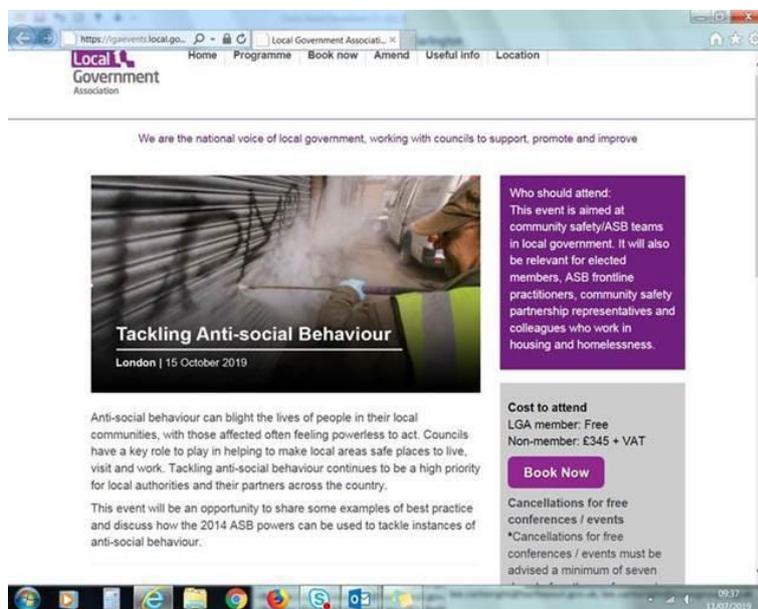
Title of the Overview and Scrutiny Committee:

Audit and Governance Committee

Title of the current scrutiny investigation for which funding is requested:

Anti-Social Behaviour In Hartlepool

To clearly identify the purpose for which additional support / source of information is required: LGA Conference



Purpose of attendance – To assist in the Committee in identifying best practice in other local authorities for consideration as part of its investigation.

To outline indicative costs to be incurred as a result of the additional support:

As a LGA member attendance will be free, however, there may be some associated cost and details of these will be reported to the Committee if attendance is confirmed.

To outline any associated timescale implications:

Conference on the 15 October 2019

To outline the ‘added value’ that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:

It will assist the Committee in identifying best practice in other local authorities. The benefits of similar activities in Hartlepool can then be explored by the Committee and considered as options for improving services in Hartlepool.

To outline any requirements / processes to be adhered to in accordance with the Council’s Financial Procedure Rules / Standing Orders:

Approval sought from the Chief Executive and Leader of the Council for conference attendance.

To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation:

A missed opportunity to explore best practice that could potentially be used to improve operating practices.

To outline any possible alternative means of additional support outside of this proposal:

Paper research. This is to be done in conjunction with attendance at the conference.

AUDIT AND GOVERNANCE COMMITTEE

25 July 2019



Report of: Statutory Scrutiny Manager

Subject: TEES VALLEY AND DURHAM CLINICAL
COMMISSIONING GROUPS – MERGER
PROPOSALS

1. PURPOSE OF REPORT

1.1 To seek a view from the Committee in relation to merger proposals for the Tees Valley and Durham Clinical Commissioning Groups.

2. BACKGROUND INFORMATION

2.1 The NHS Long term Plan contains proposals for:

- One Clinical Commissioning Group per Integrated Care System;
- Creation of 'Strategic' commissioning organisations;
- Reduced running costs by 20%; and
- Focus on transforming services across providers to provide better outcomes for patients and reduce inequality.

2.2 A representative from the Hartlepool and Stockton NHS Clinical Commissioning Group will be present at today's meeting to present proposals in order to provide these changes and other additional benefits.

2.3 The Committee is asked to consider the proposals contained within the presentation and formulate a view for inclusion in the Clinical Commissioning Group's merger application. The application to be submitted to NHS England in August 2019.

3. RECOMMENDATION

3.1 Members are recommended to consider the presentation and formulate a view in relation to the proposals for inclusion in the Clinical Commissioning Group's application to NHS England in August 2019.

Contact Officer:- Joan Stevens – Statutory Scrutiny Manager
Chief Executive’s Department – Legal Services
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper(s) relate to the issue considered as part of this report:-

- (i) NHS Long term Plan.

AUDIT AND GOVERNANCE COMMITTEE

25 July 2019



Report of: Statutory Scrutiny Manager

Subject: CHANGES TO REPEAT PRESCRIPTION
ORDERING SYSTEMS (RPOS)

1. PURPOSE OF REPORT

1.1 To update the Committee on changes being made by the NHS across County Durham and the Tees Valley to the way patients order their repeat prescriptions.

2. BACKGROUND INFORMATION

2.1 Clinical Commissioning Groups (CCGs) across the area have made the decision to revise Repeat Prescription Ordering Systems (RPOS). The changes have been adopted from similar work already implemented in other areas such as Sunderland, South Sefton and Luton CCGs, with indications that they improve patient safety by ensuring that they only receive medication that is required, reducing medicines waste.

2.2 As part of the changes:-

- i) Community pharmacies will no longer be able to order repeat medication for patients. Instead patients will order their medication directly from their GP practice;
- ii) Patients will still receive the medication that they need, it's the way that they order it that will change;
- iii) The revised process will be implemented from 2 September 2019 and work is well under way to ensure this is as smooth as possible; and
- iv) It is recognised that there will be a small number of patients for whom this will not be suitable and it may be appropriate for community pharmacies to continue to support them with ordering repeat medication. As part of the project, GP practices will identify these patients and special arrangements will be put in place for them

2.3 Alastair Monk, Medicines Optimisation Pharmacist from the North of England Commissioning Support (NECS) Unit and representatives from the Hartlepool

and Stockton Clinical Commissioning Group will be present at today's meeting to discuss the changes in greater detail and respond to issues and concerns, including:-

- i) The impact on pharmacies (i.e. have they been given additional resources to implement changes)?
- ii) Will access to controlled drugs be affected?
- iii) How will care homes be affected and what will be put in place to support them?
- iv) How are those patients who need additional support to be identified?

2.4 The following groups and organisations have also been invited to provide details of any views or comments they may have regarding the revisions:

- Tees Valley Local Authority partners
- Sunderland City Council (as an area where the revisions are already in place)
- Hartlepool & Stockton Health (GP Federation)
- Hartlepool Pharmacies
- Ward Councillors
- Healthwatch

2.5 A revised list of concerns / comments will be circulated to the Committee prior to the meeting.

2.6 The Committee is asked to consider the intended revisions to the Repeat Prescription Ordering System (RPOS) prior to their implementation on the 2nd September 2019. Clarification is also sought from NECS and HaST CCG in relation to issues and concerns raised regarding the impact of the changes.

3. RECOMMENDATION

3.1 That the Committee considers the intended revisions to the Repeat Prescription Ordering System (RPOS) and formulates a view for consideration by the CCG prior to their implementation on the 2nd September 2019.

Contact Officer:- Joan Stevens – Statutory Scrutiny Manager
 Chief Executive's Department – Legal Services
 Hartlepool Borough Council
 Tel: 01429 284142
 Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper(s) relate to the issue considered as part of this report:-

- (i) Stakeholder Briefing: Changes are being made to the way patients order their repeat prescriptions.

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

4 MARCH 2019

The meeting commenced at 10.00 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 Buchan, Harrison and Thomas.

Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Nick Timlin and Nicola Bailey

Director of Public Health, Hartlepool Borough Council – Dr Pat Riordan

Director of Children’s and Joint Commissioning Services, Hartlepool Borough Council – Sally Robinson

Director of Adult and Community Based Services, Hartlepool Borough Council, - Jill Harrison

Representative of Healthwatch - Margaret Wrenn and Lynn Allison (as substitute for Ruby Marshall).

Other Members:

Assistant Director of Joint Commissioning, Hartlepool Borough Council – Danielle Swainston

Representative of the NHS England – Dr Tim Butler

Representative of Cleveland Police - Jason Harwin

Representative of Tees, Esk and Wear Valley NHS Trust – Dominic Gardner

Representative of North Tees and Hartlepool NHS Trust – Dr Deepak Dwarakanath (as substitute for Julie Gillon)

Representative of GP Federation – Fiona Adamson

Representative of Hartlepool Voluntary and Community Sector – Tracy Woodhall

Observer – Statutory Scrutiny Representative, Hartlepool Borough Council - Councillor Loynes

Also in attendance:-

Councillors Cranney and Marshall, Hartlepool Borough Council

J Gray, Hartlepool Healthwatch

J Heaney, Hartlepool and Stockton on Tees Clinical Commissioning Group

D Pickard and L Stockton, Hartlepool Safeguarding Children Board

A Baxter, Teeswide Safeguarding Adults Board

C Fewster and S Piercy, Hartlepool Carers.
Stuart MacDonald, Centre for Local Economic Strategies

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

36. Apologies for Absence

Ruby Marshall – Healthwatch Representative
Gill Alexander – HBC Chief Executive
Denise Ogden – Director of Regeneration and Neighbourhoods

37. Declarations of interest by Members

The Chair declared an interest as the manager of Hartlepool Healthwatch.
Councillor Thomas declared an interest as an employee of Hartlepool Healthwatch and as a member of the Teeswide Safeguarding Adults Board.

38. Minutes

The minutes of the meeting held on 10 December 2018 were confirmed.

The minutes of the Children’s Strategic Partnership held on 27 November 2018 were received.

39. Teeswide Safeguarding Adults Board Annual Report 2017/18 and Strategic Business Plan 2018/19 *(Director of Adult’s and Community Based Services and Independent Chair of Teeswide Safeguarding Adults Board)*

The Chair of the Teeswide Safeguarding Adults Board presented the Board’s annual report for 2017/18 and the strategic business plan for 2018/19. Members welcomed the annual report and thanked the Chair of the Teeswide Safeguarding Adults Board for her leadership. The Board praised the work undertaken across the services provided and particularly welcomed the work on domestic abuse. The format of the annual report was well received though Members indicated a desire for some more locality based statistical information in the future.

Decision

That the Health and Wellbeing Board notes and endorses the Teeswide Safeguarding Adults Board Annual Report 2017/18 and Strategic Business Plan 2018/19.

40. Annual Report of Local Safeguarding Children Board (Director of Children's and Joint Commissioning Services and Independent Chair of Hartlepool Safeguarding Children Board)

The Chair of the Hartlepool Safeguarding Children Board presented the Board's annual report for 2017/18. Members welcomed the report and commented on the severe pressures that were being placed on the Looked After Children's services of the local authority. The Chair commented on the increased pressure on LAC services due to the effects of families with substance misuse problems and questioned if the new approach to substance misuse support services was providing some improvements. The Chair of the Hartlepool Safeguarding Board stated that the proposed new contractual approach had been presented by the former Interim Director of Public Health and that it had been well received by the Board.

Decision

That the Health and Wellbeing Board notes the 2017/18 Annual Report of Hartlepool Safeguarding Children Board.

41. Local Wealth Building

Stuart MacDonald from the Centre for Local Economic Strategies (CLES) was present at the meeting and gave a presentation on the work undertaken by CLES in partnership with The Wharton Trust and The Annexe in Hartlepool on local community wealth building. CLES had been awarded £150m nationally from the Big Lottery Fund to promote the role of community businesses and was working in Hartlepool with The Wharton Trust and The Annexe in this regard. The presentation outlined the role 'anchor institutions' such as local authorities could play in enabling local businesses and third sector groups partake in delivering contracts and works retaining 'wealth' within the locality.

Members suggested that the wider benefits such as health improvement needed to be examined in greater detail and it was indicated that the Tees Valley Combined Authority would be well placed to provide coordination across the Tees Valley. The Chair commented that the Council had looked in detail at local procurement and had done much work around the four elements of local wealth building. The Chair considered that the Regeneration Services Committee would be best placed to further the potential of local wealth building linking together the many strategies already in place and thereafter referring the wider Tees Valley potential through to the Chair in his role as Portfolio Holder for Education, Employment and Skills with the Tees Valley Combined Authority.

Decision

1. That the presentation be noted.
2. That further consideration of the potential of local community wealth

building be referred to the Regeneration Services Committee

42. **Transforming Children’s and Young People’s Mental Health Provision – Refresh of Local Transformation Plans** (*Chief Officer (Hartlepool and Stockton-on-Tees (HAST) Clinical Commissioning Group)*)

It was reported that the Local Transformation Plan provided an update on the five year Children and Young People’s Mental Health and Wellbeing Plan for Hartlepool and Stockton-On-Tees. The original plan was established in line with the national ambition and principles set out in Future in Mind – Promoting, protecting and improving our children and young people’s mental health and wellbeing. A requirement of Future in Mind was for areas to develop a local plan focused on improving access to help and support when needed and improve how children and young people’s mental health services were organised, commissioned and provided.

There was now a requirement that Local Transformation Plans were updated annually. The transformation plan provided a framework to improve the emotional wellbeing and mental health of all Children and Young people across Hartlepool and Stockton-on-Tees. The aim of the plan was to make it easier for children, young people, parents and carers to access help and support when needed and to improve mental health services for children and young people.

As part of the 2018/19 refresh the five areas below would will be developed as high-level objectives over the next 12 months:

- Develop a model for mental health services for children and young people across Hartlepool and Stockton-On-Tees; multi-agency design of a whole system approach to resilience, mental health and wellbeing.
- Develop a workforce and training directory
- Roll out the priorities laid out within the Governments Green Paper – Mental Health Leads in schools, development of Mental Health Support Teams.
- Develop a neurodevelopmental pathway
- Continue to work collaboratively as a system across Hartlepool and Stockton-on-Tees to reduce gaps and identify opportunities for new service models.

The Chair was concerned that as lead the Health and Wellbeing Board had not been involved in shaping the service model and he was therefore reticent to support the proposed direction. It was highlighted by representatives that the original plan, developed by the Clinical Commissioning Group, had been approved by the Board. Council Officers indicated that there were a number of different strands of policy being developed across the authority and the Children’s Strategic Partnership that may all need to be linked and presented to the Board so it was aware of the work already underway. There was also concern expressed that there appeared to be little linkage with the Audit and

Governance Committee investigation into mental health prevention in Hartlepool which would conclude early in the new Municipal Year.

The Chair proposed that the current position relating to finance and the refresh be noted and that the next meeting receive a report reviewing the over-arching priorities.

Decision

That the Health and Wellbeing Board notes the refreshed Local Transformation Plan and financial proposals and that the next meeting further review the overarching priorities of the refreshed Local Transformation Plan.

43. CQC Local System Review – Monitoring Report (*Director of Adult and Community Based Services*)

The Director of Adult and Community Based Services provided the Board with an update on the recent monitoring exercise undertaken by the Care Quality Commission following the Local System Review in Hartlepool in 2017.

Decision

That the Health and Wellbeing Board notes the outcome of the monitoring process that has been undertaken by the Care Quality Commission.

44. Better Care Fund 2018/19: Q3 Performance Update (*Director of Adult and Community Based Services*)

The Director of Adult and Community Based Services updated the Health and Wellbeing Board on 2018/19 Quarter 3 performance against the indicators in the Hartlepool Better Care Fund Plan.

Decision

That the Health and Wellbeing Board retrospectively approves the Hartlepool Better Care Fund Quarter 3 return and notes the current position in relation to performance.

45. All Age Carers Strategy (*Director of Children's and Joint Commissioning Services and Director of Adult and Community Based Services*)

The Assistant Director of Joint Commissioning reported on the development of an all age Carers Strategy requesting the involvement of partners in the development of the Strategy to ensure that there was a shared partnership approach.

Members welcomed the approach being taken to the development of the new strategy and highlighted the excellent work undertaken by Hartlepool Carers and particularly their support of young carers. It was suggested that best practice across the other Tees Valley authorities be examined during the development process.

Decision

1. That the Health and Wellbeing Board supports the development of an all age Carers Strategy and partners committed to contribute to the strategy development.
2. That an all age Carers Strategy to be presented to a future meeting of the Health and Wellbeing Board for approval.

46. **CQC Feedback – Presentation** (*Tees, Esk and Wear Valley's NHS Foundation Trust*)

Details of the results of the Care Quality Commission inspection of the services provided by Tees, Esk and Wear Valley's NHS Foundation Trust were presented to the Board. The Trust had attained an overall 'Good' rating and the presentation outlined the areas that had been highlighted as requiring improvement.

Members questioned the difference in the ratings for ward based and community based services. It was indicated that the adult acute wards were a very demanding environment with patients' mental health issues frequently complicated by substance misuse. There were also a number of recommendations around records as the standard varied too widely across the organisation.

The issues highlighted around autism were raised and the Chair of the Adult Services Committee commented that these were national issues. The Trust representative commented that locally much of the issue centred on the sheer demand for assessments and the Trust was reviewing how to provide a wider skill base across the organisation in relation to autism.

Decision

That the results of the Care Quality Commission inspection of the services provided by Tees, Esk and Wear Valley's NHS Foundation Trust be noted.

47. **Health Inequalities Workshop – Feedback** (*Director of Public Health*)

The Director of Public Health reported that the Health and Wellbeing Board held a Workshop on the 10th December 2018, focusing on inequalities in the

uptake of services and how we tackle them together. The Workshop was attended by representatives from a variety of partner organisations and details of the format for the session were provided in an appendix to the report. A further appendix set out a summary of the discussions as part of the Workshop. The Director highlighted the outcomes of the small group exercise that looked at “What is driving inequality of access and how can partnerships help?”

The Director referred to the current re-procurement process for drug and alcohol services where there was a greater emphasis on prevention. There had been an increased number in deaths related to substance misuse since 2013 and an examination of each case was being undertaken to establish lessons that could be learned and applied in the future.

The Chair requested that a further report be submitted to the Board and that an assessment of the outputs of the face the public event be undertaken to determine future workshop topics.

Decision

That the feedback from the Workshop be noted and that an evaluation of the Workshop feedback be undertaken and reported back to the Board prior to any further sessions being organised.

48. Pharmaceutical Needs Assessment (PNA) - Supplementary Statements *(Director of Public Health)*

The Director of Public Health submitted a report seeking ratification of Supplementary Statements issues since publication of the Pharmaceutical Needs Assessment (PNA) 2018. The Board was advised that one Statement had been issued since publication of the PNA in March 2018 and a copy of the Statement was submitted with the report which related to a pharmacy based in Victoria Road Hartlepool.

Decision

That the report and the Supplementary Statements issued since publication of the PNA 2018 be noted and ratified.

49. Audit and Governance Committee’s Final Report – Maternity Services and Elective Care in Hartlepool *(Chair of Audit and Governance Committee)*

The Chair of the Audit and Governance Committee presented the Committee’s report following the conclusion of its investigation into ‘The Provision of High Quality Maternity Services and Elective Surgery at the University Hospital of Hartlepool’. The Board was asked to receive the report

and consider the implementation of its recommendations, with a response to be submitted to the Audit and Governance Committee in writing within 28 days.

Board Members welcomed the comprehensive report and the Trust representative stated that they were reviewing the recommendations set out in the investigation report. While the report focused on delivery, the majority of the services provide to mums were pre and post natal and it was clear mums were getting all the services they required presently. The risks in childbirth had increased substantially over recent years and those mums were safer where there was appropriate medical support. It was acknowledged, however, that the excellent midwife led service did need greater promotion.

The Chair of the Audit and Governance Committee commented that there was from the investigation a sense that young mums were being steered away from using the Hartlepool Birthing Centre which was an excellent facility. The Members of the Committee did wish to see the return of the consultant led service. The Trust representative stated there was a general shortage of consultants and doctors in all disciplines across the north east.

The Chair thanked the Chair of the Audit and Governance Committee and the Statutory Scrutiny Manager for the comprehensive report and indicated that the implementation of the recommendations would be monitored.

Decision

That the Health and Wellbeing Board receive the Audit and Governance Committee report and monitors the implementation of its recommendations through the relevant partner organisations.

50. Any Other Items which the Chairman Considers are Urgent

None.

The Chair reminded Board Members of the forthcoming Face the Public event to be held on 11 March in the Civic Centre.

Meeting concluded at 12.30 pm.

CHAIR