

AUDIT AND GOVERNANCE COMMITTEE

AGENDA



Monday 23 November 2020

at 10.00 am

in the Civic Centre, Hartlepool.

PLEASE NOTE: this will be a 'remote meeting', a web-link to the public stream will be available on the Hartlepool Borough Council website at least 24 hours before the meeting.

MEMBERS: AUDIT AND GOVERNANCE COMMITTEE

Councillors Buchan, Cassidy, Hall, Hamilton, Harrison, James and Loynes.

Standards Co-opted Independent Member: Ms Clare Wilson.

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

Local Police Representative: Superintendent Sharon Cooney.

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 1 October 2020.

4. AUDIT ITEMS

- 4.1 The 2019/20 Financial Report (including the 2019/20 Statement of Accounts)
– *Director of Resources and Development (To Follow)*

CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone. The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

5. STANDARDS ITEMS

No items.

6. STATUTORY SCRUTINY ITEMS

Crime and Disorder Scrutiny

- 6.1 Safer Hartlepool Partnership Performance – *Director of Neighbourhoods and Regulatory Services*

Health Scrutiny

- 6.2 Coronavirus in Hartlepool - Update (Presentation) - *Acting Director of Public Health*

- 6.3 North East Ambulance Service (NEAS) Quality Account:
(i) Covering Report - *Statutory Scrutiny Manager*
(ii) Presentation - *Assistant Director of Communications and Engagement North East Ambulance Service NHS Foundation Trust*

- 6.4 Covid-19 Scrutiny Activity – Recovery and Response – Verbal Update - *Statutory Scrutiny Manager*

7. OTHER ITEMS FOR DECISION

- 7.1 Regulation of Investigatory Powers Act 2000 (RIPA) – *Chief Solicitor*

- 7.2 Personnel Sub Committee – *Chief Solicitor*

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

No items.

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

No items.

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

No items.

11. MINUTES FROM RECENT MEETING OF SAFER HARTLEPOOL PARTNERSHIP

No items.



12. REGIONAL HEALTH SCRUTINY UPDATE

No items.

13. DURHAM, DARLINGTON AND TEESSIDE, HAMBLETON, RICHMONDSHIRE AND WHITBY STP JOINT HEALTH SCRUTINY COMMITTEE

No items.

14. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

For information: -

Date and time of forthcoming meetings –

Thursday 10 December, 2020 at 10.00 am

Thursday 7 January, 2021 at 10.00 am

Thursday 11 February, 2021 at 10.00 am

Thursday 18 March, 2021 at 10.00 am



AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

1 OCTOBER 2020

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool.

Present:

Councillor: Ged Hall (In the Chair).

Councillors: Tom Cassidy, Lesley Hamilton, Brenda Harrison, and Marjorie James.

Standards Co-opted Members:

Ms Clare Wilson – Independent Member

Also Present: Gavin Barker and Cath Andrew, Mazars.

Officers:

Chris Little, Director of Resources and Development

James Magog, Assistant Director, Finance

Noel Adamson, Head of Audit and Governance

Hayley Martin, Chief Solicitor

Joan Stevens, Statutory Scrutiny Manager

Angela Armstrong, Scrutiny Support Officer

David Cosgrove and Jo Stubbs, Democratic Services Team

15. Apologies for Absence

Apologies for absence were received from Councillors Bob Buchan and Brenda Loynes.

The Director of Resources and Development introduced the new Assistant Director, Finance, James Magog who had recently taken up post with the Council.

16. Declarations of Interest

None.

17. Minutes of the meeting held on 10 September 2020

Confirmed.

18. Annual Governance Statement 2019/20 *(Director of Resources and Development)*

The Head of Audit and Governance submitted the Annual Governance Statement 2019/20 as required under the Accounts and Audit Regulations (England) 2015 for the Committee's approval.

The Chair referred to the issue of a 'democratic deficit' which had been raised by some Members through the suspension of Committee meetings during the initial 'lock-down' period of the response to the Covid-19 pandemic. The Director of Resources and Development reported that during the 'lock-down' period meetings had to be suspended with many decisions needing to be made rapidly on the spending of council funds and funds allocated by central government. Those decisions had been reported to the Finance and Policy Committee. The Director commented that some of the impacts being felt from the pandemic would consequently affect the Council.

The Council had implemented online committee meetings in a very short timescale and Members were seeing many more Committee meetings being held, focussing on where decisions were required.

The Chair stated that he was aware of the impact of the Covid-19 response on officers in departments. A Member supported the new approach to online meetings but did feel that not all Committees were meeting as often as they could and that this should be addressed.

Recommended

That the submitted Annual Governance Statement 2019/20 be approved.

19. Role of the Chief Finance Officer (CFO) in Public Service Organisations *(Director of Resources and Development)*

The Director of Resources and Development informed the Committee of the CIPFA statement – 'The Role of the CFO in Public Service Organisations', and how the Council complies with this guidance. The Director of Resources and Development was also the Council's nominated Section 151 Officer.

The Chair referred to the problems that were encountered in Northamptonshire and how such a situation would be prevented here. The Director stated that Northamptonshire had adopted a policy of having the lowest council tax of all County Councils nationally without maintaining their resource base or understanding the impact on departmental budgets. The Director indicated that it had always been his policy to ensure that Elected members were presented with clear explanations of the impact of their

policy decisions. This was evidenced through nine years of good audit reports through a period of severe financial constraint on the Authority.

Recommended

The Committee noted that the Director of Resources and Development had reviewed the CIPFA statement – ‘The Role of the CFO in Public Service Organisations’ and advised Members that the Council complied with these requirements, as detailed in Appendix A to the report.

20. Role of the Head of Internal Audit in Local Government *(Director of Resources and Development)*

The Director of Resources and Development informed the Committee of the CIPFA statement – “The Role of the Head of Internal Audit in Local Government”, and within the report demonstrated how the Council complies with this guidance.

Recommended

The Committee noted that the Director of Resources and Development had reviewed the CIPFA statement – “The Role of the Head of Internal Audit in Local Government” and advised the Committee that the Council complied with these requirements as detailed in Appendix A to the report.

21. Internal Audit Outcome Report 2019/20 *(Head of Audit and Governance)*

The Head of Audit and Governance submitted a report detailing the outcomes of the audit work for 2019/20. There were 1090 audit days allocated to planned and responsive activities during 2019/20. Staffing resources were as anticipated, ensuring that all high-risk functions were reviewed and a balanced program of work covering all Council departments was achieved for 2019/20.

The Head of Audit and Governance stated that based on the work undertaken during the year 2019/20, he had reached the opinion that reliance could be placed on the adequacy and effectiveness of internal controls operating across the Council in 2019/20. Given the constant extent of change the Council continued to face, the reduction in resources and the ever increasing diverse nature of the Internal Audit Plan this assurance opinion should be regarded as positive. The timing of the Covid-19 lockdown has had little effect on the opinion given for 2019/20 as the majority of fundamental systems work was complete at that time. The impact of the lockdown and subsequent effect on Council services would be greater moving forward in to 2020/21 with the Committee being kept fully up

to date on any impact on the nature of risk facing the Council and how Internal Audit proposes to deal with this.

A number of audits had been assessed as 'limited assurance' over the course of the year and this reflects some weaknesses and evidence of ineffective controls. For this reason this has been raised as a significant governance issue in the 2019/20 Annual Governance Statement.

All of the risks raised within Internal Audit reports had been accepted. All proposed actions made by Management in response to the risk issues, had been agreed to be implemented. Full implementation of the agreed actions will realise the benefits of the control improvements detailed in each individual audit report.

The Head of Audit and Governance also highlighted that performance measures, as set out in the report, had been in line with expectations; it was only this final Outcome Report that had been delayed due to the Covid-19 pandemic.

The Chair questioned the Audit team staffing and a query was raised in relation to staff safety when working at home. The Head of Audit and Governance stated that staffing was very stable with very positive support from senior management. The risks around staff working at home had changed due to the Covid-19 with challenges around IT security and health and safety. There had been changes to how some key services were provided by the authority and this had consequent changes throughout the structure. Home working was already being utilised by Audit staff prior to the pandemic but he was aware of the additional issues and pressures the pandemic placed on home workers.

Recommended

That the report be noted.

22. Amended Internal Audit Plan 2020/21 (*Head of Audit and Governance*)

The Head of Audit and Governance reported on a proposed change to the previously approved Internal Audit Plan for 2020/21. Since being approved in March, as members were aware, so much had changed that it was appropriate to reflect upon the original plan and make some changes to realign the work programme. The Head of Audit and Governance commented that this was the first time in his experience that such a proposal had had to be put to Members.

There was a need to focus on the new areas of risk around the expenditure on delivering services during the pandemic and particularly the 'lock-down' period. The delivery of many services had also changed with so many staff now working at home and there were new risks particularly around their

health and safety and information and IT security. It was considered that the revised plan would allow the provision of a robust audit opinion at the end of the year.

Members acknowledged the need to make changes to the Plan and echoed the concerns around the numbers of staff working at home, particularly around their health and safety and especially their mental health. The Director of Resources and Development stated that this had been an issue recognised by the Corporate Management Team (CMT) very early in the lock-down period. For some staff this had been a great experience and a huge help to those with children. For some though, the experience had been difficult. There were regular keep-in touch sessions with home workers, for Managers to provide appropriate supervision but also for workers to keep in touch with colleagues.

The Director indicated that a few weeks ago it had been thought that staff could be slowly brought back to work where arrangements could be appropriately made, though this was now not the case. Members were also assured that regular discussions were being held with Trade Unions around staff welfare.

Members discussed the issues around employees' mental health and the impact this could have on services. The Director commented that CMT were aware of these issues and the change in public perceptions around the pandemic and how Council staff were starting to become the recipients of some adverse criticism. This was being monitored closely. A Member suggested that the Council should re-engage more positively with the community and suggested that talking to them about how as a town we would want to remember those lost during the pandemic would be a positive step. The Director stated that the Chief Executive had, before her retirement, started the 'Let Your Story Be Told' initiative, and he would take Members comments back to CMT with an update on the initiative being provided in the near future.

Recommended

That the amended 2020/21 Internal Audit Plan as submitted be approved.

23. Letter to those Charged with Governance – Compliance with Laws and Regulations/Fraud *(Director of Resources and Development)*

The Director of Resources and Development submitted for the Committee's approval a letter to Mazars from the Chair of the Committee detailing how the committee has complied with the requirements of International Standards for Auditing.

Recommended

That the contents of the letter to Mazars outlining how the activities of the Committee comply with the requirements of International Standards for Auditing be approved.

24. The 2019/20 Financial Report (including the 2019/20 Statement of Accounts) *(Director of Resources and Development)*

The Director of Resources and Development submitted for the Committee's consideration the 2019/20 Financial Report including the 2019/20 Statement of Accounts. In accordance with the Accounts and Audit Regulations 2015, updated for (Coronavirus) (Amendment) regulations 2020 all Local Authorities were required to produce the draft annual Statement of Accounts by 31 August 2020. These regulations had temporarily relaxed the previous deadlines for producing the draft accounts and completion of final audited accounts though the Director stated that internally the original dates had been maintained. The Audit process, had however, taken slightly longer but had been completed within the prescribed timescales. The Director did highlight that the information from the Pension Actuaries was still awaited, though at this time this was not expected to have a material effect on the accounts, though if it did, the accounts would need to be re-presented to Members.

The representative from Mazars, the Council's external auditors, stated that it was anticipated that even with the delay in the information on pensions, the audit should be completed on time. The representative stated that much of the work of the audit had been completed remotely online and he paid tribute to the helpfulness of the Council's staff during this process.

Mazars were able to provide an unqualified opinion on the statement of accounts and a positive value for money assessment. There was still the outstanding issue around pensions to resolve, however.

The Mazars representative outlined the principle parts of the audit report highlighting the significant findings for Members information. In concluding his presentation, the Mazars representative indicated that the Council had managed its finances well over the period of austerity and continued to do so. There was still great uncertainty over future funding and the continuation of one-year settlements from government did not assist in Council's preparing for the future.

The Chair thanked the Mazars for the presentation and the audit which had been a significant task due to the ongoing Covid-19 restrictions. The government had recently announced the postponement of the Autumn Budget Statement and he questioned what affect that may have. The Director of Resources and Development stated that the uncertainty facing local government was now a significant issue. The long promised financial

reforms had been pushed back again and there would only be a one-year budget settlement probably announced very close to Christmas that would make preparing a budget and planning for the future very difficult. Members would be kept informed as soon as details were shared by government.

The Chair questioned the statement in the accounts relating to the Covid-19 financial grant from central government that had been highlighted by the auditors. The Director stated that this was simply a timing issue in the way the figure had been accounted. As it had been received before 31 March, it should have been included in the previous year's accounts and carried forward as a reserve; there was no potential for the grant to be recovered. Reports to Finance and Policy Committee showed that there was still a £2.9m shortfall in expenditure incurred due to the pandemic. Officers were still working through the detail of recent announcements and the finance related to those but there was sufficient evidence to support the expenditure incurred to date.

The Chair noted the significant reduction in short term investments set out in the accounts. The Director stated that the statement on investments was simply a snap-shot taken of the situation on a given day; the picture fluctuated around the Council's needs and income received. There was a substantial reduction in the Council's reserves due to their use to support the budget over recent years and this also meant the Council had a much reduced balance to invest.

There was wider discussion on the future funding from government relating to the Covid-19 pandemic, particularly around support for businesses and the effects of a further lock-down. Members raised issues around recently announced benefits to those made unemployed due to the closure of businesses during the pandemic and the Director simply stated that he could not give any detail to members until government had provided that detail in support of their announcement. There were many issues outstanding and matters to be clarified particularly around taxation.

The Director of Resources and Development reminded Members that should the Pensions Actuaries Report require a material change to the Accounts, it may be necessary to re-submit the accounts to a future meeting of the Committee in order to finalise the process.

Recommended

1. Members noted the matters raised in Mazars' Audit Completion Report (ACR) detailed in Appendix A to the report.
2. That the adjustments to the financial statements set out Section 5 of the ACR under Disclosure amendments be noted.

3. That the reasons detailed in the Letter of Representation (Appendix B) to this document for not amending the Statement of Accounts to reflect the unadjusted misstatements in the accounts be approved.
4. Members noted the Letter of Representation at Appendix B.
5. That approval be given to the final 2019/20 Financial Report (Appendix C) and that this document be published before the 31st October 2020 statutory deadline.

25. Independent Persons Recruitment (*Chief Solicitor and Monitoring Officer*)

The Chief Solicitor sought the Committee's approval to make arrangements for the recruitment and selection of up to three Independent Persons whose appointment must then be approved by a majority of Elected Members at Full Council. that Sections 28(7) to (10) of the Localism Act 2011 require the Council to appoint at least one "Independent Person" and provides that the views of an Independent Person must "be sought, and taken into account" by the Council "before it makes a decision on an allegation that it has decided to investigate". In addition the Localism Act provides that the views of an Independent Person may be sought by the Council when deciding how to deal with a new allegation.

The Chair questioned the timeline for the recruitment process. The Chief Solicitor stated that whilst not firmly fixed, the intention was that advertisement would seek applications before Christmas with appropriate interviews being held early in the New Year.

Recommended

That approval be given to the recruitment process for the appointment of up to three Independent Persons in line with the requirements of the Localism Act.

26. Introduction to Scrutiny (*Statutory Scrutiny Manager*)

The Statutory Scrutiny Manager submitted for Members' information a report giving an overview of the role and functions of the Audit and Governance Committee in fulfilling its statutory scrutiny responsibilities.

Recommended

That the report be noted.

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

The Statutory Scrutiny Manager reported that during 2019/20 costs totalling £446.79 were incurred as part of the Anti-Social Behaviour Investigation from the Committee's £5000 per year dedicated scrutiny budget.

Recommended

That the report be noted.

28. Appointment to Committees Forums *(Statutory Scrutiny Manager)*

The Statutory Scrutiny Manager reported that in line with the continuation in memberships across all Council Committees and Outside Body Appointments for 2020/21, the various additional outside organisation appointments of Councillors from the Audit and Governance Committee would continue. Further to the report considered by the Committee in December 2019, a vacancy remains on the following: Durham Darlington and Teesside, Hambleton, Richmondshire and Whitby STP Joint Health Scrutiny Committee and a nomination was sought from the Committee.

Members commented that there seemed to be a confusing over-supply of joint health scrutiny committees across the region and questioned the need for so many bodies essentially doing the same job and suggested that the Statutory Scrutiny Manager feed their comments through to the responsible bodies seeking a streamlining of the regional bodies. The Statutory Scrutiny Manager indicated that she would refer members' comments on and also indicated that as of the date of this meeting the STP Joint Health Scrutiny Committee had not met for quite some time due mainly to the Covid-19 pandemic.

Recommended

That the report be noted and Members comments be referred to the appropriate Health body.

29. Scrutiny Work Programme 2020/21 *(Statutory Scrutiny Manager)*

The Statutory Scrutiny Manager reported that the Committee at its meeting on the 10th September 2020 considered the form and focus of its scrutiny activities for the remainder of the 2020/21 municipal year. With recognition of the need for scrutiny to be undertaken in a way that is flexible, timely, supportive, proportionate and minimises demands on officers during these challenging times, it was agreed that:-

- (i) Proactive scrutiny activities for the remainder of 2020/21 would focus on Covid-19 related issues around:
 - Reflecting on the response; and
 - Monitoring of recovery and renewal plans.
- (ii) Alongside audit and standards responsibilities, the following would need to be accommodated within the Committee's meeting timetable:
 - Monitoring of recommendations from completed investigations;
 - Statutory health and crime and disorder items; and
 - Any emergency issuers that may need to be considered on an ad-hoc basis.
- (iii) Consideration of any non Covid-19 related scrutiny topic suggestions would be deferred for inclusion in the 2021/22 work programming process.

At the time of the Committee's decision, Hartlepool's 7 day case rate per 100,000 population was 42.7 (up to the 6th September). Data now shows that this represented the start of an upward trend in cases with 108 cases per 100,000 recorded in the 7 days up to the 24th September. Whilst recovery work has commenced and the Hartlepool COVID-19 Recovery and Renewal Plan had been endorsed by the Finance and Policy Committee, the increase in cases, and designation of Hartlepool as an Area of Enhanced Support has again required renewed a focus response activities.

This further emphasises the need for scrutiny to be flexible, timely and reflective of demands on officers. With this in mind consideration was sought of a potential meeting timetable that allocates potential time for Covid-19 related activities and identifies required activity across the Committee's statutory responsibilities.

The Statutory Scrutiny Manager, therefore set out a proposed timetable of additional meetings of the Committee in Appendix A to the report with a copy of the Hartlepool COVID-19 Recovery and Renewal plan. The plan established a framework for engaging with partner agencies across 8 main themes, which were –

- Health and Social Care
- Business Economy, Skills and Jobs
- Community Wellbeing and Financial Inclusion
- Education and Vulnerable Children
- Environment and Infrastructure
- Organisational Change and Resilience
- Communications
- Financial Recovery

The Statutory Scrutiny Manager suggested that given the increasing numbers of Covid-19 cases now being reported and the consequent pressures that would be placed on officers in front line departments responding to the 'second wave' of the pandemic, Members may wish to concentrate their investigations into two of the above themes.

A Member commented that the previous meeting had approved the utilisation of the recent Councillor Call for Action as a training opportunity for Members and asked where this would fit into the programme being discussed. The Statutory Scrutiny Manager stated that this would be delivered to Committee Members through a seminar outside of the meeting programme.

Members discussed the themes they would wish to see investigated at some length with several suggestions being put forward. It was suggested by several Members that some of the themes could be more conveniently combined to provide a more unified approach to the investigation. The combination of Financial Recovery and Business Economy, Skills and Jobs was proposed. Education and Vulnerable Children and Health and Social Care were also suggested for combination. It was also suggested that the issue of communication, particularly to young people was included in this as it was clear from the feedback from young people that they did not feel fully informed during the lock-down.

The Statutory Scrutiny Manager took on board Members suggestions but commented that she would need to liaise with appropriate officers ahead of the next meeting to assure that Members requests were deliverable in the present climate of increasing cases of Covid-19. If this was achievable, the Statutory Scrutiny Manager suggested that she be delegated authority to pursue a way forward for the investigations, following consultation with the Chair and Vice-Chair.

Recommended

1. That the Audit and Governance Committee approves the timetable of statutory activity outlined in Appendix A to the report, with the addition of appropriate meeting dates.
2. That the Committee receives an initial overview presentation on the Council's Recovery and Renewal Plan, and its timetable going forward, at its November / December meeting;
3. That the work themes for consideration/investigation suggested are a combination of Financial Recovery and Business Economy, Skills and Jobs; and a combination of Education and Vulnerable Children and Health and Social Care with reference to Communications to young people.
4. That the Statutory Scrutiny Manager be delegated to determine the potential to deliver the combination of themes suggested by the

Committee following discussions with relevant Officers and consultation with the Chair and Vice-Chair of the Committee.

30. Director of Public Health Annual Report (*Acting Director of Public Health*)

The Director of Resources and Development indicated that the Director of Public Health's Annual Report had been presented to Members in a number of venues, including full Council, and was now submitted to this Committee in its role on statutory health scrutiny.

A Member raised a concern in relation to the undertaking of annual retinal eye examinations for people with diabetes. The Member reported that such examinations had been 'suspended' for 12 months for those patients considered to be 'low risk' without patients being advised. This was very concerning for diabetics and the Member questioned who would be liable if a patient developed sight issues in the long period between examinations as these problems could often be irreversible. This was also a major issue for Hartlepool which had a significantly high incident of diabetes sufferers.

The Chair stated that he would refer the Members concerns in a letter to the Health and Wellbeing Board seeking a response to this Committee.

Recommended

1. That the Director of Public Health's Annual Report be noted.
2. That a letter be submitted to the Health and Wellbeing Board from the Chair of this Committee seeking an explanation to the arrangements for eye examinations for diabetes sufferers in Hartlepool.

31. Verbal Update – Outcome of consideration of Anti-Social Behaviour in Hartlepool Investigation report by the Safer Hartlepool Partnership (*Chair of Audit and Governance Committee*)

The Chair reported that he had presented the Committee's final report into its investigation into Anti-Social Behaviour in Hartlepool to the Safer Hartlepool Partnership on 4 September. The report and its recommendations had been well received and an Action Plan to respond to the recommendations was to be developed and submitted to the next meeting of the partnership and subsequently this Committee.

Recommended

That the report be noted.

32. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 4.10 pm

CHAIR

AUDIT & GOVERNANCE COMMITTEE

23 November 2020



Report of: Director of Resources and Development

Subject: THE 2019/2020 FINANCIAL REPORT
(INCLUDING THE 2019/20 STATEMENT OF
ACCOUNTS) UPDATE

1. PURPOSE OF THE REPORT

1.1 The purposes of this report are to:-

- i) present Mazars' final Audit Completion Report;
- ii) enable Members to approve the final audited 2019/20 Financial Report.

2. BACKGROUND

- 2.1 As reported on 1st October 2020 the Council had completed the drafts accounts by 30th June 2020. Members of this Committee had been emailed a copy of the draft accounts on 2nd July 2020 to enable Members to familiarise themselves with this document.
- 2.2 Members were advised that it had been anticipated that the Council's External Auditors, Mazars, would have received the final report from the Pension Fund External Auditors before the 1st October. However, as this report had not been received it had not been possible for Mazars to finalise the 2019/20 audit.
- 2.3 Members were advised that any potential changes in relation to the Pension Liability disclosed in the Balance Sheet would be a technical accounting adjustment and would not impact on the level of the Council's cash reserves.
- 2.4 Members were also advised that depending on the outcome of Pension Fund External Audit it may be necessary to re-submit the accounts to finalise the approval process.

3. OUTCOME OF PENSION FUND AUDIT

- 3.1 The Audit of the Pension Fund has been completed and in response the following additional note has been included in the Financial Report (page 37, note 3), attached at Appendix A. No changes have been necessary to the Pension Liability figure reported in the balance sheet and the additional note highlights the financial uncertainty arising from Covid.

Pension Fund Assets

The external valuers, Cushman & Wakefield, have stated that their valuations as at 31 March 2020 have been reported on the basis of 'material valuation uncertainty' and consequently, less certainty and a higher degree of caution should be attached to their valuations than would normally be the case. Given the unknown future impact that Covid 19 might have on the real estate market, they have recommend that the valuation of the directly held properties is kept under frequent review, which is currently undertaken each quarter. For the avoidance of doubt, the inclusion of the 'material valuation uncertainty' declaration above does not mean that the valuations cannot be relied upon. The statement is a disclosure, not a disclaimer. It is used in order to be clear and transparent with all parties that – in the extraordinary circumstances that applied at the valuation date – less certainty can be attached to the valuation than would otherwise be the case.

This disclosure relates to two types of property assets owned by the Fund - directly owned property and pooled investment property vehicles.

4. LETTER FROM EXTERNAL AUDITORS

- 4.1 At the time of preparing this report Mazars had not received the final assurance from the Pension Fund auditors. Once this is received Mazars will formally write to the Council to conclude the audit. Mazars will also attend to update the Committee and outline the contents of the letter.
- 4.2 Members will recall the previously reported Audit Completion Report confirmed the following key points:
- 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; 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. RECOMMENDATIONS

6.1 It is recommended that Members:-

- i) Consider the matters raised in Mazars' update at the meeting;
- ii) Recommend that Members note the Letter of Representation at Appendix B.
- iii) Approve the final 2019/20 Financial Report (Appendix A) and note that this document will be published before the 30st November 2020 statutory deadline.

7. CONTACT OFFICER

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 Director of Resources and Development
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Financial Report 2019/20 Hartlepool Borough Council



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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 2019/20
- Our Governance and Decision Making
- Our Organisational Model
- Risk Management Arrangements
- Financial Performance 2019/20
- Financial Outlook – General Fund 2020/21 to 2021/22
- 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 was 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.

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- '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 have completed 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 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 leisure facilities.
- 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.
- Deliver a wider range and choice of supported accommodation for care leavers and vulnerable adults.

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- 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 route ways 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?

- 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.
- 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.

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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 route ways 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.

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.

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.

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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.

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OUR PERFORMANCE 2019/20

GROWING OUR JOBS, ECONOMY AND SKILLS

- Launched Seymour's Construction Academy as a Centre of Excellence.
- Worked in partnership with the Centre for Economic Strategies (CLES) to promote the opportunities of Local Wealth Building to public sector partners with the aim of increasing spending within Hartlepool. 36.5% of council spend went to Hartlepool suppliers in 2018/19 an increase of just under 3% on the previous year.
- Hosted a series of summer events to stimulate the local economy in Church Street and Church Square including Hartlepool Live and the Armed Forces Day Parade.
- Completed enforcement action which resulted in the demolition of the Longscar Centre, Seaton Carew. Officers continue to negotiate regarding the future use of the site.

REGENERATING OUR TOWN

- Officially opened The BIS – a new centre for business start-ups in the creative industries sector-delivering £3m of external investment. Twenty eight units are now available for the creative industries at the BIS, with current tenants including photographers, film makers, jewellery makers, sculptors and artists some of which are newly-created business and some expanding existing businesses.
- Won several awards for the Headland Coastal Defence Scheme including the North East Constructing Excellence Awards for Innovation, Sustainability and Value and the National Constructing Excellence Award for Innovation. The scheme was also Highly Commended in both award schemes.
- Delivered pedestrian and gateway improvements to Stockton Street and the Town Centre to create a sense of arrival.
- Completed restoration works to Christ Church Tower.
- Completed the beach chalets and crazy golf course in Seaton Carew enhancing the leisure facilities available to visitors.
- Recorded 3.66 million visitors to Hartlepool in 2018.
- Recorded a 40% increase in visitor numbers at the National Museum of the Royal Navy (NMRN) Hartlepool in August 2019, compared to the same time the previous year.
- Held another successful Waterfront Festival in July 2019 with 20,000 attending.
- Launched the Way of St. Hild, an interactive walk from St. Hilda's on the Headland to Whitby Abbey.

DEVELOPING AND PROMOTING HARTLEPOOL AS A GREAT PLACE TO LIVE

- Completed improvement schemes on the Headland including a footpath at Redheugh Gardens, improvements to the Town Square and restoration of the fish railings on Union Street.
- Completed phase 1 of works at Rossmere Park.
- The Green, delivered by Placefirst at Carr and Hopps Street, won three awards at the Sunday Times British Homes Awards for Development of the Year (under £10m), Development Transformation of the Year and Judges' Award for Excellence.
- Hartlepool Community Safety Team held a series of days of action across the town in response to information received from residents and businesses. Several hundred victims of crime and anti-social behaviour have also been supported by the Victim Care and Advice Service (VCAS) Officer.
- The #LoveHartlepool campaign, which is all about singing our town's praises and promoting our success far and wide, has continued to grow and an independently chaired Leadership Group has been established.

DEVELOPING NEW SERVICES FOR PEOPLE AND COMMUNITIES

- The first cohort of learners began the new integrated health and social care Level 3 qualification in April 2019 as part of the Health & Care Academy development.
- A significant investment in sport and leisure facilities within the town has been approved as part of the Councils budget. Over 1,000 people contributed to the related public consultation in September 2019.
- The proportion of commissioned adult social care providers that are rated as good or better has increased to 97.8%, an increase of almost 10% on last year and 8.5% above the North East regional average.
- Secured £280k to deliver the Families Fund project to widen family participation in sport and leisure activities.
- Expanded the range of services delivered through Community Hubs enabling people to access health and wellbeing support, financial advice, social activities and Community Kitchens in their local communities.

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

- Hartlepool now has the best primary results in the North East.
- High Tunstall College of Science and English Martyrs School and Sixth Form College opened new builds following the Council successfully attracting funding into the town.
- Increased the number of apprentices taken on by the Council, further recognising that young people are our future.
- Currently 87% of Hartlepool schools are judged as good or better. This breaks down to 93% of primary school and 40% of secondary schools.
- Ofsted inspections have judged that children's social care and children's homes delivered by the Council are good and outstanding.

PROVIDING EFFECTIVE LEADERSHIP BASED ON INNOVATION AND EFFICIENCY

- The Efficiency and Innovation Programme has identified significant savings across overheads and with further income generation this means that front line services have been protected.
- Hartlepool Borough Council Online continues to develop enabling residents to request and receive services any day of the week and at a time that's convenient to them. There are now 85 council services available on line. A total of 10,117 people have registered for a HBC online account. A total of 25,357 online transactions have been carried out by people in the last 12 months. The bin day checker has been used more than 140,000 times.

Growing our economy, jobs and skills	Regenerating our town	Developing and promoting Hartlepool as a great place to live	Developing new services for people and communities	Building better beginnings and better futures for our children and young people	Provide effective leadership based upon innovation and efficiency
64.1% overall employment rate (working age) 43 new business registration rate per 10,000 population aged 16 and above £80.63m rateable value of businesses 9.8% youth unemployment (16-24 years) 36.5% Council spend that goes to local suppliers	3.66m visitor numbers	141 affordable homes delivered (gross) +11.46% Council Tax base growth since 2014/15 36.6% household waste sent for reuse, recycling and composting 131.4 overall crime rate per 1,000 head of population	97.8% commissioned adult social care providers that are rated good or outstanding by the Care Quality Commission 84.0% of older people achieving independence for older people through rehabilitation / intermediate care	87% schools rates good or outstanding by Ofsted -0.34 average progress 8 score per pupil 3.5% of 16-17 year olds Not in Employment, Education or Training (NEET) 34.1% children in poverty (after housing costs) 159.6 rate of looked after children per 10,000 population 90% of 2 year olds immunised for Measles, Mumps and Rubella	95.2% Council Tax collection rate 98.6% Business Rates collections 27.18% voter turnout at local elections 78% staff who feel satisfied about working for the Council No key = data is latest available i.e. 2019/20 or Q4 2019/20. + Latest data available = Q3 2019/20 < Latest data available = Q2 2019/20 ^ Latest data is 12 months ending Dec 2019 # Latest data available = 2018/19 ~ Latest data available = 2017/18 At the point of publication this data is provisional.

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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.

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

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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. The Council agreed a new Risk Management Framework on 24th June 2019. 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 has been identified at a corporate level within the performance management framework and changes are reported to Elected Members regularly through the monitoring of the Council Plan.

Using a proactive approach we identify the risks to the delivery of our strategic priorities and service aims. . Our Strategic Risk Register articulates each individual risk, quantifies 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.

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.

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 2019/20

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 2019/20 – Approved Budget

The Council had prepared a four year financial strategy covering 2016/17 to 2019/20, the same period as the previous four year grant settlement provided by the Government. This strategy was rolled forward to include 2020/21 and 2021/22.

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In relation to 2019/20 the financial strategy reflected a further reduction in the amount of Government funding received by the Council of £2.8m, a reduction of 13%. This was the ninth 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 nine 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 inflationary 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 £8.3m, the Council made budget cuts of £2.4m, built in additional Council Tax income from housing growth of £0.7m - which was achieved, and allocated one off resources of £3.7m to provide a longer lead time to implement budget reductions.

In line with the Government's current Council Tax policy the Council implemented an overall Council Tax increase of 3.9% for 2019/20, including the 2% Social Care precept, to bridge the remaining gap of £1.5m. 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 2019/20 – 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 of £0.640m. The actual overspend was £0.727m, which was slightly higher than forecast and reflected increased Looked after Children costs. In line with the approved outturn strategy developed during the year the over spend was offset from managed in-year savings and a review grant regimes. This strategy avoided having to fund the over spend from reserves, which would have reduced future financial flexibility. The budget for 2020/21 includes an increased allocation for Looked after Children as the increased caseload is anticipated to continue.

The outturn position is summarised below:

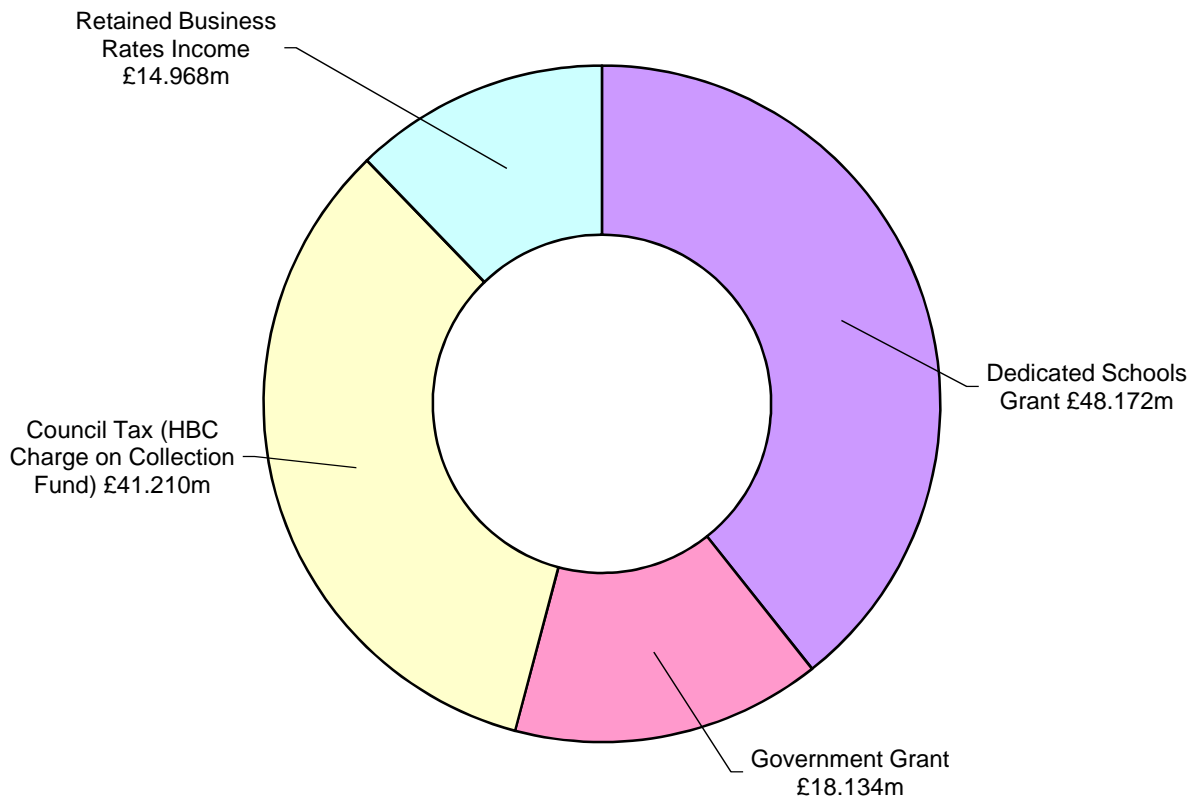
Description of Expenditure	2019/2020 Approved Budget £000	2019/2020 Actual Expenditure / Income £000	2019/2020 Variance Adverse / (Favourable) £000
<u>Departmental Expenditure</u>			
Adult & Community Based	32,388	32,331	(57)
Chief Executives Department	4,449	4,101	(348)
Children's & Joint Commissioning	22,138	22,925	787
Regeneration & Neighbourhoods	19,498	19,843	345
Dedicated Schools Grant Related Expenditure	48,172	48,172	0
Total Departmental Position	126,645	127,372	727
Non Departmental Expenditure	(4,161)	(4,888)	(727)
Housing Revenue Account (HRA)	0	(44)	(44)
	122,484	122,440	(44)
Contribution to HRA Reserve	0	44	44
Final Contribution to Budget Support Fund	122,484	122,484	0

The main budget variances relate to:

- Chief Executives – an underspend of £0.348m owing to temporary staffing vacancies;
- Children's and Joint Commissioning – an overspend of £0.787m owing to an increase in the number of Looked after Children;
- Regeneration and Neighbourhoods – an overspend of £0.345m owing to higher transport costs for Children with Special Educational Needs and income shortfalls.

SECTION 1 : Narrative Report

The Council's budget of £122.484m, including the Dedicated Schools Grant of £48.172m, was funded from the following sources:



Housing Revenue Account (HRA)

This is a separate account and contains the costs of owning and maintaining properties which are let to 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 2019/20 HRA shows a surplus of £0.044m compared to the budgeted deficit of £0.053m. This 1.5% income increase can mainly be attributed to additional income being generated from solar panels and void property management, a total of £0.057m; and a reduction of 20% in relation to repairs and maintenance owing to the lower property turnover and overall £0.040m reduction in expenditure. The surplus has increased the HRA reserve to £0.391m. As at 31 March 2020 the HRA has 301 properties of which 25 were purchased during 2019/20, 8 were new build, however some of the empty property purchases are undergoing refurbishment works and additional rental income in relation to these properties will be generated during 2020/21.

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's) 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 55.

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 2019/20 the Council had a total Capital Programme of £51.329m and incurred expenditure totalling £23.515m.

SECTION 1 : Narrative Report

An analysis of the 2019/20 capital expenditure is shown below, together with an analysis of how it was financed.

	£000	%
Expenditure		
School Improvements	6,140	26%
Highway Maintenance & Construction	5,587	24%
Housing Investment Programme	2,204	9%
Innovation and Skills Quarter	1,434	6%
Disabled Facility Grant	1,271	6%
Other Schemes	6,879	29%
Total Expenditure	23,515	100%
Capital Financing		
Capital Grant	13,701	58%
Borrowing	7,629	32%
Capital Funding Reserves	1,778	8%
Capital Receipts	407	2%
Total Capital Financing	23,515	100%

As at 31 March 2020, the Council had rephased capital expenditure totalling £27.814m into 2020/21. This will be funded from the following rephased resources.

Capital Financing	£000
Borrowing	16,282
Government Grants	7,283
Capital Funding Reserves	4,249
	27,814

Capital Receipts

The Council received gross receipts of £1.563m in 2019/20 from the sale of assets.

FINANCIAL OUTLOOK – GENERAL FUND 2020/21 TO 2021/22

As detailed earlier the Council deferred a significant deficit from 2019/20 to 2020/21 by using reserves. This strategy was designed to provide a longer lead time to address this position by delaying budget savings until 2020/21. After reflecting the deficit deferred from 2019/20, increased Looked after Children pressures, inflation and provision for a forecast national pay award from April 2020 the Council faced a budget deficit of £7.414m for 2020/21.

This deficit was bridged through a combination of measures, including a Council Tax increase in line with the Government's Council Tax referendum limit. The Council remained concerned that the continued reliance on increasing Council Tax, including the Adult Social Care precept, is not sustainable and raises less recurring income for more deprived communities, including Hartlepool, than it does for councils in more affluent areas.

In summary the 2020/21 budget deficit was addressed by the following measures:

£2.448m - Increase in Government funding for Social Care pressures;
£2.089m - Budget savings;
£0.700m - Forecast increase in Council Tax income from housing growth;
£0.836m - 2% Adult Social Care precept;
£0.794m - 1.9% core Council Tax increase;
£0.547m - Use of Reserves.

Limiting the use of reserves to balance the 2020/21 budget provided a more robust basis for the 2021/22 budget and a 2021/22 budget deficit of £1.3m was forecast in February 2020, which included £0.547m deferred from 2020/21 by using reserves.

SECTION 1 : Narrative Report

The Council is incurring significant additional costs in 2020/21 as a result of the Covid 19 pandemic and also facing significant income reductions. The Government has provided additional funding towards these issues. However, at the time this document was prepared the Council faced a significant potential shortfall in funding and this was the position facing councils across the country. The Local Government Association were in negotiations with the Ministry for Communities, Housing and Local Government for additional funding to address this situation as Government Ministers' have previously indicated they will fully support councils to meet the financial impact of Covid 19. In the event that additional funding is not provided for Local Authorities the Council will need to develop a strategy for meeting the resulting funding shortfall and if this is necessary details will be reported to a future Finance and Policy Committee.

It is anticipated that the Covid 19 pandemic will increase the 2021/22 budget deficit. However, the position is uncertain as major reforms of the Local Government Finance system (i.e. Fair Funding Review and increase in Business Rates Retention from 50% to 75%) have been deferred from 2021/22 to 2022/23. The pandemic has highlighted the fragility of Adult Social Care funding arrangements and national reforms of these arrangements have also been delayed. It is hoped that the Government will provide additional Social Care funding for 2021/22, as it did in 2020/21. The Council will update the budget strategy for 2021/22 during the summer and this will include a review of reserves and other one-off initiatives to support the 2021/22 budget position. These details will be reported to Finance and Policy Committee to enable a budget strategy to be approved to address the financial challenges facing the Council in 2021/22.

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 2019/20; 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 2020 there was a deficit on the Pensions Reserve of £174.055m (£127.227m in 2018/19). 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 employees. A separate Pension Fund valuation is carried out every three years to determine the Council's contribution rate.

Further information is included in Notes 51 and 52 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

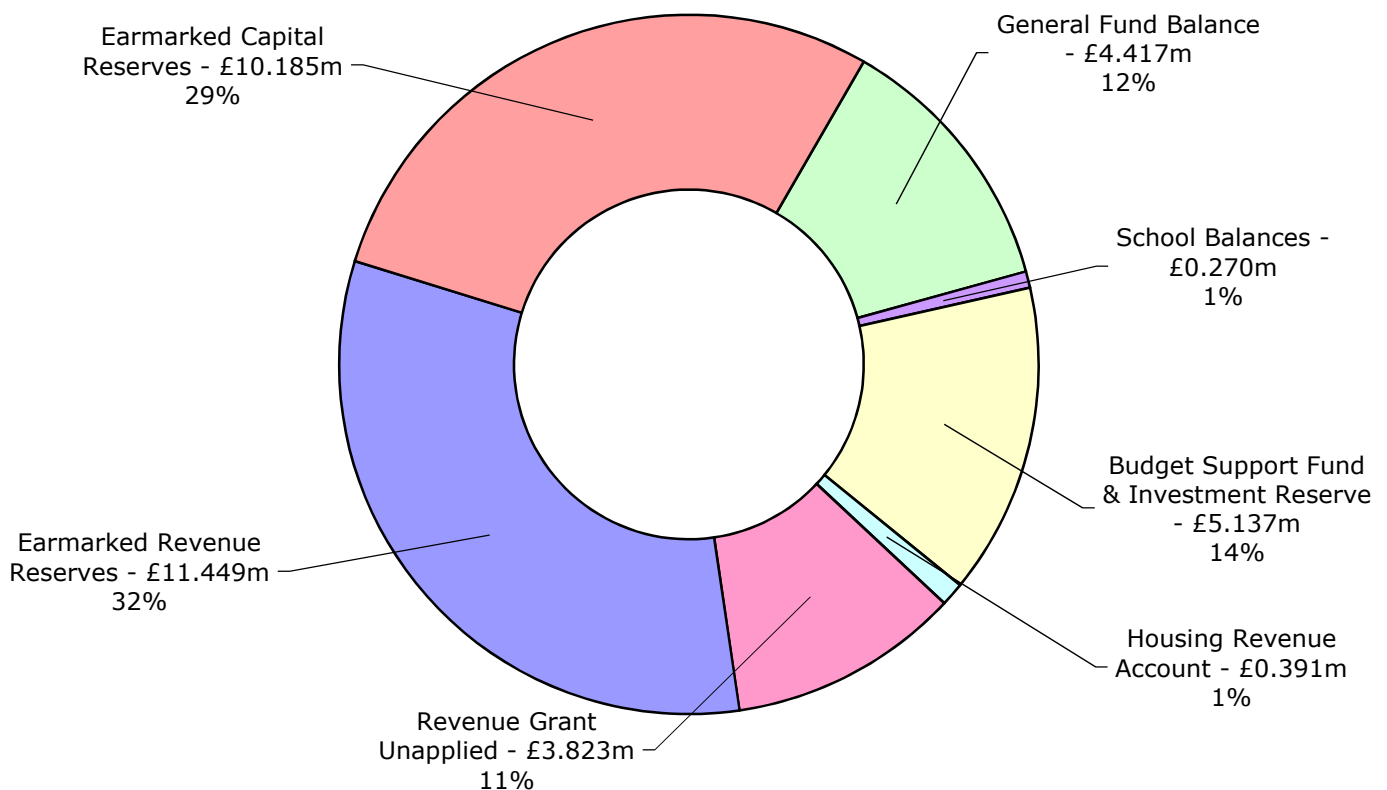
The Balance Sheet shows the value of the assets and liabilities at 31 March 2020. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are classified in two categories. The first category of reserves are usable reserves, i.e. those reserves 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

SECTION 1 : Narrative Report

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 £7.099m which comprises expenditure on fixed assets, downward revaluations of existing assets, less depreciation and disposals.
- Short Term Investments – totalled £5.010m as at 31 March 2020 (£33.085m at 31 March 2019). The decrease relates to a reduction in the number of investments at 31 March 2020 as a result of the profile of cash flows at year end. There has been an increase in cash and cash equivalents.
- Short Term Debtors - totalled £22.006m as at 31 March 2020 (£19.060m at 31 March 2019). The increase primarily relates to an increase in Council Tax and NNDR arrears owed to the Council.
- Cash and cash equivalents – totalled £16.781m as at 31 March 2020 (£5.066m at 31 March 2019). The increase can be partly explained by a reduction in short term investments.
- Short Term Borrowing – as at 31 March 2020 was £3.464m (£9.516m at 31 March 2019). The decrease is owing to a reduction in short term borrowing during 2019/20 and the profile of principal repayments in relation annuity loans.
- Capital Grant Receipts in advance – as at 31 March 2020 was £7.262m (£9.333m at 31 March 2019). The decrease relates to reduction in a variety of grants received in advance.
- Revenue Grant Receipts in advance – as at 31 March 2020 was £8.408m (£2.212m at 31 March 2019). £3.343m of the increase relates to the Covid 19 Local Authority Support Grant received in advance.
- Other long term liabilities – as at 31 March 2020 was £174.152m (£127.377m at 31 March 2019). The majority of this increase related to the Council's defined benefit pension scheme.
- At the 31 March 2020 the Authority had reserves of £35.672m (£41.467m at 31 March 2019). Full details of the Council's reserves are provided in Notes 30 to 37 and include the following key reserves:

Analysis of Reserves 31/03/20 - Total £35.672m



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

SECTION 1 : Narrative Report

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 £2,013.18 (£1,923.74 in 2018/19) for Band D properties, excluding parish precepts where these applied. This comprised £1,685.28 for the Council's own services, £250.54 for the Police and Crime Commissioner and £77.36 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 34,052 Band D properties. When setting the charge a 1.5% allowance for non-collection was made.

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

	£000	%
Expenditure		
Hartlepool Council Precept	41,174	53%
Police and Crime Commissioner Precept	6,116	8%
Cleveland Fire Authority Precept	1,888	2%
Central Government's Share Non Domestic Rates	15,498	20%
Hartlepool Council Non Domestic Rates Precept	15,231	19%
Cleveland Fire Authority Non Domestic Rates Precept	311	0%
Other	(1,829)	(2%)
	78,389	100%
Income		
Council Tax	49,007	60%
NNDR from Rate Payers	33,446	41%
Transitional Protection Refund	(541)	(1%)
	81,912	100%
Net Deficit / (Surplus) in Year	(3,523)	

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 have a statutory right to inspect the accounts before the audit is 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 2019/20 financial year the inspection period is 1 July 2020 to 11 August 2020.

Chris Little CPFA
Director of Resources and Development
Date: 23 November 2020

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 23 November 2020.

Chair of Audit and Governance Committee

Date: 23 November 2020

The Director of Resources and Development's Responsibilities

The Director of Resources and Development 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 Resources and Development 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 Resources and Development 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 Resources and Development

In accordance with the requirements of the Accounts and Audit Regulations 2015, I certify that Section 1 to 3 of the Financial Report 2019/20, 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 2020.

Chris Little CPFA

Director of Resources and Development

Date: 23 November 2020

SECTION 3 : Statement of Accounts

Movement in Reserves Statement for the year ended 31 March 2020

	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 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)	-	(1,885)	(190)	255	28	-	(6,156)	22,183	16,027
Transfers to/(from) Earmarked Reserves	4,364	78	(4,442)	-	-	-	-	-	-	-
Increase/(Decrease) in Year	-	78	(6,327)	(190)	255	28	-	(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
<u>Movement in reserves during 2019/20</u>										
Surplus or (deficit) on provision of services	(26,332)	-	-	(308)	-	-	-	(26,640)	-	(26,640)
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	(21,985)	(21,985)
Total Comprehensive Income and Expenditure	(26,332)	-	-	(308)	-	-	-	(26,640)	(21,985)	(48,625)
Adjustments between accounting basis & funding basis under regulations (note 5)	20,716	-	(614)	493	65	185	-	20,845	(20,845)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves	(5,616)	-	(614)	185	65	185	-	(5,795)	(42,830)	(48,625)
Transfers to/(from) Earmarked Reserves	5,616	(5,849)	431	(141)	156	(213)	-	-	-	-
Increase/(Decrease) in Year	-	(5,849)	(183)	44	221	(28)	-	(5,795)	(42,830)	(48,625)
Balance at 31 March 2020 carried forward	4,417	5,407	24,600	391	837	-	20	35,672	38,368	74,040

For detail on Usable and Unusable Reserves see Notes 30 to 37.

SECTION 3 : Statement of Accounts

Comprehensive Income and Expenditure Statement for the year ended 31 March 2020

2018/19			2019/20				
£000s Expenditure	£000s Income	£000s Net		£000s Expenditure	£000s Income	£000s Net	Note
			Continuing operations:				
68,510	(32,084)	36,426	Adult and Community Based Services	64,684	(29,292)	35,392	7
41,616	(35,473)	6,143	Chief Executives	37,116	(31,448)	5,668	7
97,854	(69,924)	27,930	Children and Joint Commissioning	98,274	(70,544)	27,730	7
9,289	(6,315)	2,974	Corporate	12,419	(8,918)	3,501	7
51,045	(23,561)	27,484	Regeneration and Neighbourhood Services	48,995	(21,459)	27,536	7
1,732	(1,057)	675	HRA	1,503	(1,565)	(62)	7
270,046	(168,414)	101,632	Cost of Services	262,991	(163,226)	99,765	
721	(374)	347	Other Operating Expenditure	1,495	(1,798)	(303)	8
1,415	-	1,415	Transfer of School Assets (see Note (a) below)	4,532	-	4,532	8
18,629	(12,643)	5,986	Financing and Investment Income and Expenditure	27,190	(12,967)	14,223	9
-	(92,475)	(92,475)	Taxation and Non-Specific Grant Income	-	(91,577)	(91,577)	10
290,811	(273,906)	16,905	(Surplus) / Deficit on Provision of Services	296,208	(269,568)	26,640	
	(18,623)		(Surplus) / Deficit on Revaluation of Property, Plant and Equipment			(12,107)	37 Table 1
	(14,309)		Remeasurement of net defined benefit liability / (asset)			34,092	37 Table 4
	(32,932)		Other Comprehensive Income and Expenditure			21,985	
	(16,027)		Total Comprehensive Income and Expenditure			48,625	

Note (a) - In 2019/20 Barnard Grove Primary School converted to Academy status. As a consequence the assets owned by the Council relating to this school were transferred to the Academy and 'written out' of the Council's accounts. This totalled £4.532m for 2019/20.

SECTION 3 : Statement of Accounts

Balance Sheet as at 31 March 2020

31 March 2019 £000s		31 March 2020 £000s	Note
279,615	Property, Plant and Equipment	290,426	14
17,674	Heritage Assets	17,674	17
14,178	Investment Property	9,951	16
625	Intangible Assets	581	18
197	Long Term Investments	197	19
3,901	Long Term Debtors	3,601	20
316,190	Long Term Assets	322,430	
33,085	Short Term Investments	5,010	44
270	Inventories	423	21
19,060	Short Term Debtors	22,006	22
5,066	Cash and Cash Equivalents	16,781	24
-	Assets Held for Sale	515	25
57,481	Current Assets	44,735	
(3,194)	Provisions	(2,799)	27
(9,516)	Short Term Borrowing	(3,464)	44
(19,559)	Short Term Creditors	(20,209)	26
(9,333)	Capital Grants Receipts in Advance	(7,262)	29
(2,212)	Revenue Grant Receipts in Advance	(8,408)	29
(43,814)	Current Liabilities	(42,142)	
(1,291)	Provisions	(1,194)	27
(78,524)	Long Term Borrowing	(75,637)	44
(127,377)	Other Long Term Liabilities	(174,152)	28
(207,192)	Long Term Liabilities	(250,983)	
122,665	Net Assets:	74,040	
4,417	Unearmarked General Fund Reserve	4,417	30
10,119	Budget Support Fund & Investment Reserves	5,137	31
1,137	Schools Balances	270	32
347	Housing Revenue Account Reserve	391	33
3,909	Revenue Grant Unapplied	3,823	34
12,412	Earmarked Revenue Reserves	11,449	35
9,126	Earmarked Capital Reserves	10,185	36
81,198	Unusable Reserves	38,368	37
122,665	Total Reserves:	74,040	

SECTION 3 : Statement of Accounts

Statement Of Cash Flows For The Year Ended 31 March 2020

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.

2018/19 £000s		2019/20 £000s	Note
(16,905)	Net Surplus / (Deficit) on the Provision of Services	(26,640)	
32,020	Adjustments to Net Surplus / (Deficit) on the Provision of Services for Non-cash Movements	38,900	47
(19,959)	Adjustments for items included in the Net Surplus / (Deficit) on the Provision of Services that are Investing and Financing Activities	16,291	48
(4,844)	Net Cash (Outflow) / Inflow from Operating Activities	28,551	
2,863	Investing Activities	(7,206)	49
2,587	Financing Activities	(9,630)	50
606	Net Increase / (Decrease) in Cash and Cash Equivalents	11,715	
4,460	Cash and Cash Equivalents at the beginning of the reporting period	5,066	
5,066	Cash and Cash Equivalents at the end of the reporting period	16,781	24

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. 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 2019/20, 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.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

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

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

6. Charges to Revenue for Non-current Assets

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

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

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

7. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, 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.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

Post Employment Benefits

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

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE).
- The NHS Pensions Scheme, administered by the NHS Business Services Authority.
- The Local Government Pensions Scheme, administered by XPS Pensions Group 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.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

Discretionary Benefits

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

8. Events After the Balance Sheet Date

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

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

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

9. Government Grants and Contributions

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

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as either Capital or Revenue Grant Receipts in Advance. When conditions are satisfied, the grant or contribution is credited to the relevant 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.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

10. Interests in Companies and Other Entities

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

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

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

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.

SECTION 3 : Statement of Accounts

Summary of Significant Accounting Policies

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

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

Contingent Liabilities

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

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 financial instruments revaluation reserve is credited / debited to 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 2020/21 Code.

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures. The adoption of this standard is not expected to have a material impact on the Council's financial statements.
- Annual Improvements to IFRS Standards 2015–2017 Cycle. IFRS 3 Business Combinations, IFRS 11 Joint Arrangements, IAS 12 Income Taxes, IAS 23 Borrowing Costs. The adoption of these updates standard is not expected to have a material impact on the Council's financial statements.
- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement. The adoption of this standard is not expected to have a material impact on the Council's financial statements.
- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is no recognition for low-value and short-term leases). CIPFA/LASAAC have however deferred implementation of IFRS16 for local government to 1 April 2021 due to the impact of Covid 19.

The Code requires implementation from 1 April 2020 and therefore there is no impact on the 2019/20 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 2020/21. 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.
 - Twelve Community Schools owned by the Council.
 - Sixteen 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 2020 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 £0.080m 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 £11.884m, however, the assumptions interact in complex ways. During 2019/20, the Council's actuaries advised that the net pension liability for funded LGPS benefits had increased by £12.075m as a result of updating financial assumptions, increased by £17.428m as a result of changes in demographic assumptions and increased by £7.025m 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 31 March 2019. A 0.1% increase in this rate would increase the Council's revenue budget requirement for pension costs by £59,000.
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 £0.309m.
Arrears	At 31 March 2020, the Council had a balance of £18.026m on general, Council Tax Payers, NNDR Payers and Trade debtors. A review of these balances suggested that an impairment of doubtful debts of £5.233m 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 £0.180m.

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

PPE Revaluations

The Councils Valuer included this statement to support the revaluation of Investment Properties and Surplus Assets valued on the basis of Fair Value Market Value as they were deemed most susceptible to the extraordinary market circumstances being witnessed.

"The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries. Market activity is being impacted in many sectors. As at the valuation date, I consider that I can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement. My valuations are therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to my valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the property market, I recommend that the valuation of properties impacted by COVID-19 uncertainty is kept under frequent review"

Pension Fund Assets

The external valuers, Cushman & Wakefield, have stated that their valuations as at 31 March 2020 have been reported on the basis of 'material valuation uncertainty' and consequently, less certainty and a higher degree of caution should be attached to their valuations than would normally be the case. Given the unknown future impact that Covid 19 might have on the real estate market, they have recommend that the valuation of the directly held properties is kept under frequent review, which is currently undertaken each quarter. For the avoidance of doubt, the inclusion of the 'material valuation uncertainty' declaration above does not mean that the valuations cannot be relied upon. The statement is a disclosure, not a disclaimer. It is used in order to be clear and transparent with all parties that – in the extraordinary circumstances that applied at the valuation date – less certainty can be attached to the valuation than would otherwise be the case.

This disclosure relates to two types of property assets owned by the Fund - directly owned property and pooled investment property vehicles.

Note 4: Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Director of Resources and Development on 1 October 2020. 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 2020, 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.

2019/20	Usable Reserves							
	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	9,892	-	-	195	-	-	-	(10,087)
Charges for Revaluation losses on Property Plant and Equipment	-	-	-	709	-	-	-	(709)
Movements in the Market Value of Investment Properties	9,297	-	-	-	-	-	-	(9,297)
Capital Grants and Contributions	(13,724)	-	-	(279)	-	-		14,003
Direct Revenue Funding	(27)	-	(614)	-	-	-	-	641
Revenue Expenditure Funded from Capital Under Statute	2,196	-	-	-	-	-	-	(2,196)
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	6,279	-	-	-	-	-	-	(6,279)
<i>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</i>								
Provision for the Financing of Capital Investment (MRP)	(2,525)	-	-	-	-	-	-	2,525
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	(1,563)	-	-	-	-	1,563	-	-
Use of Capital Receipts Reserve to finance new capital expenditure	(212)	-	-	-	-	(195)	-	407
Use of Capital Receipts to repay prudential borrowing	-	-	-	-	-	(1,183)	-	1,183
Adjustments primarily involving the major Repairs Reserve:								
Transfer to Major Repairs Reserve	-	-	-	(167)	167	-	-	-
Use of Major Repairs Reserve to finance new capital expenditure	-	-	-	-	(102)	-	-	102

SECTION 3 : Statement of Accounts

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

2019/20	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	21,807	-	-	57	-	-	-	(21,864)
Employer's Pension Contributions and Direct Payments to Pensioners payable in year	(9,106)	-	-	(22)	-	-	-	9,128
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	(1,608)	-	-	-	-	-	-	1,608
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	10	-	-	-	-	-	-	(10)
Total Adjustments	20,716	-	(614)	493	65	185	-	(20,845)

	Usable Reserves							
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 Capital Adjustment Account:								
<u>Reversal of items debited or credited to the Comprehensive Income & Expenditure Statement</u>								
Charges for Depreciation and Impairment of Non-current Assets	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)
<u>Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement</u>								
Provision for the Financing of Capital Investment (MRP)	(2,347)	-	-	-	-	-	-	2,347

SECTION 3 : Statement of Accounts

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

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

2018/19

Unearmarked General Fund Balance	Support and Investment Reserves	Revenue & Capital Reserves	Housing Revenue Account	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£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)

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 2019/20. Further details are provided in Note 30 to 36.

	Restated Balance at 31 March 2018	Restated Transfer Between Reserves	Restated Transfers Out 2018/19	Restated Transfers In 2018/19	Restated Balance at 31 March 2019	Transfer Between Reserves	Transfers Out 2019/20	Transfers In 2019/20	Balance at 31 March 2020
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Unearmarked General Fund Balance									
General Fund Balance	4,417	-	-	-	4,417	-	-	-	4,417
	4,417	-	-	-	4,417	-	-	-	4,417
Budget Support & Investment Reserves									
Budget Support Fund	2,605	8,135	(1,948)	52	8,844	-	(4,331)	-	4,513
Looked After Children Reserve	-	-	-	-	-	-	-	528	528
Business Rates Levy	-	-	-	430	430	-	(430)	96	96
MTFS Investment Reserve	845	-	-	-	845	-	(845)	-	-
Looked After Children Reserve	1,170	-	-	(1,170)	-	-	-	-	-
Adult Social Care Reserve	2,152	(2,575)	-	423	-	-	-	-	-
Business Rates Risk Reserve	2,439	(1,914)	(525)	-	-	-	-	-	-
	9,211	3,646	(2,473)	(265)	10,119	-	(5,606)	624	5,137
School Balances									
Balances held by schools under a scheme of delegation	1,127	-	(4,464)	3,400	63	-	(4,395)	4,086	(246)
Ring Fenced Grants Reserves - Held in Trust for Schools	249	-	(250)	247	246	-	(247)	248	247
Dedicated Schools Grant Reserves	591	-	-	237	828	-	(674)	115	269
	1,967	-	(4,714)	3,884	1,137	-	(5,316)	4,449	270
Housing Revenue Account Balance									
HRA Balance	537	-	(190)	-	347	-	-	44	391
	537	-	(190)	-	347	-	-	44	391
Revenue Grants Unapplied									
Revenue Grants Unapplied	4,195	(80)	(405)	199	3,909	-	(540)	454	3,823
	4,195	(80)	(405)	199	3,909	-	(540)	454	3,823
Earmarked Revenue Reserves									
Strategic One Off Costs	3,323	-	-	-	3,323	-	(631)	-	2,692
Insurance Fund	4,468	(2,200)	(44)	2	2,226	-	(14)	-	2,212
Treasury Management Risk Reserve	795	-	-	311	1,106	-	-	383	1,489
Adult Social Care Reserve	-	1,333	-	-	1,333	-	(122)	-	1,211
Strategic Change Reserves	1,207	(73)	(269)	418	1,283	-	(219)	97	1,161
EIS Reserve	-	453	(3)	-	450	-	(31)	-	419
Public Health Grant Reserve	1,406	(169)	(606)	45	676	-	(343)	-	333
Brexit Funding	-	-	-	105	105	-	-	210	315
Income Risk Reserve	400	-	-	-	400	-	(91)	-	309
Lotteries Reserve	411	(81)	(77)	10	263	-	(94)	134	303
Support for Local Council Tax Support Scheme	300	-	-	-	300	-	-	-	300
Better Care Fund Reserve	220	-	-	-	220	-	-	-	220
Supporting Family Poverty	358	-	(303)	20	75	-	(87)	151	139
School Attainment Reserve	402	(251)	(8)	-	143	-	(18)	-	125
Trading Account Reserves	245	(123)	(9)	-	113	-	(35)	-	78
National Museum of the Royal Navy Reserve	295	-	(153)	-	142	-	(104)	-	38
Museums Acquisition	70	-	(43)	2	29	-	-	(1)	28
Concessionary Fare	38	(18)	-	-	20	-	-	-	20
Environmental Apprenticeships Scheme	17	-	-	-	17	-	-	-	17
Works in Default Empty Homes	15	-	-	-	15	-	-	-	15
Funding for Modern Apprentices	48	-	(20)	-	28	-	(15)	-	13
Tees Education & Skills Reserve - Held in Trust	217	(23)	(89)	-	105	-	(101)	3	7
CECA Trading Equalisation Reserves	-	-	-	5	5	-	-	-	5
Members Ward Budget Reserve	41	-	(6)	-	35	-	(35)	-	-
Capital Risk Strategy Reserve	901	(901)	-	-	-	-	-	-	-
Regeneration Projects	324	-	(324)	-	-	-	-	-	-
Education Commission Reserve	118	(33)	(85)	-	-	-	-	-	-
	15,619	(2,086)	(2,039)	918	12,412	-	(1,940)	977	11,449
Earmarked Capital Reserves									
Capital Funding Reserve	9,816	-	(3,156)	1,802	8,462	-	(3,720)	4,586	9,328
Capital Receipts Unapplied	-	-	(236)	264	28	-	(1,590)	1,562	-
HRA Major Repairs Reserve	361	-	(38)	293	616	-	(102)	323	837
Capital Grants Unapplied	20	-	-	-	20	-	-	-	20
	10,197	-	(3,430)	2,359	9,126	-	(5,412)	6,471	10,185
Safety Grant Reserve									
Business Rates Safety Net Grant Reserve	1,480	(1,480)	-	-	-	-	-	-	-
	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.

2018/19			2019/20		
Net Expenditure Chargeable to the General Fund and HRA	Adjustments Between the General Fund and the Comprehensive Income and Expenditure Statement	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund and HRA	Adjustments Between the General Fund and the Comprehensive Income and Expenditure Statement	Net Expenditure in the Comprehensive Income and Expenditure Statement
£000s	£000s	£000s	£000s	£000s	£000s
31,421	5,005	36,426	32,331	3,061	35,392
4,083	2,060	6,143	4,101	1,567	5,668
22,009	5,921	27,930	22,925	4,805	27,730
(1,593)	4,567	2,974	(4,888)	8,389	3,501
19,094	8,390	27,484	19,843	7,693	27,536
190	485	675	(44)	(18)	(62)
47,889	(47,889)	-	48,172	(48,172)	-
-	-	-	-	-	-
123,093	(21,461)	101,632	122,440	(22,675)	99,765
(122,954)	38,228	(84,726)	(122,484)	49,359	(73,125)
139	16,767	16,905	(44)	26,684	26,640
4,954		Opening General Fund & HRA Balance	4,764		
54		Less/Plus Surplus or (Deficit) on General Fund Balance in Year	-		
(54)		Transfer Between Earmarked & General Fund Reserves	-		
(190)		Less/Plus Surplus or (Deficit) on HRA Balance in Year	44		
-		Transfer Between Earmarked & HRA Reserves	-		
4,764		Closing General Fund & HRA Balance at 31 March	4,808		

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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	2019/20				
	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	244	1,635	1	1,181	3,061
Chief Executives	-	1,167	(13)	413	1,567
Children and Joint Commissioning	2,160	4,240	15	(1,610)	4,805
Corporate	113	15	-	8,261	8,389
Regeneration and Neighbourhood Services	5,758	2,708	7	(780)	7,693
HRA	457	27	-	(502)	(18)
Schools	-	-	-	(48,172)	(48,172)
Transfer To/from Earmarked Reserves	-	-	-	-	-
Net Cost of Services	8,732	9,792	10	(41,209)	(22,675)
Other Income and Expenditure from the Expenditure and Funding Analysis	1,578	2,944	(1,608)	46,445	49,359
Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	10,310	12,736	(1,598)	5,236	26,684

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

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:

2018/19 £000	Expenditure/Income	2019/20 £000
	Expenditure	
105,878	Employee Benefits Expenses	103,868
151,633	Other Services Expenses	146,611
17,932	Support Service Recharges	16,273
10,351	Depreciation, Impairment, Revaluation Losses	20,093
2,970	Interest Payments	2,933
147	Precepts and Levies	151
1,900	Gain/Loss on the disposal of assets	6,279
<u>290,811</u>	Total Expenditure	<u>296,208</u>
	Income	
(47,618)	Fees Charges and Other Service Income	(46,820)
(12,641)	Interest and Investment Income	(12,967)
(53,802)	Income from Council Tax and Non Domestic Rates	(57,786)
(159,845)	Government Grants and Contributions	(151,995)
<u>(273,906)</u>	Total Income	<u>(269,568)</u>
<u>16,905</u>	Surplus or deficit on the provision of services	<u>26,640</u>

Note 7C: Segmental Income

Income received on a segmental basis is analysed below.

2018/19			2019/20	
Fees & Charges	Interest & Investment Income		Fees & Charges	Interest & Investment Income
£000	£000		£000	£000
(21,885)	-	Adult and Community Based Services	(21,816)	-
(4,398)	(18)	Chief Executives	(4,621)	(18)
(6,255)	-	Children's and Joint Commissioning Services	(7,757)	-
(4,134)	(486)	Corporate	(4,635)	(636)
(1,057)	(22)	HRA	(1,286)	(23)
(35,234)	(263)	Regeneration and Neighbourhood Services	(30,953)	(279)
<u>(72,963)</u>	<u>(789)</u>		<u>(71,068)</u>	<u>(956)</u>

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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.

2018/19 £000s		2019/20 £000s
147	Parish council precepts and levies	151
(110)	Receipts from Sale of Former Council Houses	(235)
1,415	Loss resulting from Transfer of School Assets	4,532
310	(Gain) or loss on the disposal of non-current assets	(219)
<u>1,762</u>		<u>4,229</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.

2018/19 £000s		2019/20 £000s	Note
2,956	Interest payable and similar charges on borrowing	2,919	44
14	Finance lease Interest payable	13	44
3,137	Pensions Interest Cost & Expected Return on Pensions Assets	2,945	52
(383)	Interest Receivable and Similar Income	(363)	44
(421)	Net (Gain) / Loss on Investment Properties	(588)	16
683	Changes in fair values of investment properties	9,297	16
<u>5,986</u>		<u>14,223</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.

2018/19 £000s		2019/20 £000s	Note
39,147	Council Tax Income	40,921	
14,655	NNDR Distribution	16,865	
24,157	Non-ring Fenced Government Grants	21,746	
14,516	Capital Grants and Contributions	12,045	
<u>92,475</u>		<u>91,577</u>	29

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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 2019/20.

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 22 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 2019/20

Authority	Basic Allowance £
Northumberland	14,379
Durham	13,300
Gateshead	10,977
North Tyneside	10,358
Redcar and Cleveland	9,550
Stockton	9,300
Newcastle	9,000
Sunderland	8,369
Darlington	8,188
Hartlepool	8,107
South Tyneside	7,667
Middlesbrough	6,955

The IRP recommended that 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 £8,107 from 1 April 2019.

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.

SECTION 3 : Statement of Accounts

Note 11: Councillor's Allowances & Expenses

Table 1 - Councillor's Allowances & Expenses

Councillor	Basic Allowance	Special Responsibility Allowance	General Travel	General Subsistence	Total	2019/20	Note
	£	£	£	£	£		
Akers-Belcher C	8,107	10,373	212	-	18,692		1
Akers-Belcher S J	8,107	2,137	-	-	10,244		
Barclay A (01.04.19 - 07.05.19)	1,177	1,177	-	-	2,354		
Belcher S (01.04.19 - 07.05.19)	806	-	-	-	806		
Black J	6,193	752	-	-	6,945		
Brewer J	8,107	-	-	-	8,107		
Brown P	8,107	2,428	-	-	10,535		
Buchan B	8,107	4,184	-	-	12,291		
Cartwright P L (07.05.19 - 31.03.20)	5,361	-	-	-	5,361		
Cassidy T	8,107	-	-	-	8,107		
Cook R W (01.04.19 - 07.05.19)	806	806	-	-	1,612		
Cranney K H (01.04.19 - 07.05.19)	806	806	-	-	1,612		
Fleming T	8,107	-	-	-	8,107		
Hall G G	8,107	6,974	-	-	15,081		
Hamilton L	8,107	-	-	-	8,107		
Harrison B	5,953	832	-	-	6,785		
Howsen H	7,157	-	-	-	7,157		
Hunter D	5,953	-	-	-	5,953		
James M A	8,107	-	46	-	8,153		
Johnson A (26.07.19 - 31.03.20)	4,065	-	-	-	4,065		2
King K (07.05.19 - 31.03.20)	7,301	-	-	-	7,301		
Lauderdale J	8,107	-	-	-	8,107		
Lindridge J	7,792	-	-	-	7,792		
Little S	5,953	6,974	-	-	12,927		
Loynes B	8,107	8,107	-	-	16,214		
Marshall A	8,107	-	-	-	8,107		
McLaughlin M (01.04.19 - 07.05.19)	688	-	-	-	688		
Mincher D (07.05.19 - 10.12.19)	3,521	-	-	-	3,521		
Moore S	8,107	20,921	23	-	29,051		
Morris G (01.04.19 - 07.05.19)	937	-	-	-	937		
Prince A (07.05.19 - 31.03.20)	7,157	-	-	-	7,157		
Richardson A	5,953	-	-	-	5,953		
Richardson C	6,256	-	-	-	6,256		
Robinson J (01.04.19 - 05.06.19)	1,464	-	-	-	1,464		
Smith L	6,256	6,974	-	-	13,230		
Stokell C (07.05.19 - 31.03.20)	7,301	-	-	-	7,301		
Tennant J	7,792	7,156	-	-	14,948		
Thomas S	6,256	874	-	-	7,130		
Trueman K (01.04.19 - 07.05.19)	937	-	-	-	937		
Ward B (07.05.19 - 31.03.20)	7,301	-	-	-	7,301		
Young M	8,107	7,654	-	-	15,761		
Total 2019/20	242,747	89,129	281	-	332,157		
Total 2018/19	242,594	82,274	697	-	325,565		

Notes to Table 1

(1) Councillor C Akers-Belcher Special responsibility Allowance (SRA) consists of Leader SRA for period 01.04.19 to 21.05.19 and Policy Committee SRA for period 22.05.19 - 31.03.20.

(2) Councillor Ann Johnson resigned with effect from 28.05.20.

SECTION 3 : Statement of Accounts

Note 11: Councillor's Allowances & Expenses

Table 2 - Costs associated with Council Approved Conferences

The Council has an approved list of conferences which specific Councillors are authorised to attend as representatives of the Council.

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 £9,020 (2018/19: £13,745). An analysis of the payments is detailed below.

Councillor	Conference Travel £	Conference Fees £	Conference Accommodation £	Total 2019/20 £
Akers-Belcher C	551	1,750	809	3,110
Akers-Belcher S J	-	2,100	929	3,029
Belcher S	-	350	120	470
Cranney K H	-	350	120	470
James M A	178	545	197	920
Moore S	178	545	298	1,021
Totals for 2019/20	907	5,640	2,473	9,020
Totals for 2018/19	1,668	7,391	4,686	13,745

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	218	01.04.19 - 06.05.19
Fleming T	1,828	07.06.19 - 31.03.20
James M	2,238	01.04.19 - 31.03.20
Thomas S	1,828	07.06.19 - 31.03.20
Young M	401	01.04.19 - 06.06.19
	6,513	

Table 4 - The Council's appointed representatives on River Tees Port Authority

Councillor B Harrison was re-elected Vice-Chair of River Tees Port Health Authority for 2019/20. A Special Responsibility Allowance of £1,200 is payable for that period.

Councillor	River Tees Port Authority	
	Special Responsibility Allowance £	Period of Office
Harrison B	1,200	01.04.19 - 31.03.20

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Note 12 - Officers' Remuneration

In accordance with the requirements of the Accounts and Audit Regulations 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 2019/20.

The Chief Executive is the senior officer who leads and takes responsibility for the work of the 2,580 (2,492 in 2018/19) 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 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 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 2019/20, 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 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 of £93m (including Dedicated Schools Grant) and managing 423 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 Adults and Community Based Services - responsible for a gross annual revenue budget of £62m and managing 349 full-time equivalent employees (excluding schools) 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 £48m and managing 653 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 Resources and Development - responsible for a gross annual revenue budget of £42m and managing 216 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

2019/20 - 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	160,191	45,799	71,448	-	277,438	1
Director of Children's and Joint Commissioning Services	114,268	-	17,711	-	131,979	2
Director of Adult and Community Based Services	109,535	-	16,971	-	126,506	2
Director of Regeneration & Neighbourhoods	116,810		18,096		134,906	2
Director of Resources and Development	110,907	-	17,191	-	128,098	2
Director of Public Health	96,528	-	14,962	-	111,490	3
Chief Solicitor	84,827	-	13,148	-	97,975	4
	793,066	45,799	169,527	-	1,008,392	

2018/19 - 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 2018/19	Note
	£	£	£	£	£	
Chief Executive - Gill Alexander	151,587	-	23,341	-	174,928	
Director of Children's and Joint Commissioning Services	109,947	-	16,932	-	126,879	
Director of Adult and Community Based Services	105,264	-	16,211	-	121,475	
Director of Regeneration & Neighbourhoods	114,562		17,626	-	132,188	
Director of Finance and Policy	106,651	-	16,424	-	123,075	
Interim Director of Public Health (Apr 18 - Jan 19)	-	-	-	150,325	150,325	5
Director of Public Health (Feb 19 - March 19)	14,928	-	2,299	-	17,227	5
Total Director of Public Health	14,928	-	2,299	150,325	167,552	
Chief Solicitor	80,066	-	12,366	-	92,432	
	683,005	-	105,199	150,325	938,529	

SECTION 3 : Statement of Accounts

Note 12 - Officers' Remuneration

Notes to Table A & B

(1) The salary scale for the Chief Executive for 2019/20 is £148,583 to £159,197 (£145,670 to £156,075 in 2018/19). The Chief Executive is the Council's designated Returning Officer for elections. Payment of £3,450 relating to Returning Office duties in June 2019 for the UK Parliamentary European Election is included in total remuneration. The Council's Finance and Policy Committee approved a revised senior management structure on 9th March 2020 and Council confirmed the deletion of the Chief Executive post. The Chief Executive will leave the Council on 6th September 2020 and the associated financial cost is shown under 'Compensation for Loss of Office' and included in 'Pension Contributions' in table A. The restructure provides a recurring saving of approximately £46k per annum and the payback

(2) The salary scale for the Director posts for 2019/20 is £106,131 to £116,744 (£104,050 to £114,455 in 2018/19). Post holders are appointed at the bottom of the payscale and receive annual increments until they reach the top of the payscale. Where the amount in table A and B exceeds the maximum salary, this relates to taxable business mileage.

(3) The salary scale for the Director of Public Health for 2019/20 is £81,902 to £87,753 (£80,296 to £86,032 in 2018/19) with a 10% market supplement to £96,528 (£94,635 in 2018/19).

(4) The salary scale for the Chief Solicitor for 2019/20 is £81,902 to £87,753 (£80,296 to £86,032 in 2018/19).

(5) The Council employed an Interim Director of Public Health via an external agency until the end of January 2019. The value at Table B represents the total cost to the Council, as opposed to salary equivalent. The Director of Public Health was appointed 4 February 2019.

Employees with a salary of £50,000 or more

In accordance with the Accounts and Audit Regulations 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 £70,012. 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 employee 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

2018/19 No. of Non-School Employees			Remuneration Band (£)	2019/20 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>
19	-	19	50,000 to 54,999	24	1	25
5	2	7	55,000 to 59,999	7	2	9
2	1	3	60,000 to 64,999	5	-	5
1	-	1	65,000 to 69,999	1	-	1
3	-	3	70,000 to 74,999	-	-	-
4	-	4	75,000 to 79,999	2	1	3
1	-	1	80,000 to 84,999	3	-	3
1	-	1	85,000 to 89,999	2	-	2
-	1	1	90,000 to 94,999	-	-	-
36	4	40		44	4	48

TABLE D - SCHOOL EMPLOYEES

2018/19 No. of School Employees			Remuneration Band (£)	2019/20 No. of School Employees		
<i>School</i>	<i>Left in Year</i>	<i>Total</i>		<i>School</i>	<i>Left in Year</i>	<i>Total</i>
9	-	9	50,000 to 54,999	10	-	10
4	-	4	55,000 to 59,999	4	1	5
-	-	-	60,000 to 64,999	-	-	-
8	-	8	65,000 to 69,999	1	-	1
4	-	4	70,000 to 74,999	9	-	9
-	-	-	75,000 to 79,999	1	-	1
25	-	25		25	1	26

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Note 13: Termination Costs

In 2019/20 a total of 32 employees (36 in 2018/19) either took voluntary redundancy or were made compulsorily redundant. The 2019/20 costs of this involved payments of £0.358m (£0.384m in 2018/19) to employees in the form of redundancy payments and £0.285m (£0.289m in 2018/19) to the pension fund in respect of retirement benefits. The Council also incurred other costs of £0.001m (£0.001m in 2018/19). 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 2019/20 the average pay back period was 10 months (10 months in 2018/19). In 2019/20 this has enabled the authority to achieve permanent salary savings of £0.669m (£0.772m in 2018/19).

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

2018/19					2019/20				
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	Remuneration Band (£)	No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	
2	14	16	91,255	0 to 20,000	12	2	14	81,179	
-	4	4	115,718	20,001 to 40,000	2	4	6	197,393	
-	6	6	270,909	40,001 to 60,000	-	-	-	-	
-	-	-	-	60,001 to 80,000	1	2	3	213,337	
-	2	2	170,178	80,001 to 100,000	1	-	1	89,027	
2	26	28	648,060		16	8	24	580,936	

TABLE F - SCHOOLS EMPLOYEES

2018/19					2019/20				
No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	Remuneration Band (£)	No of compulsory redundancies	No of voluntary redundancies	Total no of redundancies by band	Total cost of redundancies by band £	
5	3	8	24,965	0 to 20,000	5	3	8	61,327	
5	3	8	24,965		5	3	8	61,327	

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 2019/20.

Movements in 2019/20

	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 2019	7,352	154,108	36,155	144,948	5,630	11,012	9,578	368,783
Additions	1,396	6,068	2,853	5,333	-	976	4,545	21,171
Accumulated Depreciation Written Off to Gross Carrying Amount	(91)	(3,175)	-	-	-	(50)	-	(3,316)
Accumulated Impairment Written Off to Gross Carrying Amount	(33)	-	-	-	-	-	-	(33)
Revaluation Increases/(decreases) recognised in the Revaluation Reserve	101	11,689	-	-	-	317	-	12,107
Revaluation Increases/(decreases) recognised in the Surplus/Deficit on Provision of Services	(709)	472	-	-	-	(472)	-	(709)
Derecognition-Disposals	-	(4,590)	(762)	-	(52)	(1,259)	(403)	(7,066)
Reclassified (to)/from Held for Sale	-	-	-	-	-	(515)	-	(515)
Reclassified (to)/from Investment Property	-	235	-	-	-	(5,190)	-	(4,955)
Other movements in Cost or Valuation	206	1,635	127	1,260	-	4,700	(7,990)	(62)
At 31 March 2020	8,222	166,442	38,373	151,541	5,578	9,519	5,730	385,405
Accumulated Depreciation and Impairment								
As at 1 April 2019	(160)	(1,466)	(26,548)	(60,978)	-	(16)	-	(89,168)
Depreciation Charge	(131)	(2,034)	(2,160)	(4,465)	-	(17)	-	(8,807)
Depreciation written out to the Revaluation Reserve	(36)	(1,076)	-	-	-	(17)	-	(1,129)
Accumulated Depreciation Written Off to Gross Carrying Amount	91	3,175	-	-	-	50	-	3,316
Accumulated Impairment Written Out to Gross Carrying Amount	5	-	-	-	-	-	-	5
Derecognition - Disposals	-	103	685	-	-	-	-	788
Reclassified (to) / from Investment Property	-	-	-	-	-	14	-	14
Other movements in Depreciation and Impairment	-	21	-	-	-	(19)	-	2
At 31 March 2020	(231)	(1,277)	(28,023)	(65,443)	-	(5)	-	(94,979)
Net Book Value								
At 31 March 2020	7,991	165,165	10,350	86,098	5,578	9,514	5,730	290,426
Nature of Asset Holding								
Owned	7,991	165,165	9,875	86,098	5,578	9,514	5,730	289,951
Finance Lease	-	-	475	-	-	-	-	475
Total	7,991	165,165	10,350	86,098	5,578	9,514	5,730	290,426

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

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

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 £2.196m (£6.240m in 2018/19) 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 £0.298m (£0.509m in 2018/19), capital grants of £1.656m (£5.179m in 2018/19), capital receipts of £0.212m (£0.236m in 2018/19) and prudential borrowing of £0.030m (£0.316m in 2018/19).

Capital Commitments

As at 31 March 2020, the Council had rephased capital expenditure totalling £27.814m into 2020/21, of which £7.283m will be funded from grant, £16.282m will be funded by prudential borrowing, £0.353m will be funded from capital receipts and the remaining £3.896m will be funded from the Council's own resources. The comparable rephased capital expenditure at 31 March 2019 was £37.953m. 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 20 £000s	Commitment £000s
A19 Grade Separated Junction Elwick By-Pass and Hartlepool Western Link	11,826	1,164	10,662
Empty Property Purchasing Scheme - Phase 2	5,377	4,640	737
Empty Property Purchasing Scheme - Phase 3	2,332	1,611	721

Surplus Assets - Fair Value Disclosures

Details of the authority's surplus assets and information about the fair value hierarchy at 31 March 2020 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 2020
	£000s	£000s	£000s	£000s
Recurring fair value measurements using:				
Surplus Assets	-	5,768	3,746	9,514
Total	-	5,768	3,746	9,514

Four properties transferred between Level 2 and Level 3 during the year. This occurred because a greater degree of valuer judgement was employed in this valuation, owing to a reduction 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 2018/19. In 2019/20 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 (£5.578m), Heritage Assets (£17.674m), Infrastructure Assets (£86.098m), Intangible Assets (£0.581m), Assets held for sale (£0.515m) and Property, Plant and Equipment under construction (£5.730m). The basis for the valuation is set out in the Statement of Accounting Policies.

	Operational Assets				
	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Surplus Assets	Total
	£000s	£000s	£000s	£000s	£000s
Valued at Historical Cost	-	-	10,350	-	10,350
Valued at current value as at:					
<u>Current Year</u>					
2019/2020	7,967	125,725	-	3,792	137,485
2018/2019	-	16,352	-	50	16,402
2017/2018	-	18,991	-	1,871	20,862
2016/2017	24	2,694	-	3,784	6,502
2015/2016	-	1,403	-	17	1,420
Total	7,991	165,165	10,350	9,514	193,021

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 2020 would have been:

	£000s
Other Land & Buildings	78,960
Council Dwellings	6,563
Surplus Assets	1,937

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.

2018/19 £000s		2019/20 £000s
1,368	Council Dwellings	1,427
55,374	Other Land & Buildings	61,503
7	Community Assets	7
5,840	Surplus Assets	4,460
748	Investment Properties	1,018
7,451	Heritage Assets	7,451
-	Assets Held for Sale	302
70,788		76,168

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:

2018/19 £000s		2019/20 £000s
(466)	Rental income from investment property	(759)
45	Direct operating expenses arising from investment property	171
(421)	Net (gain)/loss	(588)

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:

2018/19 £000s		2019/20 £000s
14,201	Balance at the start of the year	14,178
331	Additions: Acquisitions	-
-	Additions: Subsequent expenditure	67
(683)	Net Gains/(Losses) from fair value adjustments	(9,297)
329	Transfers: (To)/from Property, Plant & Equipment	4,941
-	Other changes	62
14,178	Balance at the end of the year	9,951

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 2020 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 2020
<i>Recurring fair value measurements using:</i>	£000s	£000s	£000s	£000s
Office Units	-	109	1,465	1,574
Commercial Units	-	3,252	5,124	8,376
Total	-	3,361	6,589	9,950

Nine properties transferred from Level 2 to Level 3 during the year and one transferred from Level 3 to Level 2. The increases from Level 2 to 3 occurred following the outbreak of the Covid 19, less weight can be attached to previous market evidence for comparison purposes to form opinions of value meaning greater market valuation uncertainty. There were no other transfers between levels during the 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:

2019/20	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
Cost or Valuation				
	£000s	£000s	£000s	£000s
At 1 April 2019	15,981	354	1,339	17,674
Revaluations	-	-	-	-
At 31 March 2020	15,981	354	1,339	17,674

2018/19	Museum Exhibits & Art Collection	Civic Collection	Sculptures, Monuments & War Memorials	Total
Cost or Valuation				
	£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

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 2019/20.

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.

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:

2018/19 £000s		2019/20 £000s
-	Carrying amount brought forward	625
	Additions	
625	Purchases	81
-	Amortisation for the period	(125)
625	Net carrying amount at end of year	581
	Comprising	
625	Gross carrying amounts	706
-	Accumulated amortisation	(125)
625		581

Note 19: Long Term Investments

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

2018/19 £000s		2019/20 £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 2019/20 (nil 2018/19).

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 44 and 45 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 held by the Council at 31 March 2020.

2018/19 £000s		2019/20 £000s
6	Housing Advances	6
77	Trincomalee Loan and Advances	77
54	Car Loans to Employees	31
591	NDC Trust Loan	586
1,341	Northern School of Art	1,283
1,337	Suez Recycling and Recovery Ltd	1,070
495	Other	548
3,901		3,601

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 has been reviewed by the Director of Resources and Development (Hartlepool Borough Council) and Vice Principal (Resources) (Northern School of Art) and agreed to continue with the loan.

The Suez Recycling and Recovery Tees Valley waste debtor reflects a payment in advance that was made in order to secure static gate fees for Energy for 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 2020.

2018/19 £000s		2019/20 £000s
233	Balance at 1 April	270
2,104	Purchases	2,505
(2,064)	Recognised as an expense in year	(2,340)
(18)	Written off balances	(29)
15	Written back balances	17
270	Balance at 31 March	423

Note 22: Short Term Debtors

This note sets out amounts owed to the Council as at 31 March 2020.

2018/19 £000s		2019/20 £000s
4,178	Central Government Bodies	4,344
1,712	Other Local Authorities	1,698
409	NHS Bodies	452
	Bodies external to general government:	
3,133	General and Other Debtors	3,155
2,021	Payments in Advance	2,718
5,358	Council Tax Payers	6,321
375	NNDR Payers	1,452
1,874	Trade Debtors	1,866
19,060		22,006

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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:

2018/19 £000s		2019/20 £000s
2,383	Less than 1 year	3,240
6,078	More than 1 year	7,725
<u>8,461</u>		<u>10,965</u>

The above analysis does not include bad debt provision of £3.192m (£2.728m in 2018/19).

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.

2018/19 £000s		2019/20 £000s
	Assets	
2,010	Bank and Imprests	8,981
3,056	Liquidity Investment Accounts	7,800
<u>5,066</u>		<u>16,781</u>

Note 25: Assets Held for Sale (Less than one year)

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

2018/19 £000s		2019/20 £000s
-	Balance at 1 April	-
	Assets newly classified as Held for Sale:	
-	Property, Plant and Equipment	515
<u>-</u>	Balance at 31 March	<u>515</u>

Note 26: Short Term Creditors

This note sets out amounts owed by the Council as at 31 March 2020.

2018/19 £000s		2019/20 £000s
5,124	Central Government Bodies	4,193
2,138	Other Local Authorities	3,403
62	NHS Bodies	204
	Bodies external to General Government:	
5,739	General and Other Creditors	5,357
3,263	Trade Creditors	2,488
1,488	Employee Absences	1,498
736	Income in Advance	1,577
687	Council Tax Payers	707
322	NNDR Payers	782
<u>19,559</u>		<u>20,209</u>

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Note 27: Provisions

Total provisions at 31 March 2020, were £3.994m, (£4.485m in 2018/2019), as detailed below.

Current Liabilities

		2019/20			Total
		Other (Note 1)	Rating Appeals (Note 2)	MMI Insurance (Note 3)	
2018/19					
£000s		£000s	£000s	£000s	£000s
2,757	Balance at 1 April	685	2,509	-	3,194
1,226	Additional provisions made in year	1,582	-	-	1,582
(718)	Amounts used in year	(150)	(540)	-	(690)
-	Transfer in Year	-	-	-	-
(71)	Unused amounts reversed in year	(144)	(1,143)	-	(1,287)
3,194	Balance at 31 March	1,973	826	-	2,799

Long Term Liabilities

		2019/20			Total
		Custodian Authority Property Charges (Note 4)	Contaminated Land (Note 5)	MMI Insurance (Note 3)	
2018/19					
£000s		£000s	£000s	£000s	£000s
1,291	Balance at 1 April	97	634	560	1,291
-	Transfers in Year	-	-	-	-
-	Unused amounts reversed in year	(97)	-	-	(97)
1,291	Balance at 31 March	-	634	560	1,194

Note 1 - Other - this provision has been created to cover planning appeals, other potential legal cost liabilities and school deficits on conversion to academy status. 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 has been released as per the MTFs.

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 28: 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 42 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 increased. See Note 52 for further information.

2018/19 £000s		2019/20 £000s	Note
150	Finance lease liability	97	42
127,227	Net Pensions liability	174,055	37
<u>127,377</u>		<u>174,152</u>	

Note 29: 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 2019/20.

2018/19 £000s		2019/20 £000s
10,800	Revenue Support Grant	7,778
39,147	Council Tax Income	40,921
14,655	NNDR Redistribution	16,865
10,125	NNDR - Top-Up	10,357
1,612	New Homes Bonus Grant	1,299
1,621	Business Rates Relief	2,313
588	Capital - Environment Agency	-
8,892	Capital - Tees Valley Combined Authority / Local Transport Plan	3,891
1,220	Capital - Other DfE Grants	761
699	Capital - Homes & Communities Agency	740
73	Capital - Devolved Formula Capital Grant	92
10	Capital - Building Schools for the Future	-
-	Capital - Centre for Excellence in Creative Arts Grant	3,782
3,033	Other Capital Grants & Contributions*	2,778
<u>92,475</u>	Total	<u>91,577</u>

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Note 29: Grant Income & Taxation

Credited to Services

Restated 2018/19 £000s		2019/20 £000s
47,889	Dedicated Schools Grant	48,172
32,182	Housing Benefit Subsidy	28,083
8,764	Public Health Grant	8,533
6,949	Better Care Fund	7,229
5,757	Other Department for Education Grants	3,123
2,075	Other Grants	4,481
3,892	Pupil Premium	4,107
3,737	Improved Better Care Fund (iBCF)	4,700
2,888	Youth Employment Initiative (Department for Work & Pensions)	1,931
1,149	Disabled Facility Grant	1,249
1,033	Home Office	1,238
846	Education Funding Agency/ Skills Funding Agency	951
-	Social Care Support Grant	856
744	Ministry of Housing, Communities & Local Government	711
765	Department for Work & Pensions	575
646	Housing Benefit and Council Tax Benefit Administration	625
615	Ministry of Housing, Communities & Local Government - Troubled Families	366
601	Independent Living Fund	582
501	Winter Pressures Funding for Adult Social Care	501
139	Department of Health Grants	130
-	Covid 19 Local Authority Support Grant	61
121,172	Total	118,204

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)

2018/19 £000s		2019/20 £000s
2,794	Other Department for Education Grants	2,789
3,614	Other Capital Grants & Contributions	2,705
2,713	Tees Valley Combined Authority / Local Transport Plan	1,557
119	Environment Agency	118
53	Department for Transport	53
40	Building Schools for the Future	40
9,333	Total	7,262

Grant Receipts in Advance (Revenue Grants)

2018/19 £000s		2019/20 £000s
641	Other Grants	3,396
-	Covid 19 Local Authority Support Grant	3,343
-	Youth Employment Initiative (Department for Work & Pensions)	800
526	Other Department for Education	604
951	Tees Valley Combined Authority	205
94	Education Funding Agency/ Skills Funding Agency	60
2,212	Total	8,408

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Note 30: Unearmarked General Fund Reserve

The General Fund Balance of £4.417m held at 31 March 2020 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.

2018/19 £000s		2019/20 £000s
4,417	General Fund Balance	4,417
<u>4,417</u>		<u>4,417</u>

Note 31: Budget Support & Investment Reserves

This note sets out the Budget Support & Investment Reserves balances at 31 March 2020.

2018/19 £000s		2019/20 £000s	Note
8,844	Budget Support Fund	4,513	1
-	Looked After Children Reserves	528	2
430	Business Rates Levy	96	3
845	MTFS Investment Reserve	-	4
<u>10,119</u>		<u>5,137</u>	

- 1 This reserve will be used to support the budget.
- 2 This reserve will be used to contribute towards financial pressures arising from increases in the number and costs of looked after children over and above the budgeted allocation.
- 3 This amount is the Council's share of the one-off Business Rates Levy account funding distributed by the Government.
- 4 This reserve was used to fund the five year capital plan including works at the Borough Hall, Church Square, Seaton Waterfront and building condition issues.

Note 32: School Balances

This note sets out the Schools Reserves at 31 March 2020.

Restated 2018/19 £000s		2019/20 £000s	Note
	School Balances		
63	Balances held by schools under a scheme of delegation	(246)	1
246	School Ring Fenced Grants Reserves	247	2
828	Dedicated Schools Grant Reserves	269	3
<u>1,137</u>		<u>270</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 reserves relate to ring-fenced grants to Schools.
- 3 Dedicated Schools Grant reserves position.

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Note 33: 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.

2018/19 £000s		2019/20 £000s
347	HRA Balance	391
<u>347</u>		<u>391</u>

Note 34: Revenue Grant Unapplied

Revenue Grants unapplied are grants received for specific commitments in 2020/21 or future years in accordance with grant conditions.

2018/19 £000s		2019/20 £000s
3,909	Revenue Grant Unapplied	3,823
<u>3,909</u>		<u>3,823</u>

Note 35: Earmarked Revenue Reserves

This note sets out the balances held in Earmarked Revenue Reserves as at 31 March 2020.

2018/19 £000s		2019/20 £000s	Note
3,323	Strategic One Off Costs	2,692	1
2,226	Insurance Fund	2,212	2
1,106	Treasury Management Risk Reserve	1,489	3
1,333	Adult Social Care Reserve	1,211	4
1,283	Strategic Change Reserves	1,161	5
450	Education Improvement Strategy Reserve	419	6
676	Public Health Grant Reserve	333	7
105	Brexit Funding	315	8
400	Income Risk Reserve	309	9
263	Lotteries Reserve	302	10
300	Support for Local Council Tax Support Scheme	300	11
220	Better Care Fund Reserve	220	12
75	Supporting Family Poverty	139	13
143	School Attainment Reserve	125	14
113	Trading Account Reserves	78	15
142	National Museum of the Royal Navy Reserve	38	16
29	Museums Acquisition	28	17
20	Concessionary Fares	20	18
17	Environmental Apprenticeships Scheme	17	19
15	Works in Default Empty Homes	15	20
28	Funding for Modern Apprentices	13	21
105	Tees Education & Skills Reserve	8	22
5	Centre of Excellence in Creative Arts Trading Reserves	5	23
35	Members Ward Budget Reserve	-	24
<u>12,412</u>		<u>11,449</u>	

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Note 35: 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 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.
- 4 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.
- 5 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.
- 6 This reserve is earmarked for the Education Improvement Strategy approved by Children's Services Committee on 13th November 2018.
- 7 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
- 8 This reserve is earmarked for potential future costs relating to Brexit.
- 9 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.
- 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 to partly mitigate the impact of the change to the Council Tax Benefit regime and the resulting cut in Government Grant.
- 12 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.
- 13 This reserve was created to Support Family Poverty over the period of the MTFS.
- 14 This reserve was created towards improving School Attainment.
- 15 This reserve is earmarked to manage future financial risks on Trading Operations.
- 16 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).
- 17 The Museums Acquisition Reserve was set up from external donations for the acquisition of items for the Museum.
- 18 This reserve is to cover the tri-annual cost of replacing Concessionary Fare passes.
- 19 This reserve was created to fund costs over more than one financial year in relation to Apprentices.
- 20 This reserve has been created to provide a cash backed fund for the completion of housing works in default.
- 21 This amount will be used over the period of the MTFS to provide Modern Apprenticeships.
- 22 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.
- 23 This reserve has been established to mitigate risk of any Centre of Excellence in Creative Arts income shortfalls in future years.
- 24 This reserve was used by Members to support minor works within their Wards.

Note 36: Earmarked Capital Reserves

This note sets out the balances held in Earmarked Capital Reserves as at 31 March 2020.

2018/19 £000s		2019/20 £000s	Note
8,462	Capital Funding Reserve	9,328	1
28	Capital Receipts Unapplied	-	
616	HRA Major Repairs Reserve	837	2
20	Capital Grants Unapplied	20	3
<u>9,126</u>		<u>10,185</u>	

- 1 The Capital Funding Reserve is earmarked to finance capital expenditure rephased to 2020/21.
- 2 This reserve is Ringfenced to the HRA and can only be used to fund major repairs or repayments of borrowing.
- 3 These are capital grants that will be used to finance capital expenditure in future years.

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Note 37: Unusable Reserves

The Unusable Reserves are shown below.

2018/19 £000s		2019/20 £000s	Table
70,789	Revaluation Reserve	76,168	1
-	Available for Sale Financial Instruments Reserve	-	2
139,848	Capital Adjustment Account	136,868	3
(127,227)	Pensions Reserve	(174,055)	4
366	Deferred Capital Receipts Reserve	366	5
(1,286)	Collection Fund Adjustment Account	322	6
(1,488)	Accumulated Absences Account	(1,498)	7
197	Financial Instruments Revaluation Reserve	197	8
81,199		38,368	

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.

2018/19 £000s		2019/20 £000s
53,910	Balance at 1 April	70,789
21,850	Upward revaluation of assets	14,388
(3,227)	Downward revaluation of assets not charged to the Surplus/Deficit on the Provision of Services	(2,281)
-	Impairment losses not charged to the Surplus/Deficit on the Provision of Services	-
18,623	Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	12,107
(887)	Difference between fair value depreciation and historical cost depreciation	(1,129)
(37)	Write off of Revaluation Reserve following Category Transfer	(311)
(820)	Accumulated gains/(losses) on assets sold, scrapped or decommissioned	(5,288)
(1,744)	Amount written off to the Capital Adjustment Account	(6,728)
70,789	Balance at 31 March	76,168

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.

2018/19 £000s		2019/20 £000s
197	Balance at 1 April	-
(197)	Transfer to Financial Instruments Revaluation Reserve	-
-	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.

2018/19 £000s		2019/20 £000s
131,885	Balance at 1 April	139,848
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(9,841)	- Charges for depreciation and impairment of non-current assets	(10,088)
195	- Revaluation gains/(losses) on Property, Plant and Equipment	(709)
(6,240)	- Revenue expenditure funded from capital under statute	(2,196)
(1,923)	- 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	(6,279)
(17,809)		(19,272)
1,745	Adjusting amounts written out of the Revaluation Reserve	6,728
(16,064)	Net written out amount of the cost of non-current assets consumed in the year	(12,544)
	Capital financing applied in the year:	
236	- Use of the Capital Receipts Reserve to finance new capital expenditure	407
38	- Use of the Major Repairs Reserve to finance new capital expenditure	102
-	- Use of the Capital Receipts Reserve to repay prudential borrowing	1,183
19,695	- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	14,003
-	- Application of grants to capital financing from the Capital Grants Unapplied Account	-
2,347	- Statutory provision for the financing of capital investment charged against the General Fund	2,525
2,394	- Direct revenue funding credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	641
24,710		18,861
(683)	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(9,297)
139,848	Balance at 31 March	136,868

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.

2018/19 £000s		2019/20 £000s
(124,837)	Balance at 1 April	(127,227)
13,498	Remeasurement of defined liability on pensions assets and liabilities	(34,092)
811	Net Acquisition/(disposal) of pensions assets and liabilities	-
(25,124)	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	(21,864)
8,425	Employer's pensions contributions and direct payments to pensioners payable in the year	9,128
(127,227)	Balance at 31 March	(174,055)

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.

2018/19 £000s		2019/20 £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.

2018/19 £000s		2019/20 £000s
(949)	Balance at 1 April	(1,286)
(337)	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	1,608
(1,286)	Balance at 31 March	322

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 2018. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2018/19 £000s		2019/20 £000s
(1,557)	Balance at 1 April	(1,488)
1,557	Settlement or cancellation of accrual made at the end of the preceding year	1,488
(1,488)	Amounts accrued at the end of the current year	(1,498)
69	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	(10)
(1,488)	Balance at 31 March	(1,498)

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.

2018/19 £000s		2019/20 £000s
-	Balance at 1 April	197
197	Transfer from the Available for Sale Financial Instrument Account	-
197	Balance at 31 March	197

The 2018/19 Code of Practice on Local Authority Accounting adopted IFRS 9 Financial Instruments. As a result of the implementation of IFRS 9, the Available for Sale Financial Instruments Reserve was decommissioned and the balance held transferred to the Financial Instruments Revaluation Reserve. The Council transferred the balance in relation to the Suez Recycling and Recovery Tees Valley Ltd.

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 grant receipts outstanding at 31 March 2020, are shown in Note 29.

Members

Members of the Council have direct control over the Council's Financial and Operating Policies. The total of Members' allowances paid in 2019/20 is shown in Note 11.

The Council pays grants and/or makes contractual payments to voluntary organisations/charities where an individual Councillor(s) may sit on the management board. In addition, as required by the Health and Social Care Act 2012, the Council has entered into a contract with Healthwatch Hartlepool for a value of £116,150 (£106,485 in 2018/19). Two of our elected Members are employed by Healthwatch Hartlepool, however, they were not involved in any decisions relating to this funding. In addition, the Council also awarded contracts to Paul's Travel for a value of £85,382 (£89,954 in 2018/19). One of our elected members is employed by Pauls 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.

Note 38: Related Party Transactions

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

In 2019/20 the Council provided various support services, predominantly in relation to financial services, to Cleveland Fire Authority for which it received income of £0.192m (£0.192m in 2018/19). In particular, the Director of Resources and Development 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 £0.216m (£0.475m in 2018/19) 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 £0.067m (£0.110m in 2018/19).

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 £2.097m (£2.073m in 2018/19).

The Council deliver 'The Childrens Hub' on behalf of Stockton Borough Council. 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 and Adolescence Mental Health Services (CAMHS). Stockton Council contributed £0.639m, (£0.624m in 2018/19) towards the cost of this service.

From April 2019 the existing Hartlepool Safeguarding Children Board (HSCB) and Stockton Local Safeguarding Children Board (SLSCB) ceased to exist, being replaced by the new Hartlepool and Stockton-on-Tees Safeguarding Children Partnership (HSSCP). This is a multi-agency partnership involving both Local Authority's, the Clinical Commissioning Group and the chief officer of the police, to co-ordinate their safeguarding services and act as a strategic leadership group. In 2019/20 Stockton Council contributed £0.069m, the CCG £0.085m and the Police and Crime Commissioner (PCC) £0.031m.

Other

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

The Council's shareholding in Teesside 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 2019/20 (£nil in 2018/19). The airport was sold to Tees Valley Combined Authority in 2019/20.

Issues of note include a deficit on the Profit and Loss Account of £4.290m (previous year restated loss of £1.590m) and a net asset position of £16.738m (previous year restated net asset position of £2.320m). Further information and copies of their accounts are available from their Registered Office – Cavendish House, Teesdale Business Park, Stockton On Tees, Tees Valley, TS17 6QY.

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 2018, that includes a profit on the Profit and Loss Account of £6.495m. (£3.971m in 2017) and a net asset position of £59.587m (£51.990m in 2017). Further information on their accounts is available from the Registered Office, Suez House, Grenfell Road, Maidenhead, Berkshire, SL6 1ES. Two of our Members have Interests in Suez, this has been properly disclosed in the Register of Member Interests.

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

SECTION 3 : Statement of Accounts

Note 39: 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:

2018/19 £000s		2019/20 £000s
84	Fees payable in respect of external audit services carried out by the appointed auditor for the year	84
20	Fees payable for the certification of grant claims and returns for the year	17
<u>104</u>		<u>101</u>

This reflects the actual costs incurred. A refund from Public Sector Audit Appointments (PSAA) of £0.010m was received in February 2020 and is not reflected above.

Note 40: Dedicated Schools Grant

The Council's expenditure on schools is primarily funded by grant monies provided by the Education and Skills Funding Agency (ESFA), the Dedicated Schools Grant (DSG). The ESFA 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 2020. 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 2019/20 are as follows: -

	Central Expenditure £000s	Individual Schools Budget £000s	Total £000s
Final DSG for 2019/20 before Academy recoupment			81,814
Academy figure recouped for 2019/20			<u>33,674</u>
Total DSG after academy recoupment for 2019/20			48,140
Plus: Brought Forward from 2018/19			<u>828</u>
Less: Carry forward to 2020/21 agreed in advance			(54)
Agreed Initial Budget Distribution in 2019/20	16,554	32,360	48,914
In Year Adjustments	212	(346)	(134)
Final Budget Distribution for 2019/20	16,766	32,014	48,780
Less: Actual Central Expenditure	(16,551)		(16,551)
Less Actual Individual Schools Budget Deployed to Schools		(32,014)	(32,014)
Plus Local authority contribution for 2019/20		-	-
Carried forward to 2020/21	215	-	269

The £0.269m carried forward to 2020/21 includes £0.054m growth funding agreed in advance, along with £0.215m central expenditure.

The total DSG for 2019/20 of £81.814m excludes the final adjusted allocation for the Early Years Block that is expected in June 2020. As per regulations, this amount is shown as an in-year adjustment for 2019/20.

Individual School Budgets were reduced by £0.094m in 2019/20 to reflect permanently excluded pupils and the clawback of pupil funding permitted in the regulations. The reduction is included within the value of in-year adjustments.

A transfer of £0.621m from DSG Schools Block to the High Needs Block was approved by the Secretary of State under disapplication in 2019/20. Schools' Forum also approved a transfer of £0.369m from the Central School Services Block to the Schools Block in 2019/20. Both funding transfers are shown as in-year adjustments.

SECTION 3 : Statement of Accounts

Note 41: 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

<u>2018/19</u> <u>£000s</u>	Future minimum lease payments due	<u>2019/20</u> <u>£000s</u>
192	Not later than one year	195
268	Later than one year & not later than five years	228
45	Later than five years	37
<u>505</u>		<u>460</u>

Council as lessor

<u>2018/19</u> <u>£000s</u>	Future minimum lease payments receivable	<u>2019/20</u> <u>£000s</u>
427	Not later than one year	625
1,327	Later than one year & not later than five years	1,217
172	Later than five years	1,541
<u>1,926</u>		<u>3,383</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.
- for the provision of housing accommodation as a result of leasing 35 of its renovated former empty properties to Mears.

The Council has sub-let some of the office accommodation held under these operating leases. At 31 March 2020 the minimum payments expected to be received under non-cancellable sub-leases was £0.020m (£0.030m as at 31 March 2019).

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

<u>2018/19</u> <u>£000s</u>	Payments recognised as an expense	<u>2019/20</u> <u>£000s</u>
261	Minimum lease payments	1,656
(119)	Sub-lease payments	(165)
<u>142</u>	Total	<u>1,491</u>

SECTION 3 : Statement of Accounts

Note 42: 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

2018/19 £000s		2019/20 £000s
	Value of Assets held under Finance Leases	
467	Vehicles, Plant & Equipment	475
467	Total	475

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:-

2018/19 £000s		2019/20 £000s
	Future minimum lease payments due	
118	Current	104
150	Non-current	97
18	Finance costs payable in the future	21
286	Total minimum lease payments	222

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

2018/19			2019/20	
Minimum Lease Payments £000s	Finance Lease Liabilities £000s		Minimum Lease Payments £000s	Finance Lease Liabilities £000s
127	118	Payable:	114	104
159	150	Not later than one year	107	97
		Later than one year & not later than five years		
286	268	Total	221	201

SECTION 3 : Statement of Accounts

Note 43: 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.

2018/19 £000s		2019/20 £000s
101,992	Brought Forward Opening Capital Financing Requirement	103,436
	Capital investment	
19,012	Property, Plant and Equipment	21,171
625	Intangible Assets	81
331	Investment Properties	67
-	Heritage Assets	-
6,240	Revenue Expenditure Funded from Capital under Statute	2,196
(54)	Long Term Debtors	(64)
	Sources of Finance	
(236)	Capital receipts	(407)
-	Application of Capital Receipts to Repay Borrowing	(1,183)
-	Application of Capital Grant to fund HRA Appropriation	(279)
(38)	Major Repairs Reserve	(102)
-	Grants to repay Borrowing	(23)
(19,695)	Government Grants and Other Contributions	(13,701)
	<i>Sums set aside from revenue:</i>	
(2,394)	Direct Revenue Contributions	(641)
(2,347)	Minimum Revenue Position (MRP)	(2,525)
<u>103,436</u>	Closing Capital Financing Requirement	<u>108,026</u>
	Explanation of movements in year	
-	Application of Capital Receipts to Repay Borrowing	(1,183)
-	Application of Capital Grant to fund HRA Appropriation	(279)
-	Grant to repay Borrowing	(23)
(54)	Repayments by Long Term Debtors	(64)
(1,774)	Conversion of Loan to Grant	-
88	Increase in Finance Lease Obligations	50
5,532	Increase in borrowing unsupported by government financial assistance	8,614
(2,347)	Minimum Revenue Provision (MRP)	(2,525)
<u>1,445</u>	Increase/(decrease) in Capital Financing Requirement	<u>4,590</u>

SECTION 3 : Statement of Accounts

Note 44: Financial Instruments

Categories of Financial Instruments

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

31 March 2019			31 March 2020	
Long Term	Current		Long Term	Current
£000s	£000s		£000s	£000s
		Investments at Amortised Cost		
-	33,085	Loans and receivables at Amortised Cost	-	5,010
-	3,056	Liquidity Accounts included in Cash Equivalents	-	7,800
-	36,141	Total Investments at Amortised Cost	-	12,810
197	-	Assets at Fair Value through Other Comprehensive Income (Note 1)	197	-
197	36,141	Total Investments	197	12,810
		Debtors		
3,901	6,839	Financial Assets (including Trade Debtors and General and Other Debtors and Long Term Debtors)	3,601	7,061
3,901	6,839	Total debtors	3,601	7,061
		Borrowings at Amortised Cost		
78,524	9,516	Financial liabilities at amortised cost (Note 2)	75,637	3,464
78,524	9,516	Total Borrowings at Amortised Costs	75,637	3,464
		Other Long Term Liabilities		
150	-	Finance lease liabilities	97	104
150	-	Total Other Long Term Liabilities	97	104
		Creditors		
-	9,003	Financial liabilities carried at contract amount (Trade Creditors and General and Other Creditors)	-	7,845
-	9,003	Total Creditors	-	7,845

Note 1 - 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. 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 2 - As required accrued interest relating to long term borrowing is disclosed within the short term borrowing figure on the balance sheet.

SECTION 3 : Statement of Accounts

Note 44: 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.

2019/20			
Financial Liabilities measured at amortised cost	Finance Lease Payments	Financial Assets: Loans and receivables at amortised cost	Total
£000s	£000s	£000s	£000s
Interest expense	2,919	13	-
Interest income	-	-	(363)
Net (gain)/loss for the year	2,919	13	(363)

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	-
Interest income	-	-	(383)
Net (gain)/loss for the year	2,956	14	(383)

SECTION 3 : Statement of Accounts

Note 44: 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 2019			31 March 2020	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000s	£000s		£000s	£000s
		Financial Liabilities		
51,379	99,555	Market Loans	45,383	123,276
36,661	48,832	Public Works Loan Board	33,718	42,469
9,003	9,003	Trade Creditors and General and Other Creditors	7,845	7,845
150	150	Long Term Finance Lease Liability	97	97
97,193	157,540		87,043	173,687
31 March 2019			31 March 2020	
Carrying Amount	Fair Value		Carrying Amount	Fair Value
£000s	£000s		£000s	£000s
		Financial Assets		
36,141	36,141	Money market loans < 1 year	12,813	12,813
6,839	6,839	Short term debtors	7,061	7,061
3,901	3,901	Long term debtors	3,601	3,601
46,881	46,881		23,475	23,475

SECTION 3 : Statement of Accounts

Note 44: Financial Instruments

The fair value of Public Works Loan Board (PWLB) loans of £42.469m 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 £33.718m would be valued at £38.559m. 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 £33.718m plus a penalty charge of £8.751 totalling £42.469m.

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 2020) 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 authority'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 2019	31 March 2020
			£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
			<u>197</u>	<u>197</u>

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 45: 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 21 February, 2019 and is available on the Council website. The key issues within the strategy were:

- the Authorised Limit for the 2019/20 was set at £142m (£137m in 2018/19). This is the maximum limit of external borrowings or other long term liabilities;
- The Operational Boundary was expected to be £132m (£127m in 2018/19). 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 2018/19).
- 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 2018/19).

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 & Governance Committee to include the scrutiny of treasury activities.

Note 45: 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 2019/20 was approved by Full Council on the 21 February 2019 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 £7.800m 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 2020 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: Debtors (Financial Assets) £000
Opening balance	(1,833)
Amounts written off	26
Changes in Impairment of Financial Assets	(235)
Closing balance	<u>(2,042)</u>

SECTION 3 : Statement of Accounts

Note 45: Nature and Extent of Risks Arising from Financial Instruments

The Council does not generally allow credit for customers, such that £1.654m of the £7.061m Debtors (Financial Assets) balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31 March 2019 £000s		31 March 2020 £000s
340	Less than three months	575
258	Three to six months	262
70	Six months to one year	295
670	More than one year	522
1,338		1,654

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowings from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Council will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The Council sets limits on the maturity structure of its fixed rate borrowing during specified periods. The limits have been set to enable maximum flexibility as experience has shown it is possible to move from 100% long term borrowing to 100% short term borrowing and then back to 100% long term borrowing over a period of two years. Therefore the lower limit was set to nil and the upper limit to £132m, equal to the operational boundary.

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

31 March 2019 £000s		31 March 2020 £000s
9,027	Less than one year	2,991
7,377	Between one and five years	5,250
4,070	Between five and ten years	4,122
3,975	Between ten and fifteen years	3,956
2,790	Between fifteen and twenty years	2,451
2,227	Between twenty and twenty-five years	2,251
2,557	Between twenty-five and thirty years	2,648
3,044	Between thirty and thirty-five years	6,525
6,554	Between thirty-five and forty years	2,725
807	Between forty and forty-five years	654
45,217	More than forty-five years	45,151
87,645		78,724

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

Market Risk

Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise.
- Borrowings at fixed rates – the fair value of the liabilities borrowings will fall.
- Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise.
- Investments at fixed rates – the fair value of the assets will fall.

SECTION 3 : Statement of Accounts

Note 45: 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 2020, 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	(791)
Increase in interest receivable on variable rate investments	(128)
Impact on Surplus or Deficit on the Provision of Services	(919)
	£000s
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Comprehensive Income and Expenditure Statement)	(40,145)

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 46: Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2018/19 £000s		2019/20 £000s
380	Interest Received	363
(2,952)	Interest Paid	(2,961)

Note 47: 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:

2018/19 £000s		2019/20 £000s
9,752	Depreciation	10,059
(106)	Impairment and Downward Valuations	737
683	Downward / (Upward) Valuation of Investment Property	9,297
436	Increase / (Decrease) in Provisions	(492)
(135)	Increase / (Decrease) in Creditors	8,595
2,805	(Increase) / Decrease in Debtors	(4,376)
(37)	(Increase) / Decrease in Inventories	(153)
16,699	Pension Liability	12,736
1,923	Carrying amount of Non-Current Assets Sold	6,279
-	Other non-cash items charged to the net surplus or deficit on the provision of services	(3,782)
32,020		38,900

Note 48: 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:

2018/19 £000s		2019/20 £000s
(19,695)	Capital Grants credited to surplus or deficit on the provision of services	(10,221)
(264)	Proceeds from the Sale of Property, Plant and Equipment and Investment Property	(1,563)
-	Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	28,075
(19,959)		16,291

Note 49: Cash Flow Statement - Investing Activities

2018/19 £000s		2019/20 £000s
(19,432)	Purchase of Property, Plant and Equipment and Investment Property	(17,942)
-	Purchase of Short-term and Long-term Investments	-
(1,406)	Other Payments for Investing Activities	(52)
264	Proceeds from the sale of property, plant and equipment, investment property	1,563
4,000	Proceeds from the sale of Short-term and Long-term Investments	-
19,437	Other Receipts from Investing Activities	9,225
2,863	Net cash flows from investing activities	(7,206)

SECTION 3 : Statement of Accounts

Note 50: Cash Flow Statement - Financing Activities

2018/19 £000s		2019/20 £000s
3,127	Cash receipts of short-term and long-term borrowing	-
(415)	Council Tax and NNDR adjustment	(618)
(125)	Cash payments for the reduction of the outstanding liabilities relating to finance leases	(102)
-	Repayments of short and long-term borrowing	(8,910)
2,587	Net cash flows from financing activities	(9,630)

Note 51: Pensions Schemes Accounted for as Defined Contribution Schemes

Teachers employed by the Council are members of the Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education. The Scheme provides teachers with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

This is a defined benefit scheme. Although the scheme is unfunded, Teachers' Pensions use a notional fund as the basis for calculating employers' contribution rate paid by local authorities. The last valuation was completed as at 31st March 2016.

The scheme has in excess of 11,100 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 31st March 2020, the Council's own contributions equate to approximately 0.06%.

The Council's contribution to the Teacher's Pension Scheme in 2019/20 amounted to £3.573m (£2.792m in 2018/19) which represented 16.48% of pensionable pay up to 31st August 2019 and 23.68% of pensionable pay from 1st September 2019 (both include 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 £4.308m, this is based on 23.68% of pensionable pay (including 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 31st March 2016 and determined current contribution rates for employers and scheme members. The scheme has in excess of 8,400 employing bodies and it is not possible for the Council to identify a share of underlying liabilities in the scheme attributable to its own employees. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme. As a proportion of the total contributions into the NHS Pension Scheme during the year ending 31st March 2020, the Council's own contributions equate to approximately 0.0018%.

The Council's contribution to the NHS Pension Scheme in 2019/20 amounted to £0.202m (£0.173m in 2018/2019). This represented 16.88% (including a 0.08% administrative levy) of pensionable pay. The actual employer contributions were increased on 1st April 2019 to 20.68% of pensionable pay (this includes a 0.08% administration levy) from 14.38% (also including a 0.08% administration levy) in 2018/19. As per national guidance issued by the Department of Health and Social Care this increase was broken down into an 'unforeseen' element (3.8%) and a 'foreseen' element (2.5%). The costs of the unforeseen element have been funded and paid directly into the fund by the Department of Health and Social Care. This arrangement is continuing in 2020/21. The contributions due to be paid in the next financial year are estimated to be £0.206m. There were no contributions remaining payable at the year-end.

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 52: Defined Benefit Pension Schemes

Participation in Pension Schemes

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

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

The Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of the Pensions and Investments Panel. This panel has plenary powers to make decisions without reference to Middlesbrough Council and acts in a similar manner to the Board of Trustees of a private sector pension fund. Policy is determined in accordance with the Pension Fund Regulations.

The Panel consists of representatives from the councils in the former Cleveland County area as well as representatives from the Trades Unions.

The principal risks to the Council of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (ie. 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 we are required to make against council tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s
Comprehensive Income and Expenditure Statement						
Cost of Services:						
· Current Service cost	14,953	18,477	-	-	14,953	18,477
· Past Service Costs (inc. curtailments)	7,034	443	-	-	7,034	443
Financing and Investment Income and Expenditure:						
· Net Interest Expense	2,819	2,666	318	278	3,137	2,944
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	24,806	21,586	318	278	25,124	21,864
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)	(24,145)	71,190	-	-	(24,145)	71,190
· Actuarial (gains) and losses arising from changes in financial assumptions	32,891	(12,075)	302	(91)	33,193	(12,166)
· Actuarial (gains) and losses arising from changes in demographic assumptions	(22,943)	(17,428)	(513)	(423)	(23,456)	(17,851)
· Actuarial (gains) and losses owing to liability experience	875	(7,025)	36	(56)	911	(7,081)
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	11,484	56,248	143	(292)	11,627	55,956

SECTION 3 : Statement of Accounts

Note 52: Defined Benefit Pension Schemes

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £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	(24,806)	(21,586)	(318)	(278)	(25,124)	(21,864)

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

· Employers' contribution payable to scheme	7,763	8,267	-	-	7,763	8,267
· Retirement Benefits payable to pensioners	-	-	662	861	662	861
Transfer from Pension Reserve	(17,043)	(13,319)	344	583	(16,699)	(12,736)

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	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s
Fair value of plan assets	495,204	431,002	-	-	495,204	431,002
Present value of the defined benefit obligation	(610,404)	(594,183)	(12,027)	10,874	(622,431)	(605,057)
Net liability arising from defined benefit obligation	(115,200)	(163,181)	(12,027)	10,874	(127,227)	(174,055)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s
Opening fair value of assets	(454,808)	(495,204)	-	-	(454,808)	(495,204)
Interest Income on assets	(11,794)	(11,830)	-	-	(11,794)	(11,830)
Remeasurement gains/(losses):						
· Return on plan assets (excl amount in net interest)	(24,145)	71,190	-	-	(24,145)	71,190
Contributions by the employer	(7,763)	(8,267)	(662)	(861)	(8,425)	(9,128)
Contributions by participants	(3,060)	(3,236)	-	-	(3,060)	(3,236)
Net benefits paid out	13,447	16,345	662	861	14,109	17,206
Net increase in Assets from Acquisitions	(7,081)	-	-	-	(7,081)	-
Closing fair value of assets	(495,204)	(431,002)	-	-	(495,204)	(431,002)

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

	Local Government Pension Scheme		Discretionary Benefit Arrangements		Total	
	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s	2018/19 £000s	2019/20 £000s
Opening balance at 1 April	(567,099)	(610,405)	(12,546)	(12,027)	(579,645)	(622,432)
Current Service Cost	(14,953)	(18,477)	-	-	(14,953)	(18,477)
Interest Cost	(14,613)	(14,496)	(318)	(278)	(14,931)	(14,774)
Contributions from scheme participants	(3,060)	(3,236)	-	-	(3,060)	(3,236)
Remeasurement gains/(losses):						
· Actuarial gains and (losses) on liabilities - financial assumptions	(32,891)	12,075	(302)	91	(33,193)	12,166
· Actuarial gains and (losses) on liabilities - demographic assumptions	22,943	17,428	513	423	23,456	17,851
· Actuarial gains and (losses) on liabilities - experience	(875)	7,025	(36)	56	(911)	7,081
Past Service Costs (inc. curtailments)	(7,034)	(443)	-	-	(7,034)	(443)
Net increase in Liabilities from Acquisitions	(6,270)	-	-	-	(6,270)	-
Benefits paid	13,447	16,345	662	861	14,109	17,206
Closing present value of assets	(610,405)	(594,184)	(12,027)	(10,874)	(622,432)	(605,058)

SECTION 3 : Statement of Accounts

Note 52: Defined Benefit Pension Schemes

Local Government Pension Scheme Assets

The Local Government Pension Scheme's assets comprised:

	2018/19 £'000	2019/20 £'000
Equity investments	374,374	313,339
Property	42,588	38,359
Government Bonds	-	-
Corporate Bonds	-	-
Cash	65,367	57,754
Other Investments	12,875	21,550
	495,204	431,002

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by Aon Hewitt Limited, an independent firm of actuaries, estimates for the Council Fund being based on the latest full valuation of the scheme as at 31 March 2019.

Principal assumptions used by the actuary have been:

	Local Government Pension Scheme		Discretionary Benefit Arrangements	
	2018/19	2019/20	2018/19	2019/20
Long-term expected rate of return on assets in the scheme:				
Equities	2.4%	2.3%	-	-
Property	2.4%	2.3%	-	-
Government Bonds	2.4%	2.3%	-	-
Corporate Bonds	2.4%	2.3%	-	-
Cash	2.4%	2.3%	-	-
Other	2.4%	2.3%	-	-
Mortality assumptions:				
Longevity at 65 for current pensioners:				
Men	22.2	21.8	22.2	21.8
Women	24.1	23.5	24.1	23.5
Longevity at 65 for future pensioners:				
Men	23.9	23.2	-	-
Women	25.9	25.3	-	-
Other assumptions:				
Rate of inflation - CPI	2.2%	2.0%	2.2%	2.0%
Rate of general increase in salaries	3.2%	3.0%	0.0%	-
Rate of increase in pensions - deferred and pensions in payment	2.2%	2.0%	2.2%	2.0%
Rate for discounting scheme liabilities	2.4%	2.3%	2.4%	2.3%

Note 52: 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%)	(11,884)	11,884
Adjustment to Salary increase rate (+/- 0.1%)	1,188	(1,188)
Adjustment to Pension increase rate (+/- 0.1%)	10,695	(10,695)
Adjustment to Longevity (decrease/increase 1 year)	19,608	(19,014)

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 115%. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2022.

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

The Council anticipated to pay £7.327m expected contributions to the scheme in 2020/2021.

The weighted average duration of the defined benefit obligation for scheme members is 20.3 years in 2019/20 (17.9 years in 2018/19).

Note 53: 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 54: 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 55: 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

2018/19 £000s		2019/20 £000s
	Revenue Funding provided to the Pooled Budget:	
(1,432)	Hartlepool Borough Council - Improved Better Care Fund (iBCF)	(709)
(6,949)	NHS Hartlepool and Stockton Clinical Commissioning Group (iBCF)	(7,229)
(8,381)		(7,938)
	Expenditure met from the Pooled Budget:	
5,802	Hartlepool Borough Council	6,047
1,147	NHS Hartlepool and Stockton Clinical Commissioning Group	1,182
1,320	Hartlepool Borough Council - Improved Better Care Fund (iBCF)	603
112	NHS Hartlepool and Stockton Clinical Commissioning Group (iBCF)	106
8,381		7,938
-	Balance carried forward	-

Capital Pooled Budget

2018/19 £000s		2019/20 £000s
	Capital Funding provided to the Pooled Budget:	
(115)	Balance brought forward	(55)
(998)	Hartlepool Borough Council	(1,077)
-	NHS Hartlepool and Stockton Clinical Commissioning Group	-
(1,113)		(1,132)
	Expenditure met from the Pooled Budget:	
1,058	Hartlepool Borough Council	1,132
-	NHS Hartlepool and Stockton Clinical Commissioning Group	-
1,058		1,132
(55)	Balance carried forward	-

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.

2018/19 £000s		2019/20 £000s
	Expenditure	
	235 Repairs and maintenance	180
	332 Supervision and management	339
	46 Rents, rates, taxes and other charges	29
	2 Discretionary Housing Payments	5
	31 Movement in the allowance for bad debts	50
	10 Debt Management Expenses	10
	1,075 Depreciation, impairment and revaluation losses of non-current assets	904
1,731	Total Expenditure	1,517
	Income	
(1,028)	Dwelling Rents	(1,238)
(5)	Charges for services and facilities (net of voids)	(19)
-	Contributions towards appropriation of land	(279)
(23)	Other Income	(28)
(1,056)	Total Income	(1,564)
675	Net Expenditure or (Income) of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement	(47)
	355 Interest payable	355
(22)	Interest and investment income	(8)
9	Net interest on the net defined benefit liability	8
1,017	Deficit/(Surplus) for the year on HRA services	308

MOVEMENT ON THE HRA STATEMENT

2018/19 £000s		2019/20 £000s
(537)	Opening balance on the HRA	(347)
1,017	(Surplus) or Deficit for the year on the HRA Income and Expenditure Statement	308
	Adjustments between accounting basis and funding basis under statute :	
(881)	- Revaluations losses	(709)
(23)	- Impairment losses	(28)
(45)	- IAS19 Pensions Adjustment	(35)
-	- Application of S106 Funding in relation to appropriation of land	279
(171)	- Depreciation	(167)
293	- Transfer to Major Repairs Reserve	167
190	Net (increase) or decrease before transfers to or from reserves	(185)
-	- Transfers to or (from) earmarked reserves	141
190	(Increase) or decrease in the year on the HRA	(44)
(347)	Closing balance on the HRA	(391)

SECTION 3 : Statement of Accounts

NOTES TO THE HRA

Note 1: Depreciation and Revaluation

Included within The HRA is a total depreciation charge of £0.167m (2018/19 £0.171m) which transfers funding into the Major Repairs Reserve to meet the cost of future major repairs. The loss on revaluation for the year was £0.709m (2018/19 £0.881m). In previous years a "proxy" charge was applied however from 2017/18 a "true" depreciation charge was required to be calculated and transferred to the MRR. This represents an amount equivalent to the total depreciation charges for all the HRA assets. Under statute an adjustment between accounting basis and funding basis on the 'Movement on the HRA MRR' allows any difference between the depreciation credit on the reserve and the amount required for the major repairs for the year to be transferred back to the HRA.

Note 2: Capital Expenditure and Financing

2018/19 £000s	2019/20 £000s
1,557 Acquisition and renovation of Council Dwellings	2,094
38 Major Repairs	102
1,595	2,196
Funded by:	
48 Corporate Resources	-
699 Homes & Communities Agency Grant	740
810 S.106 Contributions	1,354
38 Major Repairs Reserve	102
1,595	2,196

Note 3: Number and Value of Council Dwellings

There were 301 Council Dwellings held as at 31 March 2020 (274 in 2018/19), of which 15 have been classified as work in progress. The number of empty properties included in the above figures is 18, of which 9 are under refurbishment (included in the work in progress figure) and 9 are void. Out of the total 301 council housing stock, 125 were purchased as new build, 175 as empty properties and 1 was original stock. 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.

1st April 2019 £000's	31st March 2020 £000's
7,191 Balance Sheet Value	7,991

The vacant possession value of HRA dwellings as at 1 April 2019 is £18.161m (£16.343m as at 1 April 2018)

Note 4: Rent Arrears

	31st March 2020 £000's
The level of rent arrears as at 31 March 2020 was £0.216m (31 March 2019 £0.164m), these figures include rent, service charge and rechargeable repair arrears.	(216)
The Bad Debt provision required in respect of these uncollectable debts is £0.144 (2018/19 £0.096m)	(144)

SECTION 3 : Statement of Accounts

THE COLLECTION FUND

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

2018/19 £000		2019/20 £000	Notes
	INCOME		
	Council Tax :		
(46,129)	Billed to tax payers	(49,007)	
(46,129)		(49,007)	1
	Non Domestic Rates :		
(31,549)	Income Collectable from Business Ratepayers	(33,446)	2
1,167	Transitional Protection Payment	541	
(30,382)		(32,905)	
(76,511)		(81,912)	
	TOTAL INCOME		
		(81,912)	
	EXPENDITURE		
	Council Tax :		
38,995	Precepts Hartlepool Borough Council	41,174	
5,442	Police & Crime Commissioner	6,116	
1,806	Cleveland Fire Authority	1,888	
(293)	Increased Provision for Non-Payment of Council Tax	132	
45,950		49,310	
	Non Domestic Rates :		
	Payment of Non Domestic Rates to Preceptors		
14,878	Hartlepool Borough Council	15,231	
304	Cleveland Fire Authority	311	
15,111	Payment of Non Domestic Rates to Central Government	15,498	
115	Cost of Collection Allowance	112	
(59)	Change in Provision for Non-Payment of NNDR	719	
336	Change in Provision for Non Domestic Rating Appeals	(3,436)	
71	Enterprise Zone Relief	44	
83	Disregarded Amounts	1,093	
30,839		29,572	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Council Tax		
127	Hartlepool Borough Council	37	
18	Police & Crime Commissioner	5	
6	Cleveland Fire Authority	2	
151		44	
	Contributions for previous years estimated		
	Collection Fund Surplus/(Deficit) - Non-Domestic Rates:		
138	Hartlepool Borough Council	(263)	
3	Cleveland Fire Authority	(5)	
141	Central Government	(269)	
282		(537)	
77,222		78,389	
711		(3,523)	
	TOTAL EXPENDITURE		
		78,389	
	NET TOTAL		
		(3,523)	
	Movement on Fund Balances		
	Council Tax:		
(28)	(Surplus)/Deficit for the year	347	
(17)	(Surplus)/Deficit brought forward	(45)	
(45)	(Surplus)/Deficit carried forward	302	
	Non Domestic Rates:		
739	(Surplus)/Deficit for the year	(3,870)	
1,985	(Surplus)/Deficit brought forward	2,724	
2,724	(Surplus)/Deficit carried forward	(1,146)	

SECTION 3 : Statement of Accounts

NOTES TO THE COLLECTION FUND

Note 1 - Council Tax

Council Tax income comes from a charge made on residential properties. The income is used to support the Council's General Fund revenue expenditure, as detailed in the Income and Expenditure Account. It is also used to finance Hartlepool's share of the Police and Fire Authorities' 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 34,052 Band D equivalents in 2019/20 (33,781 for 2018/19) and the basic amount of Council Tax for a Band D property was £2,013.18 (£1,923.74 in 2018/19).

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	23,459	15,639	1,123.52	167.03	51.57	1,342.12	31,485
B	7/9	7,311	5,686	1,310.77	194.86	60.17	1,565.80	11,448
C	8/9	6,183	5,496	1,498.03	222.70	68.76	1,789.49	11,064
D	9/9	3,251	3,251	1,685.28	250.54	77.36	2,013.18	6,545
E	11/9	1,685	2,059	2,059.79	306.22	94.55	2,460.56	4,146
F	13/9	709	1,024	2,434.29	361.89	111.74	2,907.92	2,062
G	15/9	460	767	2,808.80	417.57	128.93	3,355.30	1,543
H	18/9	65	130	3,370.56	501.08	154.72	4,026.36	262
TOTALS		43,123	34,052					68,555

The income of £49.007m for 2019/20 (£46.129m for 2018/19) is receivable from the following sources:

2018/19 £000		2019/20 £000
64,987	Opening Liability	68,555
1,721	Net increase/(decrease) in liability	1,966
(114)	Disabled Relief	(124)
(6,670)	Discounts	(7,006)
(1,438)	Exemptions	(1,591)
(162)	Write Offs	(141)
(12,195)	Council Tax Support Scheme	(12,652)
<u>46,129</u>		<u>49,007</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 49.1p in 2019/20 (48p in 2018/19) and, the Non Domestic Rate Multiplier which was 50.4p in 2019/20 (49.3p in 2018/19). 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 £80.628m.

The NNDR income collectable from Ratepayers is shown below.

2018/19		2019/20
£000		£000
37,447	Gross Rates payable	39,843
(6,733)	Mandatory Reliefs	(6,744)
1,167	Transitional Relief	541
(332)	Write Offs	(194)
<u>31,549</u>		<u>33,446</u>

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 and 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 the Councils Contact Centre. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 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 2020 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 Resources and Development, the Assistant Director (Finance and Customer Services) and the Assistant Director (Corporate 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 2018/19 Statement

Progress has been made over the course of 2019/20 to actively manage and address issues identified as part of the 2018/19 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 2019/20 and 2020/21 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 2019/20 has been largely delivered and is monitored by CMT on a quarterly basis and reported to Members via Finance and Policy Committee on a 6 monthly basis. A wraparound on the Hartlepool Life and Hartlepool Mail was published in September 2019 promoting the achievements of the Council Plan to the public. 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. During late 2019/20 a new, three year Council Plan to cover the period 2020-2023 has been developed following public consultation in September/October 2019 and January/February 2020. This new Council Plan builds upon the achievements of the 2017-2020 Plan and responds to emerging areas of priority and was adopted by Council on 19th March 2020. It has again been developed alongside the MTFS and Capital Plan.

SECTION 4 : Annual Governance Statement

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. A new Strategic Risk Register for the Council was presented to Finance and Policy Committee in August 2019. This includes the key risks facing the organisation and the delivery of the Council Plan. Risks are reviewed on a quarterly basis by CMT and reported to Elected Members via Finance and Policy Committee on a 6 monthly basis.
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.
Boundary Review Impact	CMT sighted on the outcome of the review, which will increase number of councillors to 36. Risk addressed through member training on key corporate issues and regular update reports provided to committees.

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. In accordance with the Council's Constitution at Article 14, the Monitoring Officer continues to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. A report to the Constitution Committee on 25 November 2019 addressed issues which had arisen since the previous review reported to Full Council on 21 March. A further report was submitted to the Constitution Committee on 27 January which addressed issues raised in relation to the Articles, Procedure Rules and Referrals by Full Council. Officer Decision Records continue to be published on the internet and Officer Guidance has been circulated in relation to Key Decision Forward Plan Consultation to give clarity to officers on when and how consultation should be undertaken on Key Decision matters to be considered by Policy Committees. A programme of Members' Seminars has been developed by the Corporate Management Team (CMT) to ensure Members are updated/briefed on key strategic issues.

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.

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 9th January 2020 and referred to Council for approval on 20th February 2020 for the financial year 2020/21. 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 Resources and Development 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.

SECTION 4 : Annual Governance Statement

Human Resources 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. During late 2019/20 a new, three year Council Plan to cover the period 2020-2023 has been developed following public consultation in September/October 2019 and January/February 2020. This new Council Plan builds upon the achievements of the 2017-2020 Plan and responds to emerging areas of priority. It has again been developed alongside the MTFS and Capital Plan.

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 Members on to their direction of travel and their position in relation to near neighbour and national comparators where available.

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 new Risk Management Framework on 24th June 2019. 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 has been identified within the performance management framework and changes are reported to Elected Members regularly through the monitoring of the Council Plan.

The Risk Management Framework and an Officer Toolkit are 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 Strategic 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.

SECTION 4 : Annual Governance Statement

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 significant amount of work has been progressed to address the concerns highlighted by internal audit with arrangements having been reviewed to reflect current best practice. These revised arrangements have been rolled out across each Council department to ensure that accurate up to date information is held to assist in the recovery of services, should it be necessary. Tests are planned to ensure that these plans are fit for purpose and any lessons learnt from these exercises will be incorporated into future plans.

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.

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 2018/19 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 Audit 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.

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", one school is judged "inadequate". A CQC Local System Review of services for older people in October 2017 identified multiple 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 implemented. These changes have delivered significant improvements in performance in relation to delayed transfers of care and the proportion of people having their needs assessed in a hospital setting. Survey feedback from both people who use services and carers continues to be positive with satisfaction rates comparing favourably regionally and nationally. Over 90% of services that are commissioned for adults with care and support needs are rated 'good' by CQC 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 2018/19 Annual Audit Letter, Mazars, the Councils External Auditor, issued an unqualified opinion on the financial statements and value for money conclusion at the Council.

SECTION 4 : Annual Governance Statement

Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Audit and Governance's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the effectiveness of the system of internal control includes:

- Corporate Management Team agreed process for the review of the internal control environment. The risk inherent in meeting departmental objectives and the controls to mitigate those risks are recorded as part of the corporate service planning process at a departmental level. This has brought together risk management, control identification and the process for compiling the evidence needed to produce the AGS. This enables managers to provide documented evidence regarding the controls within their service units as part of the service planning process. The controls in place are designed to negate the identified and recorded risks of not achieving service, departmental or corporate objectives. In order to ensure adequate controls are in place the procedures, processes and management arrangements in place to mitigate identified risks and the officers responsible for them are also documented. Gaps in controls can be addressed as part of the regular reviews of departmental risks and control measures.
- Director of Resources and Development – 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 following an independent external assessment 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 (2019).
 - 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 and Internal Audit continues to provide assurance across a broad range of Council activities and functions through the audits it completes.
- 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 2020/21 MTFS includes savings proposals and other measures, including the use of reserves which enabled the 2020/21 budget to be set. The report also highlighted the significant deficit facing the Council for 2021/22, which makes this the most challenging financial year the Council has ever faced. Detailed proposals for addressing the 2021/22 deficit will be developed during 2020/21. 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 2020, 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.	2019/20 – 2021/22	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.	2020/21	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.	2020/21	CMT
4	All out elections leading to a potential lack of experience or knowledge if a significant number of new members are elected for the first time.	CMT to address risk through general member induction training and bespoke member training on key corporate issues. Regular update reports will be provided to committees over the course of the municipal year.	2020/21	CMT
5	Implementation of senior management structure review.	Ongoing officer review focussing on implementation and bedding down of new structure.	2020/21	CMT
6	Covid 19 Virus effecting the health and wellbeing of the Borough, service delivery and the financial stability of the Council.	Dedicated Corporate Management Team response team setup to co-ordinate and manage the Council's strategic response, including implementation of national guidance at a local level. Emergency plans implemented. New functions established delivering vital services within the borough. Vulnerable people and businesses supported in line with Government guidance and local solutions. Safe working arrangements implemented at the Council in line with Government advice. Financial implications and risks are being managed and monitored. Communication strategy implemented.	2020/21	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:

Managing Director

Chair of Audit and Governance Committee

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 2020, 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 the 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 2019/20.

In our opinion, the financial statements:

- give a true and fair view of the financial position of Hartlepool Borough Council as at 31st March 2020 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 2019/20.

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, 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.

Emphasis of Matter

Material uncertainty relating to valuations of surplus assets and investment properties

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosure made in note 3 to the financial statements concerning the material valuation uncertainty statements made by the Council's valuer.

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 Resources and Development's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Director of Resources and Development 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 Resources and Development is responsible for the other information. The other information comprises the information included in the Financial Report, 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 Resources and Development for the financial statements

As explained more fully in the Statement of the Director of Resources and Development's Responsibilities, the Director of Resources and Development 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 2019/20, and for being satisfied that they give a true and fair view. The Director of Resources and Development is also responsible for such internal control as the Director of Resources and Development 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 Resources and Development is required to comply with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 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 Resources and Development 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 Council'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.

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 April 2020, 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 2020.

SECTION 5 : Independent Auditor's Report

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

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 April 2020, 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 2020.

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.

OR

Delay in certification of completion of the audit

We can not formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Council's Whole of Government Accounts consolidation pack. We are satisfied that these matters do not have a material effect on the financial statements or on our conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources.

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

Date:

SECTION 6 : Glossary of Terms

ACCOUNTING POLICIES

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

- recognising;
- selecting measurement bases for; and
- presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

ACTUARIAL GAINS AND LOSSES

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

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

CAPITAL EXPENDITURE

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

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING

The Chartered Institute of Public Finance and Accounting (CIPFA) Code sets out the accounting concepts and accounting principles which underpin the statement of accounts.

COMMUNITY ASSETS

Assets that the local authority intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.

CONSISTENCY

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

CONSTRUCTIVE OBLIGATION

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

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

CONTINGENT LIABILITY

A contingent liability is either:

- a) a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control or;
- b) a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

SECTION 6 : Glossary of Terms

CREDITORS

Amounts owed by the Authority for work done, goods received or services rendered within the accounting period but for which payment was not made at the balance sheet date.

CURRENT ASSETS

Assets which can be expected to be consumed or realised during the next accounting period, e.g. debtors and stocks.

CURRENT LIABILITIES

Amounts which will become payable or could be called in within the next accounting period e.g. creditors, cash overdrawn.

CURRENT SERVICE COST (PENSIONS)

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

CURTAILMENT

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

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

DEBTORS

Amounts due to the Authority for works done, goods received or services rendered before the end of the accounting period, but for which payments have not been received by the end of that accounting period.

DEFINED BENEFIT SCHEME

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

DEFINED CONTRIBUTION SCHEME

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

DEPRECIATION

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

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

SECTION 6 : Glossary of Terms

DISCRETIONARY BENEFITS

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and which are awarded under the Authority's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 1996.

ESTIMATION TECHNIQUES

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

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

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

EVENTS AFTER THE BALANCE SHEET DATE

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

EXCEPTIONAL ITEMS

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

EXPECTED RATE OF RETURN ON PENSION ASSETS

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

FAIR VALUE

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

FINANCE LEASE

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

FINANCIAL INSTRUMENT

A legally enforceable agreement between two or more parties, expressing a contractual right or a right to the payment of money. Typical examples include investments, loans, trade creditors and trade debtors.

GOING CONCERN

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

SECTION 6 : Glossary of Terms

GOVERNMENT GRANTS

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

HERITAGE ASSETS

Assets preserved in trust for future generations because of their cultural, environmental or historical associations. It applies to assets held and maintained by the Authority principally for the contribution of knowledge and culture.

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 of 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.

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Hartlepool
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Our Ref:
Your Ref:



Contact Officer: Mr Chris Little (01429) 523003

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

23 November 2020

Hartlepool Borough Council - audit for year ended 31 March 2020

This representation letter is provided in connection with your audit of the financial statements of Hartlepool Borough Council for the year ended 31 March 2020 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 2019/20 (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 Resources and Development 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 Resources and Development 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

I confirm that I have carried out an assessment of the potential impact of the COVID-19 Virus pandemic on the Council, including the impact of mitigation measures and uncertainties and I am satisfied that the going concern assumption remains appropriate and that no material uncertainty has been identified.

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. The issues are detailed below.

Issue not Amended	Reasons for not Amending
There is a reported overstatement of pension fund assets of £39.954m. The estimated impact on the Council's liability is an increase of £5.282m.	This is an accounting adjustment which does not impact on the Councils pension contribution rate.
Unused COVID-19 Grant recognised as Revenue Grants Receipts in Advance instead of a Ring- Fenced Reserve.	This has not been amended as it is a Balance Sheet category error and amending would not change the financial position of the Council.
Property, Plant and Equipment valuation error as incorrect areas has been used in the calculation (the BCIS figure righter than floor area of the building) resulting in an overstatement in the asset value of £0.533m	This is not a material amount in relation to the overall value of the Councils Property, Plant and Equipment assets of £290m.
Contribution to a Provision which should have been a contribution to a Reserve.	This has not been amended as it is a Balance Sheet category error and amending would not change the financial position of the Council.

Yours sincerely

Director of Resources and Development

Date: 23 November 2020

AUDIT AND GOVERNANCE COMMITTEE

23 November 2020



Report of: Director of Neighbourhood and Regulatory Services

Subject: SAFER HARTLEPOOL PARTNERSHIP PERFORMANCE

1. PURPOSE OF REPORT

- 1.1 For information. To provide an overview of Safer Hartlepool Partnership performance for Quarter 1 and 2 – April to September 2020 (inclusive) against key indicators linked to the priorities outlined in the Community Safety Plan 2020/21.

2. BACKGROUND

- 2.1 The Community Safety Plan 2017-20 came to an end in March 2020 and due to the outbreak of COVID-19 the development of a Community Safety Plan for 2020/21 was delayed.
- 2.2 In November 2020, the Safer Hartlepool Partnership approved the Community Safety Plan for 2020/21 with the strategic objective to “make Hartlepool a safe, prosperous and enjoyable place to live, work and visit”. Members agreed that the priority areas of focus to achieve this objective should be Anti-Social Behaviour, Drugs and Alcohol and Domestic Violence.

3. PERFORMANCE REPORT

- 3.1 The report attached (**Appendix A**) provides an overview of performance against key indicators linked to the agreed priorities during Quarters 1 and 2 of 2020, with comparisons made to the same time period in the previous year, where appropriate.

4 OTHER CONSIDERATIONS

Risk Implications	No relevant issues
Financial Considerations	No relevant issues
Legal Considerations	No relevant issues
Consultation	No relevant issues
Child/Family Poverty Considerations	No relevant issues
Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues
Staff Considerations	No relevant issues
Asset Management Considerations	No relevant issues

5. RECOMMENDATIONS

- 5.1 That the Audit and Governance Committee note and comment on the information provided for Quarters 1 and 2.

6. REASON FOR RECOMMENDATION

- 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 – Draft Community Safety Plan 2020 - 21

8. CONTACT OFFICERS

Tony Hanson
Director of Neighbourhood and Regulatory Services
Hartlepool Borough Council
Email: Tony.hanson@hartlepool.gov.uk
Tel: 01429 523400

Rachel Parker
Community Safety Team Leader
Hartlepool Borough Council
Email: Rachel.parker@hartlepool.gov.uk
Tel: 01429 523100

Safer Hartlepool Partnership Performance Indicators**Quarter 1 - April to June 2020****Community Safety Plan Priority – Anti-Social Behaviour**

The following indicators have been identified to assist in the monitoring of this priority area.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
ASB incidents reported to the Police	1919	1131	1919	788	70%
Rate of ASB per 1,000 population	-	12.1	20.6	-	-

Anti-social behavior incidents reported to the Police in Hartlepool increased by 70% when compared to the previous year. It is reasonable to suggest that this increase, in part, has been as a result of the “lockdown” restrictions that were imposed to slow the spread of COVID-19 in the first quarter of this financial year, with many reports relating to the possible breach of these. The highest number of incidents in this quarter were recorded in April (778), with the figures reducing in May and June to 674 and 467 respectively.

During this quarter, ASB incidents reported to the Police increased in all four Local Policing Area across Cleveland. Hartlepool experienced the greatest percentage increase of reported incidents and the second highest rate (joint with Stockton) of incidents per 1,000 population as detailed in the tables below:

Indicator - ASB Incidents reported to the Police	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Redcar & Cleveland	2359	1587	2359	772	49%
Middlesbrough	3515	2607	3515	908	35%
Stockton	4073	2437	4073	1636	67%

Police Anti-Social Behaviour Incident rate per 1,000 population	Hartlepool	Redcar & Cleveland	Middlesbrough	Stockton
	20.6	17.2	24.9	20.6

Number of ASB complaints received by the ASBU	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
	92	133	92	-43	-32%

Unlike Police incidents, anti-social behavior complaints received by the Council's Anti-Social Behaviour Unit reduced in this quarter compared to the same period in the previous year. This reduction is predominantly linked to a reduction in complaints about ASB in Rossmere Park.

Number of ASB cases opened by Thirteen	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
	131	115	131	16	14%

Thirteen Group have seen a 14% increase in ASB cases compared to the same period in the previous year.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Number of noise complaints received by the Council	175	107	175	68	64%

Noise nuisance complaints received by the Council's Public Protection Team increased by 64% when compared to the previous year. With many people spending significantly longer periods of time in their homes during this period, it is possible that this increase may be reflective of this. Unlike ASB reports, noise complaints increased month on month during this quarter with 44 in April, 54 in May and 77 in June. More than 40% of all complaints received in this quarter cited loud music as the main issue.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Number of fly-tipping reports received by the Council	798	517	798	281	54%

The Council's Contact Centre recorded a 54% increase in Fly-tipping reports during this quarter compared to last year. Reports of fly-tipping also relate to side waste (additional black bags not placed in wheelie bins) left in back alleys as well as the more "traditional" reports of larger household items e.g. mattresses, furniture etc. being dumped in more rural parts of the town.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Number of Deliberate Secondary (F3) fires	148	223	148	-75	-33.6
Number of Deliberate Vehicle Fires	15	13	15	2	15.4

Deliberate secondary fires (F3) are any non-accidental fires that do not involve property or casualties/rescues or where four or fewer appliances attend. Deliberate F3 fires in Hartlepool are predominantly refuse (rubbish) fires and grassland.

The reduction in F3 fires during quarter 1 is reflective of a Cleveland wide reduction of 33.5% and it is possible that "lockdown" restrictions may have had a beneficial effect on this particular type of ASB. During this period, Hartlepool Community Safety Team undertook a proactive approach to prevent and deter individuals from setting

deliberate fires, including patrols in hotspot areas and increased publicity to raise awareness of the dangers of fire setting.

Community Safety Plan Priority – Drugs and Alcohol

The following indicators have been identified to assist in the monitoring of this priority area.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Drug Offences - Possession	87	71	87	16	23%
Drug Offences - Supply	32	26	32	6	23%

The increase in drugs offences recorded by the police is indicative of proactive policing. Responding to community intelligence a number of warrants were carried out during this period with positive results, particularly in respect of the identification and disruption of cannabis farms.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
% of opiate drug users that have successfully completed drug treatment	3.60%	4.30%	3.60%	-0.70%	-16.30%
% of non-opiate drug users that have successfully completed drug treatment	21.50%	26.90%	21.50%	-5.40%	-20.10%
% of alcohol users that have successfully completed alcohol treatment	26%	33.10%	26%	-7.10%	-21.50%
% of young people that have successfully completed treatment	3%	13.60%	3%	-10.30%	-78%
Number of young people known to substance misuse services	33	44	33	-11	-25%
% of people dependent on alcohol and not in the treatment system	50.20%	48.60%	50.20%	1.20%	3.30%
% of people dependent on opiates or crack and not in the treatment system	77.80%	74.30%	77.80%	3.50%	4.70%

Information provided by the Council's Public Health Team identifies that there has been a reduction in the number of individuals who successfully completed alcohol and drug treatment compared to the previous year. Again it is reasonable to suggest that COVID-19 will have had an impact on these outcomes.

Figures also indicate a high level of unmet need, with half of all individuals known to be alcohol dependant and more than 70% of opiate or crack users not currently accessing treatment services.

During the summer a new integrated drug and alcohol treatment service has been launched in Hartlepool known as START – Supporting Treatment and Recovery Together, to help people reduce their level of dependency. A key priority of the service is to reduce the harm to individuals, significant others, and the local community.

Community Safety Plan Priority – Domestic Violence

The following indicators have been identified to assist in the monitoring of this priority area.

Indicator	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
Domestic Abuse incidents reported to the Police	987	764	987	223	29%
Rate of Domestic Abuse incidents per 1,000 population	-	8.2	10.6	-	-
Repeat Incidents of Domestic Abuse	437	333	437	104	31%
Rate of repeat Domestic Abuse incidents per 1,000 population	-	3.6	4.7	-	-

Research conducted by domestic abuse charity Women's Aid and the BBC's Panorama programme has identified that UK Police forces received one domestic abuse call every 30 seconds in the first seven weeks of lockdown.

In Hartlepool, Domestic Abuse incidents reported to the Police during quarter 1 increased by 29%, 223 more incidents than in the same period in the previous year and resulted in the rate of domestic abuse incidents per 1,000 population increasing from 8.2 to 10.6.

The highest number of incidents were reported in May, 355, with 293 reported in April and 339 in June.

The rate of repeat domestic abuse incidents also increased from 3.6 to 4.7, with the highest number of repeat incidents also reported in May, 153, with 134 reported in April and 150 in June.

Referrals to all specialist domestic violence services provided by Harbour increased by 21% from 634 to 770. However, refuge / supported accommodation referrals surged from 39 to 127, an increase of 226%.

Number of Domestic Abuse cases opened by Thirteen	Year to Date Apr - Jun 20	Apr - Jun 19	Apr - Jun 20	Difference	% Difference
	29	17	29	12	71%

Domestic Abuse Support Workers from Thirteen Group have reported a 71% increase in cases compared to the same period in the previous year, an actual increase of 12 cases.

Quarter 2 – July to September 2020

Community Safety Plan Priority – Anti-Social Behaviour

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
ASB incidents reported to the Police	3085	1317	1166	-151	-11%
Rate of ASB per 1,000 population	-	14.1	12.5	-	-

Anti-social behavior incidents reported to the Police reduced by 11% when compared to the previous year and by 39% compared to quarter 1. The easing of “lockdown” restrictions may explain the reduction in part, however more detailed analysis would be required to be able to identify the reasons for such decreases.

During this quarter, ASB incidents reported to the Police reduced in all four Local Policing Area across Cleveland. Hartlepool experienced the greatest percentage reduction of reported incidents, but maintained the second highest rate of incidents per 1,000 population as detailed in the tables below:

Indicator - ASB Incidents reported to the Police	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Redcar & Cleveland	3997	1664	1638	-26	-2%
Middlesbrough	5907	2557	2392	-165	-6%
Stockton	6439	2302	2366	64	3%

Police Anti-Social Behaviour Incident rate per 1,000 population	Hartlepool	Redcar & Cleveland	Middlesbrough	Stockton
	12.5	11.9	17	12

Number of ASB complaints received by the ASBU	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
	231	128	139	11	9%

Unlike Police incidents, anti-social behavior complaints received by the Council’s Anti-Social Behaviour Unit increased slightly in this quarter compared to the same period in the previous year.

6.1 APPENDIX A

Number of ASB cases opened by Thirteen	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
	270	104	139	35	34%

ASB cases opened by Thirteen Group in this quarter increased by 34% when compared with the same period in the previous year, with a small increase compared to quarter one of 6%

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Number of noise complaints received	354	149	179	30	20%

Although complaints in quarter 2 were 20% higher than in the previous year and 2% more than quarter 1, month on month complaints have reduced with 70 in July, 64 in August and 44 in September. In 30% of all complaints received in this quarter, music was cited as an issue.

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Number of fly-tipping reports received by the Council	1790	562	992	430	54%

The Council's Contact Centre recorded a 54% increase in Fly-tipping reports during this quarter compared to last year and a 24% increase compared to quarter 1. Reports of Fly-tipping continue to relate to side waste (additional black bags not placed in wheelie bins) left in back alleys as well as the more "traditional" reports of larger household items e.g. mattresses, furniture etc. being dumped in more rural parts of the town.

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Number of Deliberate Secondary (F3) fires	286	121	138	17	14
Number of Deliberate Vehicle Fires	20	15	5	-10	-66.7

Deliberate fires across Cleveland reduced by 17% in quarter 2. Although Hartlepool experienced an increase of 14 percent compared to the previous year, compared to quarter 1 incidents reduced by 7% (-10 incidents).

Community Safety Plan Priority – Drugs and Alcohol

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Drug Offences - Possession	160	64	73	9	14%
Drug Offences - Supply	61	22	29	7	32%

Drug possession and supply offences recorded by the police increased by 14% and 32% respectively in quarter 2 when compared to the previous year although was a slight reduction compared to quarter 1.

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
% of opiate drug users that have successfully completed drug treatment			Q2 Data released Nov 26th		
% of non-opiate drug users that have successfully completed drug treatment			Q2 Data released Nov 26th		
% of alcohol users that have successfully completed alcohol treatment			Q2 Data released Nov 26th		
% of young people that have successfully completed treatment			Q2 Data released Nov 26th		
Number of young people known to substance misuse services			Q2 Data released Nov 26th		
% of people dependent on alcohol and not in the treatment system			Q2 Data released Nov 26th		
% of people dependent on opiates or crack and not in the treatment system			Q2 Data released Nov 26th		

Quarter 2 data for the above indicators is not available at the present time.

Community Safety Plan Priority – Domestic Violence

Indicator	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
Domestic Abuse incidents reported to the Police	1913	944	926	-18	-2%
Rate of Domestic Abuse incidents per 1,000 population	-	10.1	9.9	-	-
Repeat Incidents of Domestic Abuse	845	401	408	7	2%
Rate of repeat Domestic Abuse incidents per 1,000 population	-	4.3	4.4	-	-

Domestic Abuse incidents reported to the Police during quarter 2 reduced by 2%, 18 less incidents than in the same period in the previous year and by 6%, 61 less incidents than quarter 1, resulting in the rate of domestic abuse incidents per 1,000 population standing at 9.9 at the end of September.

Incidents in quarter 2 reduced month on month with 322 reported in July, 312 in August and 292 in September.

Whilst the rate of repeat domestic abuse incidents increased slightly from 4.3 to 4.4, the number of repeat incidents also reduced month on month with 144 reported in July, 138 in August and 126 in September.

Quarter 2 data from Harbour is not yet available, however the organisation has adopted new ways of working to reach victims of domestic abuse, particularly in response to the increasing number of referrals at the height of lockdown and the inability to carry out face to face and group work with clients.

One of the innovations has been the introduction of a live chat facility which can be accessed via the Harbour website and means anyone who wants to access Harbour's services can now do so online, in the evenings and at weekends. This has been extremely successful with clients engaging digitally, where they had previously been reluctant to seek support.

As part of the ongoing campaign to raise awareness of domestic abuse, how to report it and where to get help, officers from the Hartlepool Community Safety Team have been visiting local hair and beauty salons to hand out information and many salons are now displaying posters to encourage victims of domestic abuse to speak to the police and signposting victims to organisations offering support.

Number of Domestic Abuse cases opened by Thirteen	Year to Date Apr - Sep 20	Jul - Sep 19	Jul - Sep 20	Difference	% Difference
	70	25	41	16	64%

Domestic Abuse Support Workers from Thirteen Group have reported a 64% increase in cases compared to the same period in the previous year, an actual increase of 12 cases, and an increase of 41% compared to Quarter 1.

AUDIT AND GOVERNANCE COMMITTEE

23 November 2020



Report of: Statutory Scrutiny Manager

Subject: NEAS QUALITY ACCOUNT – COVERING REPORT

1. PURPOSE OF REPORT

- 1.1 To introduce a representative(s) from the North East Ambulance Service NHS Foundation Trust (NEAS) who will be in attendance at today's meeting to engage with Members in respect of their Quality Account.

2. BACKGROUND INFORMATION

- 2.1 In November 2009 the Government published the Health Bill which required all providers of NHS healthcare services to provide an annual Quality Account. The Department of Health made a legal requirement on all NHS healthcare providers to send their Quality Accounts to an Overview and Scrutiny Committee in the local authority area where the provider has a registered office.
- 2.2 Subsequently, a representative(s) from North East Ambulance Service NHS Foundation Trust will be present at today's meeting to provide the Committee with:-
- i) An update on progress made on the three quality priorities for 2019/20;
 - ii) Details of proposals for the quality priorities for 2020/21; and
 - iii) An update on NEAS performance in line with national ambulance response standards.
- 2.3 A copy of the Quality Account for 2019/20 can be accessed via the below link and should Members wish as hard copy these can be obtained by contacting Joan Stevens (joan.stevens@hartlepool.gov.uk or 284142).

https://www.neas.nhs.uk/media/174329/quality_report_19_20_draft_26oct20.pdf

3. RECOMMENDATIONS

3.1 That the Audit and Governance Committee consider and comment on:

- Progress made on the three quality priorities for 2019/20;
- Priorities identified for quality improvement within the draft Quality Account for 2020/21; and
- Performance in line with national ambulance response standards.

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

No background papers were used in preparation of this report.



Quality Priorities 2019/20 update 2020/21 proposals

Prepared by
Debra Stephen, Deputy Director of Quality & Safety
November 2020

Introduction

- In line with the requirements of Foundation Trust's to produce an annual Quality Report this presentation provides an update on the progress made on the three quality priorities for 2019/20
- It also outlines the proposals for the quality priorities for 2020/21
- An update is also provided on NEAS performance in line with national ambulance response standards

For Life

Cardiac Arrest – improving survival

- Aim:

To improve the support provided to clinicians on resuscitation and therefore improve the quality and outcomes for patients.

Early recognition and access to treatment, early cardiopulmonary resuscitation (CPR) and early defibrillation are all key to survival. The ambulance service plays a key part in the chain of survival through the timeliness and quality of interventions provided.

The logo for 'ForLife' is written in a stylized, handwritten blue font. The word 'For' is in a standard script, while 'Life' is more expressive, with a long, sweeping underline that extends to the right.

Cardiac Arrest – improving survival

- Purchasing Community Public Access Defibrillators, through our NEAS Trust Fund to place in areas we feel would benefit most, based on our local intelligence
- Use smart technologies to activate the public to a nearby cardiac arrest

The logo for 'ForLife' is written in a stylized, handwritten blue font. The word 'For' is in a standard script, while 'Life' is more expressive, with a long, sweeping underline that extends to the right.

Community Public Access defibrillators (CPADs)

CCG area	CDPADs 18/19 Total CPADS = 541	CPADS 19/20 (by Jan 20) Total CPADS = 742
Darlington	4	8
DDES	112	153
Hartlepool & Stockton	39	51
Newcastle & Gateshead	36	64
North Durham	29	59
North Tyneside	17	23
Northumberland	230	282
South Tees	51	67
Sunderland	19	27
South Tyneside	3	3
Other	1	5

Cardiac arrest - improving survival



ForLife

Community Public Access Defibrillators (CPADS)



<https://www.neas.nhs.uk/our-services/community-defibrillators.aspx>

ForLife

Community First Responders – GoodSAM app



Adam Brown
@adambrown12

Responded to my first @GoodSamApp activation for @NEAmbulance this morning. Call as given - great to ensure resources are on scene early giving the best chance of survival! Thanks to the team who implemented this! #earlyCPR

5:35 pm · 2 Mar 2020 · Twitter for iPhone

ForLife

Cardiac Arrest - improving survival

- Implement high performance CPR by running workshops and incorporating into the yearly training
- Establish a cardiac arrest registry to identify further areas for improvement
- Consolidate telephone CPR training and rapid dispatch for all cardiac arrests



ForLife

Cardiac arrest – improving survival

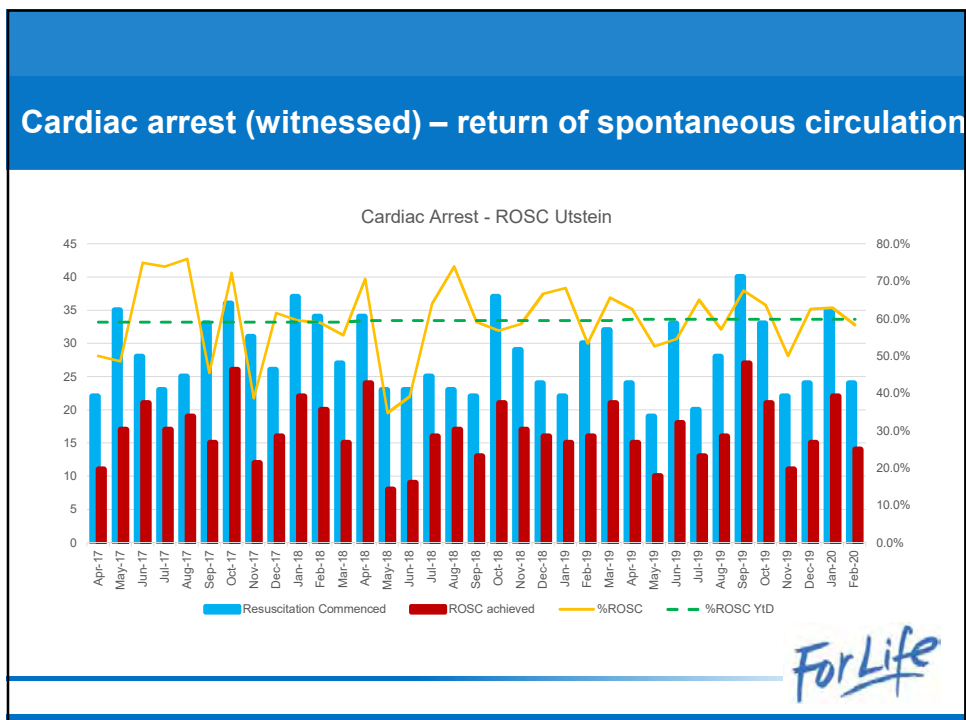
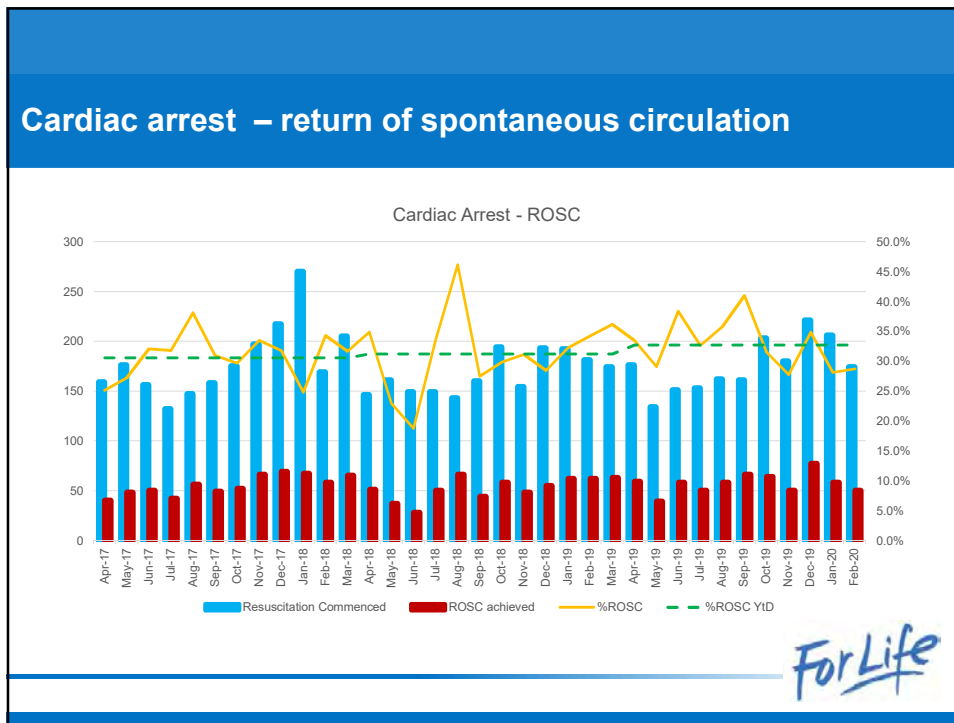
Cardiac arrest registry established

This work has enabled more focus on training around paediatric cardiac arrest and feedback to clinicians regarding the care provided on scene – including positive areas of practice and areas of learning

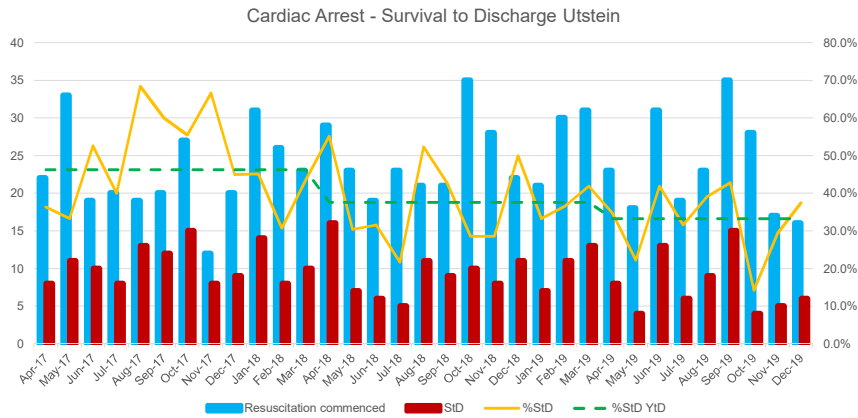
A large table with many columns and rows of data, likely a cardiac arrest registry. The table is filled with text and numbers, organized into columns. The text is small and difficult to read, but the structure is clear.

We are considering auto dispatch to C1 cases

ForLife



Cardiac arrest (witnessed) – survival to discharge



ForLife

NEAS Ambulance Mini Medics



fe

Mental Health – improving care and experience

- We recognise that currently it is difficult to understand the extent of pre- hospital emergency care use by patients who have mental health needs, with available evidence suggesting that 6% of service calls are mental health related, this rises to 10% when including those who have a physical problem also identified.
- The aim of this priority is to develop and implement year 1 of our Mental Health Strategy to improve the care of patients with mental health needs.

ForLife

Mental Health – improving care and experience

- Deliver year 2 of our three year Mental Health education programme to enhance the knowledge and skills of our frontline workforce to meet the care for patients with mental health needs
- Develop a three year implementation plan to support delivery of our Mental Health Strategy
- Further refine the mental health screening tool for paramedics to support clinical decision making and referral on to appropriate services
- To review the safeguarding referral process, where mental health is identified as a concern

ForLife

Mental Health – improving care and experience

[illegible]

99% of frontline staff have received mental health training

For Life

NEAS Mental Health Strategy

- Mental Health Conveyance: a bespoke service sitting outside ARP to allow timely conveyance to hospital or places of safety for those detained under Section 136 or otherwise experiencing mental health crisis (proof of concept)
- Offering a systematic support tool to help support staff post-incident, to either prevent mental health issues arising or to identify those who may need further help at an early stage
- Design and deliver bespoke mental health training packages in line with the Core Skills Framework for Mental Health
- Design an operational model for supporting Emergency Operations centre to have access to Mental Health trained staff
- Develop risk assessment skills when supporting a patient experiencing a mental health condition
- To further develop working relationships with Mental Health Providers and the Police and working with partners across the ICS

for life

Mental Health – improving care and experience

Supporting staff:

A business case has been developed and supported which will enable by 40 staff to attend TRiM practitioner training planned for March & June 2020, with a further course later in the year.

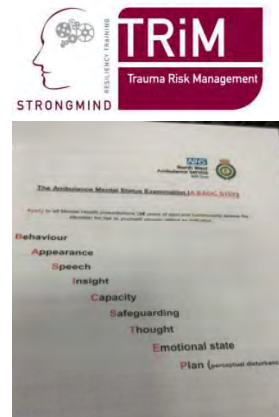
Mental health risk assessment tool:

A 6 month pilot A BASIC STEP tool developed by North West Ambulance Service commenced in February 2020. This provides a framework for frontline crews to risk assess patients on scene and enable a structured way in which they can communicate their concerns to mental health professionals.

There will be the opportunity for clinicians in the Emergency Operations Centre to be involved in the pilot too.

The pilot will be evaluated and then considered for full roll out.

Safeguarding referrals relating to mental health – discussions held with Crisis Team managers in both mental health trusts and training sessions regarding services available have been delivered both from Newcastle and Durham



ForLife

Just Culture – improving patient safety

The aim of this priority is to begin the work to ensure a just culture is developed within the organisation. A just culture will balance an open and honest reporting environment with a quality orientated learning culture, focused on ensuring safe systems are in place.

NHS

Figure 3: Potential modules for a national patient safety syllabus (from the Academy of Medical Royal Colleges patient safety syllabus)

The NHS Patient Safety Strategy
Safer culture, safer systems, safer patients
July 2019



fe

Just culture – improving patient safety

- Sign up to safety event – to encourage staff to share their experiences of patient safety
- To improve the ease of incident reporting for busy front line staff
- To learn when things go well – embed excellence reporting
- To change our investigation processes and policies so they are system focused
- To encourage front line staff to participate in the clinical review process
- To look at our HR functions and how we reduce the burden of investigations
- To understand more fully human factors and how they impact on patient safety

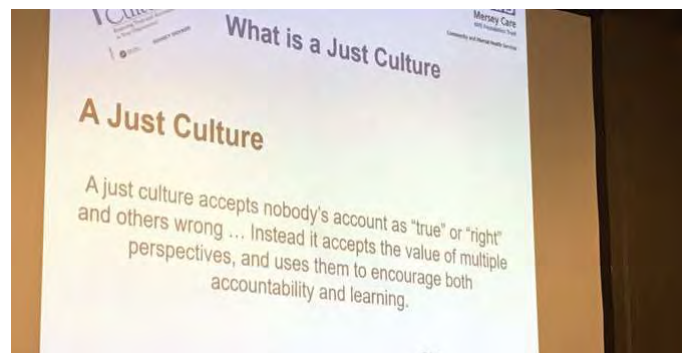
ForLife

Just culture – improving patient safety

- To have 'Just culture champions' across all of our service lines
- To invest in our Just culture staff engagement and educational events
- To show staff we care when things go wrong – recognising the 'second victim' and providing support
- To participate in local and national 'Just Culture' groups ensuring we have the resources & materials available to support our initiatives
- To deliver human factors training to clinical managers

ForLife

Just culture – improving patient safety



ForLife

Just Culture – improving patient safety: Mersey Care's evidence

The real dividend is safer patients and staff

NHS
Mersey Care
NHS Foundation Trust
Community and Mental Health Services



ForLife

Just Culture - improving patient safety

Sign up to Safety Week 8th – 15th March 2020

Incident reporting project – changes made to support thematic analysis



ForLife

Just Culture – improving patient safety

Patient safety incident reporting has increased:

April 18 – March 2019 = 2035

April 19 – March 2020 = 2208

Excellence reporting has increased

148 from September 18 – March 19

518 from April 19 – March 20

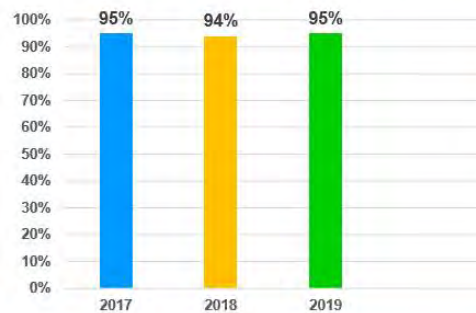
Excellence Reporting

**SOMETHING
EXCELLENT**

Just culture – what are staff saying?

If you are concerned about unsafe clinical practice, would you know how to report it?

NEAS are above average



How does this compare with other Ambulance Trusts

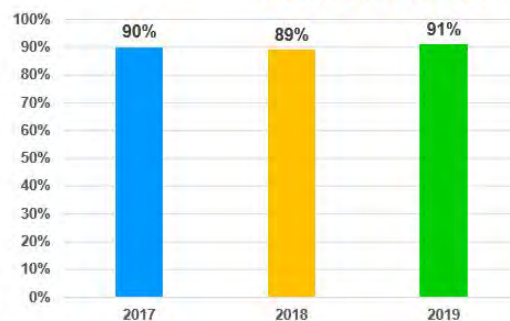
- The best performing trust (97%)
- The average Trust (94%)
- The worst performing trust (93%)

For Life

Just culture – what are staff saying?

The last time you saw an error, near miss or incident that could have hurt staff or patients / service users, did you or a colleague report it?

NEAS are above average

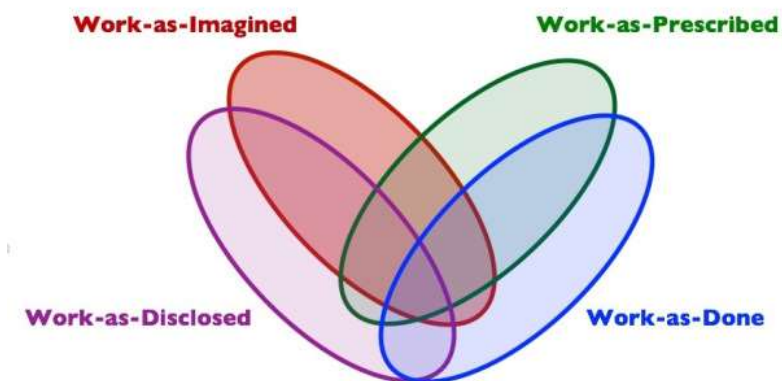


How does this compare with other Ambulance Trusts

- The best performing trust (98%)
- The average Trust (87%)
- The worst performing trust (84%)

For Life

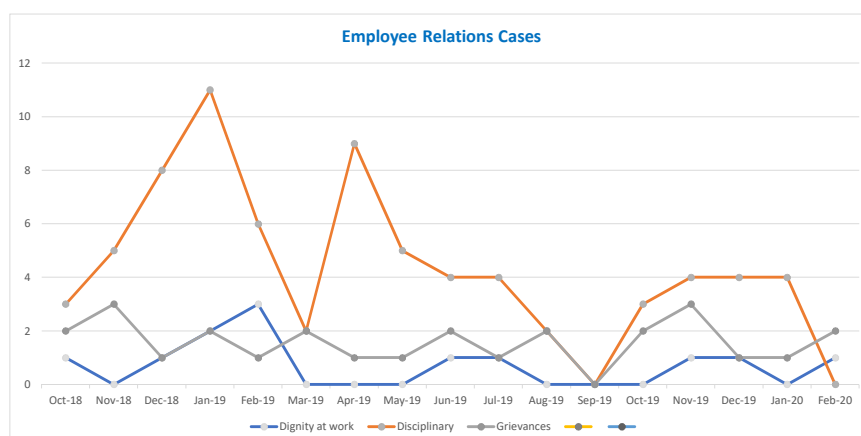
Just culture – the varieties of human work (Human Factors)



Human Factors and Ergonomics in Practice: Improving System Performance and Human Well-Being in the Real World Steven Shorrock, Claire Williams

ForLife

Just culture – improving patient safety



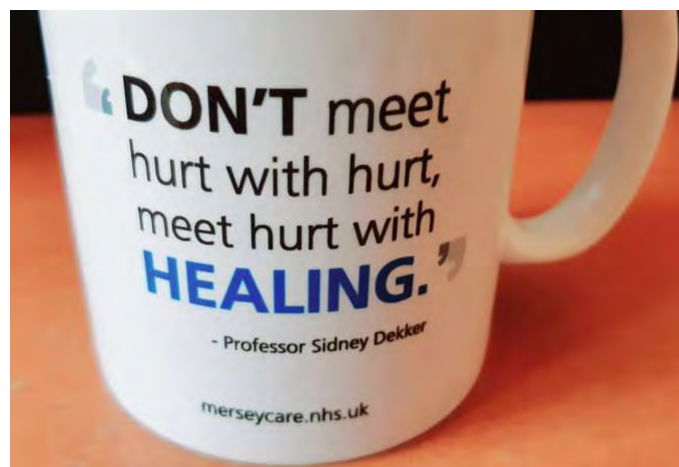
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Just Culture champions



ForLife

Just culture – improving patient safety



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Quality priorities 2020/21

- Managing the deteriorating patient in the Emergency Operations Centre (EOC)
- Looking at those patients with breathing difficulties and peri-arrest actions and those patients who deteriorate whilst waiting for an ambulance or scheduled care transport

The logo for 'ForLife' is written in a stylized, handwritten font. The word 'For' is in a smaller, more compact script, while 'Life' is larger and more prominent, with a long horizontal line extending from the end of the 'e'.

Quality priorities 2020/21

- Managing the deteriorating patient in the Emergency Operations Centre (EOC)
- Determine what factors identify possible deterioration in these circumstances, such as frequency of Estimated Time of Arrival (ETA) calls/certain symptoms/specific presentations.
- Review all current processes and procedures and determine if they support the timely identification of these factors (unscheduled and scheduled care),
- Change processes and procedures that do not support identification of the factors.
- Explore any systems changes which could be made that can support these processes to make it easier for staff to follow and do the right thing to keep patients safe.
- Work with clinicians to understand the actions taken if they identify a patient is in peri arrest.

The logo for 'ForLife' is written in a stylized, handwritten font. The word 'For' is in a smaller, more compact script, while 'Life' is larger and more prominent, with a long horizontal line extending from the end of the 'e'.

Quality priorities 2020/21

Cardiac arrest – continue to build on this work

- Early CPR – use of CPADs
- Review the impact of the Specialist Paramedics in Emergency Care dispatch desk,
- Use of smart technologies technology to summon early help
- Review clinical care provided post cardiac arrest, pre alert and conveyance

ForLife

Quality priorities 2020/21

To ensure patients receive end of life care and a peaceful death, in their preferred place of death, wherever possible

- Implement year 3 of the Palliative care and End of Life Education Strategy
- Develop a process for triangulation of patient safety incidents, feedback from carers, feedback from acute providers and themes from Learning from Deaths process to better understand what we need to do
- Undertake and evaluate pilot work in North Tyneside – Emergency Health Care Plans & Gateshead Care Home sector regarding conveyance where the patient dies within 24 hours in hospital
- Review End of Life transport provision & develop a Business Case to support this service fully

ForLife

Thank you
Any questions?

For Life

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AUDIT AND GOVERNANCE COMMITTEE

23 November 2020



Report of: Chief Solicitor

Subject: REGULATION OF INVESTIGATORY POWERS
ACT 2000 (RIPA)

1. PURPOSE OF REPORT

- 1.1 To give an annual report to Elected Members on activities relating to surveillance by the Council and policies under the Regulation of Investigatory Powers Act 2011.

2. BACKGROUND RIPA

- 2.1 Hartlepool Borough Council has powers under the Regulation of Investigatory Powers Act 2000 (RIPA) to conduct authorised covert surveillance.
- 2.2 This report is submitted to members as a result of the requirement to report to members under paragraph 4.47 of the Covert Surveillance and Property Interference Revised Code of Practice (August 2018) which states that:

Elected members of a local authority should review the authority's use of the 1997 Act and the 2000 Act and set the policy at least once a year. They should also consider internal reports on use of the 1997 Act and the 2000 Act on a regular basis to ensure that it is being used consistently with the local authority's policy and that the policy remains fit for purpose.

3. BACKGROUND

- 3.1 All directed surveillances (covert, but not intrusive), use of covert human intelligence sources (CHIS) and acquisition of Communication's data require authorisation by a senior Council officer and the exercise of the powers is subject to review. The controls are in place in accordance with the Human Rights Act, particularly the right to respect for family and private life.

- 3.2 The Investigatory Powers Commissioner's Office (IPCO) now oversees the Council's exercise of surveillance powers under RIPA. This was formerly undertaken by the Office of Surveillance Commissioners (OSC).
- 3.3 A confidential database of authorised surveillances is maintained, charting relevant details, reviews and cancellations.
- 3.4 Substantial changes were made to the powers of Local Authorities to conduct directed surveillance and the use of human intelligence sources under the Protection of Freedoms Act 2012.
- 3.5 As from 1 November 2012 Local Authorities may only use their powers under the Regulation of Investigatory Powers Act 2000 to prevent or detect criminal offences punishable by a minimum term of 6 months in prison (or if related to underage sale of alcohol and tobacco – not relevant to this Council). The amendment to the 2000 Act came into force on 1 November 2012.
- 3.6 Examples of where authorisations could be sought are serious criminal damage, dangerous waste dumping and serious or serial benefit fraud. The surveillance must also be necessary and proportionate. The 2012 changes mean that authorisations cannot be granted for directed surveillance for e.g. littering, dog control, fly posting.
- 3.7 As from 1 November 2012 any RIPA surveillance which the Council wishes to authorise must be approved by an authorising officer at the council and also be approved by a Magistrate; where a Local Authority wishes to seek to carry out a directed surveillance or make use of a human intelligence source the Council must apply to a single Justice of the Peace.
- 3.8 The Home Office have issued guidance to Local Authorities and to Magistrates on the approval process.

4. RIPA AUTHORISATIONS

- 4.1 In the period 2019/2020:

Communications Data	0
CHIS	0
Directed Surveillance	0

5. INSPECTIONS

- 5.1 As reported previously, the Council received a request from IPCO regarding a 'desktop' examination in October 2018 which recognised that whilst RIPA awareness training has been undertaken since the last inspection, there is a need for regular training and awareness to be developed and introduced throughout the Council and in order that those who may engage RIPA

powers, remain “match fit”. Arrangements have been made for regular annual training to be introduced throughout the Council for those Officers who may engage in RIPA powers. An all-day RIPA training session was held on 16th October 2018 and a training event was held on 7th October 2019. Training this year has not been scheduled due to restrictions associated with the Covid pandemic.

6. SURVEILLANCE POLICY

6.1 The Council’s RIPA Policy is available on the Council’s intranet and is appended to this report. In summary amendments are proposed to amend the Policy to reflect the following:-

- Update in relation to communication data, the limitation of the authority’s ability to obtain communication data and the authorisation process for this being via the IPC
- Reference to the IPTs power to determine complaints.
- An update about the use of Juvenile CHIS as the policy only dealt with a CHIS under 16 and not those under 18 and there are also statutory protections for them.
- Addition of information in relation to ‘Obtaining Communications Data’.
- Expanded the section about retention of material obtained via RIPA or IPA to ensure assurance of data handling and retention safeguards to include the following:-
 - a. Duplication of direct recording etc will be avoided unless necessary
 - b. Duplication of other material, notes of observation and discussion relating to the material will initially be duplicated as part of the investigation but that the department must ensure that once the investigation is concluded this is deleted and only a single copy retained digitally.
 - c. That there will be a separate copy retained by legal where criminal or civil proceedings are instigated and that there must only be one copy of the material, but that this may be paper or electric.
 - d. A reference and link to the retention schedule
- Included who is able to authorise within the relevant session, as Chief Executive and Head of Paid service were used interchangeable. For simplicity Head of Paid Services is referenced.
- Removed the reference to numbered forms and added a link to the Home Office website where they are available.
- Changes to Officer Titles to reflect changes in the Senior Management Structure.

7. ACTIVITY IN THE CURRENT YEAR

7.1 The Authority’s procedures continue to be reviewed in the light of changes in the law and guidance received including recent correspondence from the Investigatory Powers Commissioner’s Office.

- 7.2 Following a change in the chief officer structure, the Senior Responsible Officer sought to ensure that the new authorising officer for the Authority has a full understanding of data pathways² used for RIPA or IPA data in accordance with the letter received from the Investigatory Powers Commissioner's Office in relation to Assurance and Data Handling and Retention Safeguards.
- 7.3 Awareness of RIPA to continue to be raised across the Council.
- 7.4 Information continues to be made available on the RIPA pages of the Council's intranet and internet.

8. RECOMMENDATIONS

- 8.1 To approve the amended RIPA Policy.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To enable the Council to operate the RIPA system effectively and as required by law and guidance.
- 9.2 Members of the Audit and Governance Committee are responsible for approving the RIPA Policy on an annual basis as referred to in Section 3 of the Policy.

10. CONTACT OFFICER

- 10.1 Hayley Martin
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POLICY AND PROCEDURE

**ON THE USE OF COVERT SURVEILLANCE AND
ACQUISITION OF COMMUNICATION DATA**

**REGULATION OF INVESTIGATORY POWERS ACT 2000
AND INVESTIGATIVE POWERS ACT 2016**

Title	Regulation of Investigatory Powers Act 2000
Owner	Chief Solicitor
Version	3
Issue date	November 2018
Approved by	Audit and Governance Committee
Next Revision Due	Oct 2019

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2. Background
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1. **INTRODUCTION**

1.1 This document sets out the policy and procedures adopted by Hartlepool Borough Council (“the Council”) in relation to the use of Covert Surveillance Regulation of Investigatory Powers Act 2000 (“RIPA”) and Investigative Powers Act 2016 (IPA). Covert Surveillance includes monitoring, observing or listening to persons, their movements, conversations or other activities and communications and it is carried out in a manner calculated to ensure that any persons who are subject to the surveillance are unaware that it is or may be taking place. The documents also included the Council’s policy on the accusation of communication data which includes service use information (such as the type of communication, the time of the communication or its duration, but not its content) and subscriber information (such as billing information).

1.2 For the purpose of this update, references to the Home Office Codes of Practice relate to:

- [Home Office Covert Human Intelligence Sources Code of Practice \(2018\)](#)
- [Home Office Covert Surveillance and Property Interference Revised Code of Practice \(2018\)](#)
- [Home Office Communications Data Code of Practice \(2018\)](#)

1.3 The following terms are used throughout this Policy:

RIPA	Regulation of Investigatory Powers Act 2000
IPA	Investigative Powers Act 2016
CHIS	Covert Human Intelligence Source
SPoC	Single Point of Contact
SRO	Senior Responsible Officer
IPCO	Investigatory Powers Commissioners Office
NAFN	National Anti-Fraud Network
CSP	Communications Service Provider

1.4 It should be noted that any use of activities under RIPA or IPA will be as a last resort and council policy is not to undertake such activities unless absolutely necessary and proportionate to the matter being investigated.

1.5 Directed surveillance, use of a Covert Human Intelligence Source (CHIS) or acquisition of communications data by or on behalf of the Council must be

carried out in accordance with this Policy. Any such activity must be authorised by one of the Authorising Officers identified in Appendices 1 and 2. All authorisations must then be approved by a Magistrate before any covert activity takes place. Staff directly employed by the Council and any external agencies working for the Council are subject to RIPA whilst they are working in a relevant investigatory capacity.

- 1.6 The purpose of the Policy is to ensure the Council is acting lawfully while undertaking its various enforcement functions, ensuring directed surveillance, the use of a CHIS or acquisition of communication data is both necessary and proportionate, and takes into account the rights of individuals under Article 8 of the Human Rights Act,.

2. **BACKGROUND**

- 2.1 RIPA came into force on 25 September 2000 and was enacted in order to regulate the use of a range of investigative powers by a variety of public authorities. It gives a statutory framework for the authorisation and conduct of certain types of covert surveillance operations. The aim of the legislation is to provide a balance between preserving people's right to privacy and enabling enforcement agencies to gather evidence for effective enforcement action.
- 2.2 It is consistent with the Human Rights Act 1998 and creates a system of safeguards, reflecting the requirements of Article 8 of the European Convention on Human Rights (right to respect for a person's private and family life, home and correspondence). Compliance with RIPA means that any conduct authorised under it is "lawful for all purposes". This important protection derives from Section 27(1) of RIPA, which gives the authorised person an entitlement to engage in the conduct which has been authorised. Compliance with RIPA will assist the Council in any challenges to the way in which evidence has been gathered and will enable the Council to demonstrate that it has acted lawfully.
- 2.3 The single ground for a Council's application for a surveillance authorisation is 'Preventing or detecting crime or disorder'. Since the making of the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2012, the Council can only grant an authorisation for the use of directed surveillance where the offence being investigated attracts a custodial sentence of six months or more or when investigating a criminal offence relating to the underage sale of alcohol or tobacco.
- 2.4 Part 3 of the Investigatory Powers Act 2016 ('IPA) permits certain public bodies to acquire specified types of communications data in limited circumstances, subject to prior authorisation granted in accordance with the

IPA. Part 3 applies principally to the police and central government departments and agencies, including defence, security and intelligence bodies. The power it grants to local authorities is less extensive, limiting the acquisition of data to cases involving the prevention or detection of serious crime.

- 2.5 The communications data which, in defined circumstances, local authorities are permitted to obtain under the Act is known as 'entity data' and 'events data'. In brief, data of this nature can identify who a suspected offender has been in communication with via their telephone or e-mail, as well as where that communication was made or received.
- 2.6 This policy addresses solely issues having relevance to the activities of Hartlepool Borough Council.
- 2.7 Compliance with RIPA makes authorised surveillance "lawful for all purposes" pursuant to Section 27(1) of the Act. Compliance with RIPA will protect the Council from challenges to both the gathering of, and the subsequent use of, covertly obtained information. Non-compliance with RIPA legislation may result in:
 - (a) evidence being found inadmissible by the Courts;
 - (b) a complaint of maladministration to the Ombudsman; or
 - (c) A complaint to the Investigate Power Tribunal who can order compensation be paid to the individual.
- 2.8 It is therefore essential that the Council's policies and procedures, as set out in this document, are followed.

3. ROLES AND RESPONSIBILITIES

3.1 Senior Responsible Officer (SRO):

3.1.1 The role of SRO will be undertaken by the Council's Chief Solicitor

3.1.2 In accordance with good practice the SRO will be responsible for:

- The integrity of the process in place within the Council for the management of CHIS and Directed Surveillance;
- Compliance with Part 2 of the Act and with the Home Office Codes of Practice;
- Oversight of the reporting of errors to the relevant Commissioner and the identification of both the cause(s) of errors and the

implementation of processes to minimise repetition of errors;

- Engagement with the Investigatory Powers Commissioner's Office (IPCO) when they conduct their inspections, where applicable; and
- Where necessary, oversight of the implementation of post-inspection action plans approved by the relevant oversight Commissioner.
- Produce a report to the Council's Audit and Governance Committee on the Council's use of RIPA

3.2 Authorising Officers

- 3.2.1 For RIPA Applications (Directed Surveillance & use of a CHIS) the Authorising Officers is an officer of the Council, who can authorise applications, for onward consideration by a Magistrate. Each Authorising Officer may authorise renewals and cancellations, and undertake reviews, in relation to any investigation carried out, or proposed to be carried out, by Officers. Authorising Officers may not sub-delegate their powers in relation to RIPA to other Officers.
- 3.2.2 The Officer who authorises a RIPA application should also carry out the review, renewal and cancellation. If the original Authorising Officer is not available to undertake the review, renewal or cancellation, this can be undertaken by any other Authorising Officer.
- 3.2.3 For the purpose for standard authorisations (where it is not likely that confidential information will be acquired)
- Head of Paid Service
 - Director of Regeneration and Neighbourhood Services
 - Senior Responsible Officer (in the absence of the above)
- 3.2.4 For authorizations where it is likely that confidential information will be acquired or where using a CHIS who is a juvenile (under 18, JCHIS) or a vulnerable individual
- Head of Paid Service
 - Senior Responsible Officer (exceptional circumstances)
- 3.2.5 In relation to communications data the authorising individual is Office for communications Data Authorisations ('OCDA') who act on behalf of the Investigatory Powers Commissioner.
- ### 3.3 RIPA Co-ordinator:
- 3.3.1 The Legal and Democratic Services Team Manager is appointed RIPA Co- coordinator.
- 3.3.2 The RIPA Co-ordinator shall:-
- have overall responsibility for the management and oversight of requests

and authorisations under RIPA;

- issue a unique reference number to each authorisation requested under RIPA (this must be before the application has been authorised);
- retain a copy of the application and authorisation together with any supplementary documentation and notification of the approval given by the Authorising Officer, maintain a central RIPA records file matrix entering the required information as soon as the forms/documents are received in accordance with the relevant Home Office Code of Practice;
- review and monitor all forms and documents received to ensure compliance with the relevant law and guidance and this policy and procedures document and informing the Authorising Officer of any concerns;
- chase failures to submit documents and/or carry out reviews/ cancellations;
- be responsible for organising a corporate RIPA and IPA training programme;
- ensure corporate awareness of RIPA and IPA; its value as a protection to the Council is maintained;

3.4 Elected Members:

3.4.1 Members of the Council's Audit and Governance Committee will approve the RIPA policy on an annual basis.

3.4.2 Members of the Council's Audit and Governance Committee will receive the following information on a quarterly basis:

Information to be provided	Frequency
The number of RIPA authorisations requested and granted	Quarterly report Annual Report
The number of joint operations where RIPA authorisation has been	Quarterly Report Annual report
Review of the effectiveness of this policy and any recommendation for	Annual Report – with any significant

3.4.3 Elected Members will have no involvement in making decisions as to

whether authorisations are approved.

4. LOCAL AUTHORITY USE OF RIPA AND THE IPA

- 4.1 RIPA sets out a regulatory framework for the use of covert investigatory techniques by public authorities. RIPA does not provide any powers to carry out covert activities. If such activities are conducted by Council Officers, then RIPA regulates them in a manner that is compatible with the European Convention on Human Rights (ECHR), particularly Article 8, the right to respect for private and family life.
- 4.2 RIPA limits local authorities to using three covert techniques, as set out below:
 - a) Directed surveillance is essentially covert surveillance in places other than residential premises or private vehicles
 - b) A Covert Human Intelligence Source (CHIS) includes undercover Officers, public informants and people who make test purchases (for enforcement purposes)
- 4.3 Under RIPA a local authority can only authorise the acquisition of the less intrusive types of communications data: service use and subscriber information. Under no circumstances can local authorities be authorised to obtain traffic data under RIPA.
- 4.4 Directed surveillance may only be authorised under RIPA for the purpose of preventing or detecting criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment or are related to the underage sale of alcohol and tobacco.
- 4.5 Local authorities cannot authorise directed surveillance for the purpose of preventing disorder unless this involves a criminal offence(s) punishable (whether on summary conviction or indictment) by a maximum term of at least 6 months' imprisonment. Requests for authorisation must still demonstrate how the activity is both proportionate and necessary.
- 4.6 A local authority may not authorise the use of directed surveillance under RIPA to investigate disorder that does not involve criminal offences or to investigate low-level offences which may include, for example, littering, dog control and flyposting.
- 4.7 Examples of cases where the offence being investigated attracts a maximum custodial sentence of six months or more include more serious criminal damage and dangerous waste dumping
- 4.8 Directed surveillance will always be a last resort in an investigation, and use

of a CHIS by the Council is unlikely. These activities will only be undertaken where there is no other reasonable and less intrusive means of obtaining the information.

- 4.9 In cases of joint working with other agencies, for example the Department for Work and Pensions or the Police, only one authorisation from one organisation is required. This should be made by the lead authority for the particular investigation. Council Officers should satisfy themselves that authorisation has been obtained and be clear exactly what activity has been authorised. All cases of overt or covert surveillance undertaken in joint working with other authorities or organisations will be reported to the Audit and Governance Committee in accordance with paragraph 3.6.2 above
- 4.10 The IPA allows the Council to gain authorisation for access to communication data, including 'entity data' and 'events data' and includes the 'who', 'when', 'where', and 'how' of a communication but not the content i.e. what was said or written. This Authorisation must be granted by the Investigative Powers Commissioner.
- 4.11 A Single Point of Contact (SPoC) is required to undertake the practical facilitation with the communications service provider (CSP) in order to obtain the data requested. The SPoC must have received training specifically to facilitate lawful acquisition of communications data and effective co-operation between the local authority and CSP.
- 4.12 The National Anti-Fraud Network (NAFN) provides a SPoC service to local authorities. Compliance with the provisions of RIPA, the Home Office Codes of Practice and this policy and procedures should protect the Council, its Officers and agencies working on its behalf against legal challenge. Section 27 of RIPA states that "conduct...shall be lawful for all purposes if an authorisation...confers an entitlement to engage in that conduct on the person whose conduct it is and his conduct is in accordance with the authorisation". If correct procedures are not followed, the Council could be rendered liable to claims and the use of the information obtained may be disallowed in any subsequent legal proceedings.

5. TYPES OF SURVEILLANCE

- 5.1 Officers should be aware of the scope and extent of activities covered by the provisions of RIPA and the IPA. In many cases investigations carried out by Council Officers will not be subject to RIPA or the IPA, as they involve overt rather than covert surveillance (see below). An explanation of terms used is set out below:
- 5.2 'Surveillance' includes
 - monitoring, observing, listening to persons, watching or following

their movements, listening to their conversations and other such activities or communications;

- recording anything mentioned above in the course of authorised surveillance;
- Surveillance by, or with the assistance of, appropriate surveillance

device(s). Surveillance can be overt or covert.

5.2.1 Covert Surveillance

- Covert surveillance is surveillance carried out in a manner calculated to ensure that the person subject to the surveillance is unaware that it is, or may be taking place.
- RIPA requires the authorisation of two types of covert surveillance (directed surveillance and intrusive surveillance) plus the use of covert human intelligence sources (CHIS) or acquisition of communications data.

5.3 Directed Surveillance

5.3.1 Surveillance is directed surveillance if the following are all true:

- it is covert, but not intrusive surveillance ;
- it is conducted for the purposes of a specific investigation or operation;
- it is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation);
- it is conducted otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under Part II of the 2000 Act to be sought.

5.3.2 Such forms of surveillance involve observing an individual or group of people whether through unaided observation or listening or through the use of technical devices and when information regarding their private or family lives is likely to be obtained.

Example: Two people holding a conversation on the street or in a bus may have a reasonable expectation of privacy over the contents of that conversation, even though they are associating in public. The contents of such a conversation should therefore still be considered as private information. A directed surveillance authorisation would therefore be appropriate for a public authority to record or listen to the conversation as part of a specific investigation or operation.

5.3.3 Special provisions apply where information enjoying legal privilege or certain types of confidentiality may be obtained. In such circumstances, which are not expected to be relevant to the Council's activities, the approval of the **Council's Head of Paid Service** is required, or in his/her absence by the Council's Chief Solicitor.

5.4 Covert Human Intelligence Sources (CHIS)

5.4.1 Under the RIPA, a person is a CHIS if:

- they establish or maintain a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph 26(8)(b) or (c);
- they covertly use such a relationship to obtain information or to provide access to any information to another person; or
- they covertly disclose information obtained by the use of such a relationship or as a consequence of the existence of such a relationship

5.4.2 A person may be a CHIS if they induce, ask or assist another person to engage in the conduct described above.

5.4.3 Carrying out test purchases will not require the purchaser to establish a relationship with the supplier for the purpose of obtaining information and, therefore, the purchaser will not normally be a CHIS, for example, authorisation would not normally be required for test purchases carried out in the ordinary course of business (e.g. walking into a shop and purchasing a product over the counter) although an Officer covertly watching a particular transaction may require an authorisation for directed surveillance.

5.4.4 By contrast, developing a relationship with a person in the shop, for example to obtain information about the seller's supplier of an illegal or unsafe product, will require authorisation as a CHIS. Similarly, using mobile hidden recording devices or CCTV cameras to record what is happening in the shop will require authorisation as directed surveillance. A combined authorisation can be given for CHIS and also directed surveillance.

Example 1: Intelligence suggests that a local shopkeeper is openly selling alcohol to underage customers, without any questions being asked. A juvenile is engaged and trained by a public authority and then deployed in order to make a purchase of alcohol. In these circumstances any relationship, if established at all, is likely to be so limited in regards to the requirements of the 2000 Act that a public authority may conclude that a CHIS authorisation is unnecessary.

However, if the test purchaser is wearing recording equipment but is not authorised as a CHIS, consideration should be given to granting a directed surveillance authorisation

Example 2: In similar circumstances, intelligence suggests that a shopkeeper will sell alcohol to juveniles from a room at the back of the shop, providing they have first got to know and trust them. As a consequence the public authority decides to deploy its operative on a number of occasions, to befriend the shopkeeper and gain their trust, in order to purchase alcohol. In these circumstances a relationship has been established and maintained for a covert purpose and therefore a CHIS authorisation should be obtained.

5.5 Acquisition and Disclosure of Communications data

- 5.5.1 Within this policy, the term ‘communications data’ means ‘entity data’ and ‘events data’ and includes the ‘who’, ‘when’, ‘where’, and ‘how’ of a communication but not the content i.e. what was said or written.
- 5.5.2 A Council cannot make an application that requires the processing or disclosure of internet connection records for any purpose.
- 5.5.3 Communications data is generated, held or obtained in the provision, delivery and maintenance of communications services i.e. postal services or telecommunications services. All communications data held by a telecommunications operator or obtainable from a telecommunication system falls into two categories of entity data and events data.
- 5.5.4 **Entity data** means any data which—
- 5.5.5 (a) is about—
- (i) an entity (a person or thing such as a phone, tablet or computer),
 - (ii) an association between a telecommunications service and an entity, or
 - (iii) an association between any part of a telecommunication system and an entity,
- (b) consists of, or includes, data which identifies or describes the entity (whether or not by reference to the entity's location), and
- (c) is not events data.
- 5.5.6 Entity data covers information about a person or thing, and about links between a telecommunications system and a person or thing that

identifies or describes the person or thing. This means that individual communication devices such as phones, tablets and computers are entities. The links between a person and their phone are therefore entity data but the fact of or information about communications between devices on a network at a specific time and for a specified duration would be events data.

5.5.7 Examples of entity data include:

- Subscriber checks such as “who is the subscriber of phone number 01234 567 890?”, “who is the account holder of e-mail account example@example.co.uk?” or “who is entitled to post to web space www.example.co.uk?”
- subscribers’ or account holders’ account information, including names and addresses for installation, and billing including payment method(s), details of payments;
- information about the connection, disconnection and reconnection of services to which the subscriber or account holder is allocated or has subscribed (or may have subscribed) including conference calling, call messaging, call waiting and call barring telecommunications services;
- information about apparatus or devices used by, or made available to, the subscriber or account holder, including the manufacturer, model, serial numbers and apparatus codes; and information about selection of preferential numbers or discount calls.

5.5.8 **Events Data** is more intrusive and means any data which identifies or describes an event (whether or not by reference to its location) on, in or by means of a telecommunication system where the event consists of one or more entities engaging in a specific activity at a specific time.

5.5.9 Events data includes the way in which, and by what method, a person or thing communicates with another person or thing. It excludes anything within a communication including text, audio and video that reveals the meaning, other than inferred meaning, of the communication

5.5.10 Events data can also include the time and duration of a communication, the telephone number or email address of the originator and recipient, and the location of the device from which the communication was made. It covers electronic communications including internet access, internet telephony, instant messaging and the use of applications.

5.5.11 Examples of events data include, but are not limited to:

- information tracing the origin or destination of a communication that is, or has been, in transmission (including incoming call records);
- information identifying the location of apparatus when a communication is, has been or may be made or received (such as the location of a mobile phone);
- information identifying the sender or recipient (including copy recipients) of a communication from data comprised in or attached to the communication;
- routing information identifying apparatus through which a communication is or has been transmitted (for example, file transfer logs and e-mail headers – to the extent that content of a communication, such as the subject line of an e-mail, is not disclosed)
- itemised telephone call records (numbers called);
- itemised internet connection records;
- itemised timing and duration of service usage (calls and/or connections);
- information about amounts of data downloaded and/or uploaded;
- information about the use made of services which the user is allocated or has subscribed to (or may have subscribed to) including conference calling, call messaging, call waiting and call barring telecommunications services.

Obtaining Communications Data

- 5.5.12 Part 3 of IPA contains provisions relating to authorisations for obtaining communications data.
- 5.5.13 This part of IPA is now in force but the acquisition of communications data was previously covered by RIPA. Under RIPA, local authorities were required to obtain judicial approval in order to acquire communications data. However, the position has now changed and from June 2019, all communications data applications must instead be authorised by the Office for Communications Data Authorisations (“the OCDA”).
- 5.5.14 The Home Office issued ‘Communications Data’ Code of Practice in November 2018 and chapter 8 covers local authority procedures. A local authority must make a request to obtain communications data via a single point of contact (“SPoC”) at the National Anti-Fraud Network (“NAFN”). In addition to being considered by a NAFN SPoC, an officer within the local authority of the rank of service manager or above should be aware the application is being made before it is submitted to an authorising officer in the OCDA.
- 5.5.15 A serious crime threshold applies to the obtaining of some communications data. The council can only submit an application to obtain events data for the investigation of a criminal offence capable of attracting a sentence of 12 months or more. However, where the council is looking to obtain entity data this can be done for any criminal investigation where it is necessary and proportionate to do so.

5.6 Overt Surveillance

- 5.6.1 Overt Surveillance will include most of the surveillance carried out by the Council, there will be nothing secretive, clandestine or hidden about it. For example, signposted CCTV cameras normally amount to overt surveillance. In many cases, Officers will be going about Council business openly (e.g. a parking attendant patrolling a Council car park).
- 5.6.2 However, care must be taken to ensure that Officers are not intentionally acting as members of the public in order to disguise their true intent as this may then be considered as covert and require RIPA authorisation.
- 5.6.3 Similarly, surveillance will be overt if the subject has been told it will happen. This will be the case where a noisemaker is warned that recordings will be made if the noise continues; or where an entertainment licence is issued subject to conditions, and the licensee is told that Officers may visit without notice or without identifying themselves to the owner/proprietor to check that the conditions are being met. Such warnings should be given to the person concerned in writing.
- 5.6.4 Overt surveillance does not require any authorisation under RIPA. Neither does low-level surveillance consisting of general observations in the course of law enforcement (for example, an officer visiting a site to check whether a criminal offence had been committed). Repeated visits may amount to systematic surveillance however, and require authorisation: if in doubt, advice should be sought from the RIPA Monitoring Officer or the Senior Responsible Officer
- 5.6.5 Home Office guidance also suggests that the use of equipment such as binoculars or cameras, to reinforce normal sensory perception by Enforcement Officers as part of general observation does not need to be regulated by RIPA, as long as the systematic surveillance of an individual is not involved. However, if binoculars or cameras are used in relation to anything taking place on any residential premises or in any private vehicle the surveillance can be intrusive even if the use is only fleeting. Any such surveillance will be intrusive “if it consistently provides information of the same quality as might be expected to be obtained from a device actually present on the premises or in the vehicle”. The quality of the image obtained rather than the duration of the observation is what is determinative. It should be remembered that the Council is not permitted to undertake intrusive surveillance.
- 5.6.6 Similarly, although signposted, CCTV cameras do not normally require

authorisation, this will be required if the camera(s) are to be directed for a specific purpose which involves prolonged surveillance on a particular person.

5.6.7 Use of body worn cameras should be overt. Badges should be worn by Officers stating body cameras are in use and it should be announced that recording is taking place. In addition, cameras should only be switched on when recording is necessary – for example, when issuing parking tickets.

5.6.8 Surveillance that is unforeseen and undertaken as an immediate response to events or circumstances such that it is not reasonably practicable to seek authorisation normally falls outside the definition of directed surveillance and therefore authorisation is not required. However, if a specific investigation or operation is subsequently to follow, authorisation must be obtained in the usual way before it can commence. In no circumstances will any covert surveillance operation be given backdated authorisation after it has commenced.

5.7 Social Networking Sites (SNS)

5.7.1 The revised Code of Practice Covert Surveillance and Property Interference Revised Code of Practice states that:

The growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information which may assist them in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.

The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered, as set out elsewhere in this code. Where a person acting on behalf of a public authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (paragraphs 4.10 to 4.16 of the Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).

In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if

no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.

set out in paragraph 3.14 below, depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.

Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.

Whether a public authority interferes with a person's private life includes a consideration of the nature of the public authority's activity in relation to that information. Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where a public authority is systematically collecting and recording information about a particular person or group, a directed surveillance authorisation should be considered. These considerations apply regardless of when the information was shared online.

Example 1: A police officer undertakes a simple internet search on a name, address or telephone number to find out whether a subject of interest has an online presence. This is unlikely to need an authorisation. However, if having found an individual's social media profile or identity, it is decided to monitor it or extract information from it for retention in a record because it is relevant to an investigation or operation, authorisation should then be considered.

Example 2: A customs officer makes an initial examination of an individual's online profile to establish whether they are of relevance to an investigation. This is unlikely to need an authorisation. However, if during that visit it is intended to extract and record information to establish a profile including information such as identity, pattern of life, habits, intentions or associations, it may be advisable to have in place an authorisation even for that single visit. (As set out in the following paragraph, the purpose of the visit may be relevant as to whether an authorisation should be

sought.)

Example 3: A public authority undertakes general monitoring of the internet in circumstances where it is not part of a specific, ongoing investigation or 20 operation to identify themes, trends, possible indicators of criminality or other factors that may influence operational strategies or deployments. This activity does not require RIPA authorisation. However, when this activity leads to the discovery of previously unknown subjects of interest, once it is decided to monitor those individuals as part of an ongoing operation or investigation, authorisation should be considered.

In order to determine whether a directed surveillance authorisation should be sought for accessing information on a website as part of a covert investigation or operation, it is necessary to look at the intended purpose and scope of the online activity it is proposed to undertake. Factors that should be considered in establishing whether a directed surveillance authorisation is required include:

- Whether the investigation or research is directed towards an individual or organisation;*
- Whether it is likely to result in obtaining private information about a person or group of people (taking account of the guidance at paragraph 3.6 above);*
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;*
- Whether the information obtained will be recorded and retained;*
- Whether the information is likely to provide an observer with a pattern of lifestyle;*
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;*
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);*
- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.*

Internet searches carried out by a third party on behalf of a public authority, or with the use of a search tool, may still require a directed surveillance authorisation (see paragraph 4.32).

Example: Researchers within a public authority using automated monitoring tools to search for common terminology used online for illegal purposes will not normally require a directed surveillance authorisation. Similarly, general analysis of data by public authorities either directly or through a third party for predictive purposes (e.g. identifying crime hotspots or analysing trends) is not usually directed surveillance. In such cases, the focus on individuals or groups is likely to be sufficiently cursory that it

would not meet the definition of surveillance. But officers should be aware of the possibility that the broad thematic research may evolve, and that authorisation may be appropriate at the point where it begins to focus on specific individuals or groups. If specific names 21 or other identifiers of an individual or group are applied to the search or analysis, an authorisation should be considered.

5.7.2 The Council's Policy in relation to the use of social media for the gathering of evidence to assist in its enforcement activities is set out below as well as in the attached procedure note at Appendix 2:

- Officers must not 'friend' individuals on social networks;
- Officers must not use their own private accounts to view the social networking accounts of other individuals;
- Officers viewing an individual's profile on a social networking site should do so only once in order to obtain evidence to support or refute their investigation. Such viewing can take a backward look at the individual's profile;
- further viewing of open profiles on social networking sites to monitor an individual's status, must only take place once RIPA authorisation has been granted and approved by a Magistrate. However, if the activity being investigated does not fall within the protection of RIPA, for example, if the crime threshold is not met, then a non-RIPA form must be completed and authorised;
- Officers should be aware that it may not be possible to verify the accuracy of information on social networking sites and, if such information is to be used as evidence, steps must be taken to ensure its validity.

5.8 Intrusive Surveillance

5.8.1 Intrusive Surveillance occurs when surveillance:

- is covert;
- relates to residential premises and/or private vehicles; and
- involves the presence of a person in the premises or in the vehicle or is carried out by a surveillance device in the premises/vehicle. Surveillance equipment mounted outside the premises will not be intrusive, unless the device consistently provides information of the same quality and detail as might be expected if they were in the premises/vehicle.

5.8.3 Intrusive surveillance cannot be carried out or approved by the Council. Only the police or other law enforcement agencies are permitted to use such powers.

5.8.4 The Council recognises that forms of notice requiring the provision of communications data are subject to inspection by IPCO and both applicant and Designated Officer may be required to justify their decisions.

6. APPLICATIONS FOR AUTHORISATIONS OF DIRECTED SURVEILLANCE AND CHIS

6.1 Before commencing any investigatory action which is to involve:

- covert directed surveillance; or
- the use or conduct of a Covert Human Intelligence Source.

6.2 The Officer responsible for the investigation shall submit the relevant form of application for authorisation to the appropriate Authorising Officer. The investigatory action shall not be commenced unless and until the Authorising Officer has granted the application as signified by the Authorising Officer endorsing the application with his/her approval and returning one copy to the applicant.

6.3 Forms are available from the Home Office website at the link below
<https://www.gov.uk/government/collections/ripa-forms--2>

6.4 The application form shall be submitted not less than 7 days before the intended date of commencement of the investigatory action.

6.5 All information required in the application form shall be provided. In particular the description of the activity proposed shall be sufficient to enable the Authorising Officer to judge whether the authorisation applied for is **necessary and proportionate** (see below).

6.6 Review

6.6.1 Each Authorising Officer shall determine the standard review period for authorisations granted by him/her and should be at least monthly. More frequent review periods may apply to authorisations for different categories of investigatory action where circumstances demand. Not later than 3 working days before the expiration of the review period for an authorisation relating to an ongoing investigation, the Officer responsible for the investigatory action shall submit a Review of Authorisation form to the Authorising Officer who granted the authorisation. Unless the circumstances warrant the continuation of an authorisation, it should be cancelled.

6.7 Renewal

- 6.7.1 An Investigating Officer who has received an authorisation is responsible for renewing that authorisation if the activity for which authorisation was given is expected to continue beyond the duration of the authorisation. Renewal applications should be made before the initial authorisation expires on the appropriate form.
- 6.7.2 An application for renewal must be made to the Authorising Officer who granted the initial authorisation.

6.8 Cancellation

- 6.8.1 The investigating officer responsible for undertaking the authorised surveillance must apply to have that authorisation cancelled when the investigation or operation for which authorisation was given has ended, the authorised surveillance activity has been completed, or the information sought is no longer necessary.

6.9 Expiration and Review of Authorisations

- 6.9.1 Unless renewed or cancelled the maximum duration of a:
- Directed Surveillance - 3 months from the date of Magistrate's approval of an authorisation or renewal of authorisation in each case;
 - Covert Human Intelligence Source authorisation - 12 months (or 1 month if the CHIS is under 18) from the date of Magistrate's approval
- 6.9.2 No authorisation can be left to expire, and should always be cancelled using the relevant form.

7. **CONSIDERING APPLICATIONS FOR DIRECTED SURVEILLANCE**

Step 1: Is authorisation needed for this activity?

- 7.1 An Authorising Officer must first consider whether the proposed surveillance is to cover activity which:
- Amounts to a criminal offence which attracts a term of 6 months imprisonment; or
 - Is related to the underage sale of alcohol and tobacco.

- 7.2 To require authorisation, the activity to which the application relates must be covert and must involve the obtaining of private information on an individual through directed surveillance.
- 7.3 An Authorising Officer should interpret the definitions broadly when determining whether an activity is covert or if private information will be obtained. When in doubt, the authorisation procedure must always be followed.
- 7.4 At no time can an Authorising Officer authorise any intrusive surveillance.

Step 2: Is the activity necessary?

- 7.5 An Authorising Officer can only authorise an activity where s/he believes that the authorisation is necessary in the circumstances of the particular case for the purpose of preventing or detecting crime or of preventing disorder.
- 7.6 The Authorising Officer must be satisfied that there are no other reasonable means of carrying out the investigation, or obtaining the desired information, without undertaking the activity for which authorisation is sought.
- 7.7 Authorisation should not be granted if the information sought can be obtained by other means without undertaking an activity which falls under the requirements of RIPA. Authorisation cannot be granted if it is for any purpose other than the prevention or detection of crime or for the prevention of disorder.

Step 3: Is it proportionate?

- 7.8 If the activity is necessary, the Authorising Officer must also believe that the activity is proportionate to what is sought to be achieved by carrying it out. This involves balancing the intrusiveness of the activity against the need for the activity in operational terms. The activity will not be proportionate if it is excessive in the particular circumstances or if the information sought could reasonably be obtained by less intrusive means. Any activity must be carefully managed to meet the objective in question and must not be arbitrary or unfair.
- 7.9 An Authorising Officer should first consider the following primary factors in determining whether the activity for which authorisation is sought is proportionate:

Confidential Information

- 7.10 The Authorising Officer must take into account the likelihood of confidential information being acquired. Confidential information consists of matters subject to legal privilege, confidential personal information or confidential journalistic material.
- 7.11 Where confidential information is likely to be acquired, authorisation should

only be given in exceptional and compelling circumstances with full regard to the proportionality issues this raises.

- 7.12 In these circumstances, the Authorising Officer must be the Head of Paid Service or Senior Responsible Officer (exceptional circumstances),

Risk of Collateral Intrusion

- 7.13 The Authorising Officer must consider whether there is a risk of collateral intrusion into the private life of any person not the primary subject of the investigation. The applicant should describe the activity sufficiently widely to include not only named individuals but also any others who may be at risk of collateral intrusion to enable this consideration to occur.
- 7.14 Where the risk of such intrusion is sufficiently significant, the Authorising Officer must determine whether a separate authorisation is required in respect of these other persons.
- 7.15 The person carrying out the activity must inform the Authorising Officer if the investigation or operation unexpectedly interferes with the privacy of individuals not covered by the authorisation. The Authorising Officer must then consider whether the authorisation needs to be amended and re-authorised or a new authorisation is required.
- 7.16 The following further considerations must then be considered in determining whether the activity for which authorisation is sought is proportionate:
- The reasons given by the applicant as to why that activity is sufficient and adequate for obtaining the information sought;
 - Whether there are any other reasonable means of obtaining the information sought;
 - Whether the surveillance is an essential part of the investigation;
 - The type and quality of the information the activity will produce and its likely value to the investigation;
 - The amount of intrusion, other than collateral intrusion, the activity will cause and whether there are ways to minimise that intrusion; and
 - The length of time for which the authorisation is sought and whether the activity can be undertaken within a shorter time frame.
- 7.17 The Authorising Officer should only authorise the activity that is the least intrusive in the circumstances. Any unnecessary intrusion, including collateral intrusion, must be minimised as much as practically possible. **The least intrusive method will be considered proportionate by the Courts.**
- 7.18 The Authorising Officer must balance the intrusiveness of the activity on

the target and others who might be affected by it against the need for the activity in operational terms. The Authorising Officer should discuss the proposed activity, and any proposed changes, with the applicant and/or the Senior Responsible Officer prior to issuing the authorisation.

8. CONSIDERING APPLICATIONS FOR THE USE OF A CHIS

- 8.1 This part of the Policy lists the factors which Authorising Officers should consider upon receiving an application for an authorisation for the use of a CHIS.

Step 1: Is Authorisation needed for this activity?

- 8.2 An Authorising Officer must first consider whether an authorisation is actually required. To require authorisation, the activity to which the application relates must be covert and must involve the obtaining of private information on an individual through the use of a CHIS.
- 8.3 An Authorising Officer should interpret the definitions broadly when determining whether an activity is covert or if private information will be obtained. When in doubt, the authorisation procedure must always be followed.

- 8.4 **At no time can an Authorising Officer authorise any intrusive surveillance.**

Step 2: Is the activity necessary?

- 8.5 An Authorising Officer can only authorise an activity where s/he believes that the authorisation is necessary in the circumstances of the particular case for the purpose of preventing or detecting crime or of preventing disorder.
- 8.6 The Authorising Officer must be satisfied that there are no other reasonable means of carrying out the investigation, or obtaining the desired information, without undertaking the activity for which authorisation is sought.
- 8.7 Authorisation should not be granted if the information sought can be obtained by other means without undertaking an activity which falls under the requirements of RIPA.

Step 3: Is it proportionate?

- 8.8 If the activity is necessary, the Authorising Officer must also believe that the activity is proportionate to what is sought to be achieved by carrying it out. This involves balancing the intrusiveness of the activity against the need for the activity in operational terms. The activity will not be proportionate if it is excessive in the particular circumstances or if the information sought could reasonably be obtained by less intrusive means. Any activity must be carefully managed to meet the objective in question and must not be arbitrary or unfair.

- 8.9 An Authorising Officer should first consider the following primary factors in determining whether the activity for which authorisation is sought is proportionate:

Confidential Information

- 8.10 The Authorising Officer must take into account the likelihood of confidential information being acquired. Confidential information consists of matters subject to legal privilege, confidential personal information or confidential journalistic material.
- 8.11 Where confidential information is likely to be acquired, authorisation should only be given in exceptional and compelling circumstances with full regard to the proportionality issues this raises.
- 8.12 In these circumstances, the Authorising Officer must be Head of Paid Service or Senior Responsible Officer (exceptional circumstances).

8.13 Use of vulnerable persons as CHIS

- 8.14 When considering applications for the use of a CHIS, an Authorising Officer must determine whether the CHIS is a vulnerable individual or a juvenile in accordance with the following:
- The Authorising Officer must take into account the provisions of section 29 of RIPA and the Regulation of Investigatory Powers (Source Records) Regulations (2000 SI No. 2725) made under it before authorising the conduct or use of a CHIS.
 - Section 29(5) requires the Authorising Officer to be satisfied that arrangements are in place for the careful management of the source and that records are maintained relating to the source which contain the particulars specified in the Source Records Regulations.
- 8.15 The Authorising Officer must therefore:
- be satisfied that the conduct and/or use of the CHIS is both necessary and proportionate to what is sought to be achieved. This will be addressed by following the procedure provided in this section;
 - be satisfied that appropriate arrangements are in place for the management and oversight of the CHIS. This must address health and safety issues through a risk assessment;
 - consider the likely degree of intrusion of all those potentially affected;

- consider any adverse impact on community confidence that may result from the use or conduct or the information obtained; and
 - ensure records contain specified particulars relating to the source and that the records are kept confidential.
- 8.16 In these circumstances, the Authorising Officer must be the Head of Paid Service or Senior Responsible Officer (exceptional circumstances).
- 8.17 Special safeguards apply to the use or conduct of vulnerable individuals or juveniles. A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who may need protecting from exploitation. A vulnerable individual will only be authorised to act as a source in the most exceptional circumstances.
- 8.18 Use of juvenile covert human intelligence sources (JCHIS) is governed by Regulation of Investigatory Powers (Juveniles) Order 2000 as amended by the Regulation of Investigatory Powers (Juveniles) (Amendment) Order 2018.
- 8.19 A JCHIS is any source aged under 18, however further restriction apply when the JCHIS is under 16.
- 8.20 The Authorising Officer when considering the authorization must consider the statutory duty of the Council, under s11 of the Children Act 2004, to discharge its duties in a way that promotes and safeguards the welfare of children.
- 8.21 No authorisation may be granted for the conduct or use of a JCHIS; if the JCHIS is under the age of 16, and the relationship to which the conduct or use would relate is between the JCHIS and his parent or any person who has parental responsibility for them.
- 8.22 Where the Council intends to use a JCHIS under the age of 16 must ensure there is an appropriate adult at meetings with the JCHIS. An “appropriate adult” means:
- “(a) the parent or guardian of the source; or
 (b) any other person who has for the time being assumed responsibility for his welfare or is otherwise qualified to represent the interests of the source.”
- 8.23 No Authorisation may be granted or renewed for the use of a JCHIS (Under 18) unless the authorizing officer has undertaken or updated a risk assessment that demonstrates:

- the nature and magnitude of any risk of physical injury to the source arising in the course of, or as a result of, carrying out the conduct described in the authorisation have been identified and evaluated; and
- (the nature and magnitude of any risk of psychological distress to the source arising in the course of, or as a result of, carrying out the conduct described in the authorisation have been identified and evaluated

- 8.24 An authorization for the use of a JCHIS may only be granted for a period of 4 months and is subject to monthly reviews.
- 8.25 A juvenile is a young person under 18. Juveniles can only be authorised as sources for four months. On no occasion can a child under 16 years of age be authorised to give information against his or her parents or anyone with parental responsibility for that child.
- 8.26 Before deciding on this course of action, legal advice must be sought from the Chief Solicitor as the SRO.
- 8.27 When the proposed activity involves the use of a vulnerable person or juvenile as a CHIS, only the Head of Paid Service or in exceptional circumstances the Senior Responsible Officer

Risk of Collateral Intrusion

- 8.28 The Authorising Officer must consider whether there is a risk of collateral intrusion into the private life of any person not the primary subject of the investigation. The applicant should describe the activity sufficiently widely to include not only named individuals but also any others who may be at risk of collateral intrusion to enable this consideration to occur.
- 8.29 Where the risk of such intrusion is sufficiently significant, the Authorising Officer must determine whether a separate authorisation is required in respect of these other persons.
- 8.30 The person carrying out the activity must inform the Authorising Officer if the investigation or operation unexpectedly interferes with the privacy of individuals not covered by the authorisation. The Authorising Officer must then consider whether the authorisation needs to be amended and re-authorised or a new authorisation is required.
- 8.31 The following further considerations must then be considered in determining whether the activity for which authorisation is sought is proportionate:
- The reasons given by the applicant as to why that activity is sufficient and adequate for obtaining the information sought;
 - Whether there are any other reasonable means of obtaining the information

sought;

- Whether the surveillance is an essential part of the investigation;
- The type and quality of the information the activity will produce and its likely value to the investigation;
- The amount of intrusion, other than collateral intrusion, the activity will cause and whether there are ways to authorise that intrusion; and
- The length of time for which the authorisation is sought and whether the activity can be undertaken within a shorter time frame.

8.32 The Authorising Officer should only authorise the activity that is the least intrusive in the circumstances. Any unnecessary intrusion, including collateral intrusion, must be authorised as much as practically possible. **The least intrusive method will be considered proportionate by the Courts.**

8.33 The Authorising Officer must balance the intrusiveness of the activity on the target and others who might be affected by it against the need for the activity in operational terms. The Authorising Officer should discuss the proposed activity, and any proposed changes, with the applicant and/or the Senior Responsible Officer prior to issuing the authorisation.

8.34 The Authorising Officer should discuss the proposed activity, and any proposed changes, with the applicant and/or the Senior Responsible Officer prior to issuing the authorisation.

9. **APPLYING FOR JUDICIAL APPROVAL**

9.1 Once an authorisation has been granted, the Senior Responsible Officer will review the authorisation paperwork to ensure that the authorisation fulfils the RIPA requirements and is necessary and proportionate. If satisfied that the surveillance is an appropriate use of the RIPA powers the Senior Responsible Officer (or an appointed representative of the Legal Division) will make an application to the Magistrates' Court to apply to have the authorisation approved/renewed by a Justice of the Peace.

9.2 The procedure for obtaining judicial approval is set out in the Home Office Guidance 'Protection of Freedoms Act 2012 – Changes to provisions under the Regulation of Investigatory Powers Act 2000' published in October 2012. A flowchart setting out the procedure for obtaining Judicial Approval is set out at Appendix 1

9.3 The application form for Judicial Approval is appended to the guidance and available at the link below
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

10. ACQUISITION AND DISCLOSURE OF COMMUNICATIONS DATA

- 10.1 The provisions that govern the acquisition and disclosure of communications data are contained within IPA 2016. The IPA 2016 repealed the provisions relating to the interception and acquisition of communications data contained in RIPA 2000.
- 10.2 The Council is not able to authorise its own applications for the acquisition of communication data, which must be authorised by the OCDA. In order to make an application section 73 of the IPA, required the Council to be party to a collaboration agreement. In practice this means they will be required to become members of NAFN and use NAFN's shared SPoC services.
- 10.3 The Council's acquisition of communications data under Part 3 of the Act will be a justifiable interference with an individual's human rights under Article 8 (the right to respect for privacy and family life) and, in certain circumstances, Article 10 (right to freedom of expression) of the European Convention on Human Rights only if the conduct being authorised or required to take place is:
- Necessary for the purposes of a specific investigation or operation; and
 - Proportionate
- 10.4 When applying for authorisation to acquire communications data, the Council must believe the acquisition is necessary for the purpose of the prevention or detection of serious crime.
- 10.5 For the purpose of the IPA 'Serious crime' means:
- an offence for which an adult is capable of being sentenced to one year or more in prison;
 - any offence involving violence, resulting in a substantial financial gain or involving conduct by a large group of persons in pursuit of a common goal;
 - any offence committed by a body corporate;
 - any offence which involves the sending of a communication or a breach of privacy; or an offence which involves, as an integral part of it, or the sending of a communication or breach of a person's privacy.
- 10.6 The Council must also believe the acquisition to be proportionate to what is sought to be achieved by obtaining the specified communications data – that the conduct is no more than is required in the circumstances.

11. AUTHORISATION TO ACCESS COMMUNICATIONS DATA

- 11.1 The applicant is a Council officer involved in conducting or assisting an investigation or operation who makes an application in writing or electronically

for the acquisition of communications data.

11.2 An application to acquire communications data must:

- a. describe the communications data required, specifying, where relevant, any historic or future date(s) and, where appropriate, time period(s)
- b. specify the purpose for which the data is required, by reference to a statutory purpose under the Act;
- c. include a unique reference number;
- d. include the name and the office, rank or position held by the person making the application;
- e. describe whether the communications data relates to a victim, a witness, a complainant, a suspect, next of kin, vulnerable person or other person relevant to the investigation or operation;
- f. include the operation name (if applicable) to which the application relates;
- g. identify and explain the time scale within which the data is required;
- h. explain why the acquisition of that data is considered necessary and proportionate to what is sought to be achieved by acquiring it;
- i. present the case for the authorisation in a fair and balanced way. In particular, all reasonable efforts should be made to take account of information which supports or weakens the case for the authorisation; consider and, where appropriate, describe any meaningful collateral intrusion – the extent to which the rights of any individual not under investigation may be infringed and why that intrusion is justified in the circumstances;
- j. consider and, where appropriate, describe any possible unintended
- k. consequences of the application; and
- l. where data is being sought from a telecommunications operator or postal
- m. operator, specify whether the telecommunications operator or postal operator may inform the subject(s) of the fact that an application has been made for their data.

11.3 The Council is required to consult a NAFN SPoC throughout the application process. The accredited SPoCs at NAFN will scrutinise the applications independently. They will provide advice to the local authority ensuring it acts in an informed and lawful manner.

11.4 In addition to involving the NAFN SPoC, the Council must ensure that someone – “the verifying officer” – of at least the rank of the Council’s SRO is aware the application is being made before it is submitted to an authorising officer in OCDA.

11.5 It is the duty of the senior responsible officer in a public authority to ensure that the public authority makes available to the SPoC and the authorising individual such information as the senior responsible officer thinks necessary

to ensure the integrity of any requirements for the acquisition of entity data to be obtained directly upon the acquisition or disclosure of any events data, and their compliance with Part 3 of the IPA and with this code of practices.

- 11.6 NAFA SPoC will submit the application
- 11.7 Where a request is refused by an authorising officer in OCDA, the Council has three options:
- not proceed with the request;
 - resubmit the application with a revised justification and/or a revised course of conduct to acquire communications data;
 - resubmit the application with the same justification and same course of conduct seeking a review of the decision by OCDA. A public authority may only resubmit an application on the same grounds to OCDA where the senior responsible officer or a person of equivalent grade in the public authority has agreed to this course of action. OCDA will provide guidance on its process for reviewing such decisions.
- 11.8 Where an application is granted the NAFA SPoC would normally be the person who takes receipt of any communications data acquired from a telecommunications operator or postal operator and would normally be responsible for its dissemination to the applicant within the Council.
- 11.9 The Council must cease any and all authorised acquisition of communications data as soon as the OCDA authorisation is cancelled or at the expiry of one month following the date of authorisation (whichever is sooner).

12. WORKING WITH/THROUGH OTHER AGENCIES

- 12.1 Where Council Officers undertake an investigation/operation under RIPA jointly with another public authority, it is the responsibility of the tasking authority to obtain the authorisation. For example, if the Council was asked by the Police to assist in a covert surveillance operation, the Police should obtain the authorisation, which would then cover the Council. In such a case, Council Officers must request written confirmation from the other public authority that an authorisation is in place before taking part in any joint operation.

13. RECORDS MANAGEMENT

- 13.1 The Council must keep a detailed record of all authorisations, reviews, renewals, cancellations and rejections in the relevant services. A central record of all authorisation forms, whether authorised or rejected, will be maintained and monitored by the RIPA Co-ordinator.
- 13.2 All Authorising Officers must send all applications for authorisation to the

RIPA Co-ordinator within 2 working days of issue of signature. Each document will be given a unique reference number, a copy will be placed on the Central Record and the original will be returned to the applicant.

- 13.3 Copies of all other forms used must be sent to the RIPA Co-ordinator bearing the reference number previously given to the application to which it refers.
- 13.4 The RIPA Coordinator shall retain all records in accordance with the Council's Retention schedule for a period of 6 years for the date the authorization

Service Records

- 13.5 Each service must keep a written record of all authorisations issued to it, to include the following:
 - A copy of the application and authorisation together with any supplementary documentation and notification of the approval given by the Authorising Officer;
 - A record of the period over which the surveillance has taken place;
 - The frequency of reviews prescribed by the Authorising Officer;
 - A record of the result of each review;
 - A copy of any renewal of an authorisation and any supporting documentation submitted when the renewal was requested;
 - The date and time when any instruction was given by the Authorising Officer, including cancellation of such authorisation.

Central Record Maintained by the RIPA Co-ordinator

- 13.6 A central record of all authorisation forms, whether authorised or rejected, is kept by the RIPA Co-ordinator. The central record must be readily available for inspection on request by the Investigatory Powers Commissioner's Office.
- 13.7 The central record must be updated whenever an authorisation is granted, renewed or cancelled. Records will be retained for a period of 3 years from the date on which the relevant criminal or civil proceedings file is closed for archive, or for such other period as determined by the internal procedures relating to the retention of the criminal or civil proceedings file.
- 13.8 The central record must contain the following information:
 - The type of authorisation;
 - The date on which the authorisation was given;
 - name/rank of the Authorising Officer;
 - The unique reference number (URN) of the investigation/operation. This will be issued by the Legal Division when a new application is entered in the Central Record. The applicant will be informed accordingly and should use the same URN when requesting a renewal or cancellation;
 - The title of the investigation/operation, including a brief description and names of the subjects, if known;
 - If the authorisation was renewed, when it was renewed and who authorised the renewal, including the name and rank/grade of the Authorising Officer;
 - Whether the investigation/operation is likely to result in the obtaining of

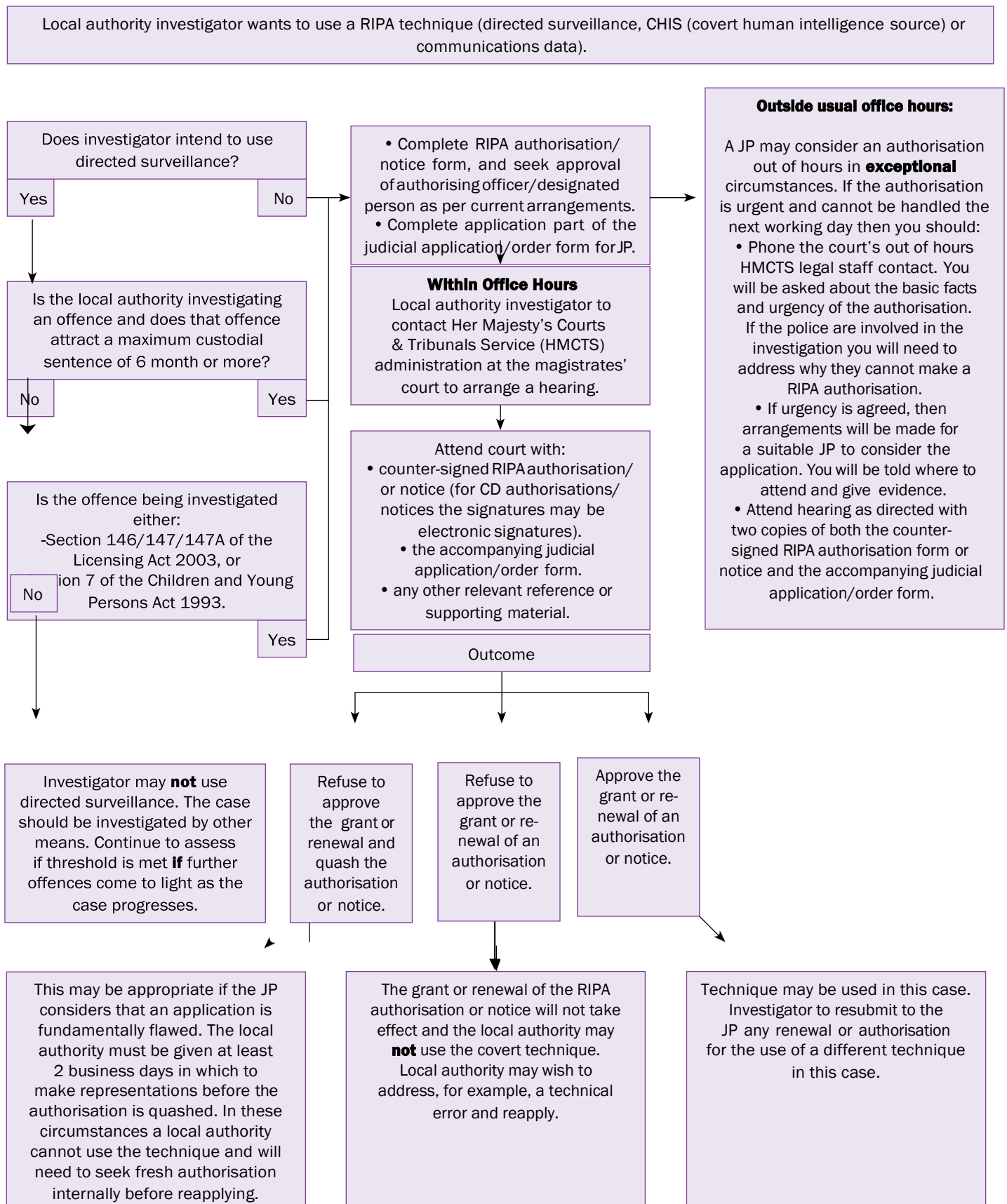
- confidential information; and
- The date and time that the authorisation was cancelled.

Retention and Destruction of Material

- 13.9 Departments must ensure that arrangements are in place for the handling, storage and destruction of material obtained through the use of covert surveillance. Material obtained is likely to include the following;
- Recordings of direct surveillance,
 - Notes of offices undertaking surveillance, and
 - Emails and other communications (including attendance notes of telephone calls reference the above.
- 13.10 Duplication of direct records should be keep the minimum and only undertaken, where necessary for the efficient conduct of the investigation or prosecution.
- 13.11 Other information will inevitably be duplicated as part of an investigation as part of routine case discussions between investigating officers, managers and legal services. This information will likely be stored within the Council's outlook email system, but may also include duplicates contained within personal files individuals involved, both on the Council network and locally on individual devices.
- 13.12 Departments must ensure that other duplicate of information are permanently delated or securely disposed at the conclusion of an investigations. The Department should ensure that there is one complete file for archive at the conclusion of the investigation, this will be sorted electronically on a secure area of the HBC network with access limited to those individuals with need of access.
- 13.13 This may involve liaison with legal services, where advice has been sought but not prosecution of other action undertaken. In this situation department should inform the legal services the investigation is at an end and requesting any information is deleted unless sorted within open file.
- 13.14 Where a file has been opened by legal services a separate copy of the material be stored within that file. As with instructing departments, legal services must ensure there is only one complete file is retained at the conclusion of proceedings and that other duplicates are deleted or surely disposed of once the file is closed for archive(this may be either electronic or in hard copy).
- 13.15 Archived files should be sorted in accordance with the Council's retention schedule a copy of which is available on the council intranet.
- <http://hbcintranet/Pages/Information%20Governance/Information-Governance-Policies.aspx>
- 13.16 Where there is doubt, advice must be sought from the Senior Responsible Officer or in their absence the RIPA Co-ordinator.

APPENDIX 1

LOCAL AUTHORITY PROCEDURE: APPLICATION TO A JUSTICE OF THE PEACE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE



Obtain signed order and retain original RIPA authorisation/notice.

For CD authorisations or notices, local authority investigator to provide additional copy of judicial order to the SPoC.

If out of hours, a copy of the signed order to be provided to the court the next working day.



RIPA PROCEDURE FOR E-CRIME, INCLUDING INVESTIGATION OF SOCIAL NETWORKING SITES

1. Introduction

Many enquiries relating to goods or services bought online will be simple investigations where a website is acting as a shop providing products. It is unlikely that such investigations will invoke a need for authorisations under RIPA because: -

1. The owners of the website can have no reasonable prospect of privacy;
2. The site is unlikely to contain private information; and
3. It is unlikely that a relationship will be established between the seller and the user of the site if a single purchase is made or if the number of visits to the site is limited to those necessary to secure evidence in relation to the product or practice complained about.

Social Networking sites create different issues as the whole purpose of the sites, is on the face of it, to create the opportunities to set up social networks and thus create relationships. These sites, such as Facebook, Twitter, LinkedIn, Pinterest, Beebo and Snapchat have different levels of privacy, but it is likely that, even at the most open and accessible level, personal information about those maintaining the site or pages or posting information will be available. Whilst it could be argued that those who make such information freely available can have no expectation that it will remain private, it is also likely that they do not expect that it will be read and retained by an investigator. This activity is analogous to private activity occurring in a public place, and, as in the real world, if such activity were observed as a planned activity by an investigator, an authorisation for directed surveillance would be required.

Surveillance is defined in Section 48 of the Regulation of Investigatory Powers Act 2000 (RIPA) as including: -

- (a) monitoring, observing or listening to persons, their movements, their conversations or their other activities or communications;
- (b) recording anything monitored, observed or listened to in the course of surveillance; and
- (c) surveillance by or with the assistance of a surveillance device.

It could be argued that this definition could be interpreted so as to exclude monitoring of social networking sites as the people under surveillance are not present or visible to the investigators. However, if we go back to the Human Rights Act and the Convention Rights, namely Article 8 (Everyone has the right to respect for his private and family life, his home and his correspondence), and Article 10 (Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers), there is likelihood that uncontrolled and unconsidered access to personal social

networking sites will breach these rights. As these rights are qualified rights, in that they can be infringed for certain purposes, it is appropriate that authorisation under RIPA is sought for surveillance of such sites.

The principles in this Policy should also be considered when monitoring business websites, such as eBay, which are used by non-trade people to advertise products. It is likely that a general viewing of eBay would include some collateral intrusion, but this is minimal and is likely to be proportionate in the context of the crime being investigated.

This Policy should be read in conjunction with the wider Hartlepool Borough Council RIPA Policy. The provisions in that Policy will apply along with the specific Policy outlined in this document.

2. Initial activity

The relevant dictionary definition of 'monitor' (namely, 'to maintain regular surveillance over') suggests an act undertaken either on more than one occasion or for more than a short period of time. This explicitly suggests that an initial visit to a website is not surveillance, nor would a repeat visit be if the second visit were not close in time to the first one.

Before an investigator visits a site they should consider what information they are seeking and what information is likely to be found. The focus should be on collecting evidence to prove, or disprove, any wrongdoing. If an investigation involves more than one Officer or is being conducted by the Authority and other partners, one Officer should be identified to undertake one initial visit and they alone should carry it out. Any other Officers, including partners, who will undertake surveillance as part of the investigation should be identified on the application for authorisation.

Once this initial visit to the site is completed, the Officer should consider whether further visits are necessary or if sufficient evidence has been secured for the next steps in the investigation (e.g. an application for a warrant) to take place. If it is decided that further monitoring of the social networking site is to take place, it should be assumed that an authorisation for directed surveillance will be needed. If the investigator does not believe that further visits require an authorisation they should record their reasons and discuss the matter with their manager who will, in turn discuss it with their Unit Manager.

3. When authorisation is required

It is clear that frequent and/or extended visits would be classed as surveillance and an authorisation for directed surveillance under RIPA should be sought if the investigator intends to carry out such monitoring activity. The OSC Guidance, at paragraph 124 states that 'present monitoring could be of past events.' This could occur if investigators look at the timeline on a target's site to, for example, establish a lifestyle pattern or to identify relationships.

Any application for directed surveillance should be submitted promptly, while the evidence obtained is still current. The application should have regard to necessity, proportionality and the likelihood of collateral intrusion as for any other directed surveillance application, recognising that the factors to be taken into account will be different to those that exist off-line.

4. Necessity

Any application for an authorisation under the Act will be for the prevention or detection of crime. The investigator will need to show that there is a need to collect evidence, to identify

what type of evidence is likely to be collected; its value to the investigation and that surveillance of the social networking site is the only way to collect it. Any information on other means of obtaining the evidence should be included, if such means have been identified, along with an explanation of why it is necessary to use directed surveillance and not those other means.

5. Proportionality

The investigator will need to show that the scale of the crime being investigated justifies the potential intrusion into the target's private life. For example, it may not be proportionate to conduct surveillance into someone who has infrequently sold items at a level that would be regarded as below a trading threshold. Investigators should have reasonable grounds to suspect that the target is actively committing serious breaches of legislation that are more than technical or minor.

Note: since the coming into force of the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2012 the authority can only authorise directed surveillance where the offence being investigated is punishable, whether on summary conviction or on indictment, by a maximum term of at least 6 months of imprisonment or is an offence involving sales of alcohol or tobacco to children.

6. Collateral Intrusion

It is likely that collateral intrusion into the activities or comments of those persons who are interacting with the target individuals will take place. This intrusion will need to be tightly managed as far as is possible. It is also possible that family members' information will be posted on the site, especially on the target's individual Facebook pages. This will be treated in the same way as other information acquired that is identified as not being relevant to the investigation.

For public protection, the primary target of surveillance is likely to be business and group pages used primarily for selling goods or those who we believe are repeatedly committing serious environmental crimes. These sites are less likely to contain personal information but it cannot be ruled out. As part of the application for authorisation for directed surveillance, investigators should identify the likelihood of collateral intrusion. This will be supported by any evidence acquired during the initial visit to the site.

Any information about individuals, groups or business believed not to be engaged in criminal activity will be extracted from the evidence. This process will involve the investigating officer consulting their manager and a decision being made on each piece of information gathered. Where the information gathered does not relate to any suspected criminal activity, the information will be given a unique reference number and a record kept of the reason for the decision that the information is not relevant to enquiries. This information and the decision records will then be stored securely for inspection and audit purposes only by authorised personnel from the Office of the Surveillance Commissioner.

If the evidence collected shows that the business profiles and group forums are established closed groups, enabling the commission of relevant crimes, it follows that other members of the pages may also be investigated, to eliminate or identify them as a subject of interest. Consideration will be given to the need to obtain further authorisations under the Act, before any surveillance is conducted against other associated users.

Collateral intrusion could also include personal information collected about people other than the target. This information may be included in written, pictorial, video and audio form. Some of this information may be needed to identify others committing offences or assisting the principal in any relevant way, where it had not already been obtained. The evidence may also provide a connection between the website, the activity and any physical premises. If it is likely that this information will be encountered, or if it is needed to identify the target, explicit reference to it must be made in any application for authorisation and reasons for collecting it should be given.

7. Practical Matters

The Trading Standards stand-alone computer should be used, using the fake identity already established, wherever possible, or failing that, the Officer's own password protected NCC issued computer. Evidence of any offences should be secured by using hypercam or webreaper software, if possible, or by screen dump printing if not. Monitoring should not be carried out on an Officer's own computer, nor should monitoring take place outside of working hours, unless the particular circumstances of the investigation require it. Those circumstances will be included in any application for surveillance.

A log shall be kept of all surveillance activity, showing the date of the surveillance, the operation name, the start and finishing times and the sites visited. The application for authorisation should include this information where possible or the application should include the parameters within which the surveillance activity will take place. This will allow us to show that any activity undertaken is authorised.

Investigators should also be aware that the site could contain violent or pornographic images or information, or information of a politically extremist nature. If such images or information are found, the investigator should record details of web address of the site that was visited and how the site was accessed (some sites may be displayed even if the investigator did not intend it). The investigator should discuss the matter with their manager who should consider if there is a need to contact any other enforcement or safeguarding agency.

8. Cancellation of Authorisations

Any authorisation to conduct directed surveillance on an individual's page or site should be cancelled as soon as it is no longer needed. This is likely to occur when sufficient evidence to proceed to the next stage of the investigation has been secured or if monitoring of the page or site has revealed no criminal activity. Authorisations to monitor activity on social media sites are subject to the same review procedures as applications for real life surveillance. The review will determine if the authorisation is still necessary, proportionate and if the likelihood and level of collateral intrusion have changed since the authorisation was initially applied for.

9. Other matters

This Policy does not include 'befriending' or similar activity. This is a reflection of the fact that most sellers and their activities can be identified as part of open source research and items are sold from accessible websites. Befriending may require authorisation for an officer to act as a Covert Human Intelligence Source within the meaning of Part III of the Act. Further policies will be developed if market practices change such that investigators identify the need for such authorisations in relation to social networking sites.

10. Further Guidance

Further guidance is available from the Office of the Surveillance Commissioners Procedures and Guidance published in July 2016 which states at paragraphs 239 and 289: -

Covert Internet Investigations - e-trading

239 CHIS authorisation is only required for the use of an internet trading organisation such as eBay when a covert relationship is likely to be formed. The use of disguised purchaser details in a simple, overt, electronic purchase does not require a CHIS authorisation, because no relationship is usually established at that stage.

Covert surveillance of Social Networking Sites (SNS)

289 The fact that digital investigation is routine or easy to conduct does not reduce the need for authorisation. Care must be taken to understand how the SNS being used works. Authorising officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.

289.1 Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as 'open source' or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example). Where privacy settings are available but not applied the data may be considered open source and an authorisation is not usually required.

289.2 Providing there is no warrant authorising interception in accordance with section 48(4) of the 2000 Act, if it is necessary and proportionate for a public authority to breach covertly access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site's content).

289.3 It is not unlawful for a member of a public authority to set up a false identity but it is inadvisable for a member of a public authority to do so for a covert purpose without authorisation for directed surveillance when private information is likely to be obtained. The SRO should be satisfied that there is a process in place to ensure compliance with the legislation. Using photographs of other persons without their permission to support the false identity infringes other laws.

289.4 A member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person. The consent must be explicit (i.e. the person from whom consent is sought must agree (preferably in writing) what is and is not to be done).

Selected comments from The Surveillance Commissioner's Report for 2015/2016 (Numbers refer to paragraphs in the report)

The “virtual world”

2.8. There is a discernible shift towards criminal activity in or by the use of what I may describe as the —virtual world this increases the demands on those responsible for covert surveillance. They need an understanding of the technological advances and myriad types of communication and storage devices which are constantly being updated. They also need assistance about how the statutory powers available to them can or should be applied to technological developments of which criminals take advantage, factoring in potential regional, national or international boundaries. The developments, complex as they can be, do not diminish the requirement that any surveillance activity can only be undertaken in accordance with the provisions of the relevant authorisation.

Social Networks and the “virtual world”

5.17. Patterns of criminal planning are changing to embrace technological advances. Criminals and terrorists are less likely to meet in public, in parked up cars, with police officers using binoculars and long sighted cameras to follow their movements. Social media and private electronic communications provide greater anonymity for the criminals, and enable their activities to proceed on a global scale. This issue was addressed by my predecessor in his last two reports, and the Surveillance Commissioners have issued guidance on the need for appropriate authorisations to cover these developments.

5.18. My Inspectors and the Assistant Surveillance Commissioners pay particular attention to the way this developing method of criminal activity is kept under covert surveillance. The topic forms the basis for numerous requests for guidance. Perhaps the most significant feature is that investigating authorities cannot proceed on the basis that because social networking developed after much of the legislation came into force it is immunised from compliance with it. Requirements for appropriate authorisation may arise from the work done by those whose roles do not traditionally fall within RIPA or RIP(S)A. The necessary training and information must be addressed by the Senior Responsible Officer in each authority.

5.19. Two examples illustrate the issues.

Example 1: In one particular public authority, once a task is allocated to an internet desk Officer, that Officer undertakes research using a non-attributable computer which stands alone from the authority's main network. Although it is said that the staff do not use false personas, the activity they undertake is calculated to be covert so as to minimise the risk of compromise to ongoing investigations. Staff typically undertake research on one occasion, although this singular research activity may extend over several hours and involve research of different social media sites linked to the subject. There is a perception by staff within the unit that investigators are reluctant to, or dissuaded from, making more than one request for research to be undertaken on the same subject. The head of the unit believes that investigators are missing opportunities for securing valuable intelligence by restricting their request to singular research; this is a view shared by the inspection team. Very rarely are any requests for research of open source material or social media supported by an authorisation for directed surveillance. In a twelve month period the unit has processed 3,561 requests for internet research, on just two occasions directed surveillance authorisations supported the activity being undertaken.

Example 2: In another public authority, one matter absent from the various policy and guidance documents is the use of the internet for investigative purposes. This technique of investigation and research is expanding exponentially with all manner of new

technology and although some knowledge and awareness was evident during discussion with staff, further guidance and advice would benefit investigators and Authorising Officers alike. The key consideration when viewing publicly available information where no privacy settings have been applied, often referred to as 'open source' material, is the **repeated** or **systematic** collection of private information. Initial research of social media to establish a fact or corroborate an intelligence picture is unlikely to require an authorisation for directed surveillance; whereas repeated visits building up a profile of a person's lifestyle would do so. Each case must be considered on its individual circumstances and early discussion between the investigator and the Authorising Officer is advised to determine whether activity should be conducted with or without the protection of an authorisation.

5.20. Part of their inspections of councils, the Inspectors and Assistant Surveillance Commissioners discuss with appropriate officials, and frequently undertake visits to examine the CCTV facilities which they manage. It is very rare for a council to authorise directed surveillance which includes the use of its CCTV system, but occasionally others, for example the local police force, may wish to do so, as part of covert rather than routine overt surveillance. When this arises, there should be a written protocol in place between the council, as owners or managers of the system, and the body which seeks to use it in a covert manner, so as to ensure that the lines of responsibility are clearly understood, and appropriate arrangements for authorisation are then made.

AUDIT AND GOVERNANCE COMMITTEE

23 NOVEMBER 2020



Report of: Chief Solicitor

Subject: PERSONNEL SUB COMMITTEE

1. PURPOSE OF REPORT

- 1.1 To seek the appointment of an Elected Member to the Personnel Sub Committee.

2. BACKGROUND

- 2.1 The Committee previously appointed Elected Members to the Personnel Sub Committee at its meeting on 6 June 2019 (Minute no. 6 refers), when Councillors S Akers-Belcher (substitute Cllr James), Harrison and Loynes were appointed, with Councillor Harrison appointed as Chair.
- 2.2 Councillor S Akers-Belcher is no longer a Member of the Committee, thereby requiring a replacement appointment to be made. Advice has been sought and it is suggested to the Committee that a male Councillor be appointed to the vacancy to avoid any later potential issues around gender bias.
- 2.2 The Constitution does not stipulate which Elected Members should be included on the Personnel Sub Committee; i.e. the involvement of the Chair and/or Vice-Chair is not a pre-requisite. In terms of the political balance of the Personnel Sub Committee, while that would be 'ideal', as the membership is being drawn from only the seven Elected Members of the Audit and Governance Committee, this would not be fully possible.

3. PROPOSALS/ISSUES FOR CONSIDERATION

- 3.1 In order to comply with the requirements of the Constitution, the Committee is requested, therefore, to appoint one Elected Member to the Personnel Sub Committee to replace Councillor S Akers-Belcher as there is currently an outstanding personnel matter for which a Sub Committee meeting will be required to hear.

- 3.3 Sitting as a member of this Sub Committee will often entail undertaking hearings within strict timescales. Hearings can be lengthy and Elected Members are urged to consider this when putting themselves forward for nomination. Appropriate training will be arranged for any Member that has not previously received such training.

4. RECOMMENDATIONS

- 4.1 The Committee is requested to appoint an Elected Member to the Personnel Sub Committee for the remainder of the Municipal Year.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To comply with the requirements of the Council Constitution.

6. BACKGROUND PAPERS

- 6.1 Part 3 of the Council's Constitution.
Audit and Governance Committee Minutes – 6 June 2019.

7. CONTACT OFFICERS

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