

**NORTHAMPTON BOROUGH COUNCIL  
AUDIT COMMITTEE**

Your attendance is requested at a meeting to be held in the  
The Guildhall, St. Giles Square, Northampton, NN1 1DE.  
on Monday, 27 July 2015  
at 6:00 pm.

**D Kennedy  
Chief Executive**

**AGENDA**

**1. APOLOGIES**

Please contact Democratic Services on 01604 837722 or democratic\_services@northampton.gov.uk when submitting apologies for absence.

**2. MINUTES**

**3. DEPUTATIONS / PUBLIC ADDRESSES**

**4. DECLARATIONS OF INTEREST**

**5. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR IS OF THE OPINION SHOULD BE CONSIDERED**

**6. CORPORATE PERFORMANCE OUTTURN 2014-15**

Report of Monitoring Officer

Report of Monitoring Officer

**7. THE COUNCIL'S PROCUREMENT PROCESS**

Report of Monitoring Officer

Report of Chief Finance Officer

**8. FINANCIAL OUTTURN 2014/15**

Report of chief Finance Officer

Report of Chief Finance Officer

**9. DRAFT STATEMENT OF ACCOUNTS 2014/15**

Report of Chief Finance Officer.

Report of Chief Finance Officer

**10. EXTERNAL AUDIT UPDATE**

KPMG to give a verbal update.

External Audit Update (KPMG)

## 11. INTERNAL AUDIT UPDATE

Internal Auditor  
(PWC)

Report of Internal Auditor

## 12. EXCLUSION OF PUBLIC AND PRESS

THE CHAIR TO MOVE:

“THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”

### SUPPLEMENTARY AGENDA

Exempted Under Schedule, 12A of L.Govt Act 1972, Para No: -

<TRAILER\_SECTION>  
A7978

### **Public Participation**

Members of the public may address the Committee on any non-procedural matter listed on this agenda. Addresses shall not last longer than three minutes. Committee members may then ask questions of the speaker. No prior notice is required prior to the commencement of the meeting of a request to address the Committee.

Agenda Item 2

**NORTHAMPTON BOROUGH COUNCIL**

**AUDIT COMMITTEE**

**Monday, 15 June 2015**

**PRESENT:** Councillor Nunn (Chair); Councillor Golby (Deputy Chair); Councillor Gowen as substitute for Councillor Marriott, Councillors Chunga, Kilbride and Stone

**1. APOLOGIES**

Apologies were received from Councillor Marriott.

**2. MINUTES**

The minutes of the last meeting held on 16<sup>th</sup> March 2015 were agreed as a true record save for the amendment of item 11 paragraph 2 amended to:-

*The financial delegations review was a key piece of work and the approval process with Agresso was time consuming to audit but the aim was to complete it by the end of the month. The review of the Chief Finance Officer Service (S151 Officer) started this week and the Environmental Services review had already started but the work required the output of delegations as they were linked.*

**3. DEPUTATIONS / PUBLIC ADDRESSES**

There were none.

**4. DECLARATIONS OF INTEREST**

There were none.

**5. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR IS OF THE OPINION SHOULD BE CONSIDERED**

There were none.

**6. INTERNAL AUDIT UPDATE - DRAFT ANNUAL REPORT**

Chris Dickens of PWC confirmed that the Draft Annual Report had not been circulated as the content had only just been agreed with management. Chris Dickens gave a verbal update to members on what the report contained and in particular the opinion that was included in the report. He outlined the internal audit arrangements that had been in place since the transfer to LGSS and explained that this has resulted in some difficulties in obtaining information and also in identifying ownership of issues within the Council.

He explained that the Council was able to gain assurance over the transactional processes that had been reviewed by LGSS but the elements that fall under the councils remit had been difficult to assess. This had been raised at previous meetings of the committee. In the areas that had been audited examples were noted of good controls and effective governance arrangements in place. One area of concern related to financial delegations. Chris Dickens explained that NBC had not assured itself that the financial delegations being used by LGSS were correct. In his view that part of the problem related to the fact that NBC Officers worked with the very same officers they worked with before the transfer, although the reality is the LGSS is a separate entity now. In Chris Dicken's view, the financial delegations issue was easy to resolve the committee was asked to consider reporting this in the Councils annual governance statement. PwC had been assured by management that

this issue would be addressed promptly.

Chris Dickens explained that as a result of the issues noted above, the delays in getting the Audit Plan finally approved and the limitations on internal audit's ability to complete the programme of work, PwC were unable to provide an opinion on the adequacy and effectiveness of Northampton Borough Council's arrangements for governance, risk management and control for 2014/15.

In response to a question from Councillor Goldby, Chris Dickens confirmed that the issues relating to availability of information had improved and this should enable more work to be completed in 2015/16 which would allow for an internal audit opinion to be provided. He confirmed that LGSS operated the Council's finance system and had largely the same people operating it as the Council did.

Kelly Watson from LGSS confirmed that LGSS operate a number of different financial systems for different organisations and they had extensive controls and mechanisms in place for each organisation to ensure the integrity of the data is maintained. The provider of the financial system used for the Council is Unit 4 who issue system updates and upgrades. NBC and LGSS have a license with Unit4 to use the software. NBC/LGSS do not have the IT software expertise and knowledge to operate a financial system 'in house'. The majority of other local authorities and companies operate their financial ledger system this way. Regarding the process to ensure the Council is using the right system, the Council goes out to open tender on a regular basis to ensure they receive best value for money.

Paul Clarke, Group Auditor, LGSS confirmed that they had controls and procedures in place within LGSS, they were performance monitored and had regular meetings to ensure the system remains fit for purpose.

In response to a question from Councillor Chunga, Kelly Watson confirmed that the Council had previously tendered for the Agresso system and had undertaken the necessary market testing to ensure that it was the best system for them to use. The Committee asked for more information about how the financial system had been tendered and have it on their plan to understand better.

Councillor Nunn requested that a brief summary of the procurement process be presented to the next meeting.

Chris Dickens commented that if there was a change to the financial system then it would be reflected in the risk register and would be considered as part of the audit planning process.

**Action – Finance to provide a brief summary of the procurement process to the next Audit Committee meeting.**

## **6.1 LGSS INTERNAL AUDIT: ASSURANCE OPINIONS ON KEY FINANCIAL SYSTEMS 2014/15**

Paul Clarke, Group Auditor presented a report to committee and elaborated thereon. He confirmed there had been a split in the work between them and PWC to avoid any duplication of work. He confirmed that this was the second year of reviewing this work, the first year they had gone through the systems design and controls throughout and had been testing this again by carrying out walk through tests this year. They had been happy with the design controls in place and had ensured that they were still operating and the results were in the report attached. Overall they had been pleased with the results and further detail was in the appendix.

Councillor Gowen commented that on some of the findings the level of assurance was as it was previously although the assurance had not been given previously.

Paul Clarke confirmed that there were no changes and any actions had been taken and implemented. The report information had already been provided at previous meetings although it could be circulated again after this meeting.

In response from a question from Councillor Stone, Kelly Watson confirmed that Counterparties were banks or other financial institutions which the council could invest its surplus cash with. The Treasury Management report, approved by Council in February, provided information on who the Council is allowed to invest money with and who they were not. They had a maximum they could invest to spread the risk out.

Paul Clarke confirmed that most of the findings were substantial and it was difficult to get full assurance across the board.

Andy Cardoza confirmed that the Council had achieved good results compared to some other Local Authorities.

## **7. EXTERNAL AUDIT UPDATE**

Andy Cardoza, External Auditor circulated an interim audit letter on the External Audit Progress to date for 2014/15. He confirmed that they had not identified any significant issues which is why they issued a letter rather than a report, although if any issues did arise then these would be reported to the Committee.

He confirmed that they had issued their 2015/16 fee letter to the Chief Executive and the fees had decreased by 25% from last year which was a significant reduction.

Councillor Stone confirmed that one of her constituents had raised any objection which had been still ongoing.

Andy Cardoza confirmed that his predecessor Neil Bellamy was still dealing with it but it was a priority for him and he had been in contact with the objector and officers. Once they had feedback then it would come to the Committee. He confirmed the ISA260 report was a summary of audit work with any adjustments and their final opinion on value for money.

Councillor Nunn confirmed that the training they have received had been very good and welcomed any fresh ideas from newcomers.

Andy Cardoza advised that he would add the Committee member's names to the KPMG Audit Committee Institute and extra training would be available for members.

Councillor Stone commented that she had been made aware of lateness of invoice payments for another organisation and requested clarity on the Council's performance.

Councillor Nunn confirmed that their performance indicators were monitored carefully and a summary of this would be available at the next meeting.

**Action – Finance to provide a summary of the Council's performance indicators for payment of invoices.**

Cllr Stone asked Andy Cardoza if there was any benchmarking or comparative information available for Members.

## **8. EXCLUSION OF PUBLIC AND PRESS**

The Chair moved that the Public and Press be excluded from the remainder of the meeting on the grounds that there was likely to be disclosure to them of such categories of exempt information as defined by Section 100(1) of the Local Government Act 1972 as listed against such items of business by reference to the appropriate paragraph of Schedule 12A to such Act.

The Motion was Carried.

The meeting concluded at 18.45

<b>Appendices:</b>
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## AUDIT COMMITTEE REPORT

<b>Report Title</b>	<b>Corporate Performance Outturn 2014-15</b>
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**AGENDA STATUS: PUBLIC**

<b>Audit Committee Meeting Date:</b>	27 <sup>th</sup> July 2015
<b>Policy Document:</b>	No
<b>Directorate:</b>	Borough Secretary
<b>Accountable Cabinet Member(s):</b>	Cllr Mary Markham/Cllr Mike Hallam

### 1. Purpose

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1.1 To inform the Audit Committee of the Council's outturn performance for the 2014/15 financial year

### 2. Recommendations

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2.1.1 That the content of the report be reviewed, and any issues arising be addressed

### 3. Issues and Choices

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#### 3.1 Report Background

3.1.1 Performance data is collected across a range of locally developed indicators which are collected on a monthly, quarterly or annual basis and they form the basis of our performance monitoring process. Cabinet members receive detailed information on all the measures monitoring the Corporate Plan within their portfolios on a regular basis.

3.1.2 This report summarises the outturn performance data for 2014-15 (1 April 2014 to 31 March 2015):

- A performance dashboard overview for each of the corporate priorities and summary detail against the priority outcomes
- Detailed KPI results and commentary

## **3.2 Issues**

### **3.2.1 Progress against Corporate Plan priorities**

Overall, both Corporate Plan priorities met their targets (blue, green, or amber status). 69.6% of measures (where data is available) have met target.

### **3.2.2 Overall indicator performance against targets**

55.3% of indicators have 'blue' or 'green' status

14.3% of indicators have 'amber' status

30.3% of indicators have 'red' status

### **3.2.3 Data Quality**

The Council has processes in place to ensure that the data and information it provides to support management decision-making is as reliable as possible. The Council has a strategy to improve data quality and service areas are working to achieve the objectives within it. This is closely linked to the Council's risk assessment processes and is monitored each month as part of the Council's Performance Management Framework.

## **3.3 Choices (Options)**

3.3.1 Audit Committee to review the Outturn Performance Report 2014/15 (appendix 1) and note its contents.

## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 A number of corporate measures are monitored on a monthly basis to track progress towards delivering our priorities, as detailed in the Council's Corporate Plan. Service areas annually develop objectives, measures and targets to ensure the delivery of the Corporate Plan through the service planning process. The monitoring of progress is through the Performance Management Framework.

### **4.2 Resources and Risk**

4.2.1 The service areas Service Plans underpin the delivery of the Corporate Plan priorities. All objectives, measures and actions within the Service Plans are risked assessed and challenged before final approval. The challenge process includes the agreement of performance targets and the capacity / ability to deliver the plans with appropriate resource set aside to do so.

### **4.3 Legal**

4.3.1 There are no known legal implications arising from this report as it is for information only



#### **4.4 Equality**

4.4.1 There are no specific health or equalities implications arising from this report as it is for information only.

#### **4.5 Consultees (Internal and External)**

4.5.1 Heads of Service and Management Board are consulted monthly as part of the Performance Management Framework which is currently in place.

4.5.2 Cabinet are presented with a Quarterly exception report to enable performance to be monitored

4.5.3 Performance data is published on the NBC external website on a Quarterly basis

#### **4.6 Other Implications**

4.6.1 There are no other implications arising from this report

### **5. Background Papers**

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5.1 Appendix 1: Performance Outturn – Key Indicators – 2014/15.

**Francis Fernandes, Borough Secretary (Ext:7334)**

# Performance Outturn

## Key Indicators

2014/15

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NORTHAMPTON  
BOROUGH COUNCIL

# Introduction

This report details the performance against key indicators during the 2014/15 financial year which support the delivery of the Corporate Plan .

The following pages provide a top level summary for each theme, "Your Town" and "You", and gives detailed information for individual measures.





2014/15 performance is compared to 2013/14 and 2012/13.

Where population or household figures are required, April 2014 values from the

Office of National Statistics (ONS) have been used for the entire year:

- Population: 214,566
- Number of households: 93,213

## Key

	Exceptional or over performance
	On or exceeding target
	Within agreed tolerances
	Outside agreed target tolerance
	Good to be low: Better
	Good to be low: Worse
	Good to be High: Better
	Good to be High: Worse
	No change
	No data or target available
	No data available
	No target available

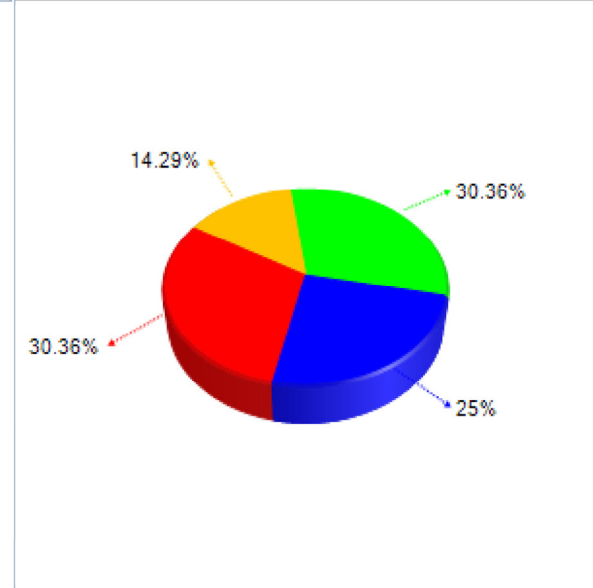
NORTHAMPTON  
BOROUGH COUNCIL

# Are we achieving our priorities?

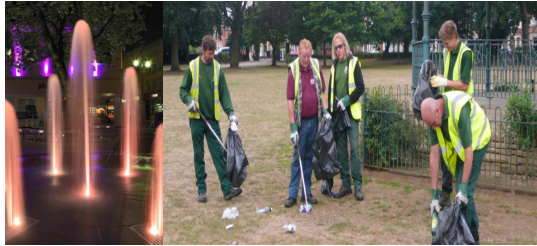
## Overview

Overall, 69.6% of performance measures reached their targets in 2014/15.

NBC Corporate Plan		Performance Indicator alert summary				
		YTD				
Northampton alive with innovation, enterprise and opportunity		!				
Theme		YTD				
Your Town - A town to be proud of		★	▲	!	★	●
You - How your Council will support and empower you and your community		★	17	8	17	14
						Total
						56



# YOUR TOWN



Northampton - on track

Invest in safer, cleaner neighbourhoods

Celebrating our heritage and culture

Making every £ go further

Measure ID & Name	2012-13 Outturn	2013-14 Outturn	2014-15 Outturn	2014-15 Target	Direction of Travel (13/14 to 14/15)	Notes:
<b>AST05a External rental income demanded against budgeted income (M)</b>	97.18 % 🟡	94.24 % 🟡	98.83 % 🟢	95.00 %	📈	Bigger is Better
The rental income demanded continues to operate above the agreed 95% target.						
Over the course of the 2014/15 financial year the figure has always been above the agreed target of 95%.						
<b>AST05b % commercial rent demanded within the last 12 months (more than 2 months in arrears) (M)</b>	4.75 % 🟢	3.53 % 🟢	0.17 % 🟢	3.00 %	📈	Smaller is Better
Over the course of the 2014/15 financial year, the figure has gradually reduced from being over the agreed 3% target to 0.17%. This is due to effective team management of the rent arrears which has helped to clear historical arrears and the implementation of tighter controls over current arrears.						
<b>AST12 % achieved where return on (sub group) investment properties meets agreed target rate (M)</b>	91.25 % 🔵	91.25 % 🟢	92.00 % 🟢	90.00 %	📈	Bigger is Better
Throughout the course of the 2014/15 financial year, we have met the target set due to a proactive approach to property management.						
<b>BV008 Percentage of invoices for commercial goods &amp; serv. paid within 30 days (M)</b>	98.68 % 🟢	96.21 % 🔴	99.48 % 🟢	99.00 %	📈	Bigger is Better
Over the year 99.48% of invoices were paid within 30 days (29,781/29,938)						
<b>BV012_12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)</b>	10.68 🟡	10.24 🟡	10.53 🟡	10.00	📉	Smaller is Better
BV12 at 10.55 days lost for March is disappointing as it has risen by 0.28 of a day to the highest level all year. However the target has also increased to 10 days therefore the difference between actual and target is only over by 0.53 compared to 0.94 over target in June 2014.						
<b>CH10 No. of unique visits to Museum Pages (M)</b>	>>	49,608 🔵	56,229 🔵	43,000	📈	Bigger is Better
Web visits have increased by 6621 since 13/14 due to a combination of increased use of social media to drive visitors to the site and keeping the site updated and relevant.						
<b>CS05 Percentage satisfied with the overall service provided by the Customer Service Officer (M)</b>	93.11 % 🟢	91.54 % 🟢	95.86 % 🔵	90.00 %	📈	Bigger is Better
Over the 14/15 financial year, 1088 surveys were conducted and 1043 customers were satisfied with the service provided (95.9%)						

Measure ID & Name	2012-13 Outturn		2013-14 Outturn		2014-15 Outturn		2014-15 Target	Direction of Travel (13/14 to 14/15)		Notes:
<b>CS13a % of calls for NBC managed services into contact centre answered (M)</b>	88.76 %	🟡	87.12 %	🟡	88.62 %	🟡	89.67 %	🟢	Bigger is Better	Measure updated April 2014 to exclude LGSS calls
Over the full year, call volumes have increased due to changes in services, processes and welfare reform changes. We have worked closely with service areas and Northampton Partnership Homes to implement improvements which have helped increase resolution at the first point of contact and also reduce avoidable contact.										
<b>CS14a % OSS customers with an appointment seen on time (M)</b>	90.2 %	🟢	95.9 %	🟢	96.1 %	🟢	90.0 %	🟢	Bigger is Better	Measure updated April 2014 to exclude drop-in customers
During the 14/15 financial year, 96% of customers who had an appointment were seen on time (5900).										
<b>ESC01n Total bins/boxes missed in period (M)</b>	4,222	🔴	2,927	🟡	3,876	🔴	1,400	🔴	Smaller is Better	
It is disappointing that the levels of missed bins are out of target. This issue is being actively addressed to ensure this reduces in the coming year. It should be noted that of the 14.5 million collections made during the year, the number of missed collections represent a very small percentage.										
<b>ESC02 % missed bins corrected within 24hrs of notification (M)</b>	82.57 %	🔴	36.45 %	🔴	86.95 %	🔴	100.00 %	🟢	Bigger is Better	
Performance against this target is another that is being addressed going forward. Due to the collection rounds being at maximum capacity, there can be difficulties in having crews available to return on the same day to deal with missed collections. This is being looked at operationally to identify how resources may be utilized to improve collections.										
<b>ESC04 % household waste recycled and composted (NI192) (M)</b>	43.68 %	🔴	41.55 %	🔴	41.50 %	🔴	48.00 %	🔴	Bigger is Better	
The 2014/15 recycling, reuse and composting has decreased by 0.49% in comparison to 2013/14. Low numbers of residents participating in the recycling of food waste, along with households producing less green waste this year has impacted on the performance. However, the recycling tonnages for paper, plastics, cans and glass have been maintained at the same levels as last year.										
<b>ESC05 % of Land and Highways assessed falling below an acceptable level - Litter (NI195a) (4M)</b>	2.33 %	🟡	1.33 %	🟡	1.50 %	🟢	2.00 %	🔴	Smaller is Better	
Performance against this indicator has remained within target throughout the year.										
<b>ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)</b>	4.56 %	🟡	1.83 %	🟡	1.33 %	🟡	5.00 %	🟢	Smaller is Better	
Performance against this indicator has remained within target throughout the year.										

Measure ID & Name	2012-13 Outturn		2013-14 Outturn		2014-15 Outturn		2014-15 Target	Direction of Travel (13/14 to 14/15)		Notes:
<b>ESC07 % of Land and Highways assessed falling below acceptable level - Graffiti (NI195c) (4M)</b>	1.83 %	▲	0.39 %	⚠	0.50 %	⚠	0.00 %	✖	Smaller is Better	
A target of 0% is extremely challenging, with any failure resulting in the indicator being out of target. Only 1 incidents of graffiti was identified during the years inspections, which, although it resulted in the indicator being out of target, it is not a cause for concern.										
<b>ESC08 % of Land and Highways assessed falling below acceptable level - FlyPosting (NI195d) (4M)</b>	0.17 %	★	0.00 %	★	0.00 %	★	0.00 %	➡	Smaller is Better	
A target of 0% is extremely challenging, with any failure resulting in the indicator being out of target. Only 1 incident of fly posting was identified during the years inspections, which, although it resulted in the indicator being out of target, it is not a cause for concern.										
<b>ESC09 % of Fly Tipping incidents removed within 2 working days of notification (SO2) (M)</b>	100.00 %	★	99.92 %	★	99.37 %	★	100.00 %	✖	Bigger is Better	
During the 14/15 financial year there were 11,356 instances of fly-tipping reported. 99.4% of these were removed within the agreed timescale (11,284)										
<b>ESC10 Level of quality against an agreed standard - Open Spaces &amp; Parks - Litter (%) (Q)</b>	0.41 %	●	0.00 %	●	9.17 %	▲	2.00 %	✖	Smaller is Better	
Performance against this indicator has remained within target throughout the year.										
<b>ESC11 Level of quality against an agreed standard - Open Spaces &amp; Parks - Detritus (%) (Q)</b>	2.87 %	●	2.92 %	●	8.33 %	▲	5.00 %	✖	Smaller is Better	
Performance against this indicator has remained within target throughout the year.										
<b>ESC12 Level of quality against an agreed std - Open Spaces &amp; Parks - Graffiti &amp; Fly Posting (%) (Q)</b>	0.82 %	★	0.00 %	★	2.08 %	⚠	0.00 %	✖	Smaller is Better	
A target of 0% is extremely challenging, with any failure resulting in the indicator being out of target. Only 2 incidents of graffiti or fly posting were identified during the years inspections, which, although they resulted in the indicator being out of target, it is not a cause for concern.										
<b>HI 01 Average time taken to re-let local authority homes (days) (M)</b>	15.84	●	28.84	▲	29.58	▲	20.00	✖	Smaller is Better	KPI transferred to NPH in Jan 2015

Measure ID & Name	2012-13 Outturn		2013-14 Outturn		2014-15 Outturn		2014-15 Target	Direction of Travel (13/14 to 14/15)		Notes:
<b>HI 04 Percentage void rent loss (M)</b>	1.29 %	▲	1.90 %	▲	2.19 %	▲	1.50 %	✖	Smaller is Better	KPI transferred to NPH in Jan 2015
<b>HI 12 Rent collected as a proportion of rent owed on HRA dwellings % exc.arrears brought forward (M)</b>	99.70 %	⚠	99.90 %	●	100.10 %	★	99.70 %	✔	Bigger is Better	KPI transferred to NPH in Jan 2015
<b>HI 13 Rent arrears as a percentage of the annual debit (M)</b>	2.83 %	⚠	2.61 %	●	2.06 %	●	2.70 %	✔	Smaller is Better	KPI transferred to NPH in Jan 2015
<b>HI 21 Former tenant arrears as a percentage of the annual rent debit (M)</b>	2.03 %	★	1.23 %	●	1.04 %	⚠	1.04 %	✔	Smaller is Better	KPI transferred to NPH in Jan 2015
<b>HI 22 Rent written off as a percentage of the annual rent roll (M)</b>	1.18 %	▲	1.12 %	▲	0.71 %	▲	0.60 %	✔	Smaller is Better	KPI transferred to NPH in Jan 2015
<b>IG02 Av. days to respond to LGO enquiries (excl. pre-determined cases) (Q)</b>		»		»	19.11	★	28.00	»	Smaller is Better	New measure introduced in April 2014
Over the full year it took an average of 19.11 days to respond to each LGO enquiry. This was well below the target average of 28 days even though one response took over 30 days.										
<b>MPE01 No. of new businesses locating on NWEZ (Q)</b>		»		»	16	●	10	»	Bigger is Better	New measure introduced in April 2014
A total of 16 businesses moved into the Enterprise Zone in the last financial year.										



Measure ID & Name	2012-13 Outturn		2013-14 Outturn		2014-15 Outturn		2014-15 Target	Direction of Travel (13/14 to 14/15)		Notes:
<b>MPE02 No. of new jobs created on NWEZ (Q)</b>		>>		>>	549	●	198	>>	Bigger is Better	New measure introduced in April 2014
Since the Enterprise Zone began, SEMLEP target of 1000 has been surpassed with total of 1088 new jobs.										
<b>MPE20 Amount of external funding secured for economic stimulation projects (Q)</b>		>>		>>	£8,662,000	●	£1,000,000	>>	Bigger is Better	New measure introduced in April 2014
Target exceeded.										
<b>NI157a % Major Planning applications determined in 13 weeks or agreed extension (M)</b>	75.00 %	●	70.59 %	●	83.33 %	●	60.00 %	✔	Bigger is Better	
A total of 66 planning applications in the Major category were received during 14/15, and 55 were determined within 13 weeks.										
<b>NI157b % of 'minor' planning apps determined within 8 weeks or agreed extension (M)</b>	85.54 %	●	87.10 %	★	97.42 %	●	86.00 %	✔	Bigger is Better	
A total of 271 applications in the Minor category were received during 14/15, 264 were determined within 8 weeks										
<b>NI157c % of 'other' planning apps determined within 8 weeks or agreed extension (M)</b>	92.96 %	★	92.74 %	★	96.14 %	●	90.00 %	✔	Bigger is Better	
A total of 699 applications in the Other category were received during 14/15, 672 were determined within 8 weeks.										
<b>NI170 Previously developed land that has been vacant or derelict for more than 5 years (A)</b>	0.72 %	●	1.46 %	▲	1.46 %	●	2.00 %	➡	Smaller is Better	
Performance exceeds target level - this largely been down to development taking place on brownfield/vacant land. Examples include Tollgate Way, British Timken, Princess Marina and Pearce Leatherworks sites.										
<b>PP06 % change in serious acquisitive crime from the baseline (M)</b>	16.94 %	▲	-27.79 %	●	-13.24 %	▲	-16.00 %	✘	Smaller is Better	
There has been a 13.1% reduction in Serious Aquisitive Crime (-387 crimes) since the end of March 2014. This is a notable reduction for the year, but slightly off the 16% reduction target set for the year.										
There has been a combined reduction of 11.0% (-155 crimes) in vehicle crime (theft from & theft of motor vehicle), 16.9% (-197 crimes) reduction in burglary dwelling and a 9.3% reduction (-31) in robbery offences from the baseline figures.										

Measure ID & Name	2012-13 Outturn	2013-14 Outturn	2014-15 Outturn	2014-15 Target	Direction of Travel (13/14 to 14/15)	Notes:
<b>PP09 Overall crime figure for the period (M)</b>	19,972.00	16,565.00	18,851.00	16,601.00		Smaller is Better
During 2014/15 the overall crime figure for each month was higher in comparison to that month during 2013/14.						
<b>PP14 % change in Violence Offences (M)</b>	-17.80 %	-17.41 %	59.72 %	-9.00 %		Smaller is Better
There has been a 59.7% increase (+1742 crimes) in violence offences since the end of March 2014.						
This includes a 43.0% (+617 crimes) increase in violence with injury and a 75.9% (+1125 crime) increase in violence without injury.						
The target set (9% reduction in violence offences) has as a result not been achieved.						
<b>PP17 % victims/witnesses satisfied with Anti-Social support service (Q)</b>	>>	>>	100.0 %	95.0 %		Bigger is Better
During 2014/15, 16 of 30 victims/witnesses could be contacted for feedback and all have been satisfied with the service they've received from the ASBU.						
<b>PP22 % Hackney Carriage and private hire vehicles inspected which comply with regulations (M)</b>	>>	51.86 %	66.99 %	65.00 %		Bigger is Better
During 14/15, 312 vehicles and drivers were checked, and 209 were fully compliant. This demonstrates our commitment to community safety, and directly supports the aims of the Corporate Plan.						
<b>TC001 Number of events delivered in partnership: Town Centre (Q)</b>	19	18	17	13		Bigger is Better
A varied programme of events was held in the Town Centre during 14/15. This included: The Lancers Parade, Summer Bandstands, WW1 commemoration, Diwali, German Christmas Market and Chinese New Year.						
<b>TC002 Number of events delivered in partnership: parks and open spaces (Q)</b>	12	27	13	8		Bigger is Better
During 14/15 the following key events were held in our Parks and Open Spaces: Bands in the Park, Beer Festival, Waterfront Films, Summer Bandstand, Alive@Delapre, and Fireworks Night.						
<b>TC005n Town Centre footfall (Q)</b>	14,663,067	13,814,047	14,675,096	13,000,000		Bigger is Better
Overall for the year, town centre footfall exceeded target by 12.8%. Free parking was a major contributor alongside town centre events and activities.						

Regeneration project updates	Current Progress
<b>Delivery of the Northampton Waterside Enterprise Zone</b>	★
All 2015 projects were delivered by end of March. Business Survey now complete and total jobs exceeds EZ target of 908. As of end March 2015 total jobs were 1064, along with £130 million of Private Sector investment.	
<b>Development of the Greyfriars site</b>	★
Demolition completed 15 March. Site due to be cleared end of July 2015.	
<b>Restoration and regeneration of Delapre Abbey and Park</b>	⚠
Works contract progressing to target. Early handover of carriage and coach houses achieved. Completion due Summer 2016.	
<b>Delivery of the business incentive scheme and account management to key businesses</b>	★
£466,095 committed £2,001,961 private sector funding leverage 205 jobs created	

# YOU



Better homes for the future

Creating empowered communities

Promoting health and wellbeing

Responding to your needs

Measure ID & Name	2012-13 Outturn	2013-14 Outturn	2014-15 Outturn	2014-15 Target	Direction of Travel (13/14 to 14/15)	Notes:
<b>AHP01 Number of affordable homes delivered (Q)</b> Unable to report KPI	190 ●	232 ▲	? ?	600	✖	Bigger is Better
<b>CE03 Increase in attendance at community forums (Q)</b> Attendance at the forums has improved throughout the last 12 months - they have become more representative of the communities they represent.	>>	>>	11 ★	0	>>	Bigger is Better New measure introduced in April 2014
<b>HI 33 Percentage of non-decent council homes (NI 158)(A)</b> A code of conduct has been established for the forums, a set of action plans have been developed and a number of projects and events are being delivered through the forums. This is encouraging collaboration and building partnerships.	48.90 % ●	27.64 % ●	0.00 % ★	0.00 %	✔	Smaller is Better KPI transferred to NPH in Jan 2015.
<b>HML01 Total no. of households living in temporary accommodation (M)</b> The total number of households in TA is greater than expected, however the figure has been skewed by the fact that there are several households that have remained in TA pending both s202 reviews and now have s202 appeals pending. Whilst the Council does not have a duty to accommodate pending review / appeal, it does have a power to do so and where there are children in the household it is usual to exercise this power as to refuse to would simply prompt a judicial review that the Judge would certainly rule TA should be provided.	17 ●	27 ●	77 ▲	65	✖	Smaller is Better
<b>HML05 Total no. of people sleeping rough on the streets (A)</b> Of the 19 people observed, 12 were Eastern European with no recourse so very limited housing options are available.	5 ★	9 ▲	19 ▲	12	✖	Smaller is Better
<b>HMO08 No. of HMOs with an additional licence (Q)</b> A total of 293 HMOs have been identified as requiring an additional licence, and all are being pursued.	>>	>>	41 ▲	200	>>	Bigger is Better New measure introduced in April 2014
<b>IG01 % LGO cases responded to within 28 days (excl. pre-determined cases) (Q)</b> Over the year, only one case fell outside of the required 28 days to respond. The LGO annual report letter is due around the 1st week of May.	>>	>>	90.0 % ▲	100.0 %	>>	Bigger is Better New measure introduced in April 2014
<b>IG03 % FOI/EIR cases responded to within 20 working days (M)</b> 1 FOI case fell outside of the 20 day requirement.	>>	>>	97.9 % ●	100.0 %	>>	Bigger is Better New measure introduced in April 2014
For the year out of 775 request responses there were 16 FOI, EIR and FOI challenges that exceeded the 20 working days. This equates to 98% of all requests responded to within the statutory timeframe for 2014/15.						

Measure ID & Name	2012-13 Outturn		2013-14 Outturn		2014-15 Outturn		2014-15 Target	Direction of Travel (13/14 to 14/15)		Notes:
<b>IG04 % Subject Access requests responded to within 40 days (M)</b>		>>		>>	96.7 %	🟡	100.0 %	>>	Bigger is Better	New measure introduced in April 2014
Over the course of the year there was one subject access request that exceeded the 40 day target. This was due to access problems to the EDRMS file.										
<b>LT01 Total Visits to Leisure Centres (M)</b>	888,961	★	931,329	★	1,018,631	★	1,008,850	✔	Bigger is Better	
<b>LT02 Total No. of people enrolled in swimming program (M)</b>	2,479	🟡	2,846	★	3,124	★	3,080	✔	Bigger is Better	
Enrolment figures up at all sites and more pool space has been allocated to swimming lessons.										
<b>NI154 Net additional homes provided (A)</b>	516.00	▲	834.00	▲	574.00	▲	785.00	✖	Bigger is Better	
The JCS was adopted in January 2015 and revises the Plan period to 2029.										
<b>NI159 Supply of ready to develop housing sites (A)</b>	48.72 %	▲	100.49 %	★	?	?	100.00 %	➡	Bigger is Better	
<b>PP16 % Off licence checks that are compliant (Q)</b>		>>		>>	88.89	★	85.00	>>	Bigger is Better	New measure introduced in April 2014
Over the 14/15 year, a total of 18 off licenses were issued with guidance. Following checks, 16 were compliant, and further advice was issued to the remaining 2.										
<b>PP53 % Service requests responded to within 3 working days (M)</b>		>>		>>	86.55 %	▲	91.58 %	>>	Bigger is Better	New measure introduced in April 2014
<b>PSH01 % HMOs with a mandatory licence (Q)</b>		>>		>>	76.8 %	🟡	80.0 %	>>	Bigger is Better	New measure introduced in April 2014

Appendices



**NORTHAMPTON**  
BOROUGH COUNCIL

## AUDIT COMMITTEE REPORT

<b>Report Title</b>	<b>Procurement Service</b>
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**AGENDA STATUS: PUBLIC**

**Audit Committee Meeting Date: 27 July 2015**

**Policy Document: Yes**  
Supporting documents and contact information can be found on the Procurement pages of NBC intranet:

Also:

- NBC Contract Procedure Rules
- NBC Constitution
- LGSS NBC Procurement Best Practice Guide

**Directorate: LGSS**

**Accountable Cabinet Member: Cllr M Hallam**

### 1. Purpose

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1.1 To provide an update on the procurement process, support and advice in place.

### 2. Recommendations

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2.1 Audit Committee note the contents of this report.

### 3. Issues and Choices

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#### 3.1 Report Background

3.1.1 The role of the Central Procurement Team is to provide specialist advice and support to council staff whilst also ensuring that the Council obtains the best value for money on all goods, works and services commissioned from third parties. The Central Procurement team support the Council in aiming to comply with the UK and European legislation which governs the procurement of these goods, services and works in the public sector. The Central Procurement Team is part of the LGSS structure.

- 3.1.2 The first point of contact for Northampton Borough Council is Gus de Silva, Strategic Procurement Manager, who can be contacted at [gdesilva@northamptonshire.gov.uk](mailto:gdesilva@northamptonshire.gov.uk).
- 3.1.3 The procurement processes to be followed and the documents to be used will depend on the value, risk and complexity of each procurement. The process will also be influenced by whether the procurement relates to a recurring requirement for which a budget is already in place or whether it relates to a new requirement for which funding needs to be sought. Officers should check which is the right process for them regarding their budget, service plans and information requirements to aid decision making.
- 3.1.4 It is imperative that Officers are able to ascertain how the funding that is required is raised and gain initial understanding of requirements. It is particularly relevant for new projects for which budget is not currently in place.
- 3.1.5 Where the procurement is expected to result in a contract with a total value in excess of over £20,000, the Central Procurement Team must be consulted at the start of the process before potential suppliers are contacted so that a commodity/procurement strategy may be agreed with the service. The team can also be consulted for procurements under £20,000, if desired. This is in accordance with the Council’s Contract Procedure Rules. There are a number of conditions in the rules to allow for exceptions and exemptions to these rules which an Officer can choose to take up if they wish, subject to receiving the necessary approval for this alternative approach.
- 3.1.6 The table below indicates the purchasing behaviours at various thresholds.

	Goods, Services or Works Contract Value		Type of enquiry/tender/contract
	From (£)	To (£)	
Simple Purchase	0	100	No quotation required.
	101	2,000	Quotation from a minimum of two suppliers. Prices are to be recorded on a quotation sheet.
	2,001	20,000	Written quotations ('enquiries') from a minimum of three suppliers. A faxed or e-mailed quotation will be acceptable.
Low Value Contracts	20,001	75,000	Written quotations ('enquiries') from a minimum of three suppliers; must seek advice from Procurement. Enquiry should contain a simple form of the Council's Terms and Conditions.
High Value Contracts	75,001	Above	Must comply with the full tender process as determined in the Contract Procedure Rules
	*172,514	Above	EU Goods and Services Directives apply; must seek advice from Legal as well as Procurement.
	250,000	Above	If a key decision, then contract must be under seal. Apply 'Key Decision' principles to all contracts.
	*4,322,012	Above	EU Works Directives apply.

- 3.1.7 The thresholds currently in place at NBC are lower than is typical of other Councils.
- 3.1.8 To support officers with any procurement process the Central Procurement team provide “Request for Quotation” documents for Officers to utilise for up to £75k, this documentation is held on the NBC website for ease of access. This contains guidance and how to conduct quotations as efficiently as possible.
- 3.1.9 To ensure that any procurement related benefits are captured, a part of the planning process for the Central Procurement Team will be to capture and agree existing baseline spend/costs. They do this by issuing a Summary Procurement Proposal (SPP) which asks the relevant questions that need answering at the earliest stage of the procurement. Details of the SPP can be found on the NBC Intranet at:  
<http://nbcnet.nbcdomain.nbc.gov.uk/info/20259/finance/290/procurement>
- 3.1.10 When Procurement transferred to be part of LGSS, various communications and participations to attend service area meetings were made to introduce the team and reiterate the contact points. LGSS Procurement issued a Best Practice Guide to brief Officers on the best approaches to conducting a procurement. This is not mandated in the same way as the contract procedure rules, but is a useful document for budget managers of the Council to be familiar with.
- 3.1.11 All procurements made on behalf of the Council must be made in line with the Council’s Constitution, the Contract Procedure Rules, and any applicable legislation. The Contract Procedure Rules can be found in the Council’s Constitution on the NBC website at:  
[http://www.northampton.gov.uk/downloads/file/6256/nbc\\_constitution\\_feb\\_2013\\_v2\\_0](http://www.northampton.gov.uk/downloads/file/6256/nbc_constitution_feb_2013_v2_0)
- 3.1.12 Where there may be a conflict, U.K. or E.U. legislation will take precedence over Council rules and policies.
- 3.1.13 The Contract Procedure Rules currently in place are in need of an update. A draft revision consisting of recommendations and changes to reflect modern best practice and latest legislation was put forward to Council officers by the Central Procurement Team earlier this year. Implementation was put on hold while the elections took place. In addition the EU Regulations have been updated and there are further amendments necessary following new requirements for advertising and awarding and other transparency measures.
- 3.1.14 Revised Contract Procedure Rules will be brought to Cabinet and Full Council in future to be reviewed in advance of approval.

## **3.2 Issues**

- 3.2.1 See 4.2

## **3.3 Choices (Options)**

- 3.3.1 N/A



## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 The Contract Procedure Rules will be updated in due course to ensure NBC is able to operate effectively when undertaking procurement.

### **4.2 Resources and Risk**

4.2.1 Without changes to the NBC constitution, Contract Procedure Rules, there are possible breaches to the EU regulations such as transparency reporting and advertising requirements which were introduced earlier this year. Without a Council amendment to the constitution NBC will be in breach.

4.2.2 The changes to the constitution will require a full political approval of any changes due to the risks associated with them. This will require various stakeholder and officer approval such as the Borough Secretary, Legal Services, Audit, Procurement and various representatives from service areas within NBC.

4.2.3 Consideration to Northampton Partnership Homes (NPH) needs to be given to ensure the processes take into account this new relationship.

### **4.3 Legal**

4.3.1 See 4.2 and 4.5

### **4.4 Equality**

4.4.1 The Contract Procedure Rules will no doubt have to comply with any equality aspects. There are built in equality measures for procurement within the EU Principles which govern all public sector procurement'

### **4.5 Consultees (Internal and External)**

4.5.1 A range of consultees will need to be involved when the revised contract procedure rules are being implemented.

## **5. Background Papers**

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See Procurement pages of intranet:

<http://nbcnet.nbcdomain.nbc.gov.uk/info/20259/finance/290/procurement>

- NBC Contract Procedure Rules
- NBC Constitution (NBC Website)
- LGSS NBC Procurement Best Practice Guide

**Gus de Silva, Strategic Procurement Manager, LGSS**  
[gdesilva@northamptonshire.gov.uk](mailto:gdesilva@northamptonshire.gov.uk)

Appendices  
9



## CABINET REPORT

Report Title	FINANCE AND MONITORING OUTTURN REPORT 2014/2015
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	15 July 2015
<b>Key Decision:</b>	No
<b>Within Policy:</b>	Yes
<b>Policy Document:</b>	No
<b>Directorate:</b>	Management Board
<b>Accountable Cabinet Member:</b>	Cllr M Hallam
<b>Ward(s)</b>	N/A

### 1. Purpose

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- 1.1 This report sets out the financial outturn position for the Council's General Fund, Housing Revenue Account (HRA), Capital Programme and Northamptonshire Partnership Homes (NPH) for the financial year 2014/15.

### 2. Recommendations

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- 2.1. That Cabinet note the outturn for the General Fund and Housing Revenue Account for the financial year 2014/15 as set out at **Appendix 1** and **Appendix 6**.
- 2.2 That Cabinet note the contributions to General Fund Revenue Earmarked Reserves as shown in **Appendix 3**.
- 2.3 That Cabinet note the net movement in Housing Revenue Account Reserves and working balances as set out at **Appendix 7**.
- 2.4 That Cabinet note the outturn for the Council's General Fund and Housing Revenue Account Capital Programmes for 2014/15 and how the expenditure was financed as set out at **Appendix 4** and **Appendix 8**.
- 2.5 That Cabinet approve the carry forward for revenue and capital schemes from 2014/15 into 2015/16.

- 2.6 That Cabinet agree the addition to the General Fund Capital Programme of £6.8m over the next four years for Phase 1 of the Central Museum Redevelopment, funded by the receipt from the sale of the Sekhemka statue. As set out at **Appendix 5**.
- 2.7 That Cabinet note the outturn for Northampton Partnership Homes for the three month period ending 31/3/2015 as set out at **Appendix 9** and approve the setting up of an insurance reserve as detailed in paragraph 3.4.1.

### 3. Issues and Choices

- 3.1 The Council's budget is divided across two accounts, the General Fund and the Housing Revenue Account (HRA). These two accounts, together with their respective sources of funding, are kept entirely separate from each other as required by statute. HRA expenditure and income relate solely to the Council's role as a housing landlord, whilst the General Fund encompasses all other services. Please note that the accounts for the year will include a number of technical accounting adjustments that will be taken in the draft Statement of Accounts to Audit Committee in July.

### 3.2 General Fund

- 3.2.1 The General Fund outturn for controllable service budgets shows an underspend of £2,143k. This is listed in **Table 1** below and detailed in **Appendix 1**.

Table 1 - Controllable Budget Outturn	Revised Budget	Outturn	Variance
	£000	£000	£000
Director of Regeneration, Enterprise and Planning	3,304	3,056	(248)
Director of Housing	1,649	1,428	(221)
Borough Secretary	13,672	12,806	(866)
Director of Customers and Communities	13,276	12,469	(808)
<b>Total Service Controllable Spending</b>	<b>31,901</b>	<b>29,759</b>	<b>(2,143)</b>
Debt Financing	2,097	1,617	(480)
<b>Total Controllable Spending</b>	<b>33,998</b>	<b>31,376</b>	<b>(2,623)</b>

- 3.2.2 Major variations between the revised budget and outturn are set out in more detail in **Appendix 2**. The main variations are:

#### 3.2.2.1 Regeneration, Enterprise and Planning

- Commitments under the Business Incentive Scheme grant yet to be awarded. This surplus has been requested to be carried forward.

#### 3.2.2.2 Borough Secretary

- The realisation of savings following post transfer of back office support to LGSS.
- Saving due to pension auto-enrolment not starting in 2014/15 and transition costs not incurred in 2014/15.

### 3.2.2.3 Customers and Communities

- The recognition of recycling credits and reduced Environmental Services costs mainly due to the non-payment of bonds that are no longer relevant to the contract.

3.2.3 All outturn variations will be reviewed as part of a robust review of the current 2015/16 budget and Medium Term Financial Plan going forward.

3.2.4 **Table 2** below sets out the proposed use of the 2014/15 underspend. The underspend is being used to mitigate risk and ensure The Council can invest in future service improvements and economic initiatives across the Borough.

<b>Table 2 - Use of 2014/15 Underspend</b>	<b>Report ref Paragraph</b>	<b>Variance £000</b>
<b>GF Contribution to Reserves</b>		<b>-2,623</b>
Reduction in Insurance Reserve	3.2.6	-407
Carry Forward Requests	3.2.7	451
Environmental Services contract contribution to reserves	3.2.8	444
Increase in VAT reserve		38
Business Rates Retention	3.2.9	1,137
Financial Pressures Reserve	3.2.10	500
Strategic Investment Reserve	3.2.11	260
Balancing the 16/17 budget position		200
<b>Revised Contribution to Reserves</b>		<b>0</b>

3.2.5 It is important that the Council is able to manage the risks it faces. The Council sets aside monies for the purpose of managing some of the risks it is exposed to. The table above sets out the use of the underspend for 2014/15 with more details in the paragraphs below.

3.2.6 Following receipt of a report from the Council's Insurers, AON, the amount required to be set aside in the insurance reserve has reduced and this reduction has been redistributed to manage other risks being faced.

3.2.7 Specific carry forwards have been requested for use in 2015/16. These include the retention of budget to be paid out in 2015/16 for the Business Incentive Scheme, a small contribution to support Northampton Alive projects and planning income received at the end of 2014/15 which will be required in 2015/16 to process large applications which have been received.

3.2.8 The Council has identified that there is a future risk around the management and procurement of the Environmental Services contract and set some monies aside to manage this in future years.

3.2.9 The volatility that has been experienced surrounding Business Rates from 1 April 2013 has had adverse implications for the Council. The monies set aside will assist with the future accounting treatment of previous year and current year's deficits in funding.

3.2.10 The Council has identified a number of risks, including reducing government funding, increasing service costs and contract management costs. Monies are set aside in the Financial Pressures Reserve to assist with the management of these risks.

- 3.2.11 The Strategic Investment Reserve has been set up to assist the organisation with achieving its strategic objectives and ensuring it has the ability to provide investment to support the organisation to reduce costs or increase income in the future.
- 3.2.12 A key part of the proposed use of the underspend is to close the £0.2m forecast shortfall in 2016/17 budget plans. This will put the Council in a good financial position for 2016/17 in advance of announcements from government about funding levels later in the year.
- 3.2.13 Further details regarding recommended budget revisions and management actions required to ensure that the budget remains in balance will be included in the next budget monitoring report to Cabinet. This will provide a robust basis for the Medium Term Financial Strategy and service delivery planning.

### **General Fund Balances**

- 3.2.14 The Chief Finance Officer has undertaken a risk-based assessment of reserve balances. This assessment suggests that, taking all known risks into account along with the Council's gross expenditure requirement, the minimum level of balances should be in the order of £4.9m. The unaudited outturn shows that this can be achieved as at 31 March 2015.

As part of the budget setting for 2015/16 the reserves of the Council were subject to a robust review which resulted in no change to the minimum level of General Fund balances.

- 3.2.15 The Council also holds General Fund earmarked reserves (excluding technical reserves) of £27.1m to mitigate specific risks to which the Council may be exposed and investing in service improvement. These are detailed in **Appendix 3**.

### **General Fund Capital**

- 3.2.16 The Council's final approved budget for General Fund capital programme expenditure in 2014/15 was £39.63m, a net increase of £20.68m from the original budget of £18.95m. The budget initially increased due to carry-forwards from 2013/14 of £3.5m. During 2014/15 further loans to Northampton Town Football Club (£3m) and Cosworth (£1.4m) were agreed. Contributions from Section 106 contributions to NCC Education and the Highways Agency totalling £3.4m were also added to the capital programme during the year. Other changes largely relate to increases in external financing from grants and contributions and self-funded schemes.
- 3.2.17 The overall capital programme includes revenue expenditure funded from capital under statute (REFCUS). This is expenditure, such as grants to homeowners for disabled facilities, which can be funded from capital resources under statute and regulations.
- 3.2.18 Capital expenditure for 2014/15 totalled £31.65m against the final approved budget of £39.63m, a net underspend of £7.98m (20%). This includes £5.27m in relation to schemes with specific earmarked funding, e.g. specific government grants, section 106 contributions, earmarked reserves or self-

funded borrowing, meaning that any underspend does not create a saving to Northampton Borough Council.

3.2.19 The capital expenditure position by Directorate is summarised in **Table 3** below, with further details set out in **Appendix 4**, along with explanations of the reasons for any significant variances.

<b>Table 3 Capital Expenditure 2014/15</b>	<b>Final Approved Budget</b>	<b>Outturn</b>	<b>Variance</b>
<b>General Fund</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Customers & Communities	1.248	1.002	(0.246)
Regeneration, Enterprise & Planning	27.506	22.116	(5.390)
LGSS Managed Budgets	0.235	0.110	(0.125)
Housing General Fund	1.740	1.276	(0.464)
Loans to Third parties	8.900	7.150	(1.750)
<b>Total</b>	<b>39.629</b>	<b>31.654</b>	<b>(7.975)</b>

3.2.20 **Table 4** below shows how the capital programme for 2014/15 has been funded. In line with the approved Capital Strategy and the Treasury Management Strategy, capital receipts have been utilised to fund expenditure on short-life assets whilst prudential borrowing has been used where assets have a longer life.

<b>Table 4 Financing of Capital Programme 2014/15</b>	<b>General Fund</b>

	<b>£m</b>
Borrowing	20.675
Capital Receipts	1.268
Government Grants	3.092
Third Party Contributions	3.905
Revenue Contributions	2.714
<b>Total</b>	<b>31.654</b>

3.2.21 The proposed carry forwards on General Fund Capital Schemes are required to complete schemes and realise the outcomes set out in the original appraisals. Justifications are given against each scheme in **Appendix 4**. After taking account of these carry-forwards, the net saving in funding by corporate borrowing and capital receipts is £0.170m.

3.2.22 **Table 5** below shows the amount of carry forward from 2014/15 into the 2015/16 capital programme. Details are shown on a scheme by scheme basis at **Appendix 4**.

<b>Table 5 General Fund Capital Carry forward 2014-15</b>	<b>£m</b>
<b>General Fund</b>	
Customers & Communities	0.209
Regeneration, Enterprise & Planning	5.112
LGSS Managed Budgets	0.085
Housing General Fund	0.250
Loans to Third Parties	1.750
<b>Total</b>	<b>7.406</b>

3.2.23 The carry forward schemes will be incorporated into the 2015/16 agreed capital programme and monthly monitoring processes.

### **Addition to Capital Programme - Central Museum Development**

3.2.24 The sale of the Sekhemka statue in 2014 generated a capital receipt of £7.7m, to be used for improvements to the Central Museum. The Council is currently in the process of procuring the old Gaol Block from Northamptonshire County Council for £0.9m. This was approved by Cabinet in September 2014. Plans have been developed for Phase 1 redevelopment of the museum at a cost of £6.8m.

3.2.25 This total expenditure of £6.8m is spread over 4 years as follows:

2015-16	£150,000
2016-17	£645,000
2017-18	£5,775,500
2018-19	£229,500
<b>Total</b>	<b>£6,800,000</b>

3.2.26 Further details are provided in **Appendix 5**.

### **3.3 Housing Revenue Account**

3.3.1 The HRA outturn position shows an underspend on controllable spending of £2.618m. After technical accounting adjustments this position moves to an overspend of £2.345m., This allows for a net contribution to reserves of £3.534m, while the HRA working balance remains unchanged at £5m.

3.3.2 The summary HRA outturn is attached at **Appendix 6**.

#### **Main Variances**

3.3.3 **Table 6** below summarises the main variances detailed in Appendix 6. All outturn variations are already being reviewed to identify ongoing issues which need to be reflected within the current forecast and future year budgets.



<b>Table 6 – HRA Service Budget Outturn</b>	<b>Revised Budget</b>	<b>Outturn</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Repairs and Maintenance	15,525	14,277	(1,248)
General Management	7,853	7,467	(386)
Special Services	4,053	3,518	(535)
Rents, Rates, Taxes & Other Charges	78	267	189
Increase in Bad Debt Provision	750	216	(534)
Capital Charges	12,211	12,422	211
Interest and Financing	6,246	6,011	(235)
Other Minor Variations	(47,905)	(47,713)	193
<b>HRA Net Expenditure 2014/2015</b>	<b>(1,189)</b>	<b>(3,534)</b>	<b>(2,345)</b>
Net Contribution to/(from) Reserves	1,189	3,534	2,345
<b>Housing Revenue Account Deficit/(Surplus)</b>	<b>0</b>	<b>0</b>	<b>0</b>

The major variations between the revised budget and outturn are as follows:

- 3.3.4 Repairs and Maintenance: - Mainly due to capitalisation of eligible void works identified and a lower level of work undertaken by the Asset Strategy Service.
- 3.3.5 General Management and Special Services – savings as a result of the restructures within the services and the holding of posts vacant pending the implementation of both restructures and the creation of Northampton Partnership Homes.
- 3.3.6 Other Variances:-
- Lower contribution to the Bad Debt Provision than budgeted reflecting on the good performance of managing arrears and also the further delay on implementation of the Welfare reforms and Universal Credit.
  - Lower interest and financing costs reflecting the higher level of balances held on the HRA for the year.
- 3.3.7 Further details regarding recommended budget revisions and management actions required to ensure that the budget remains in balance will be included in the next budget monitoring report to Cabinet.

### **Contribution to HRA Working Balances and Reserves.**

- 3.3.8 The total balance on all HRA reserves and balances at 31 March 2015 is £24.8m. **Appendix 7** details the movement to and from HRA reserves, excluding working balances. Contributions to and from working balances and earmarked reserves are summarised in **Table 7** below.

Cabinet are asked to note the contributions to reserve levels

<b>Table 7 – HRA Working Balances and Reserves</b>	<b>Balance 1 April 2014 £000</b>	<b>Movement in Year £000</b>	<b>Balance 31 March 2015 £000</b>
Working Balance	5,000		5,000
Capital Programme Reserve	12,999	4,068	17,067
Leaseholders Reserve	168	332	500
Service Improvement and Project Reserve	1,395		1,395
Stock Options Appraisal	873	(865)	8
Supporting People Reserve	558		558
Insurance reserve	300		300
<b>Total HRA Balances</b>	<b>21,294</b>	<b>3,535</b>	<b>24,829</b>

### HRA Capital

3.3.9 The Council's final approved budget for HRA capital programme expenditure in 2014/15 was £43.72m, a net decrease of £2.98m from the original budget of £46.70m. The budget initially increased due to carry-forwards from 2013/14, but was subsequently decreased to reflect savings in the Decent homes Programme and other schemes.

3.3.10 HRA Capital expenditure for 2014/15 totalled £29.97m against the final approved budget of £43.72m, a net underspend of £13.75m (31%). The majority of this underspend (£9m) relates to Decent Homes. Nearly £5m of savings were generated by efficiency savings and greater management of contractors and the supply chain. There was also less work required than originally forecast. A carry forward of £5.5m is required to complete remaining Decent Homes works by June 2015. Further details are provided in Appendix 8, along with explanations of the reasons for any significant variances.

3.3.11 **Table 8** below shows how the HRA capital programme for 2014/15 has been funded.

<b>Table 8 Financing of HRA Capital Programme 2014/15</b>	<b>HRA</b>
	<b>£m</b>
Capital Receipts	2.115
Major Repairs Allowance	12.328
Government Grants	15.522
<b>Total</b>	<b>29.965</b>

3.3.12 The proposed HRA carry forwards of £7.77m, as detailed in **Appendix 8** are limited to the completion of the Decent Homes Programme and a few other

specific schemes. The programme for 2015/16 onwards has been reconfigured in line with the latest stock condition survey. Any HRA capital resources becoming available as a result of the underspend and the next revision of the 30-year Business Plan will be allocated to priority improvements and/or new provision.

3.3.13 The carry forward schemes will be incorporated into the 2015/16 agreed capital programme and monthly monitoring processes.

### 3.4 Northampton Partnership Homes (NPH) Outturn

3.4.1 The NPH accounting surplus for the last quarter of 2014/15 was £140k of which £113k has been set aside as a reserve on the back of the Insurance Actuary's professional advice to cover Insurance excesses on any future Public Liability and Employers Liability claims. This leaves £27k which in accordance with the Management Agreement will be adjusted back into the retained HRA in 2015/16 and held in a reserve ring-fenced to NPH service improvements to be drawn down when a specific use is identified.

3.4.2 **Table 9** below summarises the overall NPH outturn position against the residual HRA budget transferred at the time of inception. The main variances against the elements of the Total Fee are shown in **Appendix 9**.

<b>Table 9– NBC / NPH Extract from Pre-Audited Accounts</b>	<b>Original Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Management Fee	28,056	13,786	(14,270)
Expenditure	28,056	13,532	(14,524)
<b>Operating Surplus Before Financing and Tax)</b>	<b>0</b>	<b>254</b>	<b>(254)</b>
Financing Costs	0	114	(114)
<b>Operating Surplus</b>	<b>0</b>	<b>140</b>	<b>(140)</b>

3.4.3 The original budget made available for the remaining 3 month period of the year was based on the unspent budget at the 5 January 2015. The actual variance of (£14.5m) was mainly down to re-phasing of the HRA Capital programme (£7m) and through efficient management of contractors and the supply chain over the full financial year generating savings of (£5m), as reported in paragraph 3.3.11, of which approximately £4m has been saved by greater management of contractors and the supply chain over the full year and the re-phasing of the remaining Decent Homes work into 2015/16 of £5.5m.

### 3.5 Choices (Options)

3.5.1 Cabinet is invited to note the report and the explanations of the actual outturn on controllable income and expenditure for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes.

- 3.5.2 Cabinet is asked to note the movements in the General Fund and HRA reserves.
- 3.5.3 Cabinet is asked to agree the capital and revenue budgets to be carried forward to 2015/16.
- 3.5.4 In determining the recommendations set out in the report the Chief Finance Officer and Management Board, in conjunction with the appropriate Cabinet Member, have considered the options open to the Council. The recommendations made ensure the Council:
- continues to support its capital programme projects by seeing them to completion,
  - manages its financial/service risks through the creation of appropriate reserves,
  - supports NPH by reinvesting unspent monies (see paragraph 3.4.3), and
  - investment is made in its museum service (see paragraph 3.2.24 to 3.2.26).

#### **4. Implications (including financial implications)**

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##### **4.1 Policy**

- 4.1.1. Actual outturn impacts upon the level of reserves.

##### **4.2 Resources and Risk**

- 4.2.1 This report informs Cabinet of the outturn for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes for 2014/15. The impact of individual outturn variances needs to be assessed against current and future years' budgets.

##### **4.3 Legal**

- 4.3.1 There are no specific legal implications arising from this report.

##### **4.4 Equality**

- 4.4.1 There are no specific equality implications arising from this report.

##### **4.5 Consultees (Internal and External)**

- 4.5.1 Chief Executive, Directors, Heads of Service and Budget Managers have been consulted.

##### **4.6 How the Proposals Deliver Priority Outcomes**

- 4.6.1 Annual outturn reporting contributes to the priority of delivering value for money to protect local services by sustaining effective and prudent financial management.

#### **4.7 Other Implications**

4.7.1 The Appendices are set out as follows:

1. General Fund Outturn 2014-15
2. General Fund - Service Budget Outturn Position 2014/15
3. Extract of General Fund Earmarked Reserves Movements 2014/15
4. General Fund Capital Programme 2014/15 - Outturn and Carry Forwards
5. Central Museum Proposed Works
6. Summary of Housing Revenue Account Outturn Position 2014/15
7. Summary of HRA Earmarked Reserves 2014/15
8. HRA Capital Programme 2014/15 - Outturn and Carry Forwards
9. Northampton Partnership Homes Outturn 2014/15

#### **5. Background Papers**

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5.1 Cabinet Reports – Budget Setting and Budget Monitoring throughout 2014/15

**Glenn Hammons**  
**Chief Finance Officer (Section 151 Officer)**  
**0300 330 7000**

Appendices: 1



**NORTHAMPTON**  
BOROUGH COUNCIL

## AUDIT COMMITTEE REPORT

<b>Report Title</b>	<b>Financial Monitoring Report 2014/15</b>
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**AGENDA STATUS: PUBLIC**

<b>Audit Committee Meeting Date:</b>	27th July 2015
<b>Policy Document:</b>	No
<b>Directorate:</b>	Finance Directorate LGSS
<b>Accountable Cabinet Member:</b>	Cllr Mike Hallam

### 1. Purpose

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This report introduced the attached Cabinet report that set out the pre audit outturn position for the Council's General Fund, Housing Revenue Account and Capital Programme for the financial year 2014/15.

### 2. Recommendations

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2.1 To consider the contents of the report attached at Appendix 1 and it's attached Appendices:

- General Fund Revenue outturn;
- General Fund Service Budget Outturn
- Extract of General Fund Earmarked reserves Movements
- General Fund Capital outturn
- Central Museum Proposed Works
- HRA Revenue Account outturn;
- HRA Earmarked Reserves
- HRA Capital outturn
- Northampton Partnership Homes Outturn

- 2.2 To consider whether Committee requires any additional information in order to fulfil its governance role.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 A Finance and Performance report is presented to Cabinet quarterly (including the outturn report). Finance reports are published monthly on the intranet except at the beginning, and during the final months, of the financial year.
- 3.1.2 Committee has asked to receive these reports which are brought to the first available meeting following their production.

#### **3.2 Issues**

- 3.2.1 The major variances on outturn to budget are detailed in:
- Paragraph 3.2.2 General Fund Revenue
  - Paragraph 3.2.18 to 3.2.20 General Fund Capital
  - Paragraph 3.3.3 to 3.3.7 Housing Revenue Account
  - Paragraph 3.3.9 to 3.3.10 HRA Capital

#### **3.3 Choices (Options)**

- 3.3.1 None

### **4. Implications (including financial implications)**

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#### **4.1 Policy**

- 4.1.1 There are no specific policy implications arising from this report.

#### **4.2 Resources and Risk**

- 4.2.1 Ongoing monitoring of the Council's budget and capital programme enables early intervention and appropriate remedial action, thus mitigating risks to the Council's financial viability and to its reputation.

#### **4.3 Legal**

- 4.3.1 There are no specific legal implications arising from this report.

#### **4.4 Equality**

- 4.4.1 There are no specific equalities implications arising from this report.

#### **4.5 Consultees (Internal and External)**

- 4.5.1 None at this stage.

#### **4.6 How the Proposals deliver Priority Outcomes**

- 4.6.1 Regular reporting of the Council's financial position helps to ensure the proper stewardship of the Council's resources. Active financial management contributes to the delivery of value for money services, enabling public money to be used to maximum benefit.

#### **4.7 Other Implications**

- 4.7.1 Not applicable

#### **5. Background Papers**

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None

**Glenn Hammons**  
**Chief Finance Officer, Telephone 01604 366521**



Appendices



## AUDIT COMMITTEE REPORT

<b>Report Title</b>	<b>Draft Statement of Accounts 2014/15 and Draft Annual Governance Statement</b>
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**AGENDA STATUS: PUBLIC**

<b>Audit Committee Meeting Date:</b>	27 July 2014
<b>Policy Document:</b>	No
<b>Directorate:</b>	Management Board
<b>Accountable Cabinet Member:</b>	Cllr M Hallam

### 1. Purpose

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1.1 To present the draft Statement of Accounts (SoA) 2014/15 and draft Annual Governance Statement (AGS).

### 2. Recommendations

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2.1 That the Audit Committee notes the draft SoA 2014/15 and draft AGS.

### 3. Issues and Choices

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#### 3.1 Report Background

3.1.1 The SoA 2014/15 is currently undergoing both audit and public inspection in line with the Accounts and Audit Regulations and is being brought to Audit Committee now to provide an opportunity to review and comment on them before they are finalised and brought to this committee for approval in September 2015.

3.1.2 The Council produced its draft SoA in line with the statutory timescales and it was signed by the Chief Finance Officer (CFO) on 19 June 2015, this is in advance of the statutory deadline of 30 June 2015. The CFO is satisfied that the pre-audit SoA present fairly the financial position of the Council at 31 March 2015.

## Financial Position

- 3.1.1 The Core Statements at section E of the Accounts show a net contribution to general fund working balances of £1,827k after taking account of technical adjustments and transfers to reserves. There was no contribution to HRA working balances; however, these are already at the budgeted level.
- 3.1.2 The level of General Fund and HRA working balances at 31 March 2015 are shown below.

<b>Reserve</b>	<b>Amount (£m) 31 March 2015</b>	<b>Amount (£m) 31 March 2014</b>
General Fund working balance	5.470	3.643
HRA working balance	5.000	5.000

## Draft Annual Governance Statement (AGS)

- 3.1.3 Under the Accounts and Audit Regulations 2011 the Annual Governance Statement must accompany the Statement of Accounts, and is presented as an appendix to this report.
- 3.1.4 On the first page of the AGS is the Statement of Compliance, which explains how the council complies with the CIPFA Statement on the Role of the Chief Finance Officer. Due to the partnership with LGSS there are a few small functions that are not directly overseen by the Chief Finance Officer. These variations from the CIPFA Statement and how they are addressed instead are explained in the Statement of Compliance section of the draft AGS.

## Next Steps

- 3.1.5 The public inspection period, when members of the public can come and inspect the Accounts, is due to end on 30 July.
- 3.1.6 On 31 July is the appointed day when members of the public can put questions to the auditors.
- 3.1.7 The auditors will then complete their audit during August with a view to being in a position to provide their audit opinion and ISA260 in time for the Statement of Accounts to be brought to Audit Committee for sign off on 7 September.

## 3.3 Choices (Options)

- 3.3.1 The Committee may propose amendments to the draft Accounts, for example to the narratives in the Explanatory Foreword.
- 3.3.2 The Committee may have questions or comments on the draft Accounts or AGS.

## 4. Implications (including financial implications)

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### 4.1 Policy

- 4.1.1 There are no policy implications arising from this report.

## **4.2 Resources and Risk**

4.2.1 There are no direct financial implications arising from this report. The SoA reports on the financial position for 2013/14.

## **4.3 Legal**

4.3.1 There are no legal implications arising from this report.

## **4.4 Equality**

4.4.1 There are no equality implications arising from this report.

## **4.5 Consultees (Internal and External)**

4.5.1 Management Board has been consulted on the draft Statement of Accounts and AGS.

4.5.2 The Statement of Accounts, accompanied by the draft AGS, is currently undergoing public inspection and audit.

## **4.6 Other Implications**

4.6.1 There are no other implications arising from this report.

## **5. Background Papers**

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5.1 The draft Accounts were prepared in line with IFRS requirements and relevant legislation, predominantly:

5.1.1 Accounts and Audit Regulation 2011

5.1.2 The Code of Practice on Local Authority Accounting 2014/15

5.2 The CIPFA Statement on the Role of the Chief Finance Officer

**Kelly Watson, Strategic Finance Manager, LGSS, 01604 363099**



# Annual Governance Statement 2014/15

**NORTHAMPTON BOROUGH COUNCIL  
ANNUAL GOVERNANCE STATEMENT 2014/15**

**1 Executive Summary**

This document describes Northampton Borough Council's governance arrangements and assesses how closely the Council aligns with good practice. In overall terms this is a positive statement for the financial year 2014/15. This document relies on several assurance mechanisms including the internal audit annual review, internal audit reports throughout the year, the Statement of Accounts, Audit Committee, the overview and scrutiny process, and external audit.

External audit was undertaken by the Audit Commission until November 2012, from which time KPMG have taken over. This provides assurance on the controls the Council has in place. Where the auditor identifies weaknesses in the Council's arrangements, these are highlighted in the Annual Audit and Inspection Letter. The Council received an unqualified audit opinion on its 2013/14 accounts, the latest ones published.

No significant issues were raised in last year's statement.

**2 Statement of Compliance**

The authority's financial management arrangements conform to the governance requirements of CIPFA's Statement on the Role of the Chief Financial Officer in Local Government (2010) as set out in the Application Note to Delivering Good Governance in Local Government Framework in the majority of areas.

There is one area which has slightly different arrangements from those outlined in the CIPFA Statement and this will continue into future years:

**Partnerships** – The creation of Northampton Partnership Homes (NPH) on 5 January 2015, to manage the Housing Stock on behalf of the Council. The Governance of this wholly owned subsidiary is through the NPH Board. The Board is responsible for the business of the Company subject to compliance with the provisions of the Companies Act 2006 and the articles of association for Northampton Partnership Homes Limited.

The Board comprises of 16 members including representatives from tenants, Northampton Borough Council elected Members, independent members and two employees of the Company. The structure of the Board is such that no single group holds a majority position. The Board meet approximately every month. The Board is supported by five Committees; Finance, Audit & Risk, Asset Management, Operations and HR. Each Committee comprises of 5 Members of the Board and currently meet monthly. Committees have no delegated powers relevant to their specific terms of reference but they consider the detail of matters under their remit and report to the Board where formal approval to any reports and proposals is given.

**3 Scope of responsibility**

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and is 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.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk. Overview and challenge of the Council's management of risk is performed by the Audit Committee.

Northampton Borough Council has, through its cross party Constitutional Review Working Group, agreed a local code of corporate governance which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Framework 'Delivering Good Governance in Local Government' from 2007. A copy of the local code is on the Council's website at [www.northampton.gov.uk](http://www.northampton.gov.uk).

This Annual Governance Statement explains how the Council has complied with the code and also meets the requirements of regulation 4(3) and 4(4) of the Accounts and Audit Regulations 2011.

#### **4 The purpose of the governance framework**

The System of Internal Control and the Governance Framework have been in place at Northampton Borough Council for the year ended 31 March 2015 and up to the date of the approval of the statement of accounts.

The Governance Framework comprises the systems and processes, and culture and values, by which the council is directed and controlled and the activities through which it accounts to, engages with and leads the community. It enables the council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of 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, 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. It is also designed to evaluate the likelihood of those risks being realised and their impact should they be realised, and to manage them efficiently, effectively and economically.

#### **5 The Governance Framework**

The Constitution is the relevant governance document and the Code of Governance forms part of it. The Borough Secretary (the 'Monitoring Officer') has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution regularly to incorporate any necessary changes. The Constitution is kept under regular review to ensure it is accurate and reflects current best practice and legal requirements.

The Council's Governance Framework derives from the six core principles identified in a 2004 publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services – a commission set up by CIPFA, and the Office for Public Management. The commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA / SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007. The six core principles that this Governance Framework follows and the key elements of each of those core principles are as follows.

##### **5.1 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.**

The Council's strategic objectives are set out in the Corporate Plan 2014 Update, which was adopted by the Council at its meeting on 23 February 2015. These objectives are based around the two headings:

- Your Town
- You

Progress against the plan is monitored via the Council's Corporate Performance Framework which integrates financial and service planning. The Council's annual financial planning process is driven by the council's Medium Term Financial Strategy to ensure that the future priorities and ambitions are resourced.

Partnership working is an important way in which Local Government can deliver more efficient and effective services to local residents. The Council is a member of a number of partnerships with organisations across the local area, and in some cases is also the lead authority with responsibility for establishing and leading some of these partnerships.

The Council has adopted a Partnerships Protocol. The protocol establishes minimum standards of governance and management to be followed by partnerships in order to satisfy the Council that the partnerships are being well run and are delivering benefit to the Council and the residents of the Borough. The protocol outlines key requirements for initiating, approving, setting up, operating, reviewing, and exiting partnership arrangements including the Governance Arrangements to be adopted.

The Council maintains a database of all partnerships it is involved in. This contains details of the Council's representatives in the partnership, the Council's contribution, the name of the lead organisation, the resources committed by the Council and the risk register. The Council evaluates each partnership to assess the risks and rewards to the Council and local communities, including legal issues, insurance, implications arising from the Council's Constitution, the Council's own processes and applicable protocols, financial regulations, issues of partnership procurement and whether the benefits from the partnership are likely to justify the costs involved in membership. The viability and validity of continuing with any partnership is reviewed on a regular basis as part of the ongoing service planning process.

The Council undertakes a significant number of consultations with customers. To facilitate this, the Council has adopted a consultation toolkit and web based portal. This process sets out a clear methodology for defining aims and objectives, resourcing the consultation, defining the level and method of consultation required, identifying whom to consult, ensuring inclusivity, planning the consultation, using the results, and evaluating the effectiveness of the consultation. Through adopting this methodology, the Council can be sure that consultations are more focussed and effective.

The Council has a comprehensive and robust performance management framework. The framework is reviewed annually to ensure that learning and improvement is captured and changes made where necessary. The Council monitors delivery of its priorities and objectives through the performance management framework. A service plan is in place for each of the Council's service areas and the objectives set out in the Corporate Plan are embedded in these plans. The service plans represent the key plan for each service and clearly set out targets and actions for each service and how each service area contributes to corporate objectives and targets. The service plans address service level improvements, including value for money objectives. Service plans also set out how each service will contribute to a range of corporate performance and improvement imperatives.

A Management Board Data Set of performance statistics is reported on a monthly basis to Management Board and performance data is included in regular combined performance and financial monitoring reports to Cabinet. Service plans are reviewed at Departmental Management Teams, ensuring that plans remain current, that targets remain relevant and appropriately challenging, and that the service is delivering the actions necessary to achieve the corporate objectives.

Through reviews by external auditors, external agencies, Internal Audit, and internal review teams, the Council constantly seeks ways of ensuring the economic, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

A corporate procurement strategy/toolkit has been developed to ensure proper arrangements are in place for procurement of goods and services. This was reviewed by Members and senior officers before being adopted. Revised procurement rules were adopted in March 2008. All budgets are allocated to named budget officers, who are responsible for controlling spend against budgets, and who are also responsible for assets used in the provision of their services.

The Council's Risk Management Strategy, which incorporates business continuity management, was further improved in 2011. The Strategy clearly sets out the processes and responsibilities for managing risks across the authority and is supported by a Risk and Business Continuity Management Handbook. Risks are identified and registers comprehensively refreshed on an annual basis as part of the Service Planning process and are updated regularly at Departmental Management Team meetings. This enables risks to be associated clearly to objectives and priorities, providing management with valuable monthly reporting information and ensuring resources are targeted to the priorities and objectives most at risk.

All significant projects have their own risk register, which is maintained and monitored by project managers and Programme and Project Boards as appropriate.

The Council has approved a list of critical functions and business continuity plans for these functions are well developed across the authority. A high proportion of these plans have been tested.

## **5.2 Members and officers working together to achieve a common purpose with clearly defined functions and roles**

### **5.2.1 The Constitution**

The Council has adopted a Constitution, which sets out how the Council operates, how decisions are made and the procedures that are followed to ensure these are efficient, transparent, and accountable to local people. The constitution reflects the 'Executive/Scrutiny' model following the Local Government Act 2000. The Constitution has been reviewed and a revised Constitution was published in February 2013.

### **5.2.2 The Cabinet**

Cabinet is responsible for making executive decisions as defined by law and operates within the budget and policy framework approved annually by full Council. Meetings are open to the public except when personal or confidential matters are being discussed. Accountable Cabinet Members have authority to make non-key delegated decisions in accordance with the Leader's Scheme of Delegations in the Constitution. Furthermore, senior and other officers of the Council can make decisions under delegated authority – again the extent of these delegations is set out in the Officers' Scheme of Delegations in the Constitution. The Council publishes an executive decision notice, which contains details of key decisions to be made by the Cabinet. Each Cabinet member has a specific range of responsibilities requiring him or her to work closely with senior and other employees in order to achieve the Council's ambitions.

### **5.2.3 Management Board**

The Council's Management Board, which consists of the Chief Executive, Directors, the Chief Finance (s.151) Officer, and the Monitoring Officer met on a regular basis during 2014/15. Management Board considers other internal control issues, including strategic risk management, performance management, compliance, efficiency and value for money, and financial management. Management Board has a corporate responsibility for the messages that the Council puts out, both internally and externally.



#### **5.2.4 Corporate Briefing**

This group consists of Management Board members and all Heads of Service. This group met on a regular basis during 2014/15. The group, which is non-decision making, provides collective responsibility for:

- Providing corporate leadership
- Employee development
- Internal and external communications
- Performance management
- Co-ordinating and delivering corporate objectives and priorities for action
- Reviewing corporate policy
- Reviewing corporate standards
- Considering key operational matters

#### **5.2.5 Directorate Management Team**

Each Directorate has a Directorate Management Team where the Director and Heads of Service meet to discuss Management Board feedback, council wide and service specific matters. These meetings ensure that:

- Directorates contribute to Management Board, Corporate Briefing and other teams/groups
- Feedback from Management Board, Corporate Briefing and other teams/groups is communicated within the Directorate
- Communication of corporate requirements within and between teams within the respective directorate occurs
- Service area performance is reviewed through Performance Report Packs.

#### **5.2.6 Managers' Workshop**

The managers' workshop started in 2007/08 and meets monthly throughout the year covering a range of corporate subjects. The workshop attendance covers all managers and team leaders across the council.

#### **5.2.7 Programme and Project Management Governance**

During 2014/15 key Programme Boards reported into Management Board on the key project streams for the year of Northampton Alive, LGSS, ALMO Implementation, Prevention, Improvement, and Capital Programme Board. Each Programme Board is chaired by the Chief Executive, Borough Secretary, or a Director, and they report into Management Board by exception. The Programme Boards will not encompass every single project that NBC is actively delivering, but rather those identified by Management Board as requiring corporate governance controls.

The Programme and project governance framework will signpost to other areas of governance that are required within the organisation. This saves the need for separate governance boards being set up and ensures integration across all of the specialist areas.

During 2014/15 the Monitoring Officer chaired the Improvement Programme Board, which oversees the core improvement projects of the council.

The NBC Project Management Best Practice Guide provides direction on the approach and the tools and templates available to support the programmes and projects. This ensures that those projects that are not deemed as requiring corporate governance controls will still maintain the NBC project management approach.

## 5.2.8 Codes and Protocols

The council has adopted a number of codes and protocols that govern both Member and officer activities. These are mainly reviewed annually:

- Members Code of Conduct
- Members Register of Interests
- Officers Code of Conduct
- Officers Register of Interests
- Protocol for Members and officers regarding probity planning
- Protocol on Member/Employee relations
- Register of Gifts and hospitality – Members and Officers
- Counter Fraud
- Whistleblowing policy
- RIPA Policy
- Complaints and compliments procedures

## 5.3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

The Council has designated the Borough Secretary as the Council's Monitoring Officer. It is the function of the Monitoring Officer to ensure compliance with established policies, procedures, laws, and regulations. The Monitoring Officer also supports the Standards Committee and is the nominated officer for Whistleblowing. After consulting the Chief Executive and Chief Finance Officer (section 151 Officer), he will report to the Council, under Section 5 of the Local Government and Housing Act 1989, if he considers that any proposal, decision, or omission would give rise to unlawfulness or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

The Council has a Standards Committee which is responsible for: -

- Ensuring Councillors and other representatives are trained to carry out their duties effectively;
- Advising on the Members' Code of Conduct and helping Councillors and other representatives to understand what their duties are in relation to the Code;
- Investigating complaints received about elected Borough and Parish Council Members;
- Monitoring the operation of the Code;
- Conducting local hearings and determination of sanctions should a breach of the Code of Conduct be found;
- Granting dispensations to Councillors, co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- Advising the Council on other Codes and Protocols forming the authority's ethical framework;
- Considering arrangements for the appointment of Independent Members to the Committee;
- Ensuring the authority operates within a robust corporate governance framework; and
- Considering any report referred to it by the Cabinet or any other Committee where there are implications for ethical standards and report back as appropriate.

On 21 June 2012 the Council's internal auditors (PWC) presented a report to Management Board on the electronic governance survey launched in December 2011, as part of the planned 2011/12 audit work. A similar survey was carried out in March 2010, which was compared with the 2011/12 results. PWC's recommendation was that the Council should consider further the responses to statements 2 and 3 where there was a negative change in perception since 2010 and the response to statement 7 where a quarter of respondents felt that the Council doesn't manage large projects and significant contracts effectively. These statements and the context to them are shown below.

- 2 We perform effectively in clearly defined functions and roles  
Matters to consider before making your assessment:

Do we all know what we are supposed to be doing? Do we understand our roles and responsibilities and those of others charged with governance? Is there collective responsibility for decisions taken? Do we understand the views of the public and service users and do we obtain robust information about these views?

- 3 We promote values for the whole Council and demonstrate the values of good governance through behaviour.

Matters to consider before making your assessment:

What are the values we expect staff to demonstrate in their behaviour and actions? Does our behaviour (collectively and individually) demonstrate that we take our responsibilities seriously? Can our behaviour weaken the organisation's aims and objectives?

- 7 We manage large projects and significant contracts effectively and efficiently, minimising risk to the Authority and ensuring that the best outcomes are achieved from the resources used.

Matters to consider before making your assessment:

Do we perform effective risk management for large projects and contracts? Do we consult with the public and service users? Do we assess whether outcomes are achieved in line with expectations? Do we assess value for money appropriately before embarking on projects?

The Council implemented a new governance structure for its key projects in 2012/13 that addresses the issues raised in the Governance Survey Report. (See section 5.2.7 above).

The financial management of the Authority is conducted in accordance with the financial rules set out at Article 13 and in the Financial Regulations section within the Constitution. The Council has a designated Chief Finance Officer in accordance with Section 151 (S151) of the Local Government Act 1972. The Strategic Finance Managers are Deputy S151 officers. The Council has in place a three-year Financial Strategy, updated annually, to support the medium-term aims of the Corporate Plan.

The Council maintains an Internal Audit service provided through a contract with PricewaterhouseCoopers, who operate to the standards set out in the 'Code of Practice for Internal Audit in Local Government in the UK'. Individual services produce annual service plans. These Service Plans are updated each year so as to incorporate the Corporate Plan requirements into service activities, so that services know what they are required to do to achieve the Council's priorities and ambitions. These plans also identify any governance impact. During 2014/15 the internal audit plan placed a focus on ensuring compliance across the organisation.

The Council's external audit services have been provided by KPMG since November 2012. They audit the Statement of Accounts; grant returns, whole of government accounts and national fraud initiative.

#### **5.4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

The Council has several committees, which carry out regulatory or scrutiny functions:

##### **5.4.1 Cabinet**

Cabinet makes executive decisions.

##### **5.4.2 Planning Committee**

Planning Committee determines planning applications and related matters.

##### **5.4.3 Standards Committee**

Standards Committee promotes monitors and helps to maintain high ethical standards amongst the Council's Members, and this extends to having the same responsibility for all town and parish councils within the Borough.

The Standards Committee has produced periodic newsletters for the benefit of Members, Parish Councillors and relevant officers, to provide updates on the national position, advice on matters in relation to Standards generally and to also remind Members of their obligations under the Code of Conduct, the Register of Interests, Gifts and Hospitality.

#### **5.4.4 Audit Committee**

Audit Committee provides assurance about the adequacy of internal controls, financial accounting and performance reporting arrangements, and that effective risk management is in place. Its work is intended to enhance public trust in the corporate and financial governance of the council. It also reviews areas of concern to the committee, particularly around risk, fraud and failure of systems of control.

The Audit Committee has continued to be effective during 2014/15. There remain no High Risk areas in the Council. Audit Committee has the opportunity to question and challenge on any reports brought before it. This supports a good internal control framework.

The Committee also approved the 2013/14 Annual Governance Statement (AGS) and Statement of Accounts, and will approve these for 2014/15. The committee receives annual training from internal and external audit.

#### **5.4.5 Licensing Committee**

Licensing Committee monitors and reviews the effectiveness of the Council's licensing policy and procedures and make individual licensing decisions as required.

#### **5.4.6 General Purposes Committee**

General Purposes Committee, which is a sub-committee of full Council, makes decisions that are not the responsibility of the Executive or other committees,

#### **5.4.7 Appointments and Appeals Committee**

Appointments and Appeals Committee has responsibility for appraising senior officers and dealing with certain disciplinary and grievance matters.

#### **5.4.8 The Overview and Scrutiny Committee**

Since May 2010 the Council has had one Overview and Scrutiny Committee which sets up time-limited Scrutiny Panels to carry out in-depth Reviews. The Overview and Scrutiny Committee comprises fifteen Members. The Scrutiny Panels now hold their meetings in public and individuals are encouraged to attend.

Some of the Overview and Scrutiny Committee responsibilities are:

- **Co-ordinating Work Programme** – to co-ordinate the work plan to avoid duplication and ensure joint working, or other suitable arrangements.
- **Allocation of Resources** – to consider the overall work loads of Scrutiny Panels and to agree the allocation of resources to each Panel according to need on an equal basis.
- **Involvement of other People in the Overview and Scrutiny Process** – to review arrangements for involving Councillors or people outside the Council, in the Overview and Scrutiny process, such as by co-option, or setting up working parties which include outside representatives and be responsible for agreeing appointments of external parties to relevant Scrutiny Panel.
- **Training and Development** – to review training needs of Overview and Scrutiny Committee Members and of Councillors and Council employees generally in relation to the Overview and Scrutiny process; and to consider the development of operational styles and techniques to aid the usefulness and effectiveness of the Overview and Scrutiny process.
- **Appoint three Overview and Scrutiny Panels**
- **Policy Development and Review** – The Overview and Scrutiny Committee may assist the Council and Cabinet in the development of its Budget and Policy Framework by in-depth analysis of policy issues by a variety of methods.
- **Support Needs** – To consider any general issues which arise with regard to the levels of co-operation and support which the Overview and Scrutiny Committee and Scrutiny Panels receive from other parts of the Council.

Overview and Scrutiny is a key part of the modernised arrangements for governance in local councils and also an important mechanism for driving forward performances in services. The four key legislative roles are: -

- Holding the Executive to account
- Policy development and review
- Best Value Reviews
- External Scrutiny

Overview and Scrutiny provides the opportunity for Councillors that are not members of Cabinet to examine various functions of the Council, to question how key decisions have been made and to champion issues of local concern to residents.

Overview and Scrutiny is charged with finding ways of ensuring that the issues that matter to the public are the focus of their attention, and with finding new ways of getting citizens involved in the things that affect them. Overview and Scrutiny has considerable powers:

- Holding decision makers to account
- Challenging and improving performance
- Supporting the achievement of value for money
- Challenging the ways things are done
- Influencing decision makers with evidence based recommendations
- Bringing the evidence and views of stakeholders, users and citizens

Overview and Scrutiny is Councillor led. As well as Councillors leading on the review of topics, where they research issues and develop recommendations, they are also involved in setting the Overview and Scrutiny Committee agenda, bringing forward topics and issues, identifying who they want to hear from to help their work and what they want to know and how they want it presented to them.

The O&S Committees can “call-in” a decision that has been made by the Executive but not yet implemented, to enable it to consider whether the decision is appropriate. Call in can be referred to O&S by at least two Councillors.

Overview and Scrutiny becomes involved with decisions at an appropriate early stage to apply real influence and therefore play the important role of ‘critical friend’ to Cabinet.

The Council’s Overview and Scrutiny (O&S) Committee is a very effective model, both for pre-decision investigations, and for a call-in process to scrutinize decisions of the executive. Overview and Scrutiny was nominated for an award as part of the Centre for Public Scrutiny’s (CfPS) Good Scrutiny Awards 2013 under the category transforming services for its review - Managing Community Centres.

## **5.5 Developing the capacity and capability of members and officers to be effective**

The Council has a structured Councillor Development programme which is informed by corporate priorities, legislative changes and individual personal development plans for councillors. The programme is overseen by the Councillor Development Group, which comprises of councillors from all political groups and officers to determine priorities and agree programmes of development on a rolling three-month programme. It also evaluates and monitors outcomes from development sessions.

## **5.6 Engaging with local people and other stakeholders to ensure robust public accountability**

The Council recognises the diversity of our communities, the importance of community empowerment and the need to provide appropriate opportunities for customers and communities to participate at whatever level they wish to influence service delivery, decision making and policy development.

The Council's community engagement activities are brought together into one overarching strategy. The key principles of the strategy are that:

- Communities should be involved in the decisions that affect them
- Communities deserve high quality public services, shaped around their needs
- Council policies and strategies should reflect local priorities, requirements and aspirations.

The Council's Corporate Plan embraces, among other priorities, the ambition to have a vibrant town, to provide value for money to protect local services, to create empowered communities and to respond to people's needs when providing and delivering services. A robust performance framework is in place to monitor progress and success.

## **6 Review of Effectiveness**

The Council has responsibility for conducting, at least annually, a review of its governance framework including the system of internal control. The process adopted during 2014/15 for a review is below.

- Contributions and comments from Heads of Service and Management Board
- Internal Audit review for comment
- Audit Committee review for comment
- Review and approval by Management Board
- Review and approval by the Audit Committee

The review of effectiveness is informed by the work of the managers within the Council who have responsibility for the development and maintenance of the governance environment, the Internal Auditor's annual report and also by comments made by the external auditors and other review agencies and inspectorates.

The contributions from senior managers included suggestions for work to be undertaken to enhance skills, systems and processes to ensure standards are adhered to, improved financial management in the organisation, improvements to the transparency of decision making, capacity concerns and other risks arising from the pace of change. In addition it was recommended that work is undertaken to enhance the member/officer interface and understanding of the decision making process. It has also been highlighted that there are some challenges in developing and supporting the new Standards Regime following massive changes brought about by the legislation.

Internal Audit, under the terms of engagement, is required to provide those charged with governance with an opinion on the overall adequacy and effectiveness of the council's:

- Risk management
- Control and;
- Governance processes.

Collectively this is referred to as "the system of internal control".

An audit plan is prepared each year and is agreed at the Audit Committee. For 2014/15 the audit plan was agreed by Audit Committee in November 2014.

As part of the changes with the implementation of the LGSS project, certain internal audits were transferred to LGSS to provide assurance where the relevant services had been transferred to LGSS. The Internal Audit Draft Outturn is therefore reported in 2 parts below – PWC findings and LGSS. The following table illustrates how this has been done:

<i>Auditable Unit</i>	<i>Internal audit scope</i>
Debtors Creditors IBS Creditors Fixed Assets Cash	Some controls remain in Northampton Borough Council. These have been assessed and included in the scope of our annual opinion.
General Ledger Payroll Housing Benefits Finance - Agresso IT General Computer Controls Procurement	Key controls fall entirely outside the scope of Northampton Borough Council.

The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant service manager and/or chief officer. The report includes recommendations for improvements that are included within an action plan and requires agreement or rejection by service manager and/or chief officers. The process includes follow-up reviews of recommendations to ensure that they are acted upon, usually within six months. All Internal Audit reports include a report on the quality and effectiveness of internal control within the Council's systems, and an assessment in accordance with quantification and classification of internal control level definitions. These definitions are summarised below.

### **PWC Draft internal Audit Outturn**





Individual Findings are rated using the guidelines shown in the following table.

<i>Finding rating</i>	<i>Assessment rationale</i>
<b><i>Critical</i></b>	A finding that could have a: <ul style="list-style-type: none"> <li>• <b><i>Critical</i></b> impact on operational performance; or</li> <li>• <b><i>Critical</i></b> monetary or financial statement impact; or</li> <li>• <b><i>Critical</i></b> breach in laws and regulations that could result in material fines or consequences; or</li> <li>• <b><i>Critical</i></b> impact on the reputation or brand of the organisation which could threaten its future viability.</li> </ul>
<b><i>High</i></b>	A finding that could have a: <ul style="list-style-type: none"> <li>• <b><i>Significant</i></b> impact on operational performance; or</li> <li>• <b><i>Significant</i></b> monetary or financial statement impact; or</li> <li>• <b><i>Significant</i></b> breach in laws and regulations resulting in significant fines and consequences; or</li> <li>• <b><i>Significant</i></b> impact on the reputation or brand of the organisation.</li> </ul>
<b><i>Medium</i></b>	A finding that could have a: <ul style="list-style-type: none"> <li>• <b><i>Moderate</i></b> impact on operational performance; or</li> <li>• <b><i>Moderate</i></b> monetary or financial statement impact ; or</li> <li>• <b><i>Moderate</i></b> breach in laws and regulations resulting in fines and consequences ; or</li> <li>• <b><i>Moderate</i></b> impact on the reputation or brand of the organisation.</li> </ul>
<b><i>Low</i></b>	A finding that could have a: <ul style="list-style-type: none"> <li>• <b><i>Minor</i></b> impact on the organisation's operational performance; or</li> <li>• <b><i>Minor</i></b> monetary or financial statement impact; or</li> <li>• <b><i>Minor</i></b> breach in laws and regulations with limited consequences; or</li> <li>• <b><i>Minor</i></b> impact on the reputation of the organisation.</li> </ul>
<b><i>Advisory</i></b>	A finding that does not have a risk impact but has been raised to highlight areas of inefficiencies or good practice.

Each of these rating levels attracts a set number of points as shown in the table below.

<i>Findings rating</i>	<i>Points</i>
<b>Critical</b>	40 points per finding
<b>High</b>	10 points per finding
<b>Medium</b>	3 points per finding
<b>Low</b>	1 point per finding

The aggregate number of points an audit has scored indicates the overall level of risk of that control area. The number of points for each level of risk is shown in the table below.

<i>Report classification</i>	<i>Points</i>
 Critical risk	40 points and over
 High risk	16– 39 points
 Medium risk	7– 15 points
 Low risk	6 points or less

Based on the work completed, internal audit have been unable to issue an opinion due to an insufficient amount of audit work that has been completed. PwC have encountered issues during the year which has limited their ability to complete the planned schedule of work. These issues include delays in approval of the plan, and as a result of substantial change at NBC, arising from the outsourcing of various support services, delays in obtaining the required information and restrictions in scope of works.

As a result, PwC have been unable to complete enough reviews and gather sufficient information to conclude on the adequacy and effectiveness of Northampton Borough Council's arrangements for governance, risk management and control.

The disclaimer opinion is based on:

- Only three assurance audits have been completed during the year
- Scope of work was limited on the Directorate Governance & Accountability Reviews
- The proportion of the organisations audit needs have been covered to date

During the year PwC completed three assurance reviews. They identified 1 high, 6 medium and 8 low risk rated findings. The review of Financial Delegations indicated that the Council does not currently have robust controls and processes in place to ensure that the scheme of delegations set up in the financial system is accurate and complete. PwC acknowledge that there are a number of controls, e.g. budget setting and review, which may subsequently identify inappropriate transactions. The Council has already taken measures to review this control.

### **LGSS Internal Audit**

It was agreed by the S151 Officer and the council's internal auditors (PwC) that where LGSS have taken on the responsibility to undertake the functions during 2014/15, LGSS Internal Audit would complete the assurance work relating to LGSS functions, and PwC would continue to audit those aspects which remain in the direct control of the council. LGSS has worked with PwC to plan and undertake their work to ensure the full coverage required to provide the assurance opinions, whilst minimising duplication of work.



Individual Findings and the overall level of control are rated by LGSS Internal Audit using the guidelines shown in the following table.

Assurance	Definition
Full Assurance	There is a sound system of control designed to address the relevant risks with controls being consistently applied.
Substantial Assurance	There is a sound system of control, designed to address the relevant risks, but there is evidence of non-compliance with some of the controls.
Moderate Assurance	Whilst there is a basically a sound system of control, designed to address the relevant risks, there are weaknesses in the system, that leaves some risks not addressed and there is evidence of non-compliance with some of the controls.
Limited Assurance	The system of control is weak and there is evidence of non-compliance with the controls that do exist which may result in the relevant risks not being managed.
No Assurance	There is no system of internal control. Risks are not being managed.

The areas reviewed by LGSS in 2014/15 were Accounts Receivable (Debtors), Accounts Payable (Creditors), General Ledger, Payroll, Bank Reconciliation (Cash), Fixed Assets, and Treasury Management.

LGSS is pleased to report that they were able to give “substantial” or “full” assurance on all the systems that have been reviewed.

Auditable Area	Assurance Opinion
Accounts Receivable	Substantial
Accounts Payable	Substantial
General Ledger	Substantial
Payroll	Substantial
Bank Reconciliation	Full
Fixed Assets	Full
Treasury Management	Substantial

The overall level of control on the LGSS areas was assessed as ‘Substantial’ by LGSS internal audit.

### Northampton Partnership Homes (NPH)

On 5 January 2015 NPH began trading. NPH is an Arm’s Length Management Organisation, wholly owned by the Council. NPH is a subsidiary of the Council for accounting purposes and their accounts have been consolidated into the Council’s Group Accounts.

NPH recently appointed their own Internal Auditors (Bakertilly) and in future their annual reports will be considered as part of the annual governance review. As trading only commenced 5 January a full annual report could not be completed for 2014/15.

## **7 Significant Governance Issues**

### **7.1 Review of the previous year's Significant Governance Issues**

The 2013/14 Annual Governance Statement highlighted no significant control weaknesses.

### **7.2 This year's Significant Governance Issues**

One High Risk control weakness was identified by PWC for 2014/15 in relation to financial delegations set up in the financial system. This leaves the Council open to the risk of inappropriate transactions. Management board have already started taking the necessary action to address this risk.

### **7.3 Areas of Good Practice**

Internal Audit also identified areas where few weaknesses were identified and / or areas of good practice.

- Environmental Contract Management – Day to day contract management processes are well structured with formal reporting mechanisms internally and with other related parties and the contractor.
- Directorate Governance – From the limited testing performed we note that there are effective monitoring controls relating to performance, risk and budgets within the Directorates.

## **8 Conclusion**

The Council proposes to address the matters arising to further enhance governance arrangements. The Council is satisfied that these steps will address the need for improvements that were identified in the review of effectiveness and the progress of these will be monitored during the year and their implementation and operation will be reported on as part of our next annual review.

## **9 Approval of the Annual Governance Statement**

In accordance with the appropriate regulations, the Annual Governance Statement was approved by the Audit Committee on 7th September 2015 at the same time as the Statement of Accounts for 2014/15 was approved.

**Councillor Mary Markham**

Leader of the Council

Date:

**David Kennedy**

Chief Executive

Date:



# Statement of Accounts 2014 – 15 DRAFT



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To be inserted



## 1. INTRODUCTION

The Statement of Accounts for Northampton Borough Council provides a picture of the Council's financial position at 31st March 2015 and a summary of its income and expenditure in the year to 31st March 2015. The Council has a statutory duty to approve and publish this Statement of Accounts document. It is, in parts, a complex document which sets out to ensure that the accounts of all Government funded bodies provide comparable and consistent information and comply with International Financial reporting Standards. As a result, its format is largely prescribed.

The accounts will be approved by the Audit Committee on 7<sup>th</sup> September 2015.

## 2. THE STATEMENTS

The main statements which make up these accounts are as follows:

### Core Financial Statements

- Movements in Reserves Statement
- Comprehensive Income and Expenditure Statement
- Balance Sheet
- Cash Flow Statement
- Notes to the Core Financial Statements

### Supplementary Financial Statements

- Housing Revenue Account (HRA) Income and Expenditure Account
- Movement in Housing Revenue Account Reserve
- Notes to the HRA Accounts
- The Collection Fund Income and Expenditure Account
- Notes to the Collection Fund

An explanation of each of these statements accompanies each statement.

## 3. REVIEW OF THE FINANCIAL YEAR 2014/15

### 3a. Financial climate in 2014/15

The latest data and intelligence surrounding the UK economy is positive. However, there remains some uncertainty over the outlook for the UK and this will continue to put pressure on Local Government finances over the medium term. This was emphasised in the Autumn Statement announced on 3rd December 2014 with clear expectations that public sector funding would continue to be reduced in the next spending review period in line with those seen in the current spending review. This would indicate local government could see its funding reduce by 10% at least per annum until 2018, possibly longer.



### 3b. Local position

The national economic position has had, and continues to have, specific repercussions locally. In addition to significant reductions in government funding since 2010 the following impacts have been felt locally:

- Investment interest levels remain low, and are expected to do so for at least the next few years before rising gradually.
- Funding for capital expenditure is linked both to revenue funding in relation to borrowing costs and the Council's ability to generate capital receipts.
- There remains some short term uncertainty, but the biggest risks facing the Council are in assessing the financial implications of our continuing to provide services at current levels and the forecast reduction to Local Government funding over the medium term.

### 3c. Government Funding and policy changes

In addition to unprecedented funding reductions local government has seen significant changes to the way it receives its funding and new policy initiatives. Some of these changes are set out below:

- Business Rates Retention Scheme – The previous grant regime was replaced with a Business Rate Retention Scheme in April 2013. The key aim of this was to incentivise local business growth. As well as sharing in the benefits of growth the Council also takes the risk of volatility in the business rates system. During 2013/14 the Council experienced a reduction in the amount of business rates collectable from local businesses. A significant amount of this was due to successful appeals resulting in reductions in rateable value. During 2014/15 the Council has applied its learning and is building on its data intelligence to ensure forecasting into the future is more robust.
- Welfare Reform – Over the medium term planning period, more information and detail will be released about universal credit and other welfare reform initiatives which will have an impact upon the current service provision of NBC.
- New Homes Bonus – New Homes Bonus (NHB) is a core funding stream which is effectively replacing other funding streams, such as revenue Support Grant (RSG), which are now reducing at a much faster rate than anticipated. A significant proportion of NHB is used to support local infrastructure, projects and initiatives which provide economic benefit within the borough.

The issues referred to above are discussed in more detail in the Council's Medium Term Financial Plan. This document also includes more about the Council's plans in future years, from 2015/16 to 2019/20. The Council's Medium Term Financial Plan can be found here:

[NBC MTFP 2015/16-2019/20](#)

### 3d. Significant events in 2014/15 – Formation of Northampton Partnership Homes and the requirement for Group Accounts

The Council has set up an Arm's Length Management Organisation (ALMO) called Northampton Partnership Homes from 5th January 2015. The aim is to improve housing services to tenants and to achieve improvements in value for money. As Northampton Partnership Homes is wholly owned by the Council, the Council is required to produce Group Accounts. The Group Accounts are the Council's own accounts (the single entity accounts) combined with the accounts of Northampton Partnership Homes, to give a picture for the Group as a whole.

The Group Accounts are shown alongside the Council's single entity accounts on the core financial statements (and selected notes where the Group is materially different). Further information about the Group Accounts is in note 56 to the accounts.

## 4. SUMMARY OF MAJOR TRANSACTION AND BALANCES IN NORTHAMPTON BOROUGH COUNCILS ACCOUNTS

The following provides a summary of the major transactions and balances for Northampton Borough.

Service Expenditure	Gross Expenditure £000	Gross Income £000	Net Expenditure £000
<b>General Fund</b>			
Service costs (excl. benefits)	53,577	-24,526	29,051
Benefits	73,761	-72,824	937
<b>Housing Revenue Account</b>			
Service costs	39,854	-67,225	-27,371
Capital Expenditure	Capital Investment £000	Sources of Finance £000	
General Fund Capital	31,654	-31,654	
Housing Revenue Account Capital	29,965	-29,965	
<b>Total Service/ Capital</b>	<b>£000</b>	<b>£000</b>	
<b>Total Service and Capital</b>	<b>228,811</b>	<b>-226,194</b>	

Assets and Liabilities	Liabilities £000	Assets £000	Net Assets £000
Assets and Liabilities	403,288	652,935	249,647

Gross Income collected by NBC	£000
Council Tax	92,263
National Non-Domestic Rates	99,013

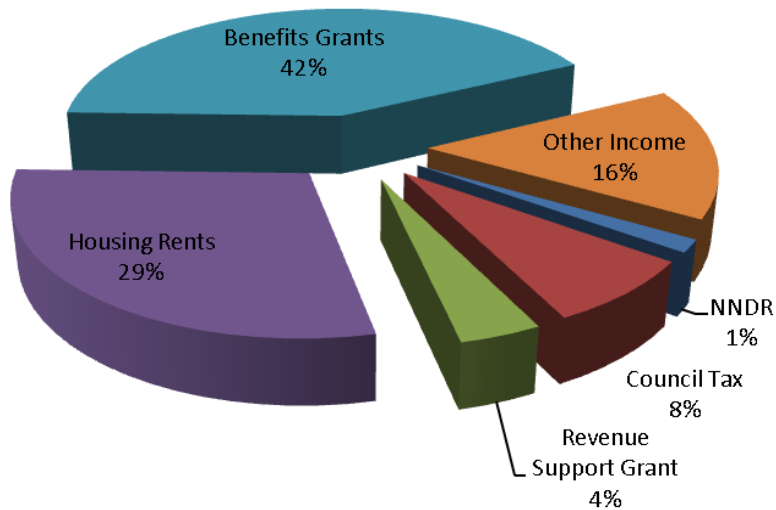
Further information about some of these transactions and balances can be found in the following sections and also in the Statement of Accounts.

**5. INCOME AND EXPENDITURE: WHERE THE COUNCIL’S MONEY COMES FROM AND WHAT IT SPENDS IT ON**

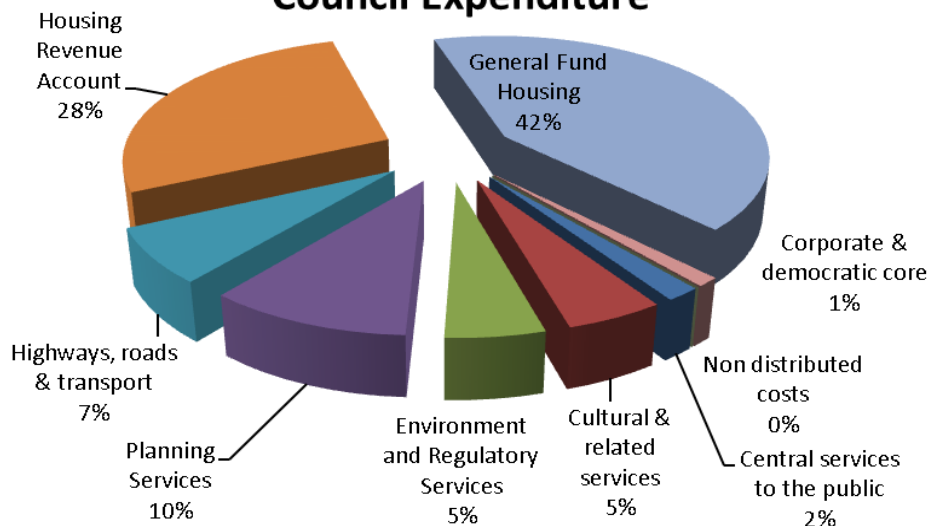
**5a. Income and Expenditure**

The Comprehensive Income and Expenditure Statement is one of the core financial statements. This statement shows the Council’s income and expenditure, including both General Fund and the Housing Revenue Account. The following pie charts show the various sources of income that the Council received, and then how this money was spent.

**Council Income**



**Council Expenditure**



Further details of the Council’s income and expenditure can be found in the related notes to the accounts.

**5b. General Fund Final Outturn Position**

Northampton Borough Council managed a net budget of £32.561m in 2014/15 to deliver key services to the community it serves. The following table summarises the position for the general Fund for 2014/15.

General Fund Account	Budget £000	Actual £000	Variance £000
Director of Regeneration, Enterprise and Planning	3,307	3,056	-251
Director of Housing	1,538	1,428	-110
Borough Secretary	14,040	13,035	-1,005
Director of Customers & Communities	13,676	12,469	-1,208
<b>Total within Budget Managers Control</b>	<b>32,561</b>	<b>29,987</b>	<b>-2,574</b>
Capital Expenditure charged to Revenue Account	0	2,714	2,714
Provisions	0	983	983
Net Support Service Recharges	-6,361	-4,968	1,393
Interest and Financing	2,377	1,617	-760
Parish Precepts & Grants	1,056	1,025	-31
Government Funding	-13,742	-16,325	-2,583
Council Tax	-13,871	-13,840	31
Council tax freeze grant	-148	-152	-4
Non specific grants (mainly New Homes Bonus)	-2,679	-4,614	-1,935
<b>Technical Accounting Adjustments</b>	<b>-33,368</b>	<b>-33,560</b>	<b>-192</b>
<b>General Fund (under) / over spend</b>	<b>-807</b>	<b>-3,573</b>	<b>-2,766</b>
Net Contribution to/(from) Reserves	807	1,746	939
<b>General Fund Deficit (Surplus)</b>	<b>0</b>	<b>-1,827</b>	<b>-3,705</b>
Balance b/fwd		-3,643	
<b>Balance c/fwd</b>		<b>-5,470</b>	

This position will be reported at the Cabinet meeting on 15<sup>th</sup> July 2015.

### 5c. Housing Revenue Account

Included within the overall income and expenditure above are specific amounts relating to the provision, maintenance and sale of Council houses and flats. These specific items of income and expenditure are also shown separately in an account called the Housing Revenue Account (HRA), because this account has to be self-financing. A summary of the Housing Revenue Account is shown below:

<b>Housing Revenue Account</b>	<b>£000</b>
Total within Budget Managers Control	-27,371
Amount used to finance capital expenditure	12,212
Interest and Investment Income	6,011
Other technical adjustments	5,613
Net contribution to reserves	3,535
<b>Housing Revenue Account surplus / deficit</b>	<b>0</b>
Balance Brought Forward	-5,000
<b>Balance Carried Forward</b>	<b>-5,000</b>

After taking account of contributions to reserves and balances, the Council's Housing Revenue Account working balance has remained at £5m. This is after making a net contribution to HRA earmarked reserves of £3.534m.

This position will be reported at the Cabinet meeting on 15<sup>th</sup> July 2015.

Further details of the Housing Revenue Account can be found in the Housing Revenue Account section of the Statement of Accounts.

### 5d. Collection Fund

NBC is a Billing Authority for Council Tax and National Non-Domestic Rating Income (NNDR/Business Rates), and is therefore required under statute to maintain a separate Collection Fund. The Collection Fund shows all of the transactions completed by NBC on an agency basis for both NBC and on behalf of its precepting bodies. NBC collects Council Tax precepts on behalf of Northamptonshire County Council and the Northamptonshire Police and Crime Commissioner, and collects NNDR on behalf of Central Government and Northamptonshire County Council.

For 2014/15, the gross income collected within the Collection Fund by NBC was as follows:

<b>Gross Income collected by NBC</b>	<b>£000</b>
Council Tax	92,263
National Non-Domestic Rates	99,013

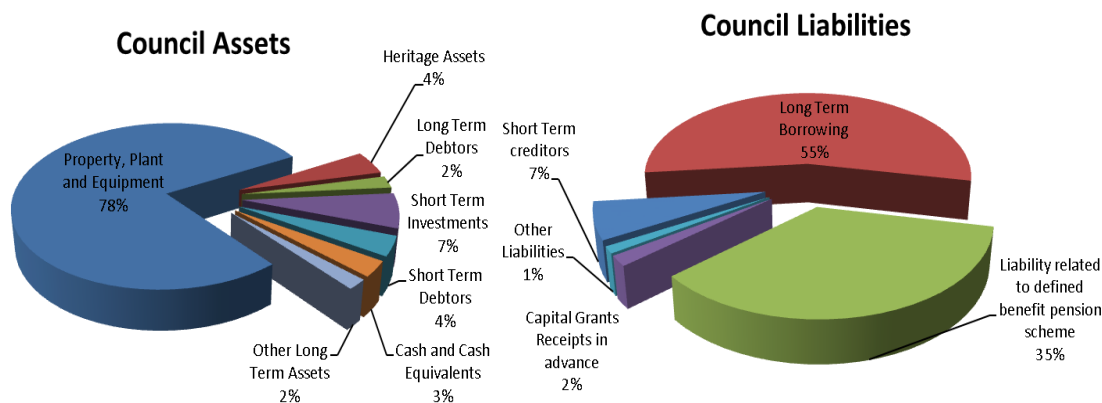
For further details please see The Collection Fund statement and accompanying notes at Section H of the accounts.

## 6. ASSETS AND LIABILITIES: WHAT THE COUNCIL OWNS AND WHAT THE COUNCIL OWES

### 6a. Assets and Liabilities

The Balance Sheet is another core financial statement. The Balance Sheet shows everything the Council owns (the Council's assets) and everything that the Council owes (the Council's liabilities).

The following pie charts represent the relative sizes of the council's assets and liabilities.



### 6b. Capital expenditure

Capital expenditure represents major investment in new and improved assets such as land, buildings, infrastructure, equipment, and information technology assets. Expenditure is incurred in pursuit of the Council's objectives and priorities and the delivery of services, and can be for the acquisition of new assets or enhancement of existing assets. The table below provides a summary of the 2014/15 capital expenditure.

Capital Expenditure and Financing	Budget £000s	Actual £000s	Variance £000s
<b>Expenditure</b>			
Housing Revenue Account Schemes	43,717	29,965	-13,752
General Fund Housing Schemes	1,740	1,276	-464
Other General Fund Schemes	37,888	30,378	-7,510
<b>Total Capital Expenditure</b>	<b>83,345</b>	<b>61,619</b>	<b>-21,726</b>
<b>Sources of Financing</b>			
Major Repairs Allowance		12,328	
Revenue Contributions to Capital Expenditure		2,714	
Grants & Contributions		22,518	
Capital Receipts		3,383	
Borrowing		20,676	
		<b>61,619</b>	

Capital Programme spending in 2014/15 was some £21.7 m (26%) below budget. A large proportion (£15.2m) of this variance relates to schemes that are currently underway or still planned to take place and these budgets will be carried forward into the next financial year (2014/15). The majority of this carry forward is due to the timing of approvals and the timescales for letting contracts and funding agreements.

Capital Expenditure	£000s
<b>Housing Revenue Account</b>	
Council Housing	29,207
Other Housing Assets	434
Repurchase of Former Council Housing	324
<b>HRA Total</b>	<b>29,965</b>
<b>General Fund</b>	
Information Technology	157
Corporate Buildings	600
Greyfriars Bus Demolition	3,852
Parks & Open Spaces	544
Delapre Abbey Restoration	351
Vulcan Works	488
Bus Interchange	264
Capital Loans	7,150
Enterprise Zone	4,351
Other Capital Works	1,020
Revenue Expenditure Funded from Capital under Statute	12,876
<b>General Fund Total</b>	<b>31,654</b>
<b>Total</b>	<b>61,619</b>

### 6c. Capital Receipts

During 2014/15 the Council generated capital receipts from the sale of assets of £14.1m. Most significantly, £7.7m was received from the sale of the Egyptian statue, Sekhemka. This is expected to be reinvested in the future extension and refurbishment of the Northampton Central Museum. Other General Fund receipts of £1.5m came from the sale of surplus land and buildings, £1.2m of which was applied during the year to fund capital investment. HRA capital receipts totalled £4.5m, mostly from the sale of dwellings under Right-to-Buy. Of this total almost £1m was paid over to central government under pooling arrangements and a further £1.4m was set aside to fund replacement dwellings. The remaining £2m was invested in improvements to existing council dwellings.

### 6d. Current Borrowing Facilities

A significant element of the Council's liabilities are borrowing. Current borrowing facilities are detailed below:

Description	HRA £000	GF £000	Third Party £000	Total £000
Long Term Borrowing - PWLB	184,065	6,049	15,617	<b>205,731</b>
Long Term Borrowing - LOBOs	9,068	0	0	<b>9,068</b>
Homes & Communities Agency	0	1,148	0	<b>1,148</b>
Growing Places Fund	0	6,640	0	<b>6,640</b>
Local Infrastructure Fund	0	1,041	0	<b>1,041</b>
Long Term Finance Leases	0	348	0	<b>348</b>
Other Short Term Borrowing	0	289	0	<b>289</b>
<b>Total</b>	<b>193,133</b>	<b>15,515</b>	<b>15,617</b>	<b>224,265</b>

Long term borrowing is undertaken to finance capital programme expenditure, both in relation to the historic programme and for future capital schemes up to three years in advance.

The prudential indicator for gross debt and the capital financing requirement (CFR) is the key indicator of prudence, measuring whether external borrowing exceeds the closing CFR in the preceding year plus the estimates of any additional capital requirement for the current and next two financial years.

New capital programme expenditure of £20.676m was financed by borrowing during 2014-15. This included £5.75m of external borrowing for loans to third parties.

Existing external borrowing was reduced by £15.7m as a result of the maturity of two LOBO Loans. A Lenders Option Borrowers Option (LOBO) is a type of long term loan, usually 40 to 60 years, with a fixed rate of interest. However, this type of loan has 'call' options at pre-determined dates. On these dates the lender has the 'option' to propose a new rate of interest for the remaining term and the borrower has the 'option' to either accept the new rate or repay the loan. Principal repayments totalling £257k on annual annuity and EIP loans were also made.

#### 6e. Liability related to defined benefit pension scheme

Retirement Benefits that are promised to employees under the terms of the pension scheme are recognised as a liability on the Council's balance sheet. Liabilities are measured on an actuarial basis, estimating the future cash flows that will arise. The Council's share of the investments held in the pension scheme is measured at fair value at the date of the balance sheet. Details of the Council's pension assets and liabilities can be found in note 45 to the financial statements.

There has been a significant increase in year on the overall pension liability of £6.7m. This is largely as a result of a decrease in bond yields and subsequent discount rate, which places a higher value on the Fund Liabilities.

#### 6. Further Information

Further information about these accounts is available from:

<p><b>Glenn Hammons</b>  <b>Chief Finance Officer</b>            Northampton Borough Council            LGSS            Northamptonshire County Council            John Dryden House            8-10 The Lakes            Northampton            NN4 7YD</p>	<p><b>Kelly Watson</b>  <b>Strategic Finance Manager</b>            Northampton Borough Council            LGSS            Northamptonshire County Council            John Dryden House            8-10 The Lakes            Northampton            NN4 7YD</p>
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Interested members of the public have a statutory right to inspect the accounts before the audit is completed and the availability of the accounts was advertised in the local press and on the Council's website in order to facilitate this.



This Statement of Accounts has been prepared in accordance with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom.

### The Authority's Responsibilities

The Authority is required to:-

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

### The Chief Financial Officer

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

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

### Certificate

I certify that this Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and of its income and expenditure for the year ended 31<sup>st</sup> March 2015.

<i>G Hammons</i>
<b>Glenn Hammons – Chief Finance Officer</b>
<b>Date: 19<sup>th</sup> June 2015</b>

### Approval by Audit Committee

I confirm that these audited accounts were approved by the Audit Committee at the meeting held on **x September 2015**.

<b>Councillor Jonathan Nunn – Chair of Audit Committee</b>
<b>Date:</b>

## 1.1 INTRODUCTION

The accounting policies for the Authority have been prepared in accordance with International Financial Reporting Standards (IFRS), as adopted by the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code for Local Authority Accounting. Where there is no specific guidance in the CIPFA Code, the Authority has developed its own accounting policy, which is aimed at creating information, which is:

- Relevant to the decision making needs of users; and
- Reliable, in that the financial statements:
  - Represent faithfully the financial position, financial performance and cash flows of the entity;
  - Reflect the economic substance of transactions, other events and conditions and not merely the legal form;
  - Are neutral i.e. free from bias;
  - Are prudent; and
  - Are complete in all material respects.

This document outlines how Northampton Borough Council (the Council) will account for all income, expenditure, assets and liabilities held and incurred during the 2014/15 financial year.

The accounting policies of the Authority are updated annually to reflect any changes in IFRS, including changes in International Public Sector Accounting Standards (IPSAS), HM Treasury guidance, CIPFA guidance or any other change in statute, guidance or framework impacting on the authorities accounts.

The accounting policies of the Authority as far as possible have been developed to ensure that the accounts of the Authority are understandable, relevant, reliable and comparable, and free from material error or misstatement.

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 certain categories of financial instrument.

A **Glossary of Terms** can be found in section I.

## 1.2 ACCOUNTING PRINCIPLES

### a **Going Concern**

The Authority prepares its accounts on the basis that the Authority is a going concern; that is that there is the assumption that the functions of the Authority will continue in operational existence. In the case of a pending local government reorganisation, where assets and liabilities are due to be redistributed, the Authority would still account on the basis of going concern as the provision of services would continue in another authority.

### b **Accruals Concept**

The Authority accounts for income and expenditure in the period to which the service to which it relates has taken place, rather than when cash payments are received or made.

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 respectively. Equally, where cash has been received or paid which is not yet recognised as income or expenditure, a creditor (income in advance) or debtor (payment in advance) is recorded in the Balance Sheet respectively and the Comprehensive Income and Expenditure Statement adjusted accordingly.

**c Cost of Services**

Internal service costs (e.g. Human Resources) are apportioned across the core service areas to represent the total cost of delivering that service to the public.

This is in accordance with the costing principals of the CIPFA Service Reporting Code of Practice 2014/15 (SERCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to benefits received, with the exception of:

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

These two cost categories are accounted for as separate headings in the Income and Expenditure Account as part of the Net Cost of Services.

**d Value Added Tax**

Income and expenditure treated as either capital or revenue, excludes any amounts related to VAT. All VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from it. Any amounts outstanding (payment or receipt) at the year-end date is held as a creditor or debtor after netting off the amounts due / owed.

**e Changes in Accounting Policy**

Where there is a known future change in accounting policy required by the CIPFA Code, the Authority will disclose in the notes to the accounts:

- The nature of the change in accounting policy;
- The reasons why applying the new accounting policy provides reliable and more relevant information;
- For both the current reporting period, and the previous year comparatives reported, the extent to which the change in accounting policy would have impacted on the financial statements if it had been adopted in that year;
- The amount of adjustment relating to years previous to those reported in the set of financial statements, had the proposed policy been adopted retrospectively;
- If retrospective application is impracticable for a particular period, the circumstances that led to the existence of that condition and a description of how and from when the change in accounting policy has been applied.

The Authority will also disclose information relating to an accounting standard, which has been issued but not yet adopted.

#### **f Previous Year Adjustments**

Omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- i) Was available when financial statements for those periods were authorised for issue; and
- ii) Could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights, or misinterpretations of facts, and fraud.

Where those errors are thought to be material, an adjustment will be entered into the financial statements comparative year balances, and the columns headed restated. In addition full disclosure as to the nature, circumstance, and value of the adjustment will be disclosed in the notes to the accounts.

#### **g Events after the Balance Sheet date**

Where there is a material post balance sheet event, a disclosure in the notes to the accounts will be included. If this event provides additional evidence of conditions that existed at the Balance Sheet date, and materially affects the amounts to be included in the accounts; adjusting items will have been shown in the accounts.

#### **h Exceptional and extraordinary items and prior period adjustments**

Exceptional and extraordinary items will have been disclosed separately on the face of the Comprehensive Income and Expenditure Statement and details will be disclosed in the notes to the accounts.

#### **i Contingent assets and liabilities**

Where the Council has a contingent asset or liability this will be disclosed as a note to the accounts.

#### **Capital Accounting**

#### **j Recognition of Capital Expenditure (de-minimis Policy)**

In accordance with International Accounting Standard 16 (IAS 16), the Council recognises non-current assets when all four of the following tests are met:

- Assets held for use in the production or supply of goods or services, rental to others, or for administrative purposes.
- Assets expected to be used for more than one financial period.
- Assets where it is expected that future economic benefit will flow to the Authority.
- Assets where the cost can be measured reliably.

The capital cost of an asset is recognised to be:

- Purchase price, construction cost, minimum lease payments or equivalent including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Costs associated with bringing the asset to the location and condition necessary for it to be capable of operating in the manner required by management.
- Initial estimate of the costs of dismantling and removing the asset and restoring the site on which it is located, the obligation for which the Authority incurred either when the asset

was acquired or as a consequence of having used the asset during a particular period for purposes other than producing inventories during that period.

- Subsequent expenditure that will substantially increase the market value of the asset.
- Subsequent expenditure that will substantially increase the extent to which the Authority can use the asset for the purpose, or in conjunction with the functions of the Authority.

The Authority has a general de-minimis level of £6,000 for capital expenditure purposes. Where an asset has been acquired for less than £6,000 but has been funded by ring fenced capital funding, this will be treated as capital.

Capital Assets are held on the balance sheet as non-current assets, unless otherwise stated.

#### k **Non-Current Asset Classification**

The Authority manages its assets in the following categories:

- **Intangible Assets.**

In line with International Accounting Standard 38 (IAS 38), the Authority recognises intangible assets as non-monetary assets without physical substance, where that asset meets the capital expenditure criteria set out in accounting policy j.

- **Property, Plant and Equipment Assets**

Property Plant and Equipment Assets are subcategorised into Operational Land and Building, Community Assets, Vehicles Plant and Equipment, Infrastructure Assets, Assets Under Construction and Non-Operational Assets.

- **Land and/or Buildings Assets**, in line with IAS 16, are recorded, valued and accounted for based on their significant components.
- **Community Assets** are assets that have no determinable useful life and which may, in addition, have restrictions on their disposal. There is little prospect for sale or change of use.

If the asset is used for a specific operational purpose, it does not qualify as a community asset and should be valued accordingly.

Test for Community Assets:

- Is the intent to hold the asset forever?
- Does the asset have an indeterminable useful life?
- Are there restrictions on disposal?

The answers for the first two questions have to be yes, while an affirmative answer to the third question is not obligatory but may help determine the correct classification.

- **Infrastructure Assets**, include all tangible (physical) assets required within the authorities land drainage system, and cemetery roadways. There is no prospect for sale of infrastructure assets; expenditure is only recoverable through continued use of the asset.
- **Vehicles, Plant and Equipment Assets and Assets under Construction** are also classified as Property Plant and Equipment where they do not meet the criteria for Investment Property Assets or Assets Held for Sale.

- **Surplus Assets** are assets, which the Authority no longer operates from, however do not meet the definition of held for sale. All surplus assets are treated in the same way as operational assets of the same type (valuation, depreciation, recognition etc).
- **Heritage Assets** are assets with historical, artistic, scientific, technological, geophysical or environmental qualities that make it important to ensure that they are preserved for future generations. They may be any kind of asset including buildings, works of art, furniture, exhibits, artefacts, etc. or intangible assets such as recordings of significant historical events.

As such, assets in this category are held principally for their contribution to knowledge and/or culture.

- **Investment Property Assets** are items of land and / or buildings held by the Authority solely for the purpose of rental income generation or capital appreciation or both.

Therefore, where there is a service of the Authority being delivered from the property, this is not classified as Investment Property Assets. This includes where the intention of the asset is to generate economic growth to an area such as below market value rental.

Some Assets Under Construction will also be classified as Investment Property Assets where the intended eventual use is rental income generation or capital appreciation.

- **Assets Held for Sale**

The Authority will classify assets as held for sale where:

- The asset is in the condition required for sale and is vacant.
- The assets sale is highly probable.
- The asset has been advertised for sale and a buyer sought.
- The completion of the sale is expected within 12 months.

Assets which become non-operational / surplus which do not meet all of the requirements set out as assets held for sale continue to be classified and accounted for as their previous category. In addition, if the asset later no longer meets the criteria, it is restored to its previous classification and all transactions, which would have occurred, shall be retrospectively applied as though the asset had never been held for sale. Investment properties, which become available for sale, remain as Investment Properties.

Assets meeting the criteria as held for sale are held as current assets on the balance sheet as income is expected within 12 months.

It is possible that assets meet the criteria to be held for sale; however a change in circumstance beyond the control of the Authority means that the sale is delayed beyond 12 months. In these instances the Authority follows the policies outlined for assets held for sale; however disclosure of the value for these assets is within non-current assets.

## I Non-Current Asset Valuation Methodology

The various classifications of assets as outlined in accounting policy k are valued on differing basis. Where not explicitly stated otherwise, property revaluations are completed by an RICS qualified valuer, on a 5 year rolling programme i.e. 20% of the Council's assets are revalued each year.

Where there is an upward revaluation, the carrying value is increased and the associated credit charged directly to the revaluation reserve. This is then reflected in the MIRS as a revaluation gain. Where there is a revaluation, which results in a lower than carrying amount valuation, this is treated in line with accounting policy m impairment of assets. Exceptionally, gains might be credited to the Surplus/Deficit on Provision of Services where they arise from the reversal of a loss previously charged to a service.

Valuations are completed as follows:

- **Intangible Assets** - the Authority recognises Intangible Assets at cost. The Authority will revalue intangible assets annually where there is determinable market value for the asset.
- **Property Plant and Equipment** - Property Assets are held at fair value, which is the amount that would be paid for the asset in its existing use. This requirement is met by providing a valuation on the basis of exiting use value (EUV) in accordance with UKPS 1.3 of the RICS Valuation Standards. As a matter of last resort, where no other valuation method can be used, depreciated replacement cost is used.
  - **Council Dwellings** – Land and building structure are valued at EUV for Social Housing, being 34% of market value. Individual components are valued at Depreciated Historic Cost.
  - **Vehicles and Assets under construction** within PPE are held at fair value.
  - **Community Assets** - the Authority recognises Community Assets at depreciated historic cost (not revalued).
  - **Infrastructure Assets** - the Authority recognises Infrastructure Assets at depreciated historic cost (not revalued).
- **Investment Property Assets** - Investment Properties are annually revalued at fair value, which is to be interpreted as the amount that would be paid for the asset in its highest and best use, i.e. market value. This includes investment property under construction. The fair value of investment property held under a lease is the lease interest.
- **Assets Held for Sale** - Assets held for sale are held at fair value.
- **Heritage Assets** – Heritage Assets are held at valuation where practicable (and at depreciated historic cost where it is not practicable to obtain a valuation).

#### **m Impairment of Non-Current Assets**

The accounting policy has been created in accordance with IAS 36.

Impairment is the amount to which the carrying amount of an asset exceeds the recoverable amount.

At the end of each reporting period the Authority assesses whether there is any indication that an asset may be impaired

The Authority recognises impairment as:

- A significant decline (i.e. more than expected as a result of the passage of time or normal use) in an assets market value during the period;
- Evidence of obsolescence or physical damage of an asset;
- A commitment by the Authority to undertake a significant reorganisation; and
- A significant adverse change in the statutory or other regulatory environment in which the Authority operates.

Where there has been a previous revaluation taken to the revaluation reserve, an impairment up to that value would reverse the previous revaluation. Any further impairment or if there has been no previous revaluation, the impairment is charged to revenue. This is then reversed through the movement in reserves statement and charged to the capital adjustment account.

#### **n Disposal of Non-Current Assets**

Where an asset is identified as surplus to requirements, and meets the definition of an asset held for sale (see note k) it will be accounted for in accordance with note k, where an asset does not meet the classification of available for sale it will be tested for impairment, prior to being made available for disposal. There will be no impairments at the point of disposal. When an asset is disposed of or decommissioned, the value of the asset in the Balance Sheet is written off to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals are credited to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Sale proceeds 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 are credited to the Useable 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 transferred to the Reserve from the movement in reserves statement. The value of the asset is transferred to the capital adjustment account via the movement in reserves statement.

Sale proceeds below £10k are below de-minimis and are credited straight to the Comprehensive Income and Expenditure Statement.

#### **o Depreciation / Amortisation Methodology**

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

Depreciation is calculated using the Straight-Line method over the determined life of the asset. The Council depreciates assets in the year of acquisition and disposal. This is in accordance with regulations. Where an asset has major components with different estimated useful lives, these are depreciated separately.

Residual values

<b>Asset Type</b>	<b>Assumed Residual Value</b>
Property Assets	Land Value only
Vehicles, Plant and Equipment	Nil
Intangible Assets	Nil



Useful Economic Lives of assets are:

Asset Group	Useful economic Lives (UELs)
Council Dwellings	50 years
Housing Buildings	10-70 years*
Other Buildings	4-69 years*
Land	Not depreciated
Community Assets	15-50 years*
Heritage Assets	Not depreciated*
Infrastructure Assets	25 years
Intangible Assets	3-10 years*
Vehicles, Plant and Equipment	3-25 years*
Investment Properties	Not depreciated
Assets Held for Sale	Not depreciated
Surplus Assets	5-60 years*

\* Depending on the nature of the specific asset

In the Year of acquisition and disposal, the Authority charges a quarter of the annual depreciation where the asset is owned on the first day of each financial quarter.

Individual components within Council Dwellings are depreciated separately from the building structure, using the following lives:

Asset Group	Useful Economic Lives (UELs)
Kitchens	20 years
Bathrooms	30 years
Windows and Doors	30 years
Heating Systems	20 years
Lights and Electric	25 years

#### p Component Accounting

For **Council Dwellings** the following components are valued, enhanced and depreciated separately – Kitchen, Bathroom, Windows and Doors, Heating Systems and Lights and Electrics. No other components are material and are therefore treated as part of the building structure. The separately identified components will be depreciated over their useful lives. They will be derecognised when replaced by new components.

For **all other assets**, components will only be shown separately in the asset register if they are significant i.e. if they cost more than £250,000 and their cost amounts to more than 25% of the total cost of the asset. Where the value of an asset is not known, Gross Book Value will be used as a proxy for the determination of significant components.

Land and buildings will be separately valued. The building component will be fully depreciated over its useful life, the residual value of the whole asset being the land component.

The nature of property assets is such that any revaluation relates mainly to the land and structure so will not be passed down to any individual components that have been identified.

Non-dwelling assets will be considered for componentisation if they are material, i.e. have a total building valuation in excess of £1m. Components will only be separately valued if they are significant, i.e. above the de-minimis level of 25% detailed above.

Components will only be separately valued if they are significant, i.e. above the de-minimis level detailed above.

Components will be derecognised if their replacement is deemed to be significant under this policy, i.e. if the cost of it is more than £250,000 and amounts to more than 25% of the total cost of the asset.

Where significant components, as defined above, have been separately recorded on the Asset Register they will be depreciated over their useful lives.

#### **q Leases**

In line with the interpretation IFRIC 4, the Authority recognises a lease to be any agreement, which transfers the right to use an asset for an agreed period in exchange for payment, or a series of payments.

This includes; leases, hire purchase, rental, contracts of service, service level agreements and any other arrangement where the ability to use an asset is conveyed.

#### **r Defining a Finance Lease**

A finance lease is where substantially all of the risks and rewards incidental to ownership transfer to the lessee.

Tests to give an indication of the transfer of risk and reward are:

- If the lessee will gain ownership of the asset at the end of the lease term (e.g. hire purchase).
- If the lessee has an option to purchase the asset at a sufficiently favourable price that it is reasonably certain, at the inception of the lease, that it will be exercised.
- If the lease term is for the major part of the economic life of the asset even if title is not transferred.
  - The economic life of the asset is deemed to be that which is consistent with the class of asset in the depreciation policy.
  - The Authority recognises major part to be 75% of the life of the asset, unless on an individual case basis this would not give a true representation of the substance of the transaction.
- At the inception of the lease, the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.
  - The present value of the minimum lease payments is calculated by discounting at the rate inherent in the lease.
  - If this rate cannot be determined the incremental borrowing rate applicable for that year is used.

- The Authority recognises “substantially all” to mean 90% of the value of the asset. In some circumstances, a level of 75% can be used if the Council believes that using this level will give a result that better reflects the underlying transaction.
- The leased assets are of such a specialised nature that only the lessee can use them without major modifications.
- If the lessee cancels the lease, the losses of the lessor, associated with the cancellation are borne by the lessee.
- Gains or losses from the fluctuation in the fair value of the residual accrue to the lessee (e.g. in the form of a rent rebate equalling most of the sales proceeds at the end of the lease).
- The lessee has the ability to continue the lease for a secondary period at a rent that is substantially lower than market rent.

A suitably experienced accountant, with assistance from qualified valuers, will make a judgement based on the level of risk and reward held by the Authority as to whether an asset is operating or finance.

#### **s Defining an Operating Lease**

Any lease which is not a finance lease is recognised by the Authority to be an operating lease.

#### **t Lessee Accounting for a Finance Lease**

Where the Authority is tenant in a property, or is, by definition of IFRIC 4, leasing an asset which is deemed under IAS 17 to be a finance lease the Authority will recognise that asset within the asset register, and account for that asset as though it were an owned asset.

The initial recognition of the asset is at the fair value of the asset, or if lower, the present value of the minimum lease payments. A liability is also recognised at this value, which is reduced as lease payments are made. Lease payments made to the lessor, are split between the repayment of borrowings, and interest, which is charged to the Income and Expenditure account.

#### **u Lessor Accounting for a Finance Lease**

Where the Authority is the lessor for a finance lease, the asset is not recognised in the asset register; however a long-term debtor at the present value of minimum lease payments is recognised. Income received is split between capital - credited against the debtor, and finance income credited to the Comprehensive Income and Expenditure Statement as interest receivable.

#### **v Lessor Accounting for an Operating Lease**

Where the Authority is the lessor for an operating lease, normally the asset is classified as an investment property. Any rental income is credited to the relevant service income.

#### **w Lessee Accounting for an Operating Lease**

Costs associated with operating leased assets where the Authority is the lessor are charged immediately to the relevant revenue service expenditure within the net cost of services on an accruals basis.

#### **x Service Concession Agreements (PFI and other similar contracts)**

PFI and similar arrangements are usually agreements with the private sector for the construction or enhancement of fixed assets needed to provide services to a public sector body. PFI and similar contracts are assessed against criteria within IFRIC 12 (Service Concession

Arrangements) to determine whether the risks and rewards incidental to ownership lie with the Authority or the contractor.

Where these lie with the contractor, all payments made during the life of the contract are chargeable to revenue as incurred.

Where these lie with the Authority, the Authority shall assess them against two tests:

- a) The local authority controls or regulates what services the operator must provide with the infrastructure, to whom it must provide them, and at what price;  
and where
- b) The local authority controls – through ownership, beneficial entitlement or otherwise – any significant residual interest in the infrastructure at the end of the term of the arrangement.

Where test a) is met but not test b) the arrangement is reviewed to see if it contains an embedded lease, in which case this will be accounted for in accordance with the Authority's leasing policies.

Where test b) is met but not test a) the Authority will recognise the difference between the expected value of the fixed assets at the end of the arrangement and the amount (if any) it will have to pay the contractor then.

Where both tests are met the Authority will recognise a Property, Plant or Equipment asset in the Balance Sheet for value of the construction costs. Once recognised this asset is treated in line with the Authority's other PPE assets. A corresponding long-term liability of equal value is also recognised.

Payments made during the life of the contract are split into finance costs, capital costs and service costs. The split of payments is calculated at the inception of the contract and is based on the inherent interest rate within the original agreement. Finance costs are chargeable to the Comprehensive Income and Expenditure Statement as Interest payable. Capital Costs reduce the level of liability in the Balance Sheet. Service costs are chargeable to the relevant revenue service expenditure. Pre-payments or Dowry payments reduce the level of liability at the start of the contract.

PFI Credits are treated as general revenue government grants.

## **y Capital Grants and Contributions**

The Authority recognises capital grants and contributions as being related to capital assets and uses them to fund capital expenditure on those assets. Grants, contributions, and donations are recognised as income at the date that the Authority has satisfied the conditions of entitlement, and there is reasonable assurance that the monies will be received.

Any grant received before these recognition criteria were satisfied would be held as a capital grant received in advance. Any grant, which had met the recognition criteria but had not been received, would be shown in the Comprehensive Income and Expenditure Account with a corresponding debtor. This is in line with the accruals concept policy.

Once the recognition criteria above have been satisfied, capital grants are recognised as income in the relevant service revenue account within the net cost of services.

In order to not impact on the level of Council Tax, the Authority removes the credit from the General Reserves through the Movement in Reserves Statement, and crediting to the Capital Grants Unapplied Reserve.

Once expenditure has been incurred on the related asset, the credit is removed from the Capital Grants Unapplied Reserve and credited to the Capital Adjustment Account.

Relevant Government Grants are treated in accordance with this policy.

**z Revenue Expenditure Funded from Capital Under Statute (REFCUS)**

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

**aa Minimum Revenue Provision (MRP)**

The Council has implemented the 2012 CLG Minimum Revenue Provision (MRP) guidance, and assessed their MRP in accordance with the main recommendations contained within the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003.

Where a historical debt liability was created prior to 1<sup>st</sup> April 2008, MRP will be charged at the rate of 4% on the reducing balance, in accordance with Option 1 of the guidance, the “regulatory method”.

The debt liability relating to capital expenditure incurred from 2008-09 onwards is subject to MRP under option 3, the “asset life method”, and is charged over a period that is reasonably commensurate with the estimated useful life applicable to the nature of expenditure, using the equal annual instalment method. For example, capital expenditure on a new building, or on the refurbishment or enhancement of a building, is related to the estimated life of that building.

Estimated life periods are determined in line with accounting guidance and regulations. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, the Council generally adopts these periods. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

As some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives are assessed on a basis that most reasonably reflects the anticipated period of benefit that arises from the expenditure. Also, whatever type of expenditure is involved, it is grouped together in a manner that reflects the nature of the main component of expenditure and is only be divided up in cases where there are two or more major components with substantially different useful economic lives.

The Council seeks to spread MRP charges prudently in relation to asset lives, and with regard to the revenue impact of MRP charges. Where prudent to do so, capital receipts are used to repay borrowing previously taken out in relation to assets with a short life. MRP on residual debt is based on the lives of the remaining asset for which borrowing was undertaken.

MRP is charged from the financial year after the asset comes into use. In cases where the Council has approved the use of capital receipts to fund the asset, this funding is assumed when the receipt is contractually certain, even if not actually received. In such cases no MRP charge is made.

Where finance leases are held on the balance sheet, the MRP is set at a charge equivalent to the element of the annual lease charge that goes to write down the balance sheet liability, thereby applying Option 3 in a modified form.

The Council has taken advantage of any transitional arrangements introduced to minimise or negate the impact of retrospective accounting adjustments as a result of the transfer to the balance sheet of finance leases previously treated as operating leases under the introduction of IFRS.

#### **ab Capital Reserves**

The Authority holds capital reserves for the purpose of financing capital expenditure. Reserves will be disclosed as either usable (available to fund capital expenditure) or unusable (reserves held as a result of timing differences associated with recognition of capital expenditure and related financing).

Movements in capital reserves are accounted for through the Movement in Reserves Statement.

#### **Revenue Accounting**

#### **ac Recognition of Revenue Expenditure.**

The Authority recognises revenue expenditure as expenditure, which is not capital.

#### **ad Employee Costs**

In accordance with IAS 19, the Authority accounts for the total benefit earned by employees during the financial year.

Employee Costs are split into 3 categories; short term benefits, termination benefits and pensions costs.

#### **Short-term employee benefits:**

- **Salaries and Wages** - The total salary and wages earned by employees within the financial year have been charged to the revenue expenditure account. Where the amount accrued exceeds the amount paid at the 31st March, a creditor will be reflected in the accounts.
- **Leave Owed** - The Authority allows employees to earn time off in one period and carry forward amounts of accrued leave into the following period, such as annual leave, flexi-time and time off in lieu. The cost associated with this leave is attributable to the period in which it is earned, rather than when it is exercised. As such a charge has been made to the service revenue account and a creditor accrual has been reflected in the Balance Sheet.
- **Maternity/Paternity Leave** - The obligation upon the Authority to allow maternity leave and pay maternity pay occurs in mid stages of pregnancy. The cost associated with this leave is attributable to the period in which the obligation is created, rather than when it is exercised. As such a charge has been made to the service revenue account and a creditor accrual has been reflected in the Balance Sheet for time off owed at the 31st March.

#### **Termination Benefits**

- **Redundancy Costs** - The obligation to pay redundancy costs occurs when there is a formal plan to create redundancies, which has been approved. The plan would include the location, function and approximate number of employees affected; the termination benefits offered; and the time of implementation. When these recognition criteria have been met the Authority recognises the costs associated with this in the service revenue expenditure and create a creditor in the Balance Sheet.

In the case of an offer to encourage voluntary redundancy, the Authority has recognised the estimated cost based on the expected number of employees taking the offer.

- **Pensions Costs**

Employees of the Council are members of the Local Government Pension Scheme administered by Northamptonshire County Council. The Scheme provides benefits to members (retirement lump sums and pensions) earned as employees of the Council.

The Local Government Pension Scheme is a defined benefit scheme. The liabilities of the scheme attributable to the Authority 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 earnings for current employees.

Pension liabilities are measured using the projected unit method and discounted at the balance sheet date rate of return on high quality corporate bonds of equivalent term to the liabilities. The discount rate is the weighted average of spot yields on AA rated corporate bonds.

The change in the net pension liability is analysed into seven components:

- Current service cost - the increase in liabilities as result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.
- Past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years debited to the Net Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
- Interest cost - the expected increase in the present value of liabilities during the year as they move one year closer to being paid - debited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement.
- Expected return on assets - the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement.
- Gains/losses on settlements and curtailments the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees - debited to the Net Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
- Actuarial gains and losses - changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - debited to the Statement of Comprehensive Income and expenditure.
- Contributions paid to the Northamptonshire County Council Pension Fund – cash paid as employers contributions to the Pension Fund.

In relation to retirement benefits, statutory provisions require the General Reserves to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. Adjustments are therefore made in the Movement in Reserves Statement.

- **Early Retirement, Discretionary Payments** - the Authority 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.

#### ae Revenue Grants and Contributions

Grants, contributions, and donations are recognised as income at the date that the Authority has satisfied the conditions of entitlement, and there is reasonable assurance that the monies will be received. Any grant received before these recognition criteria were satisfied would be held as a creditor (receipts in advance). Any grant, which had met the recognition criteria but had not been received, would be shown as a debtor. This is in line with the accruals concept policy.

Revenue grants will either be received to be used only for a specific purpose, or can be used for general purpose. Those for a specific purpose are recognised as income in the relevant service revenue account (wherever the related expenditure is incurred) within the net cost of services. Those, which are for general purpose, are shown in the foot of the Comprehensive Expenditure and Income Statement, before the net surplus or deficit.

#### af Provisions

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

Provisions are charged to the appropriate service revenue account in the year that the Authority recognises an obligation, based on the best estimate of the likely settlement. When payments are eventually made, it is charged to the provision.

Estimated settlements are reviewed at the end of each financial year and adjustments with the service revenue account are made as required.

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

#### ag Revenue Reserves

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

The Council maintains earmarked reserves for a number of reasons including: -

- Setting aside money for future policy initiatives;
- To finance expenditure on future projects;
- To mitigate the impact between financial years of expenditure and income on general working balances;



- To mitigate the effect of specifically identified significant risks; and
- To protect the Authority against unexpected events and change in legislation.

The Council's risk-based assessment of the required level of General Fund working balance is £4.9m for 2014/15. This level of general working balance is considered reasonable due to the mitigation of some risks through the holding of earmarked reserves.

Certain reserves are kept to manage the accounting processes for tangible fixed assets, retirement benefits, and financial instruments and these reserves do not represent usable resources for the Council. The usable Earmarked Reserves are set out in the notes to the Statement of Accounts.

#### **ah Council Tax Recognition**

Council Tax income included in the Comprehensive Income and Expenditure Statement for the year shall be the accrued income for the year. The Authority's share of the accrued Council Tax income is obtained from the information that is required by billing authorities in the production of the Collection Fund Statements.

If the net cash paid to the Authority in the year is more than its proportionate share of net cash collected from Council Tax debtors in the year the Authority will recognise a credit adjustment for the same amount in creditors after adjusting for the previous year brought forward and vice versa if net cash paid is less than the proportionate share.

The Cash Flow Statement includes within operating activities the net Council Tax cash received from the Collection Fund in the year (i.e. the precept for the year plus its share of Collection Fund surplus for the previous year, or less the amount paid to the Collection Fund in respect of its share of the previous year's Collection Fund deficit). The difference between the net cash received from the Collection Fund and the Authority's share of cash collected from Council Tax debtors by the billing authority in the year is included within financing activities in the Cash Flow Statement.

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 shall be taken to the Collection Fund Adjustment Account and reported in the Movement in Reserves Statement.

#### **ai Inventories and long-term contracts**

Inventories include goods held for future use. Inventories are included in the Balance Sheet at the lower of cost and net realisable value. Inventories are recorded in terms of average cost. Work in progress on long term contracts is subject to an interim valuation at the year-end and recorded in the Balance Sheet at cost plus any profit reasonably attributable to the works. The Council currently does not have any contracts that fulfil this criterion.

#### **aj Provisions for bad and doubtful debts**

In order to suitably reflect the varied nature of debtors within the Council, the basis for providing for bad debts is specific to the circumstances in each individual department. The general policy followed is:

- No public sector debt is provided for (other Local Authorities, NHS, or Central Government).
- Aged debt is reviewed and a reasonable percentage provided for.

Significant individual invoices are reviewed and wholly provided for where it is thought to be necessary.

### Treasury Management

#### **ak Definition of Treasury Management Activities**

The Authority has adopted the following definition of Treasury Management activities:

The management of the Authority's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The Authority regards the successful identification, monitoring, and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Authority.

The Authority acknowledges that effective treasury management will provide support towards the achievement of its service objectives. It is therefore committed to the principals of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

#### **al Financial Liabilities**

Financial liabilities are initially measured at fair value and carried at their amortised cost.

Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable plus any interest accrued to 31st March and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year in the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to Net Operating Expenditure in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate. Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Reserves to be spread over future years.

The Authority has a policy of spreading the gain/loss over the term of the replacement loan subject to a minimum period of 10 years with the case of discounts. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Reserves is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

#### **am Financial Assets**

Financial assets are classified into two types:

- **Loans and receivables** - assets that have fixed or determinable payments but are not quoted in an active market.

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable plus any interest accrued to 31st March and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement. However, the Council could make loans to organisations or individuals at less than market rates (soft loans).

When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Reserves is the interest receivable for the financial year. The reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Reserves is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

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

- **Available-for-sale assets** - assets that have a quoted market price and/or do not have fixed or determinable payments.

Available-for-sale assets are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument.

Values are based on the following principles:

- Instruments with quoted market prices the market price.
- Other instruments with fixed and determinable payments discounted cash flow analysis.

Changes in fair value are balanced by an entry in the Available-for-sale Reserve and the gain/loss is recognised in the Movement in Reserves Statement. The exception is where impairment losses have been incurred these are debited to the Comprehensive Income and Expenditure Statement, along with any net gain/loss for the asset accumulated in the Reserve. Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement. Any gains and losses that arise on the derecognition of the asset are credited/debited to the Comprehensive Income and Expenditure Statement, along with any accumulated gains/losses. Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

- **Financial assets at fair value through income and expenditure** – The council does not generally deal in derivatives but may take out forward loans from time to time as part of its overall Treasury Management Strategy.

**an Interests in Companies and Other Entities**

The Council owns one subsidiary, Northampton Partnership Homes, and has prepared Group Accounts, see policy ar. The Council has one Joint Arrangements that is Not an Entity (JANEs), the Joint Planning Unit (JPU): this is not material to the accounts.

**ao Business Improvement Districts**

The Council collects Business Rates in respect of two Business Improvement Districts (BIDs), the first based on the Brackmills Industrial Estate geographic area, and the second based on the Town Centre geographic area. For both of these BIDs, the Council collects the business rates and pays the amount collected over to the BID on a monthly basis. The money collected is treated as a creditor in the Council's accounts to reflect the fact that the cash received will be paid to the BID and any balances are only there because of a timing issue.

**ap Cash and Cash Equivalents**

Cash is represented by notes and coins held by the Authority and deposits available on demand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts only arise as part of the Council's cash management and are therefore netted off against Cash and Cash Equivalents.

Bank overdrafts will only be shown separately as liabilities in the Balance Sheet where they are not an integral part of the Council's cash management; no such instances currently exist that would require separate disclosure from cash and cash equivalents.

**aq General Government Grants**

General government grants and contributions in the form of Revenue Support Grant, Retained Business Rates, New Homes Bonus, etc. are disclosed on the face of the Comprehensive Income and Expenditure Statement in the line Taxation and Non-Specific Grant Income.

**ar Group Accounts**

The Council is required to produce Group Accounts alongside its own financial statements where it has material interests in subsidiaries, associates and/or joint ventures. The Council has involvement with a company, and has concluded that the requirement to produce Group Accounts applies in relation to its interest in Northampton Partnership Homes. In the Council's single-entity accounts, the interest in the company is recorded as financial assets at cost less any provisions for losses.

**E1 MOVEMENT IN RESERVES STATEMENT**

The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The Net Increase / Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

The Group Accounts are shown in the separate highlighted columns. This includes the transactions of Northampton Partnership Homes. Note that as Northampton Partnership Homes only started trading in 2014/15, no Group Accounts are shown for the prior period.

The Statement is shown on the next page.

Movement in Reserves Statement	Single Entity Accounts										Group Accounts	
	General Fund Balance	Earmarked GF Reserves	Housing Revenue Account	Earmarked HRA Reserves	Major Repairs Reserve	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Authority Reserves	Authority share of reserves of subsidiary	Total Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Balance at 31 March 2013 Brought forward	-3,128	-17,071	-5,001	-12,549	-1,542	-3,267	-2,537	-45,096	-164,717	-209,813	0	-209,813
<b>Movement in reserves during 2013/14</b>												
(Surplus) or deficit on provision of services (Note 31c)	-6,384	0	-21,508	0	0	0	0	-27,892	0	-27,892	0	-27,892
Other Comprehensive Expenditure and Income (Note 9)	0	0	0	0	0	0	0	0	-228	-228	0	-228
<b>Total Comprehensive Expenditure and Income</b>	<b>-6,384</b>	<b>0</b>	<b>-21,508</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-27,892</b>	<b>-228</b>	<b>-28,120</b>	<b>0</b>	<b>-28,120</b>
Adjustments between accounting basis and funding basis under regulations (Note 7)	-2,441	0	17,763	0	-7,863	910	-1,275	7,094	-7,094	0	0	0
<b>Net (Increase)/Decrease before Transfers to Earmarked Reserves</b>	<b>-8,825</b>	<b>0</b>	<b>-3,745</b>	<b>0</b>	<b>-7,863</b>	<b>910</b>	<b>-1,275</b>	<b>-20,798</b>	<b>-7,322</b>	<b>-28,120</b>	<b>0</b>	<b>-28,120</b>
Transfers (to)/from Earmarked Reserves (Note 8)	8,310	-8,310	3,746	-3,746	0	0	0	0	0	0	0	0
<b>(Increase) / Decrease in Year</b>	<b>-515</b>	<b>-8,310</b>	<b>1</b>	<b>-3,746</b>	<b>-7,863</b>	<b>910</b>	<b>-1,275</b>	<b>-20,798</b>	<b>-7,322</b>	<b>-28,120</b>	<b>0</b>	<b>-28,120</b>
Balance at 31 March 2014 carried forward	-3,643	-25,381	-5,000	-16,295	-9,405	-2,357	-3,812	-65,894	-172,039	-237,930	0	-237,930
<b>Movement in reserves during 2014/15</b>												
(Surplus) or deficit on provision of services (Note 31c)	10,395	0	-37,637	0	0	0	0	-27,242	0	-27,242	-140	-27,382
Other Comprehensive Expenditure and Income (Note 9)	0	0	0	0	0	0	0	0	15,529	15,529	1,765	17,294
<b>Total Comprehensive Expenditure and Income</b>	<b>10,395</b>	<b>0</b>	<b>-37,637</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-27,242</b>	<b>15,529</b>	<b>-11,713</b>	<b>1,625</b>	<b>-10,088</b>
Adjustments between group accounts and authority accounts	0	0	0	0	0	0	0	0	0	0	13,685	13,685
<b>Net (Increase)/Decrease before transfers</b>	<b>10,395</b>	<b>0</b>	<b>-37,637</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-27,242</b>	<b>15,529</b>	<b>-11,713</b>	<b>15,310</b>	<b>3,597</b>
Adjustments between accounting basis and funding basis under regulations (Note 7)	-13,968	0	34,102	0	117	-9,615	-1,252	9,384	-9,384	0	0	0
<b>Net (Increase)/Decrease before Transfers to Earmarked Reserves</b>	<b>-3,573</b>	<b>0</b>	<b>-3,535</b>	<b>0</b>	<b>117</b>	<b>-9,615</b>	<b>-1,252</b>	<b>-17,858</b>	<b>6,145</b>	<b>-11,713</b>	<b>15,310</b>	<b>3,597</b>
Transfers (to)/from Earmarked Reserves (Note 8)	1,746	-1,746	3,535	-3,535	0	0	0	0	0	0	0	0
<b>(Increase) / Decrease in Year</b>	<b>-1,827</b>	<b>-1,746</b>	<b>0</b>	<b>-3,535</b>	<b>117</b>	<b>-9,615</b>	<b>-1,252</b>	<b>-17,858</b>	<b>6,145</b>	<b>-11,713</b>	<b>15,310</b>	<b>3,597</b>
Balance at 31 March 2015 carried forward	-5,470	-27,129	-5,000	-19,829	-9,288	-11,972	-5,064	-83,752	-165,895	-249,647	15,310	-234,337

**E2 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT**

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. This statement does not show in detail the amount of funding from local taxes and general government grants. 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 Notes to the Core Statements.

The Group Accounts are shown in the separate highlighted columns. This includes the transactions of Northampton Partnership Homes. As Northampton Partnership Homes only started trading on 5<sup>th</sup> January 2015, no Group Accounts are shown for the prior period.

Re-stated 2013/14			COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	2014/15			Group Accounts
Gross Expenditure £000s	Gross Income £000	Net Expenditure £000		Gross Expenditure £000s	Gross Income £000	Net Expenditure £000	2014/15 Net Expenditure £000
			<b>INCOME AND EXPENDITURE ON SERVICES</b>				
3,679	-1,753	1,926	<b>Central services to the public</b>	3,579	-1,494	2,085	2,085
			<b>Cultural, environmental &amp; planning</b>				
8,627	-1,910	6,717	Cultural & related services	10,059	-2,655	7,404	7,404
9,612	-3,121	6,491	Environment and Regulatory Services	10,113	-3,598	6,515	6,515
8,242	-3,419	4,823	Planning Services	20,740	-5,030	15,710	15,710
2,846	-3,748	-902	<b>Highways, roads &amp; transport</b>	14,303	-3,116	11,187	11,187
			<b>Housing</b>				
41,119	-53,327	-12,208	Housing Revenue Account	55,458	-87,075	-31,617	-31,756
85,670	-79,566	6,104	General Fund Housing	85,152	-79,936	5,216	5,101
3,196	-649	2,547	<b>Corporate &amp; democratic core</b>	2,399	-64	2,335	2,335
250	-2,417	-2,167	<b>Non distributed costs</b>	3	-8,760	-8,757	-8,757
<b>198,603</b>	<b>-158,364</b>	<b>13,331</b>	<b>COST OF SERVICES</b>	<b>201,806</b>	<b>-191,728</b>	<b>10,078</b>	<b>9,824</b>
10,173	-7,201	2,972	Other Operating Expenditure (Note 10)	20,368	-15,238	5,130	5,130
20,470	-8,235	12,235	Financing and Investment Income and Expenditure (Note 11)	20,994	-8,767	12,227	12,341
36,636	-93,065	-56,429	Taxation and Non-Specific Grant Income (Note 12)	37,823	-92,500	-54,676	-54,676
		<b>-27,891</b>	<b>(Surplus) or Deficit on Provision of Services</b>			<b>-27,241</b>	<b>-27,381</b>
		-10,529	Surplus or deficit on revaluation of Property, Plant and Equipment assets			-1,335	-1,335
		10,301	Actuarial gains / losses on pension assets/liabilities			16,864	18,629
		<b>-228</b>	<b>Other Comprehensive Income and Expenditure (Note 9)</b>			<b>15,529</b>	<b>17,294</b>
		<b>-28,119</b>	<b>TOTAL COMPREHENSIVE INCOME AND EXPENDITURE</b>			<b>-11,712</b>	<b>-10,087</b>

**E3 BALANCE SHEET**

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

The Group Accounts are shown in the separate highlighted column. This includes the transactions of Northampton Partnership Homes. As Northampton Partnership Homes only started trading on 5<sup>th</sup> January 2015, no Group Accounts are shown for the prior period.

31st March 2014		31st March 2015	Notes	Group Accounts
£000s	Balance Sheet	£000s		31st March 2015
				£000s
485,704	Property, Plant & Equipment	509,188	13	509,188
36,592	Heritage Assets	29,484	14	29,484
7,479	Investment Property	7,295	15	7,295
1,531	Intangible Assets	1,035	16	1,035
0	Long Term Investments	2,507	17g	2,507
8,996	Long Term Debtors	15,090	20	15,090
<b>540,302</b>	<b>Long Term Assets</b>	<b>564,599</b>		<b>564,599</b>
28,612	Short Term Investments	43,142	17g	43,142
1,309	Assets Held for Sale	1,474	22	1,474
164	Inventories	72	18	152
19,650	Short Term Debtors	24,322	20	19,828
42,060	Cash and Cash Equivalents	19,326	21	26,539
<b>91,795</b>	<b>Current Assets</b>	<b>88,336</b>		<b>91,135</b>
-16,283	Short Term Borrowing	-2,628	17e	-2,628
-21,548	Short Term Creditors	-26,944	23	-29,660
-392	Provisions	-1,993	24	-1,993
<b>-38,223</b>	<b>Current Liabilities</b>	<b>-31,565</b>		<b>-34,281</b>
-8,233	Long Term Creditors	-7,377	38	-7,377
-1,272	Provisions	-29	24	-29
-210,126	Long Term Borrowing	-221,289	17f	-221,289
-136,313	Other Long Term Liabilities	-143,028	41b/45	-158,421
<b>-355,944</b>	<b>Long Term Liabilities</b>	<b>-371,723</b>		<b>-387,116</b>
<b>237,930</b>	<b>Net Assets</b>	<b>249,647</b>		<b>234,337</b>
65,894	Usable Reserves	83,752	MiRS	83,835
172,036	Unusable Reserves	165,895	26	150,502
<b>237,930</b>	<b>Total Reserves</b>	<b>249,647</b>		<b>234,337</b>



## E4 CASH FLOW STATEMENT

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

The Group Accounts are shown in the separate highlighted column. This includes the transactions of Northampton Partnership Homes. As Northampton Partnership Homes only started trading on 5<sup>th</sup> January 2015, no Group Accounts are shown for the prior period.

2013/14 £000	Cashflow Statement	2014/15 £000	Group Accounts 2014/15 £000
27,891	Net Surplus or (deficit) on the provision of services	27,241	27,381
28,840	Adjustment to surplus or deficit on the provision of services	19,377	26,450
-26,439	Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	-40,165	-40,165
<b>30,292</b>	<b>Net Cashflows from Operating Activities</b>	<b>6,453</b>	<b>13,666</b>
-17,423	Net Cashflows from Investing Activities	-25,513	-25,513
7,388	Net Cashflows from Financing Activities	-3,674	-3,674
<b>20,257</b>	<b>Net increase or decrease in cash and cash equivalents</b>	<b>-22,734</b>	<b>-15,521</b>
21,803	Cash and Cash Equivalents at the Beginning of the Reporting Period	42,060	42,060
<b>42,060</b>	<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	<b>19,326</b>	<b>26,539</b>

## 1. PRIOR YEAR ADJUSTMENTS

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There have been no material prior periods adjustments identified that require disclosure within Note 1 of the accounts for 2014/15.

## 2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT BEEN ADOPTED

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IAS 8 requires an authority to disclose the impact of an accounting change that has been issued but not yet adopted. These changes will be applied retrospectively unless there are specific transitional arrangements specified in the Code. There are a number of changes detailed below that are likely to apply for 2015/16, all of which will apply from 1st April 2015, and will be adopted (where applicable) by Northampton Borough Council from 1st April 2015:

### **IFRS13: Fair Value Measurement (May 2011)**

IFRS 13 applies to IFRSs that require or permit fair value measurements or disclosures and provides a single IFRS framework for measuring fair value and requires disclosures about fair value measurement.

### **Annual Improvements to IFRSs (2011 – 2013 Cycle)**

The IASB carries out cyclical work to identify and implement improvements in IFRSs. The following amendments will be incorporated into the 2015/16 Code of Practice:

- IFRS 1: Meaning of effective IFRSs;
- IFRS 3: Scope of exceptions for joint ventures;
- IFRS 13: Scope of paragraph 52 (portfolio exception); and
- IAS 40: Clarifying the interrelationship of IFRS 3 Business Combinations and IAS 40 Investment Property when classifying property as investment property or owner-occupied property.

### **IFRIC 21 Levies**

IFRIC 21 provides guidance on when to recognise a liability for a levy imposed by a government, both for levies that are accounted for in accordance with IAS 37 Provisions, Contingent Liabilities and Contingent Assets and those where the timing and the amount of the levy is certain.

## 3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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In applying the accounting policies set out in Section D (above), the Authority has had to make certain judgments about complex transactions or those involving uncertainty about future events. The critical judgments made in the Statement of Accounts are:

- There is a high degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to reduce levels of service provision.
- The state of the economy is very unpredictable at the present time. The Authority has based its assumptions about bad debt levels based on its current expectations about peoples' ability to pay.
- Valuations of Council Dwellings have been based on the latest Government guidance, and impairment has been recognised to reflect this. Local authority housing is facing significant financial reform in the coming years; however, there are no indications at present that the social housing valuation percentages for the local area will be changed again.

- Useful economic lives are based on estimates either from professional (RICS qualified) valuers in the case of property, and service experts in relation to other assets. Infrastructure has a useful economic life of 25 years in line with CIPFA guidance.
- Estimates and judgements are evaluated based on historical experience and other factors including horizon scanning for future events that are believed to be reasonable under the circumstances. Actual events may differ from these expectations.

Estimates and judgements are evaluated based on historical experience and other factors including horizon scanning for future events that are believed to be reasonable under the circumstances. Actual events may differ from these expectations.

The main areas where judgement and estimates are used are in accounting for fixed assets and provisions.

**4. 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 Authority 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 Authority’s Balance Sheet at 31 March 2015 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment (excluding land) - Depreciation & Useful Lives	Assets are depreciated over useful lives that are dependant on assumptions about the level of repairs and maintenance that will be carried out in relation to individual assets. The current economic climate makes it uncertain how much the authority will be able to spend on repairs and maintenance on these assets, so there is uncertainty in the useful economic lives allocated to each asset.	If useful economic lives are reduced there would be an increase in depreciation and a reduction in the carrying value of the assets. It is estimated that the annual depreciation charge for buildings would increase by approximately £0.423m for every year that useful lives had to be reduced.
Property, Plant and Equipment (excluding land) - Valuations	Assets are valued each year by professional valuers (NBC Internal Valuers) using appropriate valuation methods, judgements, and assumptions. Council dwellings are valued as at 1 April annually, non investment properties with a closing value of over £300k the previous year are revalued mid-year, and other non-investment property is valued on a 5-year rolling programme part way through the year. The assumptions used and timings of these valuations introduce a degree of estimation risk if property values differ from the valuations used.	The net book value of an asset at 31 March is the value of that asset as it appears on the Balance sheet. - A 1% variation in value on Dwellings is equivalent to £3.976m - A 1% variation in value on other operational property is equivalent to £1.172m

Benefit Overpayments Provision	The Authority has made a provision of £4.899m in respect of Overpayments to Benefit Claimants. This provision is based upon a analysis of outstanding debt as at year end and is considered prudent in light of the highly uncertain nature of future recovery levels.	As the provision for Benefit Overpayments is currently set at 92.2% of the overall debt, any movement in the level of overpayments will have a corresponding, equivalent impact on the level of provision required.
Insurance Provision and Reserve	The Council has made a provision of £0.336m for actual insurance claims outstanding and a reserve of £1.762m is set aside for unknown future claims. The amount in the reserve is based upon an actuarial report from our independent advisors, who have specialist experience in forecasting.	If the insurance provision proves to be insufficient then funds can be transferred from the insurance reserve. If the level of insurance reserve were to prove incorrect, then the effect would be equivalent to the amount of the additional claims.
Pensions Liability	The Council has a liability for retirement benefits promised under the terms of the pension scheme of £142.680m. Liabilities are measured on an actuarial basis, estimating future cash flows discounted to present values. This 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.	If the principal assumptions used to measure the liability were to differ, then the increase in liability would be: - 0.5% decrease in discount rate = £26.708m - 1 year increase in life expectancy = £9.301m - 0.5% salary increase = £5.000m - 0.5% increase in Pensions rate = £21.384m
Arrears	The General Fund has provided for a bad debt provision of £0.855m. This is based on modelled assumptions of the amount of debt cleared at various time points. The model is based on past recovery rates but any changes in the economic climate could impact on the recovery of outstanding debts.	The amount of debt having a provision against it equates to £3.911m. Therefore any changes in the recovery of our debts will have a maximum impact of £3.055m.

Business Rates Appeals	The council has made a provision for the effects of business rates appeals (including backdated appeals) of which the NBC element is £1.62m. This is based on appeals that had been lodged and were outstanding at 31 March 2015. Additional contingent liabilities in relation to Business Rates have been disclosed within note 46.	If appeals on the list are rejected or settled at a lower value from the amount taken into account in the appeal provision, the provision for the excess would be released. If appeals on the list are settled at a higher value than the appeal provision or appeals are settled that are not included on the list at 31 March, there would be an impact on the business rates income to the authority under the Rates Retention Scheme.
Minimum lease payments on operating leases (authority as lessor)	Future estimates of minimum lease payments contain a number of assumptions about lease rental income and lease periods; for example that leases will not be renewed at the end of their term, and that vacant properties will not be leased at a future date.	If leases are extended beyond their original term or renewed on expiry, and vacant properties are leased out, then future rental income will exceed the minimum lease payments calculated. Conversely if lessees default on their leases or payments then future rental income may be reduced.

This list does not include assets/liabilities that are carried at fair value based on recently observed market prices. For items relating to the Housing Revenue Account, please see section G of the Accounts.

## 5. MATERIAL ITEMS OF INCOME AND EXPENSE

During the financial year 2014/15, NBC has five material items disclosed in the accounts.

- 1) The first item relates to a contract to carry out the councils Environmental Services (Waste Collection, Street Cleaning, Parks etc.).The contract cost in relation to this item in 2014/15 was £6.08m.
- 2) The second item relates to the contract with LGSS to cover the majority of the councils back office functions (HR, Finance, ICT etc.).The contract cost in relation to this item in 2014/15 was £8.98m.
- 3) There was a grant of £15.5m for Decent Homes from the Homes and Communities Agency.
- 4) There was expenditure on Housing Benefits for £42m in relation to Rent Allowances and £32m in relation to Rent Rebates. The grant income received from DWP in respect of these payments is disclosed within Note 38.
- 5) £7.7m was received from the sale of the Egyptian statue, Sekhemka. This is expected to be reinvested in the future extension and refurbishment of the Northampton Central Museum.

## 6. EVENTS AFTER THE BALANCE SHEET DATE

The Statement of Accounts was authorised for issue by the Chief Finance Officer on the date shown in the section C. 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 2015, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There have been no events after the balance sheet event requiring disclosure.

**7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATION**

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

2014/15	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Adjustments primarily involving the Capital Adjustment Account:</b>								
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>								
Charges for depreciation and impairment of non-current assets	-4,226	0	0	-8,939	0	0	-13,165	13,165
Revaluation gains on PPE	945	33,261	0	0	0	0	34,206	-34,206
Revaluation losses on PPE	-16,140	-18,124	0	0	0	0	-34,263	34,263
Movements in the market value of Investment properties	-182	51	0	0	0	0	-132	132
Amortisation of Intangible assets	-320	0	0	0	0	0	-320	320
Capital Grants & contributions applied (if any)	8,315	15,522	0	0	0	0	23,837	-23,837
Income in relation to donated assets if any	57	0	0	0	0	0	57	-57
Revenue expenditure funded from capital under statute	-12,876	0	0	0	0	0	-12,876	12,876
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	-9,532	-6,145	0	0	0	0	-15,678	15,678
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement</b>								
Statutory provision for the financing of capital investment	1,253	0	0	0	0	0	1,253	-1,253
Capital expenditure charged against the General Fund and HRA balances	2,714	0	0	0	0	0	2,714	-2,714
Balance of MRA	0	0	0	0	0	0	0	0
<b>Total Adjustments primarily involving the Capital Adjustment Account</b>	<b>-29,993</b>	<b>24,565</b>	<b>0</b>	<b>-8,939</b>	<b>0</b>	<b>0</b>	<b>-14,366</b>	<b>14,366</b>

2014/15	General Fund Balance £000s	Housing Revenue Account £000s	Earmarked Reserves £000s	Major Repairs Reserve £000s	Capital receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Movement in Unusable Reserves £000s
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	2,382	0	0	0	0	-2,382	0	0
Application of grants to capital financing transferred to the Capital Adjustment Account	0	0	0	0	0	1,130	1,130	-1,130
<b>Total Adjustments primarily involving the Capital Grants Unapplied Account</b>	<b>2,382</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1,252</b>	<b>1,130</b>	<b>-1,130</b>
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>								
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	9,605	4,454	0	0	-14,059	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	0	3,383	0	3,383	-3,383
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	0	-114	0	0	114	0	0	0
Contribution from the Capital Receipts Reserve to finance payments to Government Capital Receipts pool	-955	0	0	0	955	0	0	0
Transfer from Deferred Capital receipts Reserve upon receipt of cash	0	0	0	0	-8	0	-8	8
<b>Total Adjustments primarily involving the Capital Receipts Reserve</b>	<b>8,650</b>	<b>4,339</b>	<b>0</b>	<b>0</b>	<b>-9,615</b>	<b>0</b>	<b>3,375</b>	<b>-3,375</b>
<b>Adjustment primarily involving the Major Repairs Reserve:</b>								
Reversal of major Repairs Allowance credited to the HRA	0	3,273	0	-3,273	0	0	0	0
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	12,328	0	0	12,328	-12,328
<b>Total Adjustment primarily involving the Major Repairs Reserve</b>	<b>0</b>	<b>3,273</b>	<b>0</b>	<b>9,055</b>	<b>0</b>	<b>0</b>	<b>12,328</b>	<b>-12,328</b>

2014/15	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Adjustments primarily involving the Financial Instruments Adjustment Account:</b> Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-419		0	0	0	0	-419	419
<b>Adjustments primarily involving the Pensions Reserve:</b> Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	1,960	526	0	0	0	0	2,486	-2,486
Employer's pensions contributions and direct payments to pensioners payable in the year	6,143	1,372	0	0	0	0	7,515	-7,515
<b>Total Adjustments primarily involving the Pensions Reserve</b>	<b>8,104</b>	<b>1,898</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,001</b>	<b>-10,001</b>
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b> Amount by which council tax income and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax income and non-domestic rating income calculated for the year in accordance with statutory requirements	-2,711	0	0	0	0	0	-2,711	2,711
<b>Adjustment primarily involving the Accumulated Absences Account:</b> 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	19	26	0	0	0	0	44	-44
<b>Total Adjustments</b>	<b>-13,968</b>	<b>34,101</b>	<b>0</b>	<b>117</b>	<b>-9,615</b>	<b>-1,252</b>	<b>9,382</b>	<b>-9,382</b>



2013/14	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Adjustments primarily involving the Capital Adjustment Account:</b>								
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>								
Charges for depreciation and impairment of non-current assets	-2,475	0	0	-8,477	0	0	-10,952	10,952
Revaluation gains on PPE	1,437	14,829	0	0	0	0	16,266	-16,266
Revaluation losses on PPE	-2,309	-18,701	0	0	0	0	-21,010	21,010
Movements in the market value of Investment properties	157	-9	0	0	0	0	148	-148
Amortisation of Intangible assets	-329	0	0	0	0	0	-329	329
Capital Grants & contributions applied (if any)	4,993	17,020	0	0	0	0	22,013	-22,013
Income in relation to donated assets if any	0	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	-2,841	0	0	0	0	0	-2,841	2,841
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	-3,068	-3,867	0	0	0	0	-6,935	6,935
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement</b>								
Statutory provision for the financing of capital investment	1,065	0	0	0	0	0	1,065	-1,065
Capital expenditure charged against the General Fund and HRA balances	132	0	0	0	0	0	132	-132
Balance of MRA	0	0	0	0	0	0	0	0
<b>Total Adjustments primarily involving the Capital Adjustment Account</b>	<b>-3,238</b>	<b>9,272</b>	<b>0</b>	<b>-8,477</b>	<b>0</b>	<b>0</b>	<b>-2,443</b>	<b>2,443</b>

2013/14	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	2,678	0	0	0	0	-2,678	0	0
Application of grants to capital financing transferred to the Capital Adjustment Account	0	0	0	0	0	1,404	1,404	-1,404
<b>Total Adjustments primarily involving the Capital Grants Unapplied Account</b>	<b>2,678</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>-1,274</b>	<b>1,404</b>	<b>-1,404</b>
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>								
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,702	4,379	0	0	-6,081	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	0	6,067	0	6,067	-6,067
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	0	-113	0	0	113	0	0	0
Contribution from the Capital Receipts Reserve to finance payments to Government Capital Receipts pool	-869	0	0	0	869	0	0	0
Transfer from Deferred Capital receipts Reserve upon receipt of cash	0	0	0	0	-56	0	-56	56
<b>Total Adjustments primarily involving the Capital Receipts Reserve</b>	<b>833</b>	<b>4,266</b>	<b>0</b>	<b>0</b>	<b>912</b>	<b>0</b>	<b>6,011</b>	<b>-6,011</b>
<b>Adjustment primarily involving the Major Repairs Reserve:</b>								
Reversal of major Repairs Allowance credited to the HRA	0	3,671	0	-3,671	0	0	0	0
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	4,286	0	0	4,286	-4,286
<b>Total Adjustment primarily involving the Major Repairs Reserve</b>	<b>0</b>	<b>3,671</b>	<b>0</b>	<b>615</b>	<b>0</b>	<b>0</b>	<b>4,286</b>	<b>-4,286</b>

2013/14	General Fund Balance £000s	Housing Revenue Account £000s	Earmarked Reserves £000s	Major Repairs Reserve £000s	Capital receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Movement in Unusable Reserves £000s
<b>Adjustments primarily involving the Financial Instruments Adjustment Account:</b> Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-943	41	0	0	0	0	-902	902
<b>Adjustments primarily involving the Pensions Reserve:</b> Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement Employer's pensions contributions and direct payments to pensioners payable in the year	-4,450	-1,633	0	0	0	0	-6,083	6,083
	5,848	2,140	0	0	0	0	7,988	-7,988
<b>Total Adjustments primarily involving the Pensions Reserve</b>	<b>1,398</b>	<b>507</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,905</b>	<b>-1,905</b>
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b> Amount by which council tax income and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax income and non-domestic rating income calculated for the year in accordance with statutory requirements	-3,221	0	0	0	0	0	-3,221	3,221
<b>Adjustment primarily involving the Accumulated Absences Account:</b> 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	49	6	0	0	0	0	55	-55
<b>Total Adjustments</b>	<b>-2,444</b>	<b>17,763</b>	<b>0</b>	<b>-7,862</b>	<b>912</b>	<b>-1,274</b>	<b>7,095</b>	<b>-7,095</b>

8. TRANSFERS TO / FROM EARMARKED RESERVES

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

Earmarked Reserve	Balance at 31 March 2013 £000s	Additions to Reserve £000s	Use Of Reserve £000s	Balance at 31 March 2014 £000s	Additions to Reserve £000s	Use Of Reserve £000s	Balance at 31 March 2015 £000s
<b>General Fund</b>							
General Revenue Grants (Ringfenced)	2,991	50	-330	2,712	949	-557	3,105
S106 Contributions	809	1,660	-44	2,425	148	-95	2,479
<b>Total Ringfenced Grants &amp; Contributions</b>	<b>3,800</b>	<b>1,710</b>	<b>-374</b>	<b>5,137</b>	<b>1,098</b>	<b>-652</b>	<b>5,583</b>
Supporting Business/Economic Growth	225	1,075	-95	1,205	193	-100	1,298
Service Improvements/Performance and Change	702	331	-150	883	0	-51	832
General Earmarked Reserves	5,493	1,511	-2,423	4,581	1,924	-1,843	4,662
Delapre Abbey	883	75	-63	895	72	-146	820
Specific Carry Forwards	247	268	-89	426	0	-154	272
<b>Total Service Related Reserves</b>	<b>7,550</b>	<b>3,260</b>	<b>-2,820</b>	<b>7,989</b>	<b>2,189</b>	<b>-2,293</b>	<b>7,885</b>
Strategic Investment Reserve	0	0	0	0	1,429	-67	1,362
New Homes Bonus	1,647	2,326	-763	3,210	539	-1,772	1,977
<b>Total Corporate Reserves</b>	<b>1,647</b>	<b>2,326</b>	<b>-763</b>	<b>3,210</b>	<b>1,968</b>	<b>-1,839</b>	<b>3,340</b>
Financial Pressures Reserve	1,625	1,407	0	3,032	1,812	-1,883	2,960
Insurance Reserve	2,443	196	-155	2,484	750	-1,471	1,762
Technical Reserves	7	3,580	-57	3,530	2,183	-114	5,599
<b>Total Technical Reserves</b>	<b>4,075</b>	<b>5,183</b>	<b>-212</b>	<b>9,045</b>	<b>4,744</b>	<b>-3,468</b>	<b>10,321</b>
<b>Total General Fund</b>	<b>17,072</b>	<b>12,479</b>	<b>-4,169</b>	<b>25,382</b>	<b>9,998</b>	<b>-8,252</b>	<b>27,129</b>
<b>HRA</b>							
HRA Reserves	8,794	6,705	-2,500	12,999	4,068	0	17,067
HRA Supporting People Reserve	558	0	0	558	0	0	558
HRA Reform Reserve	1,333	0	-460	873	0	-865	8
HRA Leaseholder Reserve	168	0	0	168	332	0	500
HRA Service Improvement Reserve	1,396	36	-36	1,395	0	0	1,395
HRA Insurance Reserve	300	0	0	300	0	0	300
<b>Total HRA</b>	<b>12,549</b>	<b>6,741</b>	<b>-2,996</b>	<b>16,294</b>	<b>4,400</b>	<b>-865</b>	<b>19,829</b>
<b>Total Earmarked Reserves</b>	<b>29,621</b>	<b>19,220</b>	<b>-7,165</b>	<b>41,676</b>	<b>14,398</b>	<b>-9,117</b>	<b>46,958</b>

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## **General Revenue Grants (Ring-fenced)**

The reserve contains grants which have been received but not spent but which are ring-fenced for a specific purpose in future years.

## **S106 Contributions**

These are developer contributions towards future maintenance and infrastructure costs relating to future growth development across Northampton.

## **Supporting Business/Economic Growth**

This reserve has been set up to support business and economic growth in the local area.

## **Service Improvements/Performance and Change**

This reserve will continue to support strategic business reviews and other service reviews that will improve the performance of the Council.

## **General Earmarked Reserves**

The General Reserve allows the Council to commit funding to individual projects which may spread across more than one year.

## **Delapre Abbey**

This reserve is set aside to support the restoration of Delapre Abbey.

## **Specific Carry Forwards**

Monies received in the current financial year that are required for future years are held in this reserve.

## **Strategic Investment Reserve**

The Council has set aside funding to support future Invest to Save initiatives and meet strategic priorities. This reserve has strict criteria before monies can be drawn down. The criteria are set out in the Medium Term Financial Plan 2015-20.

## **New Homes Bonus**

Some of the New Homes Bonus funding is set aside to support local infrastructure projects and initiatives which provide additional economic benefit within the borough.

## **Financial Pressures Reserve**

The Council has set aside monies to assist with mitigation of specific risks facing the Council. These risks are set out in more detail in the Medium Term Financial Plan 2015-20.

## **Insurance Reserve**

This reserve assists the Council in managing its liabilities surrounding future Insurance Claims.

## **Technical Reserves**

These reserves are set aside to assist the Council with managing cash flow accounting and new policy, legislative and technical changes across local government. The majority of this reserve is set aside to manage the current NNDR Collection Fund deficit.

## **HRA Earmarked Reserves**

These reserves contain amounts specifically set aside to finance HRA projects. The money in these reserves must be used on the Housing Revenue Account.

9. OTHER COMPREHENSIVE EXPENDITURE AND INCOME

2013/14 £000s	Other Comprehensive Income & Expenditure	2014/15 £000s
	<b>Revaluation Reserve</b>	
-11,211	General Fund Revaluation Gains	-2,943
1,177	General Fund Revaluation Losses	2,411
-574	HRA Revaluation Gains	-831
80	HRA Revaluation Losses	28
<b>-10,528</b>	<b>Total</b>	<b>-1,335</b>
<b>10,301</b>	<b>Actuarial Gains &amp; Losses to the Pensions Reserve</b>	<b>16,864</b>
<b>-227</b>	<b>Other Comprehensive Expenditure and Income</b>	<b>15,529</b>

10. OTHER OPERATING EXPENDITURE

2013/14 £000s	Other Operating Expenditure	2014/15 £000s
1,014	Parish council precepts	1,046
-20	Levies	-21
869	Payments to the Government Housing Capital Receipts Pool	955
141	Trading	1,418
968	Gains/Losses on the disposal of non-current assets	1,732
<b>2,972</b>	<b>Total</b>	<b>5,130</b>

11. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2013/14 £000s	Financing And Investment Income And Expenditure	2014/15 £000s
7,746	Interest payable and similar charges	8,121
5,517	Pensions interest cost and expected return on pensions assets	5,555
-676	Interest receivable and similar charges	-1,327
-352	Income and expenditure in relation to investment properties and changes in their fair value	-122
<b>12,235</b>	<b>Total</b>	<b>12,227</b>

12. TAXATION AND NON SPECIFIC GRANT INCOME

2013/14 £000s	Taxation And Non Specific Grant Income	2014/15 £000s
-13,380	Council tax income	-13,796
-6,908	Capital grants and contributions	-6,788
-8,971	Revenue Support Grant	-6,958
-5,948	Non domestic rates	-6,701
-21,223	Non-ring fenced government grants	-20,376
0	Donated Assets	-57
<b>-56,430</b>	<b>Total</b>	<b>-54,676</b>

**13. PROPERTY, PLANT AND EQUIPMENT**

a) Movement

<b>Movements in 2014/15</b>	<b>Council Dwellings</b>	<b>Housing Land and Buildings</b>	<b>Other Land and Buildings</b>	<b>Vehicles, Plant, Furniture &amp; Equipment</b>	<b>Infrastructure Assets</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Total Property, Plant and Equipment</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
<b>Cost or Valuation</b>									
<b>At 1st April 2014</b>	<b>371,882</b>	<b>18,382</b>	<b>89,480</b>	<b>3,156</b>	<b>2,203</b>	<b>13,174</b>	<b>365</b>	<b>192</b>	<b>498,834</b>
Additions	29,718	33	4,974	362	327	412	215	4,362	40,403
Donations	0	0	1,878	0	0	571	0	0	2,449
Revaluation increases / (decreases) recognised in the Revaluation Reserve	73	553	720	-254	0	-289	0	0	803
Revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	2,791	11	-14,958	-2,518	0	0	0	0	-14,674
Derecognition – disposals	-2,946	-88	-694	-19	0	0	0	0	-3,747
Derecognition – other	-3,887	-65	-65	0	0	0	0	0	-4,017
Assets reclassified (to) / from Held for sale	0	0	-666	0	0	0	-14	0	-680
Other movements in cost or valuation	0	0	3	1	0	15	14	-23	10
<b>At 31 March 2015</b>	<b>397,631</b>	<b>18,826</b>	<b>80,672</b>	<b>728</b>	<b>2,530</b>	<b>13,883</b>	<b>580</b>	<b>4,531</b>	<b>519,381</b>
<b>Accumulated Depreciation and Impairment</b>									
<b>At 1 April 2014</b>	<b>9,617</b>	<b>732</b>	<b>1,853</b>	<b>480</b>	<b>360</b>	<b>81</b>	<b>7</b>	<b>0</b>	<b>13,130</b>
Depreciation Charge	8,604	332	2,291	577	59	160	2	0	12,025
Depreciation written out to the revaluation reserve	0	-177	-34	-170	0	-151	0	0	-532
Depreciation written out to the Surplus/Deficit on the Provision of Services	-12,336	0	-1,568	-713	0	0	0	0	-14,617
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	0	0	1,050	0	0	0	0	0	1,050
Derecognition – Disposals	-70	-1	0	-8	0	0	0	0	-79
Derecognition – other	-762	-7	-15	0	0	0	0	0	-784
Other Movements	0	0	0	0	0	0	0	0	0
<b>At 31 March 2015</b>	<b>5,053</b>	<b>879</b>	<b>3,577</b>	<b>166</b>	<b>419</b>	<b>90</b>	<b>9</b>	<b>0</b>	<b>10,193</b>
<b>Net Book Value</b>									
<b>At 31 March 2014</b>	<b>362,265</b>	<b>17,650</b>	<b>87,627</b>	<b>2,676</b>	<b>1,843</b>	<b>13,093</b>	<b>358</b>	<b>192</b>	<b>485,704</b>
<b>At 31 March 2015</b>	<b>392,578</b>	<b>17,947</b>	<b>77,095</b>	<b>562</b>	<b>2,111</b>	<b>13,793</b>	<b>571</b>	<b>4,531</b>	<b>509,188</b>



Movements in 2013/14	Council Dwellings £000s	Housing Land and Buildings £000s	Other Land and Buildings £000s	Vehicles, Plant, Furniture & Equipment £000s	Infrastructure Assets £000s	Community Assets £000s	Surplus Assets £000s	Assets Under Construction £000s	Total Property, Plant and Equipment £000s
<b>Cost or Valuation</b>									
<b>At 1st April 2014</b>	<b>361,264</b>	<b>18,307</b>	<b>80,094</b>	<b>2,913</b>	<b>2,134</b>	<b>5,325</b>	<b>365</b>	<b>1,789</b>	<b>472,191</b>
Additions	24,371	0	9,111	979	69	565	0	191	35,286
Donations	0	0	1,500	0	0	0	0	0	1,500
Revaluation increases / (decreases) recognised in the Revaluation Reserve	-42	353	2,410	-1	0	7,160	0	0	9,880
Revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	-9,804	18	-2,194	-722	0	0	0	0	-12,702
Derecognition – disposals	-1,893	-269	-1,674	-14	0	0	0	0	-3,850
Derecognition – other	-2,014	-27	-1,044	0	0	0	0	0	-3,085
Assets reclassified (to) / from Held for sale	0	0	-457	0	0	124	0	0	-333
Other movements in cost or valuation	0	0	1,734	0	0	0	0	-1,787	-53
<b>At 31 March 2014</b>	<b>371,882</b>	<b>18,382</b>	<b>89,480</b>	<b>3,155</b>	<b>2,203</b>	<b>13,174</b>	<b>365</b>	<b>193</b>	<b>498,834</b>
<b>Accumulated Depreciation and Impairment</b>									
<b>At 1 April 2013</b>	<b>-7,707</b>	<b>-599</b>	<b>-2,414</b>	<b>-442</b>	<b>-302</b>	<b>-17</b>	<b>-5</b>	<b>0</b>	<b>-11,486</b>
Depreciation Charge	-8,150	-324	-1,351	-777	-58	-80	-2	0	-10,742
Depreciation written out to the revaluation reserve	0	182	317	133	0	16	0	0	648
Depreciation written out to the Surplus/Deficit on the Provision of Services	5,914	0	1,445	600	0	0	0	0	7,959
Impairment losses/(reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	0	0	0
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0	0	0	0	0	0
Derecognition – Disposals	41	5	8	6	0	0	0	0	60
Derecognition – other	285	4	142	0	0	0	0	0	431
Other Movements	0	0	0	0	0	0	0	0	0
<b>At 31 March 2014</b>	<b>-9,617</b>	<b>-732</b>	<b>-1,853</b>	<b>-480</b>	<b>-360</b>	<b>-81</b>	<b>-7</b>	<b>0</b>	<b>-13,130</b>
<b>Net Book Value</b>									
<b>At 31 March 2013</b>	<b>353,557</b>	<b>17,708</b>	<b>77,680</b>	<b>2,471</b>	<b>1,832</b>	<b>5,308</b>	<b>360</b>	<b>1,789</b>	<b>460,705</b>
<b>At 31 March 2014</b>	<b>362,265</b>	<b>17,650</b>	<b>87,627</b>	<b>2,675</b>	<b>1,843</b>	<b>13,093</b>	<b>358</b>	<b>193</b>	<b>485,704</b>

b) Depreciation

The useful lives and depreciation rates used in the calculation of depreciation are detailed in accounting policy ‘o’.

c) Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. All valuations were carried out internally. 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 current prices where there is an active second-hand market or latest list prices adjusted for the condition of the asset.

The main Housing stock was initially valued by the Beacon Method at April 2000. A rolling programme of revaluation exists whereby approximately 20% of the Housing Stock is revalued each year and the average percentage change established on the revalued properties is then applied to the remaining stock.

The significant assumptions applied in estimating the fair values are:

- Each property has good title
- Each property is not subject to flooding, subsidence, shrinkage, or other such hazards
- The land is not affected in any way by contamination
- Each property is free from structural defect and is in reasonable condition
- Where properties are vacant, the current and future use are the same with no potential redevelopment of the site

	<b>Council Dwellings</b>	<b>Housing Land &amp; Build.</b>	<b>Other Land &amp; Build.</b>	<b>Vehicles, Plant, Furniture &amp; Equip.</b>	<b>Surplus Assets</b>	<b>Total</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
<b>Valued at fair value in:</b>						
2014/15	367,235	12,491	56,417	328	0	<b>436,471</b>
2013/14	327,904	12,044	52,092	2,176	0	<b>394,216</b>
2012/13	19,607	163	14,920	0	6	<b>34,696</b>
2011/12	0	0	578	0	0	<b>578</b>
2010/11	0	6,143	4,469	0	359	<b>10,971</b>
2009/10	0	32	6,810	0	0	<b>6,842</b>
<b>Total</b>	<b>714,746</b>	<b>30,873</b>	<b>135,286</b>	<b>2,504</b>	<b>365</b>	<b>883,774</b>

d) Information on Assets Held

31 March 2014 Number	Information on Assets Held	31 March 2015 Number
	<b>Operational Assets</b>	
11,969	<b>Council Dwellings</b>	11,883
	<b>Other Land and Buildings</b>	
27	Council Houses not used as dwellings - Community Rooms	26
81	Shared Ownership Properties	79
3,130	Council Garages	3,127
21	Other Housing Properties	21
66	Operational Shops	66
62.88ha	Allotments	62.88ha
7	Sports & Leisure Centres	7
23	Community Centres	24
1	Museums, Art Galleries	1
1	Open Markets	1
8	Public Conveniences	8
5	Multi-Storey Pay & Display Car Parks	5
1	Local Area Offices	1
3	Central Administrative Offices	3
1	Gypsy Site	1
1	Bus Station	1
18	Surface Pay & Display Car Parks	17
7	Pavilions	7
1	Depots	1
14	Sub-Depots	14
81	<b>Infrastructure</b>	84
174	<b>Vehicles, Plant, Furniture and Equipment</b>	174
	<b>Community Assets</b>	
887.45ha	Parks and Open Spaces	925.53ha
1	Guildhall	1
1	Historical Buildings	1
2	Monuments/Memorials/Exhibitions	2
8	Cemeteries	8
	<b>Heritage Assets</b>	
37	Buildings & Statuary	37
163	Museum Exhibits	164
123	Guildhall Contents	123
15	Mayoral Regalia	15
	<b>Non-operational Assets</b>	
290	Commercial Property (Units)	287
65.97ha	Agricultural Land	65.97ha
1	Golf Course	1
1	Cinepod	1
1	Theatres	1
53	<b>Intangible Assets</b>	53

e) Donated Assets

During the financial year 2014/15, the Council received land and building assets from Homes and Communities Agency with a value of £2.45m. The Museum received one painting and a set of 12 drawings to the value of £57k.

During the financial year 2013/14, the Council received donated assets from West Northamptonshire Development Corporation with a value of £1.5m, due to the closure of the Corporation on 31 March 2014.

f) Commitments under Capital Contracts

At 31 March 2015, the Authority has one committed contract for the construction or enhancement of Property, Plant and Equipment in 2015/16 and future years budgeted to cost £1,289k.

Scheme	Contractor	2015/16 £000s	2016/17 £000s	2017/18 £000s	2018/19 £000s	Basis of Commitment
Greyfriars Demolition	DSM Demolition	1,289	0	0	0	Demolition works

14. HERITAGE ASSETS

Reconciliation of the heritage assets held by the Authority:

Movements in 2014/15	Historic Buildings & Statuary £000s	Museum Exhibits £000s	Mayoral Regalia £000s	Guildhall Artefacts £000s	Total Heritage Assets £000s
<b>Cost or Valuation</b>					
<b>1 April 2014</b>	<b>5,161</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,796</b>
Additions	919	3	0	0	922
Donations	0	57	0	0	57
Derocognition - Disposals	0	-8,000	0	0	-8,000
Other movements in cost or valuation	0	3	0	0	3
<b>31 March 2015</b>	<b>6,080</b>	<b>21,718</b>	<b>48</b>	<b>1,932</b>	<b>29,778</b>
<b>Accumulated Depreciation and Impairment</b>					
<b>1 April 2014</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204</b>
Depreciation Charge	90	0	0	0	90
<b>31 March 2015</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294</b>
<b>Net Book Value</b>					
<b>at 31 March 2014</b>	<b>4,957</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,592</b>
<b>at 31 March 2015</b>	<b>5,786</b>	<b>21,718</b>	<b>48</b>	<b>1,932</b>	<b>29,484</b>

Heritage Assets	Historic Buildings & Statuary £000s	Museum Exhibits £000s	Mayoral Regalia £000s	Guildhall Artefacts £000s	Total Heritage Assets £000s
<b>Cost or Valuation</b>					
<b>1 April 2013</b>	<b>4,927</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,562</b>
Additions	234	0	0	0	234
Disposals	0	0	0	0	0
<b>31 March 2014</b>	<b>5,161</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,796</b>
<b>Depreciation and Impairment</b>					
<b>1 April 2013</b>	<b>-114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-114</b>
Depreciation	-89	0	0	0	-89
<b>31 March 2014</b>	<b>-203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-203</b>
<b>Net Book Value</b>					
<b>at 31 March 2013</b>	<b>4,813</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,448</b>
<b>at 31 March 2014</b>	<b>4,958</b>	<b>29,655</b>	<b>48</b>	<b>1,932</b>	<b>36,593</b>

### Buildings and Statuary

Historic Buildings that were previously included in Community Assets were valued as part of the five-year rolling programme of valuations undertaken by the Council's internal valuers. Statuary has been valued at market valuations by Art and Antiques Ltd in March 2012.

### Museum Exhibits

Museum Exhibits were valued in March 2010 by Arts and Antiques Ltd for insurance purposes: these valuations are based on market values. Of particular interest is the shoe collection, which is the largest collection of shoe heritage in the world and is designated as being of national importance.

Of the £8m disposal, materially this relates to £7.7m received from the sale of the Egyptian statue, Sekhemka. This is expected to be reinvested in the future extension and refurbishment of the Northampton Central Museum.

### Mayoral Regalia

These comprise of the chains and pendants of office and were valued in March 2010 by Arts and Antiques Ltd for insurance purposes. These valuations are based on market values.

### Guildhall Artefacts

These are items within the Guildhall such as paintings, clocks, lighting and furniture. Again, they were valued in March 2010 based on market values by Arts and Antiques Ltd for insurance purposes.

### Enhancements of Heritage Assets

Enhancements on Heritage Assets reflect improvement works undertaken at Delapre Abbey and restorations to various artworks.

15. INVESTMENT PROPERTIES

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

2013/14 £000s	Investment Properties	2014/15 £000s
-525	Rental income from investment property	522
22	Direct operating expenses arising from investment property	-108
<b>-503</b>	<b>Net (gain) / loss</b>	<b>414</b>

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

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

2013/14 £000s	Investment Property Valuations	2014/15 £000s
<b>7,398</b>	<b>Balance at start of the year</b>	<b>7,479</b>
	<b>Additions:</b>	
0	Construction	223
0	Subsequent expenditure	-262
28	<b>Disposals</b>	-132
	<b>Transfers:</b>	
53	to/from Property, Plant and Equipment	-13
<b>7,479</b>	<b>Balance at end of year</b>	<b>7,295</b>

**16. INTANGIBLE ASSETS**

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

- a) All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to the major software suites used by the Authority are:

	<b>Purchased Assets</b>
	<b>£000s</b>
3 Years	455
5 Years	424
10 Years	155
<b>Total</b>	<b>1,035</b>

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £891k charged to revenue in 2013/14 was charged to the appropriate cost centres and then absorbed as an overhead across all the service headings in the Net Expenditure of Services where the original service charged was an overhead. It is not, therefore, possible to quantify exactly how much of the amortisation is attributable to each service heading.

b) Movements

2013/14		Intangible Assets	2014/15	
Other Assets £000s	Total £000s		Other Assets £000s	Total £000s
		<b>Balance at start of year</b>		
5,376	5,376	Gross carrying amounts	5,090	5,090
-3,162	-3,162	Accumulated amortisation	-3,559	-3,559
<b>2,214</b>	<b>2,214</b>	<b>Net carrying amount at start of year</b>	<b>1,531</b>	<b>1,531</b>
533	533	Purchases	46	46
-819	-819	Disposals - Gross value	0	0
493	493	Disposals - Amortisation	0	0
-891	-891	Amortisation for the Period	-542	-542
<b>1,530</b>	<b>1,530</b>	<b>Net carrying amount at end of year</b>	<b>1,035</b>	<b>1,035</b>
		<b>Comprising:</b>		
5,091	5,091	Gross carrying amounts	5,136	5,136
-3,560	-3,560	Accumulated Amortisation	-4,101	-4,101
<b>1,531</b>	<b>1,531</b>	<b>Net carrying amount at end of year</b>	<b>1,035</b>	<b>1,035</b>

c) Material Items

There is one item of capitalised software that is individually material to the financial statements:

Carrying Amount 31 March 2014 £000s	Material Intangible Assets	Carrying Amount 31 March 15 £000s	Remaining Amortisation Period
665	IBS - Housing Management System	443	3 Years



17. FINANCIAL INSTRUMENTS

a) Categories of Financial Instruments

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

Categories of Financial Instruments	Long-Term		Current	
	31 March 2014 £000s	31 March 2015 £000s	31 March 2014 £000s	31 March 2015 £000s
<b>Investments</b>				
Loans and receivables	0	2,507	70,671	52,457
Available for sale financial assets	0	0	0	10,031
<b>Debtors</b>				
Loans and receivables	8,996	15,090	10,726	13,435
<b>Borrowings</b>				
Financial Liabilities at amortised cost	-210,126	-221,289	-16,283	-2,628
<b>Other Long Term Liabilities</b>				
PFI and finance leases	-496	-348	0	0
<b>Creditors</b>				
Financial Liabilities at amortised cost	-8,233	-7,377	-12,919	-15,325
Financial Liabilities carried at contract amount	-8,233	-7,377	-12,919	-15,325

b) Reclassifications

There have been no reclassifications of financial instruments during the year.

c) Income, Expense, Gains, and Losses

2013/14				Income, Expense, Gains and Losses	2014/15			
Financial Liabilities measured at amortised cost £000s	Financial Assets: Loans and Receivables £000s	Financial Assets: Available for Sale £000s	Total £000s		Financial Liabilities measured at amortised cost £000s	Financial Assets: Loans and Receivables £000s	Financial Assets: Available for Sale £000s	Total £000s
-7,746	0	0	<b>-7,746</b>	Interest expenditure	-8,121	0	0	<b>-8,121</b>
0	-902	0	<b>-902</b>	Impairment losses	0	-1,025	0	<b>-1,025</b>
<b>-7,746</b>	<b>-902</b>	<b>0</b>	<b>-8,648</b>	<b>Total Expense in Surplus or Deficit on the Provision of Services</b>	<b>-8,121</b>	<b>-1,025</b>	<b>0</b>	<b>-9,146</b>
0	675	0	<b>675</b>	Interest income	0	1,324	0	<b>1,324</b>
0	0	0	<b>0</b>	Increases in fair value	0	0	6	<b>6</b>
<b>0</b>	<b>675</b>	<b>0</b>	<b>675</b>	<b>Total Income in Surplus or Deficit on the Provision of Services</b>	<b>0</b>	<b>1,324</b>	<b>6</b>	<b>1,330</b>
<b>-7,746</b>	<b>-227</b>	<b>0</b>	<b>-7,973</b>	<b>Net gain/(loss) for the year</b>	<b>-8,121</b>	<b>299</b>	<b>6</b>	<b>-7,816</b>

The Authority did not have any Assets and Liabilities at Fair Value through Profit and Loss for either 2013-14 or 2014-15.

d) Fair Values of Assets and Liabilities

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

- Ranges of estimated interest rates and discount rates at 31 March 2015:
  - 1.11% to 3.08% for loans from the PWLB, based on new lending rates for equivalent loans at that date
  - 2.41% to 3.13% for other loans payable, based on discount rates applying at that date
  - 0.37% to 1.10% for loans receivable, based on new market rates for equivalent loans at that date
- No early repayment or impairment is recognised
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2014		31 March 2015	
	Carrying amount £000s	Fair value £000s	Carrying amount £000s	Fair value £000s
Financial Liabilities	-30,359	-30,685	-17,953	-18,051
Long Term Creditors	-220,520	-197,886	-229,014	-249,351

The fair value of liabilities at 31 March 2015 was higher than the carrying amount at the same date because the Authority's portfolio of loans included a number of fixed rate loans where the interest payable was higher than the prevailing rates at the Balance Sheet date. This showed a notional future loss (based on economic conditions at 31 March 2015) arising from a commitment to pay interest to lenders above current market rates.

	31 March 2014		31 March 2015	
	Carrying amount £000s	Fair value £000s	Carrying amount £000s	Fair value £000s
Loans and Receivables	81,690	81,736	68,399	68,435
Available for Sale	0	0	10,031	10,031
Long Term Debtors	8,996	8,996	15,090	15,090

The fair value of the assets at 31 March 2015 is marginally higher than the carrying amount at the same date because the Authority's portfolio of investments includes a number of fixed rate investments where the interest receivable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future gain (based on economic conditions at 31 March 2015 respectively) attributable to the commitment to receive interest above current market rates.

Available for sale assets and assets and liabilities at fair value through profit or loss are carried in the Balance Sheet at their fair value. These fair values are based on public price quotations where there is an active market for the instrument.

e) Short Term Borrowing

31 March 2014 £000s	Short Term Borrowing	31 March 2015 £000s
90	Billing Parish Council 7 day notice account	100
189	Northampton Volunteer Bureau 7 day notice account	189
22	HCA principal due within 1 year	24
15,721	LOBO Loans principal due within 1 year	0
261	PWLB Loans principal due within 1 year	2,315
<b>16,283</b>	<b>Total</b>	<b>2,628</b>

f) Long Term Borrowing

31 March 2014 £000s	Long Term Borrowing	31 March 2015 £000s
	<b>Analysis of loans by type</b>	
199,910	Public Works Loan Board	203,416
9,068	Money Market LOBOs	9,068
1,148	Homes & Communities Agency	1,124
0	Growing Places Fund	6,640
0	Local Infrastructure Fund	1,041
<b>210,126</b>	<b>Total</b>	<b>221,289</b>
	<b>Analysis of loans by maturity</b>	
2,259	Maturing in 1-2 years	6,296
18,299	Maturing in 2-5 years	16,932
16,312	Maturing in 5-10 years	28,522
173,256	Maturing in over 10 years	169,539
<b>210,126</b>	<b>Total</b>	<b>221,289</b>

g) Investments

31 March 2014 £000s	Investment Type	31 March 2015 £000s
	<b>Included in Cash and Cash Equivalents</b>	
21,681	Deposit and Call Accounts	370
22,860	Money Market Funds	18,473
<b>44,541</b>	<b>Total - Cash and Cash Equivalents</b>	<b>18,843</b>
	<b>Investments:</b>	
	<b>Current Investments - Under 1 Year</b>	
28,612	Fixed Term Investments	33,111
	<b>Current Investments - Over 1 Year</b>	
0	Fixed Term Investments	2,507
<b>28,612</b>	<b>Total - Investments</b>	<b>35,618</b>
	<b>Available for Sale Financial Instruments:</b>	
	<b>Current Investments - Under 1 Year</b>	
0	Fixed Term Investments	10,031
<b>0</b>	<b>Total - Available for Sale Financial Instruments</b>	<b>10,031</b>
<b>73,153</b>	<b>Total</b>	<b>64,492</b>

h) Soft Loans

The Council has made loans to two local sports club. These have been assessed as material soft loans.

One loan has been made to Northampton Town Football Club (NTFC) to redevelop the Sixfields Stadium.

The other loan has been made to Northampton Rugby Football Club (NRFC) to redevelop the Franklins Garden Stadium.

2013/14 £000s	Material Soft Loans	2014/15 £000s
<b>0</b>	<b>Balance at 1 April 2014</b>	9,057
10,000	Nominal value of new loans granted in year	5,750
-974	Fair value adjustment on initial recognition	-609
31	Write down of fair value adjustments in year	190
0	Loans repaid	-235
<b>9,057</b>	<b>Balance at 31 March 2015</b>	<b>14,153</b>

The interest rate used to calculate the fair value of these soft loans has been arrived at by taking the EU reference rate at the start date of the loan and adding a margin of 400 basis points (4%) to reflect the Council's risk in the loans.

## 18. INVENTORIES

	Westbridge Depot Main Stores £000s	Sub Stores £000s	Other Stores £000s	Total £000s
<b>2013/14</b>				
<b>Balance outstanding at start of year</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>67</b>
Purchases	1,264	0	135	<b>1,398</b>
Revaluations	0	0	1	<b>1</b>
Recognised as an expense in the year	-1,194	0	-100	<b>-1,294</b>
Written off balances	-68	0	-7	<b>-75</b>
Reclassification / Transfers	68	0	0	<b>68</b>
<b>Balance outstanding at year end</b>	<b>69</b>	<b>0</b>	<b>95</b>	<b>164</b>
<b>2014/15</b>				
<b>Balance outstanding at start of year</b>	<b>69</b>	<b>0</b>	<b>95</b>	<b>164</b>
Purchases	100	0	106	<b>206</b>
Recognised as an expense in the year	-147	0	-125	<b>-272</b>
Written off balances	-22	0	-4	<b>-26</b>
<b>Balance outstanding at year end</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>72</b>

## 19. CONSTRUCTION CONTRACTS

In 2014/15, the Council did not have any external construction contracts in progress.

## 20. DEBTORS

Debtors	Long-term	Long-term	Short-term	Short-term
	31 March 2014	31 March 2015	31 March 2014	31 March 2015
	£000s	£000s	£000s	£000s
Central Government Bodies	0	0	10,456	14,102
Less Impairment Allowance	0	0	0	0
<b>Central Government Bodies</b>	<b>0</b>	<b>0</b>	<b>10,456</b>	<b>14,102</b>
Other Local Authorities	0	0	4,753	3,071
Less Impairment Allowance	0	0	-104	-126
<b>Other Local Authorities</b>	<b>0</b>	<b>0</b>	<b>4,649</b>	<b>2,946</b>
NHS Bodies	0	0	28	3
Less Impairment Allowance	0	0	-10	0
<b>NHS Bodies</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>3</b>
Other Entities & Individuals	8,996	15,090	12,719	15,994
Less Impairment Allowance	0	0	-8,192	-8,722
<b>Other Entities &amp; Individuals</b>	<b>8,996</b>	<b>15,090</b>	<b>4,527</b>	<b>7,272</b>
<b>TOTAL</b>	<b>8,996</b>	<b>15,090</b>	<b>19,650</b>	<b>24,322</b>

## 21. CASH AND CASH EQUIVALENTS

31 March 2014	Cash and Cash Equivalents	31 March 2015
£000s		£000s
13	Cash held by the authority	10
<b>13</b>	<b>Total Cash &amp; Giro Accounts</b>	<b>10</b>
<b>-2,494</b>	<b>Operating Account used as part of cash management/ overdraft</b>	<b>473</b>
21,681	Deposit Account Facilities with banks	370
22,860	Deposits with money market funds	18,473
<b>44,541</b>	<b>Total Cash Equivalents</b>	<b>18,843</b>
<b>42,060</b>	<b>Total Cash and Cash Equivalents</b>	<b>19,326</b>

22. CURRENT ASSETS HELD FOR SALE

Current 2013/14 £000s	Assets Held for Sale	Current 2014/15 £000s
1,144	<b>Balance outstanding at start of year</b>	1,309
	<b>Assets newly classified as held for sale:</b>	
333	Property Plant and Equipment	679
-168	Assets sold	-515
<b>1,309</b>	<b>Balance outstanding at year end</b>	<b>1,474</b>

Note: All assets transferred to Held for Sale in 2014/15 are classified as current assets as disposal within 12 months is anticipated.

23. CREDITORS

31 March 2014 £000s	Creditors	31 March 2015 £000s
-3,818	Central Government Bodies	-7,078
-8,800	Other Local Authorities	-14,024
-14	Public Corporations and Trading Funds	0
-8,917	Other entities and Individuals	-5,841
<b>-21,548</b>	<b>Total</b>	<b>-26,944</b>

24. PROVISIONS

Long Term Provisions

Long Term Provisions	Insurance Provision £000s	Business Rates Appeals £000s	Other Provisions £000s	Total £000s
<b>Balance at 1 April 2014</b>	<b>-84</b>	<b>-1,183</b>	<b>-5</b>	<b>-1,272</b>
Transferred to Short Term Provisions	0	1,183	0	1,183
Additional Provisions Made	-24	0	0	-24
Amounts Used	50	0	0	50
Unused Amounts Reversed	34	0	0	34
<b>Balance at 31 March 2015</b>	<b>-24</b>	<b>0</b>	<b>-5</b>	<b>-29</b>



## Short Term Provisions

Short Term Provisions	Insurance Provision £000s	Business Rates Appeals £000s	Accumulated Absences £000s	Total £000s
<b>Balance at 1 April 2014</b>	<b>-284</b>	<b>-4</b>	<b>-104</b>	<b>-392</b>
Transferred from Long Term Provisions	0	-1,183	0	<b>-1,183</b>
Additional provisions made	-249	-1,074	-2	<b>-1,325</b>
Amounts used	153	641	46	<b>840</b>
Unused amounts reversed	68	0	0	<b>68</b>
<b>Balance at 31 March 2015</b>	<b>-312</b>	<b>-1,621</b>	<b>-60</b>	<b>-1,992</b>

a) Insurance Provision

The provision covers the following risks: -

- Liability claims under the policy excess arising from 1992/93 onwards.
- Claims under the policy excess on the Council's own dwellings.
- Claims over the "paid locally" figure but under the excess on the Council's motor vehicles.
- Death-in-service cover for employees who have council loans for the purchase of cars required for essential purposes.
- Other small miscellaneous items arising from time to time.

External premiums are charged direct to the revenue accounts, as are the costs of the internal Insurance Provision. This provision is reduced as claims are settled.

The estimated cost of outstanding claims is held in the Insurance provision as at 31<sup>st</sup> March 2015; an actuarial forecast of future valid claims made against 2014/15 and before is held in the Insurance Reserve.

b) Business Rates Appeals Provision

Following the localisation of the Business Rates Retention Scheme, NBC is now liable for the impact of its share of the effects of any appeals against business rates ratings assessments decided by the Valuation Office Agency (VOA), including the effects of any backdating. The provision at 31<sup>st</sup> March 2015 is therefore based on the number of appeals that have been made to the VOA at the balance sheet date, split between long-term and short-term, depending on when the appeals are expected to be settled. Disclosure has been made in the Contingent Liabilities note (note 46) for the risk of appeals being made in the future.

This note excludes the Collection Fund provisions for appeals, which are shown in the Collection Fund notes in section H to these Accounts.

c) Other

The balance of £5k on Long Term Provisions represents a small provision in respect of the Rent Assistance and Rent Guarantee Schemes.

The balance of £60k on Short Term Provisions represents a provision for payments for leave time owed to staff at 31<sup>st</sup> March; there is unlikely to be a claim for this so this is represented as a provision rather than a charge to the accounts.

25. USABLE RESERVES

Movements in the Authority’s usable reserves are detailed in the Movement in Reserves Statement and note 7 and further detail about earmarked reserves is shown in Note 8.

26. UNUSABLE RESERVES

a) Balances

31 March 2014 £000s	Unusable Reserves	31 March 20145 £000s
-60,056	Revaluation Reserve	-51,633
943	Financial Instruments Adjustment Account	1,362
0	Available for Sale Financial Instruments Reserve	-6
-251,877	Capital Adjustment Account	-264,109
-155	Deferred Capital Receipts Reserve	-147
135,817	Pensions Reserve	142,680
3,188	Collection Fund Adjustment Account	5,899
104	Short Term Compensated Absences Account	60
<b>-172,036</b>	<b>Total</b>	<b>-165,895</b>

b) Revaluation Reserve

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

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

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

2013/14			Revaluation Reserve	2014/15		
General Fund £000s	Housing Revenue Account £000s	TOTAL £000s		General Fund £000s	Housing Revenue Account £000s	TOTAL £000s
-44,675	-6,039	-50,714	Balance at 1 April	-53,913	-6,143	-60,056
-11,211	-574	-11,785	Upward Revaluation of assets	-2,943	-831	-3,774
1,177	79	1,256	Downward Revaluation of assets and impairment losses not charged to the Surplus or Deficit on the Provision of Services	2,411	28	2,439
-10,034	-495	-10,529	Surplus or Deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	-532	-803	-1,335
407	168	575	Difference between fair value depreciation and historical cost depreciation	835	164	999
389	223	612	Accumulated gains on assets sold or scrapped	8,465	294	8,759
796	391	1,187	Amounts written off to the Capital Adjustment Account	9,300	458	9,758
-53,913	-6,143	-60,056	Balance at 31 March	-45,145	-6,488	-51,633

c) Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account is used to reconcile the accounting treatment of Financial Instruments that has been adopted and the actual charges that must be made under statute.

2013/14 £000s	Financial Instruments Adjustments Account	2014/15 £000s
41	Balance as at 1 April	943
-41	Transitional Arrangements - Unattached Premia	0
943	Soft Loans - Statutory Fair Value Adjustments	419
943	Balance as at 31 March	1,362

d) Available for Sale Financial Instruments Reserve

The Available for Sale Financial Instruments Reserve contains the gains made by the Authority 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
- disposed of and the gains are realised.

2013/14 £000s	Available for Sale Financial Instruments Reserve	2014/15 £000s
0	Balance as at 1 April	0
0	Upward Revaluation of Investments	-6
0	<b>Surplus or Deficit on revaluation of Investments not posted to the Surplus or Deficit on the Provision of Services</b>	<b>-6</b>
<b>0</b>	<b>Balance as at 31 March</b>	<b>-6</b>

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

Note 7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2013/14			Capital Adjustment Account	2014/15		
General Fund £000s	HRA £000s	Total £000s		General Fund £000s	HRA £000s	Total £000s
-61,289	-180,089	-241,378	<b>Balance at 1 April</b>	-62,569	-189,308	-251,877
			<b>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</b>			
2,475	8,477	10,952	Charges for depreciation and impairment of non current assets	4,226	8,939	13,165
2,309	18,700	21,009	Revaluation losses on Property, Plant and Equipment	16,140	18,124	34,264
-1,437	-14,829	-16,266	Revaluation gains on Property, Plant and Equipment	-945	-33,261	-34,206
329	0	329	Amortisation of intangible assets	320	0	320
2,841	0	2,841	Revenue expenditure funded from capital under statute	12,876	0	12,876
3,068	3,868	6,936	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	9,532	6,145	15,677
<b>9,585</b>	<b>16,216</b>	<b>25,801</b>	<b>Total</b>	<b>42,149</b>	<b>-53</b>	<b>42,096</b>
-796	-390	-1,186	Adjusting amounts written out of the Revaluation Reserve	-9,300	-457	-9,757
<b>8,789</b>	<b>15,826</b>	<b>24,615</b>	<b>Net written out amount of the cost of the Revaluation Reserve</b>	<b>32,849</b>	<b>-510</b>	<b>32,339</b>
			<b>Capital financing applied in the year:</b>			
-2,319	-3,748	-6,067	Use of the Capital Receipts Reserve to Finance new capital expenditure	-1,268	-2,115	-3,383
0	-4,286	-4,286	Use of the Major Repairs Reserve to finance new capital expenditure	0	-12,328	-12,328
-4,992	-17,020	-22,012	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital expenditure	-8,315	-15,522	-23,837
-1,404	0	-1,404	- Application of grants to capital financing from the Capital Grants Unapplied Account	-1,130	0	-1,130
-1,065	0	-1,065	Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	-1,253	0	-1,253
-132	0	-132	Capital expenditure charged against the General Fund and HRA balances	-2,714	0	-2,714
<b>-9,912</b>	<b>-25,054</b>	<b>-34,966</b>	<b>Total</b>	<b>-14,680</b>	<b>-29,965</b>	<b>-44,645</b>
-157	9	-148	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	182	-51	131
0	0	0	Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	-57	0	-57
<b>-62,569</b>	<b>-189,308</b>	<b>-251,877</b>	<b>Balance at 31 March</b>	<b>-44,275</b>	<b>-219,834</b>	<b>-264,109</b>

f) 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 Authority does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2013/14 £000s	Deferred Capital Receipts Reserve	2014/15 £000s
-214	<b>Balance as at 1 April</b>	-155
0	Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0
59	Transfer to the Capital Receipts Reserve upon receipt of cash	8
<b>-155</b>	<b>Balance as at 31 March</b>	<b>-147</b>

g) 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 Authority 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 a benefit earned to be financed as the Authority makes employer’s contributions to pension funds or eventually pays any 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 Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2013/14 £000s	Pensions Reserve	2014/15 £000s
<b>127,421</b>	<b>Balance as at 1 April</b>	<b>135,817</b>
10,301	Actuarial gains or losses on pension assets and liabilities	16,864
6,083	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of services in the Comprehensive Income and Expenditure Statement	-2,486
-7,981	Employer’s pensions contributions and direct payments to pensioners payable in the year	-7,451
-7	Pension contribution adjustment	-64
<b>135,817</b>	<b>Balance as at 31 March</b>	<b>142,680</b>

h) Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of Council Tax and NNDR income in the Comprehensive Income and Expenditure Statement as it falls due compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2013/14 £000s	Collection Fund Adjustment Account	2014/15 £000s
-33	<b>Balance as at 1 April</b>	<b>3,188</b>
-243	Amounts by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	44
3,464	Amounts by which NNDR income credited to the Comprehensive Income and Expenditure Statement is different from NNDR income calculated for the year in accordance with statutory requirements	2,667
<b>3,188</b>	<b>Balance as at 31 March</b>	<b>5,899</b>

i) Unequal Pay Back Pay Account

The Unequal Pay Back Pay Account compensates for the differences between the rate at which the Authority provides for the potential costs of back pay settlements in relation to Equal Pay cases and the ability under statutory provisions to defer the impact on the General Fund Balance until such time as cash might be paid out to claimants. The information available at this time is that any further settlements of Unequal Pay Back Pay are unlikely to be made.

j) Short Term Compensated Absences Account

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

2013/14 £000s	Short Term Compensated Absences Account	2014/15 £000s
<b>159</b>	<b>Balance as at 1 April</b>	<b>104</b>
-55	Movements in year	-44
<b>104</b>	<b>Balance as at 31 March</b>	<b>60</b>

**27. CASH FLOW STATEMENT – OPERATING ACTIVITIES**

The cash flows for operating activities include the following items: (Note that activities for the Group Accounts (including Northampton Partnership Homes) are included in the highlighted column on the right).

2013/14 £000	Operating Activities	2014/15 £000	Group Accounts 2014/15 £000
10,952	Depreciation	13,165	13,165
4,744	Impairment and downward valuations	58	58
329	Amortisation	320	320
1,722	Increase/(decrease) in creditors	-764	1,952
4,164	Increase/(decrease) in debtors	-876	3,618
-97	Increase/(decrease) in inventories	92	12
-1,905	Movement in pension liability	-10,001	-10,058
1,141	Contributions to/(from) provisions	0	0
6,936	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	15,677	15,677
854	Other non-cash items charged to the net surplus or deficit on the provision of services	1,706	1,706
<b>28,840</b>	<b>Total</b>	<b>19,377</b>	<b>26,450</b>

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2013/14 £000	Items removed from net cost of service that are investing/financing activities	2014/15 £000	Group Accounts 2014/15 £000
-5,965	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-13,945	-13,945
-20,474	Any other items for which the cash effects are investing or financing cash flows	-26,220	-26,220
<b>-26,439</b>	<b>Total</b>	<b>-40,165</b>	<b>-40,165</b>



## 28. CASH FLOW STATEMENT - OPERATING ACTIVITIES (INTEREST)

2013/14 £000s	Operating Activities (Interest)	2014/15 £000s	Group Accounts 2014/15 £000s
1,734	Interest Received	1,097	1,097
-7,687	Interest Paid	-8,030	-8,030
<b>-5,953</b>	<b>Total</b>	<b>-6,933</b>	<b>-6,933</b>

## 29. CASH FLOW STATEMENT - INVESTING ACTIVITIES

2013/14 £000s	Cash Flows from Investing Activities	2014/15 £000s	Group Accounts 2014/15 £000s
-33,827	Purchase of Property, Plant and Equipment, investment property and intangible assets	-38,625	-38,625
-2,000	Purchase of short and long term investments	-45,500	-45,500
-10,000	Long term loans granted	-7,150	-7,150
6,024	Proceeds from the sale of property plant and equipment, investment property and intangible assets	13,954	13,954
0	Proceeds from short-term and long-term investments	28,500	28,500
22,380	Other Receipts from Investing Activities	23,308	23,308
<b>-17,423</b>	<b>Total Cash Flows from Investing Activities</b>	<b>-25,513</b>	<b>-25,513</b>

30. CASH FLOW STATEMENT – FINANCING ACTIVITIES

2013/14 £000s	Cash Flows from Financing Activities	2014/15 £000s	Group Accounts
			2014/15 £000s
10,095	Cash receipts of short and long term borrowing	13,465	13,465
-2,645	Billing Authorities - Council Tax and NNDR adjustments	90	90
-115	Repayment of Short-Term and Long-Term Borrowing	-140	-140
-190	Cash payments for the reduction of the outstanding liabilities relating to finance leases and on-balance sheet PFI contracts	-16,048	-16,048
243	Other items in relation to financing activities	-1,041	-1,041
<b>7,388</b>	<b>Total Cash Flows from Financing Activities</b>	<b>-3,674</b>	<b>-3,674</b>

31. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the *CIPFA Service Reporting Code of Practice (SERCOP)*. However, decisions about resource allocation are taken by the Authority’s Cabinet on the basis of budget reports analysed across Directorates and Departments. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement);
- the cost of retirement benefits is based on cash flows (payment of employer’s pensions contributions) rather than current service cost of benefits accrued in the year;
- Expenditure on support services is budgeted for within the relevant department and not charged to other departments and directorates.

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

a) Income and expenditure of the Authority's Directorates Recorded in the Budget Reports for the Year 2014/15:

2014/15	Customers & Communities	Regeneration, Enterprise, and Planning	Borough Secretary	Housing General Fund	General Fund Total	HRA	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges, & Other Service Income	-12,731	-3,942	-3,842	-1,508	<b>-22,022</b>	-67,225	<b>-89,247</b>
Government Grants	0	0	-75,328	0	<b>-75,328</b>	0	<b>-75,328</b>
<b>Total Income</b>	<b>-12,731</b>	<b>-3,942</b>	<b>-79,170</b>	<b>-1,508</b>	<b>-97,350</b>	<b>-67,225</b>	<b>-164,575</b>
Employee Expenses	6,193	3,429	6,386	1,866	<b>17,875</b>	9,145	<b>27,020</b>
Other Service Expenses	19,006	3,569	85,819	1,069	<b>109,463</b>	30,709	<b>140,172</b>
Support Services Recharges	0	0	0	0	<b>0</b>	0	<b>0</b>
<b>Total Expenditure</b>	<b>25,199</b>	<b>6,998</b>	<b>92,205</b>	<b>2,935</b>	<b>127,338</b>	<b>39,854</b>	<b>167,192</b>
<b>Total</b>	<b>12,468</b>	<b>3,056</b>	<b>13,035</b>	<b>1,427</b>	<b>29,988</b>	<b>-27,371</b>	<b>2,617</b>

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Income and expenditure of the Authority's Directorates Recorded in the Budget Reports for the Year 2013/14:

2013/14	Customers & Communities	Regeneration, Enterprise, and Planning	Borough Secretary	Housing General Fund	General Fund Total	HRA	Total	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Fees, Charges, & Other Service Income	-9,572	-4,748	-3,906	-2,112	<b>-20,338</b>	-53,244	<b>-73,582</b>	<b>-72,128</b>
Government Grants	0	-35	-75,890	0	<b>-75,925</b>	0	<b>-75,925</b>	<b>-89,646</b>
<b>Total Income</b>	<b>-9,572</b>	<b>-4,783</b>	<b>-79,796</b>	<b>-2,112</b>	<b>-96,263</b>	<b>-53,244</b>	<b>-149,507</b>	<b>-161,774</b>
Employee Expenses	6,007	3,691	7,764	2,551	<b>20,013</b>	11,316	<b>31,329</b>	<b>36,655</b>
Other Service Expenses	16,911	3,797	85,381	1,160	<b>107,249</b>	12,939	<b>120,188</b>	<b>126,701</b>
Support Services Recharges	0	0	0	0	<b>0</b>	0	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>22,918</b>	<b>7,488</b>	<b>93,145</b>	<b>3,711</b>	<b>127,262</b>	<b>24,255</b>	<b>151,517</b>	<b>163,356</b>
<b>Total</b>	<b>13,346</b>	<b>2,705</b>	<b>13,349</b>	<b>1,599</b>	<b>30,999</b>	<b>-28,989</b>	<b>2,010</b>	<b>1,582</b>

b) Reconciliation of Income and Expenditure Reported in Budget Reports to Cost of Services in the Comprehensive Income and Expenditure Statement:

	2013/14 £000s	2014/15 £000s
<b>Net expenditure in the Directorate Analysis</b>	<b>2,009</b>	<b>2,616</b>
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	11,112	8,757
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	211	-1,296
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>	<b>13,332</b>	<b>10,077</b>

c) Reconciliation to Subjective Analysis 2014/15:

Reconciliation to Subjective Analysis	2014/15							
	Customers & Communities	Regeneration, Enterprise, and Planning	Borough Secretary	Housing General Fund	HRA	Debt Financing	Other (Below the line)	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Fees, charges and other service income	-12,780	-6,616	-3,842	-2,605	-67,225	0	-6,105	<b>-99,174</b>
Interest and investment income	0	0	0	0	-340	-1,027	0	<b>-1,367</b>
Income from council tax	0	0	0	0	0	0	-13,796	<b>-13,796</b>
Government grants and contributions	0	0	-75,328	0	-15,522	0	-19,253	<b>-110,104</b>
Employee expenses	6,841	3,752	-7,157	1,988	6,058	0	0	<b>11,482</b>
Other service expenses	19,234	3,777	86,279	1,106	31,125	0	0	<b>141,521</b>
Support service recharges	-1,458	11,439	-4,417	2,344	4,965	0	0	<b>12,873</b>
Depreciation, amortisation and impairment	16,170	3,577	174	3	-6,028	0	0	<b>13,896</b>
Interest payments	0	0	0	0	6,351	1,811	0	<b>8,162</b>
Pensions interest cost and expected return on pensions assets	0	0	0	0	1,175	0	4,380	<b>5,555</b>
Precepts and levies	0	0	0	0	0	0	1,026	<b>1,026</b>
Payments to Housing Capital Receipts Pool	0	0	0	0	0	0	955	<b>955</b>
Gain or loss on disposal of non-current assets	520	-592	0	0	1,806	0	0	<b>1,734</b>
<b>Surplus or deficit on the provision of services</b>	<b>28,527</b>	<b>15,337</b>	<b>-4,291</b>	<b>2,836</b>	<b>-37,635</b>	<b>784</b>	<b>-32,793</b>	<b>-27,237</b>

Reconciliation to Subjective Analysis 2013/14:

Reconciliation to Subjective Analysis	2013/14							
	Customers & Communities	Regeneration, Enterprise, and Planning	Borough Secretary	Housing General Fund	HRA	Debt Financing	Other (Below the line)	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Fees, charges and other service income	-9,572	-4,964	-79,471	-2,694	-67,357	0	-6,034	<b>-170,092</b>
Interest and investment income	0	0	0	0	-319	-405	0	<b>-724</b>
Income from council tax	0	0	0	0	0	0	-13,380	<b>-13,380</b>
Government grants and contributions	0	0	0	0	-17,020	0	-19,995	<b>-37,015</b>
Employee expenses	6,529	4,042	887	2,746	9,322	0	0	<b>23,526</b>
Other service expenses	17,081	3,817	85,752	1,178	27,471	0	0	<b>135,299</b>
Support service recharges	-2,379	409	-5,453	3,298	6,041	0	0	<b>1,916</b>
Depreciation, amortisation and impairment	2,626	697	141	54	12,920	0	0	<b>16,438</b>
Interest payments	0	0	0	0	6,351	1,443	0	<b>7,794</b>
Pensions interest cost and expected return on pensions assets	0	0	0	0	1,481	0	4,036	<b>5,517</b>
Precepts and levies	0	0	0	0	0	0	993	<b>993</b>
Payments to Housing Capital Receipts Pool	0	0	0	0	0	0	869	<b>869</b>
Gain or loss on disposal of non-current assets	683	191	101	391	-398	0	0	<b>968</b>
<b>Surplus or deficit on the provision of services</b>	<b>14,968</b>	<b>4,192</b>	<b>1,957</b>	<b>4,973</b>	<b>-21,508</b>	<b>1,038</b>	<b>-33,511</b>	<b>-27,891</b>

**32. TRADING ACCOUNTS**

The Authority has established a trading unit where the service manager is required to operate in a commercial environment and balance their budget by generating income from other parts of the Authority or other organisations. Details of the unit are as follows:

2013/14 Net £000s	Trading Accounts	2014/15 Income £000s	2014/15 Exp. £000s	2014/15 Net £000s
-225	Property Management	-1,839	3,181	1,342
<b>-225</b>	<b>Total Surplus\Deficit</b>	<b>-1,839</b>	<b>3,181</b>	<b>1,342</b>

Property Management - Relates to the property costs of Industrial Units, Investment Property and Other Properties that the Council rents out.

Trading operations are incorporated into the Comprehensive Income and Expenditure Statement. Some are an integral part of one of the Authority’s services to the public (e.g. markets), whilst others may be support services to the Authority’s services to the public. The expenditure of these operations is allocated or recharged to headings in the Net Operating Expenditure of Continuing Operations. Only a residual amount of the net surplus on trading operations is charged as Financing and Investment Income and Expenditure:

2013/14 Net £000s	Trading Undertakings	2014/15 Income £000s	2014/15 Exp. £000s	2014/15 Net £000s
503	Markets	-334	957	622
<b>503</b>	<b>Total Surplus\Deficit</b>	<b>-334</b>	<b>957</b>	<b>622</b>

Markets - This service maintains and manages the Northampton market square.



**33. AGENCY SERVICES**

An Agency agreement with the County Council commenced on 1<sup>st</sup> July 2003 which allows the Council to undertake a much smaller range of functions than under the previous Highways Agency Agreement.

2013/14 £000s	Agency Income and Expenditure	2014/15 £000s
264	Administration costs and ancillary services	268
-187	Income including transfer fees from NCC	-187
<b>77</b>	<b>Net surplus / deficit arising on the agency agreement</b>	<b>82</b>

**34. POOLED BUDGETS**

The Council has entered into a pooled budget arrangement with its partners, led by Northamptonshire County Council; to work together to increase the joint working they undertake to improve the well-being of children and young people in their area and to deliver the "Every Child Matters" agenda. In 2014/15, 2013/14 and 2012/13, the Borough's contribution to the pooled budget was £10,680.

The contributions were agreed to be in the following proportions for 2014/15:

Northamptonshire County Council	56%
Nene & Corby CCG	31%
Districts/Borough Councils in Northamptonshire (total)	11%
Police and Crime Commissioner	2%

The contributions are subject to change as per the agreement.

2013/14 £000s	Pooled Budgets	2014/15 £000s
<b>-291</b>	<b>Balance B/f</b>	<b>-717</b>
	<b>Funding Provided to the Pool</b>	
-11	Northampton BC	-11
-829	Other Partners	-963
<b>-840</b>	<b>Total</b>	<b>-974</b>
414	Expenditure met from the Pool	323
<b>-717</b>	<b>Balance c/f</b>	<b>-1,368</b>

**35. MEMBERS' ALLOWANCES**

The Authority paid the following amounts to members of the Council during the year:

2013/14 £000s	Members' Allowances	2014/15 £000s
	<b>Expenditure</b>	
27	Mayor/Deputy Mayor Allowance	14
446	Members' Allowances	401
1	Expenses	0
<b>474</b>	<b>Total</b>	<b>415</b>

**36. OFFICERS' REMUNERATION**

a) Senior Officers

Position	Position Group	Year	Note	Salary (inc Fees & Allowances) £000	Compensation for loss of Office £000	Total Remuneration excl Pension Contributions £000	Pension Contributions £000	Total Remuneration inc Pension Contributions £000
Chief Executive	Head of Paid Service	2014/15		138	0	138	18	157
		2013/14		138	0	138	18	157
Borough Secretary	Monitoring Officer	2014/15		81	0	81	11	92
		2013/14		79	0	79	11	90
Director of Customers & Communities	Director	2014/15		111	0	111	15	126
		2013/14		111	0	111	15	126
Director of Regeneration, Enterprise & Planning	Director	2014/15		105	0	105	14	119
		2013/14		105	0	105	14	119
Head of Customer & Cultural Services	Head of Service	2014/15		70	0	70	9	79
		2013/14		71	0	72	9	81
Head of West N'ptonshire Joint Planning Unit	Head of Service	2014/15		70	0	70	9	79
		2013/14		69	0	69	9	79
Head of Planning	Head of Service	2014/15	1	38	0	38	5	43
		2013/14		85	0	85	11	97
Head of Communities & Environment	Head of Service	2014/15	2	69	37	106	9	115
		2013/14		66	0	66	9	75
Head of Housing & Wellbeing	Head of Service	2014/15	3	3	0	3	0	3
		2013/14		0	0	0	0	0
<b>Totals for the year:</b>		2014/15	4	684	37	721	90	812
		2013/14		726	0	726	96	823

**Notes: 2014/15**

- 1 - Head of Planning Left 14 September 2014 - Annualised Salary £87k. This post is currently covered by an Interim.
- 2 - Head of Communities & Environment Left 31 March 2015 - The post was deleted.
- 3 - Head of Housing & Wellbeing commenced employment on 16th March 2015. The annualised salary is £70k.
- 4 - There are 2 posts that are not included in the figures above. One of which is the Head of Major Projects & Enterprise; which is currently covered by Interim. The other relates to the Council's Chief Finance Officer that is contracted out to Northamptonshire County Council (NCC) and fully remunerated by NCC this post will therefore be included in NCC's statement of Accounts.

b) Officers paid over £50,000

The Council is required, under the Accounts and Audit Regulations 2003 (regulation 7(2)) to disclose the number of employees whose remuneration was £50,000 or more (excluding employer's pension contributions). This is shown in bands of £5,000 in the table below:

Note: Senior Officers earning in excess of £50k have been excluded from this note as they are disclosed within Note 36a (Senior Officers).

2013/14 No. of Employees	Remuneration Band	2014/15 No. of Employees
3	£50,000 - £54,999	3
3	£55,000 - £59,999	0
1	£60,000 - £64,999	0

c) Exit Packages

Exit Package cost band (including special payments)	Number of compulsory redundancies		Number of other agreed departures		Total Number of exit packages by cost band		Total cost of exit packages in each band (£000)	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
£0 - £20,000	15	8	18	5	33	13	325	96
£20,001 - £40,000	1	1	6	0	7	1	251	37
£40,001 - £60,000	3	0	4	0	7	0	324	0
£60,001 - £80,000	1	0	2	0	3	0	73	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	122	0
£150,001 - £200,000	1	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>9</b>	<b>30</b>	<b>5</b>	<b>50</b>	<b>14</b>	<b>1,095</b>	<b>133</b>

The total cost of £1,228k in the table above includes £133k for exit packages that have been agreed, accrued for and charged to the authority's Comprehensive Income and Expenditure Statement in the current year and £1,095k for 2013/14.

37. EXTERNAL AUDIT COSTS

The Authority 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 Authority’s external auditors:

2013/14 £000s	External Audit Costs	2014/15 £000s
107	Fees payable with regard to external audit services carried out by the appointed auditor (Section 5 Audit Commission Act 1998)	108
12	Fees payable for the certification of Grant Claims and Returns (Section 28 Audit Commission Act 1998)	15
<b>119</b>	<b>Total</b>	<b>123</b>

The Council’s appointed auditor for the 2014/15 and 2013/14 Statement of Accounts audits was KPMG LLP.

**38. GRANT INCOME**

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

Re-stated 2013/14 £000s	Grant Income	2014/15 £000s
	<b>Credited to Taxation and Non-Specific Grant Income</b>	
-8,971	Revenue Support Grant	-6,958
-163	Council tax freeze grant	-152
-2,042	New Homes Bonus	-2,815
-693	Business Rates related grants	-1,468
-2,000	WNDC - Bus Interchange	0
-1,500	WNDC - Transferred Assets	0
0	WNDC - Closure	-600
-17,000	Decent Homes Grant	-15,522
-148	St Crispins S106	0
-1,201	Princess Marina S106	0
0	DCLG Grant re Cosworth	-1,400
-227	Cherry Orchard S106	-377
0	Upton Country Park	-1,132
0	British Timken S106	-72
0	South Meadow Road	-716
0	Blackthorn Good Neighbours	-174
0	Heritage Lottery Fund	-114
0	Assets Transferred from HCA	-2,449
-627	Other Grants Individually Less Than £100,000	-682
<b>-34,572</b>	<b>Total</b>	<b>-34,631</b>
	<b>Credited to Services</b>	
-145	West Northants Development Corporation	0
-341	Additional Housing Administration Grant	-243
-187	Northampton County Council Contribution for Grounds Maintenance	-187
-1,477	Housing Benefit Administration Grant	-1,402
-31,375	HRA Rent Rebates Grant	-31,521
-439	Non HRA Rent Rebates	-440
-1,766	Northamptonshire County Council Recycling Credits	-2,237
-41,840	Rent Allowance Grant	-41,303
-386	Section 106 Contributions	-132
-126	Home choice funding	-105
-577	Joint Planning Unit Contribution	-434
0	Supporting People	-157
-141	HPDG Planning	-1,396
-1,391	Total of Other Grants not included in the above	0
<b>-80,191</b>	<b>Total</b>	<b>-79,557</b>

The Authority 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 to the giver. The balances at the year-end are as follows:

### Current Liabilities

2013/14 £000s	Grant Income Unapplied - Current Liabilities	2014/15 £000s
	<b>Capital Grants Receipts in Advance</b>	
65	English Heritage Grant	0
124	Other Grants/Contributions Individually Less Than £100,000	21
<b>189</b>	<b>Total - Capital Receipts in Advance</b>	<b>21</b>
	<b>Revenue Grants Receipts in Advance:</b>	
41	Grants/Contributions Individually Less Than £100,000	15
<b>230</b>	<b>Total - all Receipts in Advance</b>	<b>36</b>

### Long-Term Liabilities

2013/14 £000s	Grant Income Unapplied - Long-Term Liabilities	2014/15 £000s
	<b>Capital Grants Receipts in Advance:</b>	
873	S106 - SW Country Park - Swan Valley	873
442	S106 - Land at Upton SWD Ph1 re Country Park	442
125	S106 - Southern Development Link road	125
421	S106 - Sainsburys Sixfields	346
0	S106 - Newport Pagnell Rd Off-Site Open Space	103
307	S106 - Land at Booth Rise	850
115	S106 - British Timken	65
0	S106 - Former Millway School Site	122
1,900	S106 - Banbury Lane	1,493
278	S106 - Brackmills Point	60
395	S106 - Wellingborough Rd	437
0	S106 - Goldings School	218
1,400	Department of Communities and Local Government	0
1,100	West Northamptonshire Development Corporation	1,083
0	Albion Place Public Realm Contribution	150
506	Other Grants/Contributions Individually Less Than £100,000	518
<b>7,862</b>	<b>Total - Capital Receipts in Advance</b>	<b>6,885</b>
	<b>Revenue Grants Receipts in Advance:</b>	
155	S106 - Pineham	155
216	Other Grants/Contributions Individually Less Than £100,000	337
<b>371</b>	<b>Total - Revenue Receipts in Advance</b>	<b>492</b>
<b>8,233</b>	<b>Total - all Receipts in Advance</b>	<b>7,377</b>

**39. RELATED PARTIES**

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 access 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 Council.

**Central Government**

Central Government has effective control over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates and 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. housing benefits). Grants received from government departments are set in Note 31 Amounts Reported for Resource Allocation Decisions. Any amounts outstanding are reported in Note 38 Grant Income.

**Northampton Partnership Homes**

Northampton Partnership Homes is a fully owned subsidiary of The Council, and is incorporated on the group accounts which are shown alongside the core financial statements. Northampton Partnership Homes was incorporated on the 30th April 2014 and commenced trading on the 5th January 2015. Northampton Partnership Homes is an Arm’s Length Management Organisation that is wholly owned by the Council, but which has its own board of Directors. It is a company Limited by Guarantee (CLG) and is a not for profit organisation. Further information on Northampton Partnership Homes and details of transactions can be found in note 56 to the accounts.

**Members of the Council**

Members of the Council have direct control over the Council’s financial and operating policies. The total of members’ allowances paid in 2014/15 is show in Note 35.

During 2014/15 expenditure to the value of £2.221m (restated 2013/14 £2.289m) was paid or granted to parties where members had an interest or where they serve as a nominated representative on the outside body. Income to the value of £0.909m (restated 2013/14 £3.695m) was receivable from these parties. Parties with transactions over £200,000 are shown below:

Re-stated 2013/14 £000s	Related Parties - Expenditure	2014/15 £000s
678	Northampton Leisure Trust	630
401	Northampton Theatres Trust	427
229	West Northamptonshire Development Corporation	0
391	Brackmills Bid	369
284	Northampton Town Centre Bid	327

Re-stated 2013/14 £000s	Related Parties - Income	2014/15 £000s
-244	Northampton Leisure Trust	-244
-217	Northampton Theatres Trust	-240
-3,100	West Northamptonshire Development Corporation	0
-147	Northampton General Hospital NHS Trust	-286

At 31st March 2015, the outstanding balances with these parties were debtors of £72k (2013/14 £127k); creditors of £159k (2013/14 £69k).

Contracts were entered into in full compliance with the Council's standing orders and all grants were made with proper consideration of declarations of interests. The relevant members did not take part in any discussions or decisions that involved their disclosed interests. The Register of Members' Interest is open to public inspection at The Guildhall, Northampton during office hours and is available on the Council's website.

A number of the Members of Northampton Borough Council are also members of Northamptonshire County Council. Material transactions with Northamptonshire County Council have been disclosed elsewhere in the accounts, see Notes 34, 38, and 45.

Additionally, a number of Members are also Parish Councillors within the district of Northampton Borough Council. As above, these members did not take part in discussions related to these bodies.

One Member is also on the South East Midlands Local Enterprise Partnership (SEMLEP) Board. SEMLEP is the economic development partnership for the South East Midlands, a company operated jointly by the public and private sectors. SEMLEP is the lead body for the Enterprise Zone, administered by NBC. Additionally, SEMLEP are the accountable body (through Luton Borough Council, the administering body) for payments from DCLG's Growing Places Fund. NBC took out a £6.6m Growing Places Fund loan in 2014/15, see Note 17f. There were no material transactions in 2013/14.

NBC is working in partnership with the Delapre Abbey Preservation Trust (DAPT) in regards to the Delapre Abbey Restoration Project, and has a Member on the DAPT Board of Trustees. There were no transactions between these two parties in 2014/15.

### **Senior Officers of the Council**

During 2014/15 the only disclosures made by Senior Officers were in relation to roles at other Local Authority bodies, namely:

- 1) Northamptonshire County Council (see above within Members disclosures for reference of material transactions disclosed with NCC elsewhere in the accounts).
- 2) East Northamptonshire District Council (see 'Other Public Bodies' below).



**Other Public Bodies**

In 2013/14 the Council transferred the majority of its support services to LGSS, a Partnership established by the County Councils of Northamptonshire and Cambridgeshire, where NBC is an Added Value Partner. Following this transfer, an NBC member is now a representative on the LGSS Panel.

The Chief Financial Officer (Section 151 Officer) for NBC is also contracted from LGSS, who is shared on a part-time basis with East Northamptonshire District Council.

The Council is also involved in a number of joint working initiatives across the county with various other Local Authorities, for instance the Joint Planning Unit. In this capacity, a number of NBC Members have representations on their running boards. None of these relationships are considered material to either party involved both in terms of the value of transactions or the potential for the authority to control or influence NBC’s actions to materially affect transactions or balances.

**40. CAPITAL EXPENDITURE AND CAPITAL 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 and PFI/PP contracts), 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 Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

Re-stated 2013/14 £000s	Capital Expenditure and Financing	2014/15 £000s
216,615	<b>Opening Capital Financing Requirement</b>	232,042
	<b>Capital Investment</b>	
35,286	Property, Plant & Equipment	40,402
234	Heritage Assets	922
0	Investment Properties	223
533	Intangible Assets	46
2,841	Revenue Expenditure Funded from Capital under Statute	12,876
10,000	Loans to third parties	7,150
<b>48,894</b>	<b>Total</b>	<b>61,619</b>
	<b>Sources of Finance</b>	
-6,067	Capital Receipts	-3,383
-21,916	Government Grants and Other Contributions	-22,519
-1,065	Sums Set aside from Revenue	-1,253
0	Write Down of Third Party Loans	-235
-4,419	Direct Revenue contributions	-15,042
<b>-33,467</b>	<b>Total</b>	<b>-42,432</b>
<b>232,042</b>	<b>Closing Capital Financing Requirement</b>	<b>251,229</b>

2013/14 £000s	Capital Financing Requirement	2014/15 £000s
<b>216,615</b>	<b>Opening Capital Financing Requirement</b>	<b>232,042</b>
15,018	Increase in underlying need to borrow (unsupported by government financial assistance)	19,187
409	Assets acquired under finance lease	0
<b>15,427</b>	<b>Increase/(decrease) in Capital Financing Requirement</b>	<b>19,187</b>
<b>232,042</b>	<b>Closing Capital Financing Requirement</b>	<b>251,229</b>

#### 41. LEASES

##### Authority as Lessee

##### Finance Leases

- a) The Council has a number of assets that are required to be treated as finance leases under IFRS accounting rules. These include recycling equipment, IT software and a specialist vehicle. The assets acquired under these leases are carried in the Balance Sheet at the following net amounts:

31 March 2014 £000s	Local Authority as Lessee - Finance Leases	31 March 2015 £000s
250	Vehicles, Plant, Furniture and Equipment	225
400	Intangible Fixed Assets	272
<b>650</b>	<b>Total</b>	<b>497</b>

- b) The Authority is committed to making minimum payments under these leases comprising settlement of the long term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding. The present value of the leases and the future minimum lease payments at the balance sheet date are as follows:

31 March 2014 £000s	Local Authority as Lessee - Finance Leases	31 March 2015 £000s
	<b>Future minimum lease payments</b>	
320	Vehicles, Plant, Furniture and Equipment	243
390	Intangible Fixed Assets	297
		0
<b>710</b>	<b>Future minimum lease payments</b>	<b>540</b>
	<b>Net present value of minimum lease payments</b>	
140	Current	148
496	Non-current	348
<b>636</b>	<b>Present value of minimum lease payments</b>	<b>496</b>
<b>74</b>	<b>Finance costs payable in future years</b>	<b>44</b>

- c) The present value of the leases and the minimum lease payments at the balance sheet date split over the over future periods are as follows:

31 March 2014		Local Authority as Lessee - Finance Leases	31 March 2015	
Present Value of Leases £000s	Minimum Lease Payments £000s		Present Value of Leases £000s	Minimum Lease Payments £000s
140	170	Not later than one year	148	170
496	540	Later than one year and not later than five years	348	369
0	0	Later than 5 years	0	0
<b>636</b>	<b>710</b>	<b>Total</b>	<b>496</b>	<b>539</b>

- d) The Council has no sub leases required to be treated as finance leases

Operating Leases

- e) The Council leases IT equipment, gym equipment and vehicles financed under the terms of operating leases. The future minimum lease payments due under non-cancellable leases in future years are:

The authority sub leases housing contract hire vehicles to the Northampton Partnership Homes (NPH) for the provision of housing services with effect from 5 January 2015.

31 March 2014 £000s	Local Authority as Lessee - Operating Leases	31 March 2015 £000s
433	Not later than one year	574
830	Later than one year and not later than five years	655
0	Later than 5 years	0
<b>1,263</b>	<b>Minimum lease payments</b>	<b>1,229</b>
<b>-163</b>	<b>Future minimum sub-lease payments receivable</b>	<b>-1,087</b>

f) Charges to revenue

The expenditure charged to the Council's Comprehensive Income and Expenditure Statement during the year in relation to operating leases was:

2013/14 £000s	Local Authority as Lessee - Operating Leases	2014/15 £000s
	<b>Minimum lease payments</b>	
507	Contract Hire	580
132	Other	124
-106	Sublease payments receivable	-266
<b>533</b>	<b>Total</b>	<b>438</b>

Authority as Lessor

Finance Leases

g) The authority has two lessor property leases that have been assessed as finance leases.

The gross investment in the leases and the minimum lease payments receivable at the balance sheet date are as follows:

31 March 2014 £000s	Leases - Authority as Lessor - Finance Leases	31 March 2015 £000s
	<b>Gross investment in leases</b>	
193	Other Land and Buildings	176
	<b>Net present value of minimum lease payments</b>	
7	Current	8
116	Non-current	108
<b>123</b>	<b>Present value of minimum lease payments receivable</b>	<b>116</b>
<b>70</b>	<b>Unearned finance income</b>	<b>60</b>

h) The gross investment in the leases and the minimum lease payments receivable at the balance sheet date split over the future periods is as follows:

31 March 2014		Leases - Authority as Lessor - Finance Leases	31 March 2015	
Gross investment in leases	Minimum Lease payments receivable		Gross investment in leases	Minimum Lease payments receivable
£000	£000		£000	£000
17	7	Not later than one year	17	8
69	35	Later than one year and not later than five years	69	38
107	81	Later than five years	89	70
<b>193</b>	<b>123</b>	<b>Minimum lease payments receivable</b>	<b>175</b>	<b>116</b>

In respect of pre-existing leases as at 31 March 2010 the Authority has adopted the mitigation contained in The Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2010.

**Operating Leases**

i) Periods

The Authority leases out property under operating leases for the following purposes:

- The provision of other land and buildings including shops and industrial units to meet local demand for commercial premises.
- The provision of community assets to meet residents' community needs.
- To provide infrastructure enabling current and future construction to service local demand for housing and commercial property.

The future minimum lease payments receivable under non-cancellable leases in future years are:

31 March 2014	Local Authority as Lessor - Operating Leases - Minimum Lease Payments	31 March 2015
£000s		£000s
1,934	Not later than one year	2,282
5,480	Later than one year and not later than five years	6,293
53,333	Later than 5 years	47,354
<b>60,747</b>	<b>Total</b>	<b>55,929</b>

The minimum lease payments receivable do not include rents that are contingent on future events, such as adjustments following rent reviews. In 2014-15 £1k contingent rents were receivable by the Authority (compared with £2k in 2013-14).

**Note:** Assets provided under operating leases, where the Council is lessor, have been included in the Council's disclosures on owned assets.

**42. IMPAIRMENT LOSSES**

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The only asset impaired during 2014/15 was land at St Peter's Waterside. This land was transferred from the West Northamptonshire Development Corporation in March 2014. The valuation of £1.05m at transfer was based upon a special assumption that the property comprises a fully cleared and remediated development site, that the sewer has been diverted to the south west boundary and that the flood defence has been reinstated. The valuation also assumed a mixed use scheme similar to the former retail uses. The Council's subsequent decision to lease the site to a development partner solely for office development has reduced the valuation to zero.

**43. CAPITALISATION OF BORROWING COSTS**

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The Council has no capitalised borrowing costs. All borrowing costs are recognised as an expense in the accounts as they are incurred.

**44. TERMINATION BENEFITS**

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The Authority terminated the contracts of a number of employees in 2014/15, incurring liabilities of £133k (£1,095k in 2013/14 Re-stated). Of this, £6k relates to pension strain, and £126k relates to lump sum payments. The majority of these benefits were incurred as a result of restructures that occurred during the year.

**45. DEFINED BENEFIT PENSION SCHEMES**

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**Participation in Pension Schemes:**

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

The Authority participates in one post-employment scheme:

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

**Transactions Relating to Post-employment Benefits:**

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

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

Local Government Pension Scheme 2013/14 £000	Comprehensive Income and Expenditure Statement	Local Government Pension Scheme 2014/15 £000
	<b>COST OF SERVICE:</b>	
	<b>Service cost comprising:</b>	
3,416	Current service cost	2,880
345	Past service cost (including curtailments)	25
-3,195	Gain from settlements	-10,946
-7	Pension contribution adjustment	-64
	<b>Financing and Investment Income and Expenditure</b>	
5,517	Net interest expense	5,555
<b>6,076</b>	<b>Total Post-employment Benefits charged to the Surplus or Deficit on the Provision of Services</b>	<b>-2,550</b>
	<b>OTHER POST-EMPLOYMENT BENEFITS CHARGED TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT:</b>	
	<b>Remeasurement of the net defined benefit liability comprising:</b>	
-7,611	Return on plan assets (excluding the amount included in the net interest expense)	-12,573
4,647	Actuarial gains and losses arising on changes in demographic assumptions	0
10,610	Actuarial gains and losses arising on changes in financial assumptions	33,727
2,655	Other expenditure	-4,290
<b>16,377</b>	<b>Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement:</b>	<b>14,314</b>
	<b>MOVEMENT IN RESERVE STATEMENT:</b>	
-16,413	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	-14,378
	<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>	
7,981	Employers' contributions payable to scheme	7,451

**Pension Assets and Liabilities Recognised in the Balance Sheet:**

The amounts included in the Balance Sheet arising from the authority’s obligation in respect of its defined benefit plans are as follows:

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
Present value of the defined benefit obligation	280,013	<b>295,164</b>	14,644	<b>14,856</b>	294,657	<b>310,020</b>
Fair value of plan assets	-158,840	<b>-167,340</b>	0	<b>0</b>	-158,840	<b>-167,340</b>
<b>Net liability arising from defined benefit obligation</b>	<b>121,173</b>	<b>127,824</b>	<b>14,644</b>	<b>14,856</b>	<b>135,817</b>	<b>142,680</b>

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

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
<b>Opening fair value of scheme assets</b>	160,419	<b>158,840</b>	0	<b>0</b>	160,419	<b>158,840</b>
Interest income	6,661	<b>6,735</b>	0	<b>0</b>	6,661	<b>6,735</b>
<b>Remeasurement gain/(loss):</b>						
The return on plan assets, excluding the amount included in the net interest expense	7,611	<b>12,573</b>	0	<b>0</b>	7,611	<b>12,573</b>
Contributions from employer	7,082	<b>6,639</b>	906	-	7,988	<b>6,639</b>
Contribution from employees into the Scheme	964	<b>791</b>	0	<b>0</b>	964	<b>791</b>
<b>Benefits Paid:</b>	-10,520	<b>-11,703</b>	-906	<b>0</b>	-11,426	<b>-11,703</b>
Assets Distributed in Settlements	-13,377	<b>-6,535</b>	0	<b>0</b>	-13,377	<b>-6,535</b>
<b>Closing fair value of scheme assets</b>	<b>158,840</b>	<b>167,340</b>	<b>0</b>	<b>0</b>	<b>158,840</b>	<b>167,340</b>



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

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
<b>Opening balance at 1 April</b>	287,841	<b>294,657</b>	0	<b>0</b>	287,841	<b>294,657</b>
Current service cost	3,416	<b>2,880</b>	0	<b>0</b>	3,416	<b>2,880</b>
<b>Interest cost</b>	12,178	<b>12,290</b>			12,178	<b>12,290</b>
Contribution from scheme participants	964	<b>791</b>	0	<b>0</b>	964	<b>791</b>
<b>Remeasurement gain/(loss):</b>					0	<b>0</b>
Actuarial gains/losses arising from changes in demographic assumptions	4,647	<b>0</b>	0	<b>0</b>	4,647	<b>0</b>
Actuarial gain/losses arising from changes in financial assumptions	10,610	<b>33,727</b>	0	<b>0</b>	10,610	<b>33,727</b>
Other expenditure	2,655	<b>-4,290</b>	0	<b>0</b>	2,655	<b>-4,290</b>
Past service cost	345	<b>25</b>	0	<b>0</b>	345	<b>25</b>
<b>Losses/(gains) on curtailment:</b>			0	<b>0</b>	0	<b>0</b>
Benefits Paid	-10,520	<b>-11,703</b>	-906	<b>-876</b>	-11,426	<b>-12,579</b>
Liabilities extinguished on settlements	-16,573	<b>-17,481</b>	0	<b>0</b>	-16,573	<b>-17,481</b>
<b>Closing present value of scheme liabilities</b>	<b>295,563</b>	<b>310,896</b>	<b>-906</b>	<b>-876</b>	<b>294,657</b>	<b>310,020</b>

Local Government Pension Scheme assets comprised:

Fair value of scheme assets?	Assets comprised of:	Fair value of scheme assets?
2013/14 £000		2014/15 £000
3,513	Cash and cash equivalents	3,821
	<b>Equity instruments:</b>	
	<b>By industry type</b>	
12,320	Consumer	13,440
7,629	Manufacturing	0
11,171	Energy and utilities	8,403
10,504	Financial institutions	12,560
7,610	Health and care	8,232
10,515	Information technology	11,786
3,405	Other	9,318
<b>63,154</b>	<b>Total Equity</b>	<b>63,739</b>
	<b>Bonds:</b>	
	<b>By sector</b>	
15,834	Corporate	0
4,265	Government	4,910
8,604	Other	0
<b>28,702</b>	<b>Total Bonds</b>	<b>4,910</b>
	<b>Private Equity:</b>	
173	Overseas	142
<b>173</b>	<b>Total Private Equity</b>	<b>142</b>
	<b>Property:</b>	
8,190	Retail	12,850
<b>8,190</b>	<b>Total Property</b>	<b>12,850</b>
	<b>Investment Funds and Unit Trusts:</b>	
49,621	Equities	56,391
1,435	Bonds	25,487
<b>51,055</b>	<b>Total Investment Funds and Unit Trusts</b>	<b>81,878</b>
<b>158,840</b>	<b>Total assets</b>	<b>167,340</b>

<sup>1</sup> All scheme assets have quoted prices in active markets

<sup>2</sup> The risks relating to assets in the scheme are also analysed by company size below:

**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 estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 1 April 2013.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme		Discretionary Benefits Arrangements*	
	2013/14 £000	2014/15 £000	2013/14 £000	2014/15 £000
<b>Long-term expected rate of return on assets in the scheme:</b>				
Equity investments	7%	0%	-	-
Bonds	4%	0%	-	-
Property	5%	0%	-	-
Cash	4%	0%	-	-
<b>Mortality Assumptions</b>				
<b>Longevity at 65 for Current Pensioners:</b>				
Men	22.3	22.3		
Women	24.3	24.3		
<b>Longevity at 65 for Future Pensioners:</b>				
Men	24	24	-	-
Women	26.6	26.6	-	-
<b>Other:</b>				
Rate of Increase in Pensions	3%	2%	3%	3%
Rate of Increase in Salaries **	5%	4%	-	-
Rate for Discounting Scheme Liabilities	4%	3%	4%	5%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have 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 the 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.

Change in assumptions at 31 March 2015:	Approximate increase to Employer Liability %	Approximate Monetary Amount £000
0.5% decrease in Real Discount Rate	9%	26,708
1 year increase in member life expectancy	3%	9,301
0.5% increase in the salary increase rate	2%	5,000
0.5% increase in the Pension Increase Rate	7%	21,384

### **Asset and Liability Matching (ALM) Strategy**

The pensions committee of Northamptonshire County Council has agreed to an asset and liability matching strategy (ALM) that matches, to the extent possible, the types of asset invested to the liabilities in the defined benefit obligation. The fund has matched assets to the pensions' obligations by investing in long-term fixed interest securities and index linked gilt edged investment with maturities that match the benefits payments as they fall due. This is balanced with a need to maintain the liquidity of the fund to ensure that it is able to make current payments. As is required by the pensions and (where relevant) investment regulations the suitability of various types of investment have been considered, as has the need to diversify investments to reduce the risk of being invested in too narrow a range. A large proportion of the assets relate to equities (72% of scheme assets) and bonds (18%). These percentages are materially the same as the comparative year. The scheme also invests in properties as a part of the diversification of the scheme's investments.

### **Impact on the Authority's Cash Flows**

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the 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 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales).

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 authority is anticipated to pay £6.8m expected contributions to the scheme in 2015/16.

## 46. CONTINGENT LIABILITIES

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The Council is potentially liable for the following:

### Northampton Partnership Homes

- As set out in the explanatory forward and Note 56 Group Accounts, NBC set up an Arm's Length Management Organisation on 5th January 2015, Northampton Partnership Homes (NPH). NPH is a company limited by guarantee, and as such, NBC has agreed to provide support as necessary to NPH to ensure they are able to meet their debts as they fall due, and are otherwise a 'going concern'. NBC has also agreed to ensure that NPH is able to discharge its liabilities for the pensions costs attributable to NPH's past, present and future employees. See Note 56 for disclosure of the financial performance of NPH in 2014/15.

### Business Rates

- Following new Local Authority funding arrangements for Business Rates in April 2013, NBC now assumes a proportion of the liability for refunding businesses who appeal to the Valuation Office (VO) against the rateable value of their properties.
- The VO published a list of appeals outstanding up to 31st March 2015 in April 2015. Estimates of these appeals that have been lodged and their success judged to be probable under IAS 37 have been provided for, see Note 24 for the NBC share (40%) of the provision (£1.6m) and CF Note 4 for the Collection Fund share (£4m).
- The estimated value of appeals that have been lodged but their success deemed only possible as per IAS 37 totalled £6.1m. For prudence, a total provision of £610k has been included in the Collection Fund against these appeals, resulting in a contingent liability for all precepting bodies of the remaining £5.5m. For NBC (40% share), this equates to a provision £244k and a contingent liability of £2.2m.
- In May 2015, the VO updated the list of appeals outstanding at 31st March 2015. This list included an estimated additional provision of £308k against appeals lodged on/before 31st March 2015 which have not been included in the above appeals review and therefore are being disclosed as a contingent liability.
- Additionally, it is possible that other appeals will be lodged by businesses in the future against rateable values. As the value and timing of these appeals by their nature cannot be known, it is necessary to recognise this as a contingent liability.
- The VOA have advised that Virgin Media has put forward a proposal to merge the Virgin Media network that appears in councils rating lists countrywide into a single national assessment, appearing from 1 April 2010. The rateable value (RV) in relation to Virgin Media within Northampton Borough is £910k. If this proposal is approved, this could see the removal of the full £910k RV from NBC's rating list, which equates to approximately £439k in net rates per annum.

**Other**

- A capital grant agreed by the Heritage Lottery Fund for redevelopment of Delapre Abbey and procurement of a specialist construction company has taken place and restoration works are underway. NBC resources have been committed and S106 contributions. It is recognised that, in the event of non-compliance of the grant funding conditions or of issues which may impact time and cost, a contingent liability should be disclosed for £3.7m.
- A capital grant received from the East Midland Development Agency (EMDA) for site clearance of the Blueberry Diner, Albion Place. The grant was awarded on condition of scheme completion within a fixed time period and, due to that time period not having been complied with, up to the full amount of the grant of £2m may be clawed back by HCA (Homes and Communities Agency - who took over all RDA land and property projects, holdings and contingent assets from EMDA – East Midlands Development Agency). The Council has completed agreement leading to current development of part of the site (Hotel) and has kept the HCA updated of its progress. HCA are agreeable in principle to extension of time periods for development to be completed, but issues are to be resolved within NBC about approach to development for the balance of the site.
- Following the disbandment of West Northamptonshire Development Corporation, NBC received donated land assets valued at £1.5 million on 31<sup>st</sup> March 2014. There are a number of contingent liabilities associated with the land; however there are measures in place to ensure that the Council would not be materially affected should these events occur.
- Under the 1987 [bond issue], Home Group raised finance to carry out development in a number of local authority areas. In so doing they entered into arrangements with local authorities for the purchase of land in return for nomination rights over 50% of the properties constructed. In addition the local authorities agreed to indemnify bond holders against a fixed percentage of indebtedness under the bonds incurred by Home Group. Home Group in turn gave a counter indemnity to the said local authorities in the same amount. Thus, for so long as Home Group remains solvent, there is no practical likelihood of a claim under the indemnity being made against a participant local authority. Home Group has a strong credit rating, the bond issue is underpinned by income from the properties constructed using the finance provided. The NBC proportion is 1.35% of £82.6m representing a value of £1.1m.
- There are a number of other contingent liabilities estimated at a total of £2.8m that are considered insignificant (both individually and collectively), and thus do not require separate disclosure.
- There are two outstanding planning appeals in relation to Hardingstone and Collingtree that are currently going to enquiry. At this early stage, probability of success, potential financial impact and timing cannot be determined.
- There are various outstanding issues relating to the Councils Environment contract with EMS, however they are not considered material.

#### 47. CONTINGENT ASSETS

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The Council is currently monitoring the following contingent assets:

- Recovery of costs estimated at £1.75 million from Legal and General expended by NBC upon the Grosvenor Multi Storey Car Park (MSCP) refurbishment, in the event that the Development Agreement becomes unconditional.
- Payback of administration and infrastructure loan costs relating to the Northampton Waterside Enterprise Zone which will come from Business Rates uplift. Costs incurred to date that have yet to be reimbursed from uplift total £1.5m.
- Obligation upon National Grid (owners of property) to pay to NBC part of monies advanced by WNDC to NG for remediation of land. Payment due to NBC by 2019 or on sale of the land affected estimated £1.6m

#### 48. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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The Council's activities expose it to a variety of financial risks:

- **Credit risk** – the possibility that other parties might fail to pay amounts due to the Authority;
- **Liquidity risk** – the possibility that the Authority might not have funds available to meet its commitments to make payments; and
- **Market risk** – the possibility that financial loss might arise for the Authority as a result of changes in interest rates and stock market movements.

The Council's risk management processes consider the unpredictability of financial markets and seek to minimise potential adverse effects on the resources available to fund services. The Local Government Act 2003 places a statutory duty on the Council to have regard to guidance issued or specified by the Secretary of State.

This guidance includes the CIPFA Treasury Management Code of Practice. Treasury risk management is undertaken by the LGSS treasury team under policies approved by the Council in its Treasury Management Policy Statement, Treasury Management Practices and accompanying Schedules and the annual Treasury Management Strategy. These contain overall principles for risk management and specific risks which include credit and counterparty risk, liquidity risk, interest rate risk, exchange rate risk, refinancing risk, legal and regulatory risk, and market risk.

#### Credit Risk

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

The risk exposure from investment counterparties is minimised through policies and procedures set out in the Council's Treasury Management Practices and accompanying Schedules and its Annual Investment Strategy. These require that deposits are not made with financial institutions unless they meet identified minimum credit criteria that includes, but is not entirely dependent on, external credit ratings, including sovereign ratings.

The Annual Investment Strategy also imposes value and investment period limits for each category of approved counterparty. The maximum limits for placements with individual or group counterparties in 2014-15 were £20m and 729 days for UK nationalised or part nationalised banking institutions, and £15m and 729 days for other UK counterparties, overseas counterparties with AAA sovereign ratings, UK local authorities and the UK Debt Management Office. Within this ceiling, lower limits apply in many instances depending on credit ratings and other factors specific to each institution.

Due to the nature of its business, the Council does not assess operational customers for credit worthiness and does not set credit limits on customers. In relation to mortgages, the Authority holds an equity stake in each relevant property as collateral against the mortgage outstanding. There are also certain exceptional circumstances under which the Council has placed a charge on a property as collateral against a specific debt. Business customers are not given individual credit limits.

However, business customers are assessed, taking into account their financial position, past experience, and other factors, in line with parameters set by the council, when contracts are entered into. This forms part of the Council's procurement procedures.

To support local economic regeneration the Council has made third party loans to local organisations. Assessment of the credit risk to the authority from the loans was undertaken as part of the due diligence work prior to the signing of the loan agreements.

The Council's maximum exposure to credit risk in relation to its investments totalling £64.5m in banks, building societies and other institutions cannot be assessed generally as the risk of any counterparty 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, but there was no evidence at 31 March 2015 that this was likely to crystallise.

The following analysis summarises the Council's potential maximum exposure to credit risk based on experience of default and uncollectability over the last five financial years adjusted to reflect current market conditions:



Estimated Maximum Exposure to Default and Uncollectability at 31 March 2014 £000	Credit Risk	Amount at 31 March 2015 £000s	Historical Experience of Default at 31 March 2015 %	Historical Experience Adjusted for Market Conditions at 31 March 2015 %	Estimated Maximum Exposure to Default and Uncollectability at 31 March 2015 £000s
0	Third Party Loans	14,952	0%	0%	0
0	Mortgages	29	0%	0%	0
0	Finance Leases	116	0%	0%	0
76	Customers: Tenants	2,015	2.75%	2.75%	55
1,126	Customers: Sundry Debtors	7,758	27.51%	27.51%	2,134
0	Deposits with Banks and Financial Institutions	0	0%	0%	0
<b>1,202</b>	<b>Total</b>	<b>24,870</b>			<b>2,189</b>

No credit limits were exceeded during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits. The Council held no investments in the form of bonds during 2014-15.

With the exception of third party loans and mortgages, the Council does not generally allow credit for its customers. As shown in the table above, at 31st March there were outstanding loans to third parties of £14.95m. Whilst there is no history of default on such loans, they do, by their nature, carry a degree of risk.

Of the £89.4m exposure to credit risk £9.8m is past its due date for payment. The past due, but not impaired, amount can be analysed by age as follows:

Amount at 31 March 2014 £000s	Aged Debt Analysis	Amount at 31 March 2015 £000s
3,380	Less than three months	5,917
1,267	Three to six months	2,091
597	Six months to one year	364
1,199	More than one year	1,400
<b>6,443</b>	<b>Total</b>	<b>9,772</b>

Impairment on the debtors financial asset has been identified, standing at a total of £7.0m at the end of 2014-15.

Collateral

The authority holds collateral against a number of mortgages. The balance sheet value of the principal amount outstanding on these is currently £31.7k (£31.9k in 2013-14).

The terms and conditions relating to the pledge are standard in all the mortgages held and are summarised as follows:

- The property is to be kept in good and substantial repair;
- No structural alterations, demolitions, additions are to be carried out to the property or any part of it without written consent of the Council;
- To comply in all respects with the Planning Acts;
- Not to do or permit on the property anything which may prejudice the insurance of the property;
- Limitations on the usage of the property;
- The right of the Council to inspect the property;
- That the borrower is required to observe and perform any covenants and provisions relating to the property;
- The Council’s power of sale;
- Events on which the whole mortgage becomes repayable;
- Remedies available to the Council;
- The Council’s power to transfer the benefit of the charge;
- The power of the Council to make written concessions in favour of the borrower.

Liquidity Risk

The Council has a comprehensive cash flow management system in place that seeks to ensure that cash is available as needed. In the event of unexpected movements to the downside, the Council has ready access to borrowings from the money markets and (for capital expenditure purposes) from the Public Works Loan Board (PWLB). There is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The strategy is to manage loans that are due to mature within any rolling three-year period through a combination of careful planning of new loans taken out and (where it is economic to do so) making early repayments.

The maturity analysis of financial liabilities is as follows:

31 March 2014 £000s	Maturity Profiles of Financial Liabilities	31 March 2015 £000s
-30,359	Less than one year	-17,953
-12,305	One to two years	-13,828
-18,647	Two to five years	-17,125
-189,568	More than five years	-198,061
<b>-250,879</b>	<b>Total</b>	<b>-246,967</b>

Amounts maturing within one year include short term creditors, short term grants and Section 106 funding commitments, short term borrowing, principal due within 12 months on annuity and EIP (Equal Interest Instalment) loans, and long term loans maturing within the next 12 months. A £2m PWLB loan is due for maturity in the final quarter of 2014-15. Repayment of these will be funded from internal borrowing, new loans, or a combination of both. Longer term maturities consist of long term debt (including finance leases), and long term grants and Section 106 funding.

## **Market Risk**

### Interest Rate Risk

The authority is exposed to significant 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 authority. For example a rise in interest rates would have the following effects:

- Borrowing at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- Borrowing at fixed rates – the fair value of the liabilities will fall;
- Investment 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.

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.

The authority has a number of strategies for managing interest rate risk. For example, during periods of falling interest rates and where economic circumstances make it favourable, fixed rate loans may be repaid early to limit exposure to losses.

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

According to this assessment strategy, at 31 March 2015, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

31 March 2014 £000s	Market Risk	31 March 2015 £000s
249	Increase in interest payable on variable rate borrowing	228
-392	Increase in interest receivable on variable rate investments	-259
<b>-143</b>	<b>Impact on Surplus or Deficit on the Provision of Services</b>	<b>-31</b>
107	Share of overall impact credited to the HRA	65
<b>-36</b>	<b>Impact remaining on General Fund</b>	<b>34</b>
117	Increase in fair value of fixed rate investment assets	169
<b>117</b>	<b>Impact on Other Comprehensive Income and Expenditure</b>	<b>169</b>
<b>50</b>	<b>Decrease in fair value of fixed rate borrowings liabilities (no impact on the surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)</b>	<b>91</b>

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

**Price Risk**

The authority does not invest in equity shares and therefore has no exposure to loss arising from movements in share prices.

**Foreign Exchange Risk**

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

49. BUILDING CONTROL TRADING ACCOUNT

A local authority is required at the end of the financial year to prepare a statement that sets out fully the details of its scheme for setting charges in relation to its building control function. The statement should also show the income recovered and the total costs incurred. There is no requirement for the information to be published; however it has been decided to continue publishing this note.

The Building Control chargeable services have, for the three-year period to 31st March 2015, made an operating surplus of £38k on a turnover of £727k. In the previous three-year period to 31st March 2014, there was an operating surplus of £25k against a turnover of £768k.

Building Control Trading Account	2014/15		
	Chargeable	Non-Chargeable	Total
	£000s	£000s	£000s
<b>Expenditure</b>			
Employees	108	85	193
Premises	0	0	0
Transport	3	2	5
Supplies and services	4	4	9
Support service charges	86	68	154
Capital Charges	0	0	0
<b>Total Expenditure</b>	<b>202</b>	<b>159</b>	<b>361</b>
<b>Income</b>			
Building Regulation fees	-238	0	-238
Other Income	0	0	0
<b>Total Income</b>	<b>-238</b>	<b>0</b>	<b>-238</b>
<b>Surplus (-) / Deficit for Year</b>	<b>-36</b>	<b>159</b>	<b>123</b>
	2013/14		
<b>Comparatives for 2013/14</b>	Chargeable	Non-Chargeable	Total
	£000s	£000s	£000s
Expenditure	241	198	439
Income	-244	0	-244
<b>Surplus (-) / Deficit for Year</b>	<b>-3</b>	<b>198</b>	<b>195</b>

**50. PUBLICITY EXPENDITURE**

There is now no longer a requirement to publish this note within the statement of accounts, however, the information must be produced and made available on request. It has been decided to continue publishing the note. In accordance with the Local Government Act 1986 (Section 5(1)), the Council’s spending on publicity was:

2013/14 £000s		Publicity Expenditure	2014/15 £000s	
		<b>Expenditure</b>		
21		Recruitment Advertising		32
406		Publicity Unit		467
214		Other Publicity		156
<b>641</b>		<b>Total</b>		<b>655</b>

**51. LOCAL AUTHORITIES (GOODS AND SERVICES) ACT 1970**

The Council is empowered by this Act to provide goods and services to other public bodies. The Authority provides a variety of services to other local authorities, the income from this is outlined below: -

2013/14		Local Authority (Goods & Services) Act 1970	2014/15	
Exp £000s	Income £000s		Exp £000s	Income £000s
101	-42	Call Care	301	-45
115	-115	Print Services Unit	258	-258
<b>216</b>	<b>-157</b>	<b>Total</b>	<b>559</b>	<b>-303</b>

**52. TRUST FUNDS**

The Council acts as sole trustee in respect of two Trust Funds. one the Northamptonshire Regiment museum (balances of £92K)and the other Northamptonshire Yeomanry Museums Trust (balances of £1k) The Trust funds are used to finance expenditure on the exhibits donated by the Regiments at their disbandment, these collections are housed at the Abington Museum. Surplus funds are invested and accounted for separately to the Council's funds.

**53. MINIMUM REVENUE PROVISION**

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The Council is required by Statutory Instrument 2003 No. 3146 to set aside a minimum revenue provision (MRP) for the repayment of debt, and, by Statutory Instrument 2008 No.414, determine an amount of minimum revenue provision which it considers to be prudent. In doing so the Council is required to have regard to guidance issued under Section 21A of the Local Government Act 2003.

The Council approved the Council's Annual MRP statement for 2014/15, which is required by the guidance issued by CLG, on 24<sup>th</sup> February 2014. The MRP charged to the 2014/15 accounts relates to the general fund historic debt liability incurred for the year.

The debt liability for general fund capital expenditure up to and including 2007/08 has been calculated at the rate of 4% on the reducing balance, in accordance with option 1 of the guidance, the "regulatory method".

The debt liability for general fund capital expenditure incurred since 2008/09 has been calculated as equal instalments over a period reasonably commensurate with the estimated useful life of each asset, in accordance with option 3 of the guidance, the "asset life method".

The Council's Minimum Revenue Provision, including finance leases, for 2014/15 was £1.253m. This compares to £1.065m in 2013/14.

**54. HERITAGE ASSETS – 5 YEAR SUMMARY OF TRANSACTIONS**

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Paragraph 4.10.4.5 of the Code of Practice on Local Authority Accounting requires the disclosure of Heritage Assets acquired through purchase and donation, and disposed of, over the last five years. It also allows for this information not to be given for any period prior to 1 April 2010 where it is not practicable. This is the case for Northampton Borough Council.

There was a large collecting programme of trainers to enhance the shoe collection between April 2009 and April 2012. This amounted to £75k for which the museum was given a purchase grant by the Heritage Lottery Fund. Since 1 April 2012 a number of shoes, social and military history artefacts, archaeology and art works have been donated to the museum the aggregate value of which is less than £3k. There were two significant donations of artworks in 2104. Local artist Peter Newcombe donated twelve framed and glazed pictures depicting John Clare 'Shepherd's Calendar' in medium of pen, wash and other media, with a valuation of £50k. The second major donation was of an oil painting 'And Then the Comet Came and Changed All Things' by Roberta Booth (1947-2014), with a valuation of £7k.

There have been two disposals from the collections which have realised a financial return. In March 2011, a collection of mounted natural history specimens sold at auction for £52k, which has been taken to be its carrying value at the time. In July 2014 an Egyptian statue was sold at auction for £14m, with NBC receiving £8.239m payment from the sale.

**55. HERITAGE ASSETS – COLLECTIONS AND POLICIES**

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**Collections****1. Designated Shoe Collection**

The collection of shoes and related objects from the industry is recognised by Arts Council England as a Designated Collection of national and international importance. The Shoe Collection is the largest collection of shoe heritage and related shoe industry objects in the world. The Shoe Collection began purely as a collection of footwear, however, over the years this has developed into a collection including over 12,000 shoes and covering the whole of the footwear industry worldwide. In total the collection contains over 60,000 objects and can be analysed into the following subdivisions: Footwear, Machinery, Tools, Lasts, Patterns and Material associated with the selling of shoes, Polish, Shoe Trees and other items used in the care of shoes, including shoe repairing, Factory Furniture and Fittings, Overshoes, Spats, Gaiters, Ice Skates and other items worn with shoes (excluding hosiery), Objects shaped like shoes and depicting shoes, Archival material including catalogues, photographs and trade magazines and Prints and paintings of shoes and shoemakers.

**2. Archaeology Collection**

For over a century, Northampton Museums has collected archaeological material. The majority of archaeological material now coming to light in the county is the product of contract excavations in advance of development. Significant collections include Bronze Age pottery, Iron Age finds from Hunsbury, Roman finds from Duston and Irchester, pottery, weapons and jewellery from Anglo-Saxon cemeteries and many other objects were first collected in the 19th century. This set the scene for collecting and through excavations and fieldwork this has carried on ever since. There is a Numismatic Collection of about 12,000 items, principally locally found Roman, English Medieval and later coins and tokens. Particular strengths are the coins from Northampton Mint, and a large number of Northamptonshire tokens and checks. There is also a collection of approximately 800 medals relating to local people, clubs or societies. There is a small Ancient Egyptian collection of approximately 250 items.

**3. Art Collection**

The greater part of the fine art collection consists of British easel paintings and works on paper, from the 19th and 20th centuries. The collection's greatest strength lies in landscapes and portraits, topographical works and graphic art from 1960-2000. The collection has strong representation from local, professional artists, some of whom have been recognised nationally and are often linked to the 100 year old Town & County Art Society. The non-British pictures include an important group of 15th to 18th century Italian paintings - works of high quality by secondary masters, particularly from the Venetian School, most of which were consciously collected between 1967 and 1987 as a result of a former policy which sought to concentrate purchases in this one area of the collection. At present there are approximately 2,700 items in the Art Collection which fall into the following categories: Watercolours, Drawings, Prints (contemporary), Mixed Media (excluding drawings), and Sculpture.

**4. Decorative Art**

The current collection encompasses ceramics, glassware, and metal ware. The great areas of strength are the fine collections of British and Oriental ceramics given early in the 20th century by five private collectors. There are approximately 4,100 items in the decorative art collection (excluding furniture): Ceramics – British (and some Continental and North African), Glass – British (and some Irish), Metalwork, Enamels, and Oriental Collections (ceramics, bronzes and miscellaneous).



## **5. Ethnography**

The ethnographic collection consists of about 300 historic (not contemporary) objects from India, China and Japan, Africa, North America and. Many objects were purchased in the early to mid-20th century to enhance the displays at Abington Museum or acquired as the result of local collecting as well as some casual donations.

## **6. Geology**

A substantial number of Geological items were given to the Museum in the forty years following its founding in 1866, principally by the Third and Fourth Marquesses of Northampton and Beeby Thompson. The collection consists of about 40,000 items of which 75% are Northamptonshire Jurassic finds. The remaining 25% consists of fossils from outside the county, and a worldwide mineral collection.

## **7. Natural History**

The small Natural History Collection consists of a few mounted specimens and small collections of birds' eggs.

## **8. Social History**

In general, the Social History collection covers historical material post 1600 to the present that does not fall within another collection and includes fashion and costume. – The collection covers community life including civic affairs, working life, and the full range of personal and domestic life material.

## **9. Northamptonshire Regiment and Yeomanry**

Northampton Borough Council is the sole trustee for the Northamptonshire Regimental Museum and Northamptonshire Yeomanry Regimental Museum Trust. The collecting for these collections will follow the inherent themes for regimental collections – reflecting both the military and civilian aspects of the Regiments impact.

## **Policies**

The Council maintains a record of its heritage assets within its asset register supplemented by the detailed records held by the relevant departments.

Some museum heritage assets are on display at the Authority's two museums; while others are held at secure locations in storage e.g. while awaiting conservation work. Access to the civic regalia is limited to appropriate occasions, such as the use of the mace and mayor's chain at Council meetings. The statues, buildings, and similar heritage assets are largely accessible to the public to view in the parks and public places of Northampton.

**56. GROUP ACCOUNTS – NORTHAMPTON PARTNERSHIP HOMES**

**Group Boundary**

Northampton Partnership Homes was incorporated on the 30<sup>th</sup> April 2014 and commenced trading on the 5<sup>th</sup> January 2015. Northampton Partnership Homes is an Arm’s Length Management Organisation that is wholly owned by the Council, but which has its own board of Directors. It is a company Limited by Guarantee (CLG) and is a not for profit organisation.

Northampton Partnership Homes is a subsidiary of Northampton Borough Council for accounting purposes, and have been consolidated into the Council’s group accounts.

**Intra-Group Transactions**

During 2014-15 the Council made payments of £13.893m to Northampton Partnership Homes (nil in 2013-14). During 2014-15 the Council received payments of £1.873m from Northampton Partnership Homes (nil in 2013-14). At 31st March 2014 there was a Council debtor balance of £4.551m (nil in 2013-14), and a creditor balance of £1.695m (nil in 2013/14) with Northampton Partnership Homes.

**Basis of consolidation**

The Financial Statements of Northampton Partnership Homes have been consolidated with those of the Council on a line by line basis; which has eliminated in full balances, transactions, income and expenses between the Council and Northampton Partnership Homes.

**Business activities of Northampton Partnership Homes**

Northampton Partnership Homes is responsible for the following services:

- Lettings
- Repairs and maintenance
- Housing management including dealing with anti-social behaviour
- Tenancy support
- Tenant involvement

**Accounting policies**

In preparing the Group Accounts the Council has aligned the accounting policies of Northampton Partnership Homes with those of the Council.

**Corporation Tax**

Northampton Partnership Homes have receive confirmation from HMRC that their commercial service provision activities with Northampton Borough Council are deemed to be non-trading in nature and hence do not attract Corporation Tax.

**Material items of Income and Expenditure**

The only material difference between the Single Entity Comprehensive Income and Expenditure Statement and the Group Comprehensive Income and Expenditure Statement is on the actuarial gains/losses on the pension asset/liability:

Area of Comprehensive Income and Expenditure Statement	Single entity accounts £000	Group accounts £000	Difference £000
Actuarial gains / losses on pension assets/liabilities	16,864	18,629	1,765

Further details on the actuarial gains/losses on the pension asset/liability can be found in the section below on the Group defined benefit pension scheme.

**Material Movements in Reserves**

The material differences between the Single Entity Movement in Reserves Statement and the Group Movement in Reserves Statement are shown below:

Area of Movement in reserves Statement	Single entity accounts £000	Group accounts £000	Difference £000
Other Comprehensive Expenditure and Income	15,529	17,294	1,765
Adjustments between group accounts and authority accounts	0	13,685	13,685

Further detail on both of these items can be found in the section below on the Group defined benefit pension scheme.

**Material items on the Balance Sheet**

The material differences between the single entity balance sheet and the Group balance sheet are shown below:

Area of Comprehensive Income and Expenditure Statement	Single entity accounts £000	Group accounts £000	Difference £000
Short Term Debtors	24,322	19,828	-4,494
Cash and Cash Equivalents	19,326	26,539	7,213
Short Term Creditors	-26,944	-29,660	-2,716
Other Long Term Liabilities	-143,028	-158,421	-15,393
Unusable Reserves	165,895	-150,502	-15,393

The differences to short term debtors, cash and cash equivalents and short term creditors are due to the balances held by Northampton Partnership Homes. The differences on other long term liabilities and unusable reserves both represent the pension liability of Northampton Partnership Homes, further details of which can be found in the section below on the Group defined benefit pension scheme.

**Group Defined Benefit Pension Scheme**

Northampton Partnership Homes is a fully owned subsidiary of Northampton Borough Council. Therefore details of the Northampton Partnership Homes pension scheme need to be combined with the Northampton Borough Pension scheme to give an understanding of the group pension scheme. Full details of the Northampton Borough Council pension scheme are in note 45 to the core financial statements.

Northampton Partnership Homes is a member of the Local Government Pension Scheme administered by Northamptonshire County Council. This is a funded defined benefit scheme which provides index linked retirement benefits to employees who choose to join.

The scheme was opened on 5<sup>th</sup> January 2015 when employees of Northampton Partnership Homes Ltd transferred from Northampton Borough Council under Transfer of Undertakings (Protection of Employment) (TUPE). At the time of admission the Company scheme was fully funded under the actuarial valuation assumptions made. However the figures presented in these financial statements are reported under the requirements of IAS19, which are prepared on a different basis to the actuarial valuation. The Actuary's calculation for business combination at the time of transfer gives scheme obligation of £20.22m and plan assets of £6.535m resulting in a reported fund deficit of £13.685m on 5<sup>th</sup> January 2015. The opening deficit in the scheme has been treated as an adjustment between group accounts and authority accounts in the Movement in Reserves Statement as it represents the transfer of the opening balance on the scheme from the Council.

In addition to staff that joined the Company in January 2015 under TUPE transfer from Northampton Borough Council, the scheme is currently open to new employees. Employees and the Company pay contributions to the fund. During 2014/15 the employer's rate was 13.3% and employees contribute variable rates which increase on banded salary ranges. At 31<sup>st</sup> March 2015 the scheme had 187 active members.

A comprehensive actuarial valuation is undertaken every three years and the latest review was undertaken on 31 March 2013 by the actuary Hymans Robertson LLP.

The following tables give details of the pension assets and liabilities for the Group, including Northampton Borough Council and Northampton Partnership Homes. No prior year comparative figures are given, as there was no group in 2013/14, so the 2013/14 figures are the same as the single entity figures given in note 45.

**The following transactions have been made in the Group Comprehensive Income and Expenditure Statement and the General Fund balance via the Group Movement in Reserves Statement during the year:**

<b>Cost of Service</b>	<b>£000s</b>
Current service cost	317
Past service cost (including curtailments)	0
Gain from settlements	0
Pension contribution adjustment	0
Net interest expense	115
<b>Total post employment benefits charged to the surplus or deficit on the provision of services</b>	<b>432</b>
<b>Other post employment benefits charged to the comprehensive income and expenditure statement</b>	
Return on plan assets (excluding the amount included in the net interest expense)	-381
Actuarial gains and losses arising on changes in demographic assumptions	0
Actuarial gains and losses arising on changes in financial assumptions	2,146
Other expenditure	0
<b>Total post-employment benefits charged to the comprehensive income and expenditure statement</b>	<b>2,197</b>
<b>Movement in reserves statement</b>	
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the code	0
Employers contributions payable to the scheme	0

Reconciliation of the movements in fair value of scheme assets:

	£000s
Opening fair value of scheme assets	158,840
Interest income	6,793
Return on plan assets excluding the amount included in the net interest expense	12,954
Contributions from employer	8,004
Contributions from employees into the scheme	865
Benefits paid	-12,579
Assets distributed in settlements	0
<b>Closing fair value of scheme assets</b>	<b>174,877</b>

Fair value of plan assets:

	£000s
<b>Equity securities</b>	
Consumer	14,045
Energy & utilities	8,782
Financial institutions	13,125
Health and care	8,603
Information technology	12,317
Other	9,738
<b>Debt securities</b>	
UK Government	5,131
<b>Private equity</b>	
All	148
<b>Real Estate</b>	
UK property	12,289
Overseas property	1,140
<b>Investment funds and unit trusts</b>	
Equities	58,931
Bonds	26,635
<b>Cash and cash equivalents</b>	
All	3,993
<b>Total</b>	<b>174,877</b>

Group External Audit costs

Fees payable for external audit services across the Group are detailed below:

<b>Group Auditor Fees</b>	<b>2014/15</b>
	<b>£000s</b>
Northampton Borough Council Auditor Fees (KPMG LLP)	123
Northampton Partnership Homes Auditor Fees (Grant Thornton LLP)	18
<b>Total Group Auditor Fees</b>	<b>141</b>

**G1. HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE**

The Housing Revenue Account (HRA) summarises the transactions relating to the provision, maintenance, and sale of Council houses and flats. The account has to be self-financing and there is a legal prohibition on cross subsidy to or from local taxpayers.

2013/14 £000s	Housing Revenue Account	2014/15 £000s	£000s	Notes
	<b><u>Income</u></b>			
-49,154	Dwelling Rents	-50,481		HRA3-4
-1,136	Non Dwelling Rents	-1,140		
-2,321	Charges for services & facilities	-2,467		
-37	Contributions Towards Expenditure	-33		
<b>-52,648</b>	<b>Total Income</b>		<b>-54,121</b>	
	<b><u>Expenditure</u></b>			
16,447	Repairs & Maintenance	16,206		HRA5
	Supervision & Management			
5,982	General Management	7,645		HRA6
4,343	Special Services	4,074		
301	Rent, Rates, Taxes & other charges	276		
12,910	Depreciation, Impairment & Revaluation of Fixed Assets	-5,978		
98	Debt Management Costs	65		
360	Increased in provision for bad/doubtful debts	216		
<b>40,440</b>	<b>Total Expenditure</b>		<b>22,504</b>	
<b>-12,207</b>	<b>Net Cost of Services</b>		<b>-31,617</b>	
590	HRA Services share of Corporate and Democratic Core		557	
<b>-11,617</b>	<b>Net Cost of HRA Services</b>		<b>-31,060</b>	
-398	Gain (-) or Loss on sale of HRA Fixed Assets		1,806	HRA6
6,047	Interest and Investment Income		5,966	
1,481	Pensions interest cost and expected return on pensions assets		1,175	
-17,020	Non Specific Grant Income		-15,522	
-494	Surplus or deficit on revaluation of non current assets		-803	
<b>-22,002</b>	<b>Surplus (-) or Deficit for the year on HRA services</b>		<b>-38,438</b>	

**G2. MOVEMENT IN HOUSING REVENUE ACCOUNT RESERVE**

The Income and Expenditure Account shows the Council's actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the Authority is required to account for the net costs of Council Housing in a different way.

This statement below and the detailed reconciling items on the following page summarise the differences between the outturn on the HRA Income and Expenditure Account and the Housing Revenue Account Balance.

2013/14 £000s	Statement of Movements on the Housing Revenue Account Balance	2014/15 £000s
-22,002	Surplus (-) / Deficit for the year on the HRA Income and Expenditure Account	-38,439
22,003	Net additional amount required by statute to be debited or credited to the HRA Balance for the year	38,439
<b>1</b>	<b>Increase (-) / Decrease in the HRA Balance for the Year</b>	<b>0</b>
-5,001	HRA Balance brought forward	-5,000
<b>-5,000</b>	<b>HRA Balance carried forward</b>	<b>-5,000</b>

There has been a significant increase in the surplus for the year compared to 2013/14 due to revaluation increases, as detailed in HRA Note 6b.

## DETAILED TRANSACTIONS

2013/14 £000s	Reconciling Items for the Statement of Movement on the Housing Revenue Account Balance	2014/15 £000s	Note
	<b>Amounts included in the HRA Income and Expenditure Account but required by statute to be excluded when determining the Movement on the HRA Balance for the year</b>		
-18,710	Revaluation Losses	-18,128	
14,829	Revaluation Gains	33,316	
17,020	Capital Grants and Contributions Transferred to the Capital Adjustment Account	15,522	
398	Gain or Loss on sale of HRA non-current assets	-1,806	
-1,633	HRA share of contributions to or from the pensions reserve	526	
<b>11,904</b>	<b>Total</b>	<b>29,430</b>	
	<b>Amounts not included in the HRA Income and Expenditure Account but required by statute to be included when determining the Movement on the HRA Balance for the year</b>		
3,672	Transfer to / from (-) Major Repairs Reserve	3,273	HRA7
494	Transfers to / from (-) Revaluation Reserve	803	HRA6
2,140	Employer's contributions payable to the Northamptonshire County Council Pension Fund and retirement benefits payable direct to pensioners	1,372	
41	Financial Instruments Adjustments	0	
6	Amount by which officer remuneration charged to CI&E on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	26	
3,746	Net transfers to / from (-) earmarked reserves	3,535	
<b>10,099</b>	<b>Total</b>	<b>9,008</b>	
<b>22,003</b>	<b>Net additional amount required to be credited or debited to the HRA balance for the year</b>	<b>38,439</b>	



## G3. NOTES TO THE HRA

## 1. PRIOR YEAR ADJUSTMENTS

There are no prior year adjustments in relation to the Housing Revenue Account in 2014/15.

## 2. HRA ASSETS AND CAPITAL TRANSACTIONS

- a) At 31<sup>st</sup> March 2015 the Council was responsible for managing 11,883 units of accommodation (excluding shared ownership properties):

Type of Property	Number of Bedrooms				Total
	One	Two	Three	Four+	
Flats-Low Rise	1,447	391	2	1	1,841
Flats-Medium Rise	1,752	840	118	4	2,714
Flats-High Rise	396	82	21	0	499
Houses & Bungalows	882	2,509	3,106	332	6,829
<b>Total</b>	<b>4,477</b>	<b>3,822</b>	<b>3,247</b>	<b>337</b>	<b>11,883</b>

- b) The movement in housing stock can be summarised as follows:

Type of Property	Stock at 01 April 2014	Stock Movements			Stock at 31 March 2015
		Sold	Additions	Demolished	
Flats	5,082	-30	4	0	5,056
Houses & Bungalows	6,887	-58	0	-2	6,827
<b>Dwellings (excl. Shared)</b>	<b>11,969</b>	<b>-88</b>	<b>4</b>	<b>-2</b>	<b>11,883</b>
Shared Ownership	82	0	0	0	82
<b>Total</b>	<b>12,051</b>	<b>-88</b>	<b>4</b>	<b>-2</b>	<b>11,965</b>

c) The gross balance sheet value of housing assets at 31<sup>st</sup> March was as follows:

31 March 2014 £000s	Gross Balance Sheet Value	31 March 2015 £000s
	<b>Operational Assets</b>	
104,914	Land	113,594
266,968	Dwellings	236,636
20,501	Other Capital Assets	20,942
<b>392,383</b>	<b>Total Operational Assets</b>	<b>371,172</b>
604	Non Operational Assets	869
<b>392,987</b>	<b>Total</b>	<b>372,041</b>
<b>1,031,600</b>	<b>Vacant Possession Value as at 1st April</b>	<b>1,029,228</b>

d) Capital Receipts

2013/14 £000s	Housing Capital Receipts	2014/15 £000s
-189	Land Sales	-26
-4,190	Dwelling Sales	-4,430
<b>-4,379</b>	<b>Total</b>	<b>-4,456</b>
869	Payable to the Secretary of State	955
<b>869</b>	<b>Net cost of Payments to CLG</b>	<b>955</b>
<b>-3,510</b>	<b>Useable Capital Receipts</b>	<b>-3,501</b>

e) Capital Expenditure and Financing

2013/14 £000s	HRA Capital Expenditure and Financing	2014/15 £000s
	<b>Expenditure</b>	
0	Land Purchase	0
23,476	Dwellings	29,207
793	Re-Purchase of Former Council Housing	324
103	Other Property	434
0	Self Financing	0
<b>24,372</b>	<b>Total Expenditure</b>	<b>29,965</b>
	<b>Financing</b>	
	Dwellings	
0	Borrowing	0
2,169	Useable Capital Receipts	2,115
0	Revenue Contributions	0
4,286	Major Repairs Reserve	12,328
17,020	Grants	15,522
0	Third Party Contributions	0
<b>23,475</b>	<b>Total Financing</b>	<b>29,965</b>
	<b>Other Property</b>	
896	Useable Capital Receipts	0
0	Major Repairs Reserve	0
<b>896</b>	<b>Total Other Property</b>	<b>0</b>
<b>24,371</b>	<b>Total Financing</b>	<b>29,965</b>

**3 ARREARS**

During 2014/15, arrears as a proportion of gross income were 3.8%. This represents a decrease of 1% since 2013/14 when the proportion was 4.8%. The figures for rent arrears are detailed below:

2013/14 £000s	Rent Arrears	2014/15 £000s
2,375	Gross Arrears at 31 March	1,913
-717	Prepayments	-680
<b>1,657</b>	<b>Net Arrears at 31 March</b>	<b>1,233</b>
998	Provision for bad debts at 31 March	835

## 4. VACANT POSSESSION VALUE

2013/14 £000s	HRA Vacant Possession Value	2014/15 £000s
1,031,600	Vacant Possession Value as at 1st April	1,029,228

2013/14 £000s	HRA Existing Use	2014/15 £000s
351,054	Existing Use Value as at 1st April	350,230

The vacant possession value of dwellings within the HRA as at 31st March 2015 was £1,029m (£1,033m in 2013/14). For the balance sheet, the figure has been reduced to 34% of this value for all except a small number of specific properties - i.e. £350m (£351m in 2013/14). This reflects the economic cost of providing Council housing at less than open market rents.

## 5. HOUSING REPAIRS ACCOUNT

The transactions on the Housing Repairs Account for 2014/15 balanced to nil for the year, although this may not always be the case.

2013/14 £000s	Housing Repairs Account	2014/15 £000s
<b>0</b>	<b>Balance B/f</b>	<b>0</b>
16,447	Expenditure in the Year	16,206
-16,447	Contributions to the Housing Repairs Account	-16,206
<b>0</b>	<b>Increase (-) / Decrease in the Housing Repairs Account Balance for the year</b>	<b>0</b>
<b>0</b>	<b>Balance c/f</b>	<b>0</b>

**6. DEPRECIATION, AMORTISATION, IMPAIRMENT, AND REVALUATION OF NON CURRENT ASSETS**
**a) Depreciation and Amortisation**

2013/14 £000s	Depreciation and Amortisation	2014/15 £000s
	<b>Operational Assets</b>	
8,150	Dwellings	8,604
325	Other Property	333
2	Vehicles, Plant & Equipment	1
<b>8,477</b>	<b>Total Depreciation</b>	<b>8,939</b>
562	Intangible Assets -amortisation	222
<b>562</b>	<b>Total Amortisation</b>	<b>222</b>
<b>9,039</b>	<b>Total</b>	<b>9,160</b>

**b) Revaluation Gains and Losses**

2013/14 I&E £000s	2013/14 RRA £000s	Revaluation Gains & Losses	2014/15 I&E £000s	2014/15 RRA £000s
18,701	72	Dwellings	18,118	19
0	7	Other Property	6	9
0	0	Vehicles, Plant & Equipment	0	0
<b>18,701</b>	<b>79</b>	<b>Revaluation Losses</b>	<b>18,124</b>	<b>28</b>
-14,811	-30	Dwellings	-33,245	-728
-18	-543	Other Property	-17	-103
0	0	Vehicles, Plant & Equipment	0	0
<b>-14,829</b>	<b>-573</b>	<b>Revaluation Gains</b>	<b>-33,262</b>	<b>-831</b>
<b>3,872</b>	<b>-494</b>	<b>Total</b>	<b>-15,138</b>	<b>-803</b>

## 7. MAJOR REPAIRS RESERVE

---

Authorities are required to maintain a Major Repairs Reserve (MRR). The MRR has two functions; the first is to act as a credit entry for the cost of depreciation on Council dwellings. The second is to hold unused balances of the notional Major Repairs Allowance (MRA), which can be used in future years. The notional MRA is as used in the self-financing valuation and represents the estimated annual cost of maintaining an Authority's stock at its existing level.

Council dwellings depreciation is not the same as the MRA; therefore an adjustment is required to ensure there is no bottom line impact on the HRA. This is known as the Capital asset charges accounting adjustment. The transactions on the MRR are detailed below:

Major Repairs Reserve	£000s
<b>Balance at 1 April 2014</b>	<b>-9,405</b>
Council Dwellings Depreciation	-8,939
Depreciation adjustment to agree to MRA	-3,273
<b>Total</b>	<b>-21,617</b>
<b>Amount used to finance Capital Expenditure</b>	
Dwellings	12,328
<b>Total</b>	<b>12,328</b>
<b>Balance at 31 March 2015</b>	<b>-9,288</b>

## H1. COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

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

Collection Fund surpluses/deficits declared by the Billing Authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. For NBC, the Council Tax precepting bodies are Northamptonshire County Council and Northamptonshire Police and Crime Commissioner.

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

The scheme allows the Council to retain a proportion of the total NNDR received. The initial Northampton Borough Council share is 40% with the remainder paid to precepting bodies. For NBC, the NNDR precepting bodies are Central Government (50% share) and Northamptonshire County Council (10% share). The NBC share is then subject to a tariff payment to Government, which was £32.1m in 2014/15 (£31.5m in 2013/14). The residual amount is then compared to the assessment in the Local Government Finance Settlement and any growth above the Settlement level is subject to a levy payment to Government.

Northampton Borough Council participated in a pool for 2014/15 with other local authorities in the county to minimise the levy payment due and thereby maximise the local retention of locally generated business rates.

NNDR surpluses/deficits declared by the Billing Authority in relation to the Collection Fund are apportioned to the relevant precepting bodies and Government in the subsequent financial in their respective proportions.

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

The following statement on the next page shows the statutory transactions relating to this fund.

2013/14 Council Tax £000s	2013/14 NNDR £000s	2013/14 Total £000s	Collection Fund	2014/15 Council Tax £000s	2014/15 NNDR £000s	2014/15 Total £000s	Note
			<b>INCOME</b>				
-88,509	0	-88,509	Council Tax (net of benefits, discounts & transitional relief)	-92,263	0	-92,263	
			<b>Transfers from General Fund</b>				
235	0	235	Council Tax benefits	0	0	0	
0	-98,294	-98,294	Income collectable from business ratepayers	0	-99,013	-99,013	
<b>-88,274</b>	<b>-98,294</b>	<b>-186,568</b>	<b>Total Income</b>	<b>-92,263</b>	<b>-99,013</b>	<b>-191,276</b>	
			<b>EXPENDITURE</b>				
			<b>Precepts &amp; demands:-</b>				
59,857	0	59,857	Northamptonshire County Council	64,431	0	64,431	
11,248	0	11,248	Northamptonshire Police and Crime Commissioner	12,108	0	12,108	
13,137	0	13,137	Northampton Borough Council	13,841	0	13,841	
			<b>National Non-Domestic Rates</b>				CF1
0	50,108	50,108	Payments to Central Government	0	51,610	51,610	
0	10,022	10,022	Payments to Northamptonshire County Council	0	10,322	10,322	
0	40,086	40,086	Amount retained by Northampton Borough Council	0	41,288	41,288	
0	301	301	Cost of collection	0	299	299	
0	536	536	Other transfers to General Fund - Enterprise Zone	0	519	519	
0	2,871	2,871	Transitional Protection Payments	0	885	885	
			<b>Bad &amp; Doubtful Debts / Appeals</b>				
2,473	3,859	6,332	Provisions	2,129	1,511	3,639	CF4
			<b>Contributions</b>				
0	0	0	Towards previous years' Collection Fund deficit	0	-2,225	0	CF3
0	0	0	Prior Year Adjustments (deferrals)	0	-198	0	
<b>86,715</b>	<b>107,783</b>	<b>194,498</b>	<b>Total Expenditure</b>	<b>92,509</b>	<b>104,011</b>	<b>198,942</b>	
<b>-1,559</b>	<b>9,489</b>	<b>7,930</b>	<b>Net (Surplus)/deficit for the year</b>	<b>245</b>	<b>4,998</b>	<b>7,665</b>	
			<b>COLLECTION FUND BALANCE</b>				
-211	0	-211	Balance brought forward at 1st April	-1,770	9,489	7,719	
-1,559	9,489	7,930	Net Deficit/(surplus) for the year (as above)	245	4,998	5,243	
<b>-1,770</b>	<b>9,489</b>	<b>7,719</b>	<b>Balance carried forward at 31 March</b>	<b>-1,524</b>	<b>14,486</b>	<b>12,962</b>	
			<b>Allocated to:-</b>				
0	4,744	4,744	Central Government	0	7,243	7,243	
-1,257	949	-308	Northamptonshire County Council	-1,089	1,449	360	
-236	0	-236	Northamptonshire Police and Crime Commissioner	-205	0	-205	
-276	3,795	3,519	Northampton Borough Council	-231	5,795	5,564	
<b>-1,770</b>	<b>9,489</b>	<b>7,719</b>	<b>Fund Balance c/fwd</b>	<b>-1,524</b>	<b>14,486</b>	<b>12,962</b>	



## H2. NOTES TO THE COLLECTION FUND

### 1. NATIONAL NON DOMESTIC RATES (NNDR)

The total non-domestic rateable value as at 31 March 2015 was £244.3m and the equivalent figure for 2013/14 was £243.6m. The National Non-Domestic Rate multiplier for 2014/15 was 48.2p and the equivalent figure for 2013/14 was 47.1p. The small business non-domestic rating multiplier for 2014/15 was 47.1p and the equivalent figure for 2013/14 was 46.2p.

### 2. COUNCIL TAX

The Council's tax base, i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings for 2012/13, was calculated as follows: -

2013/14 Band D Equivalents	Band	Estimated number of taxable properties 2014/15 after discounts	Ratio	2014/15 Band D Equivalents
16.35	A(-)	25	5/9	14.08
14,616.21	A	18,658	6/9	12,438.60
12,248.00	B	15,921	7/9	12,382.65
15,386.64	C	18,991	8/9	16,881.07
8,136.84	D	9,231	9/9	9,230.77
5,325.00	E	5,031	11/9	6,148.82
2,749.42	F	2,206	13/9	3,186.11
1,628.86	G	1,170	15/9	1,950.06
81.47	H	51	18/9	102.00
60,188.79	Gross Council Tax Base			62,334.16
2,115.00	Non-collection provision			1,683.00
<b>58,074</b>	<b>Council Tax Base Used for setting the Precept</b>			<b>60,651</b>

The provision for non-collection was set at 2.7% for 2014/15 (3.5% for 2013/14).

### 3. ANALYSIS OF IN-YEAR CONTRIBUTIONS TO FUND DEFICITS

2013/14 £000s	In Year Contribution to Deficit NNDR	2014/15 £000s
0	Central Government	-1,112
0	Northamptonshire County Council	-222
0	Northampton Borough Council	-890
<b>0</b>	<b>Total Deficit Recovered</b>	<b>-2,225</b>

### 4. PROVISION FOR BAD AND DOUBTFUL DEBTS

2013/14 £000s	Provision for Bad and Doubtful Debts Council Tax	2014/15 £000s
8,094	Bad Debt Provision B/f	9,514
-819	Write Offs	-1,125
-235	Council tax benefit transferred to reserve	-77
2,474	Provision Made in Year	2,129
<b>9,514</b>	<b>Bad Debt Provision c/f</b>	<b>10,441</b>

The Collection Fund now also provides for Bad debts on NNDR arrears:

2013/14 £000s	Bad and Doubtful Debts NNDR	2014/15 £000s
449	Bad Debt Provision B/fwd	679
0	Write offs of uncollectible debt	-430
230	Allowance for non collection	426
<b>679</b>	<b>Bad Debt Provision c/f</b>	<b>675</b>
659	Amounts written off in year not charged to provision	0

The Collection Fund account also provides for provisions for appeals against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31<sup>st</sup> March 2015:

2013/14 £000s	Provision for Appeals	2014/15 £000s
0	Appeals Provision B/fwd	2,969
11	Provision for 13/14 appeals	-1,601
2,958	Provision for backdated appeals	2,685
<b>2,969</b>	<b>Appeals Provision c/f</b>	<b>4,053</b>

## **GLOSSARY OF TERMS**

### **Accrual**

The accruals concept requires that the cost or benefit of a transaction is shown in the period to which the goods or services are received or provided, rather than when the cash is paid or received.

### **Actuarial Basis**

The estimation technique applied when estimating the liabilities to be recognised for defined benefit pension schemes in the financial statements of an organisation.

### **Amortisation**

The term used to describe the charge made for the cost of using intangible fixed assets. The charge for the year will represent the amount of economic benefits consumed aka wear and tear.

### **Amortised Cost**

The cost of intangible assets reduced by the amount of amortisation charged to date.

### **Assets**

Right or other access to future economic benefits.

### **Assets Held for Sale**

Non-Current Assets which meet the relevant criteria to be classified as held for sale.

### **Available for Sale Assets**

Financial assets that have a quoted market price and/or do not have fixed or determinable payments.

### **Balance Sheet**

Shows all balances including reserves, long-term debt, fixed and net current assets, together with summarised information on the fixed assets held.

### **Balance Sheet Date**

The date at which the Authority reports its financial statements. For Northampton Borough Council, this date is the 31st March.

### **Capital Adjustment Account**

Capital reserve largely comprising of resource applied to capital financing and is not available to the Authority to support new investment

### **Capital Costs**

Reflects the element of annual payment for PFI or Leased assets which is in relation to the reduction in the long term debt associated with the asset.

### **Capital Expenditure**

Expenditure on the acquisition of, or enhancement to fixed assets. This cannot be merely to maintain the value of an existing asset.

**Capital Grant**

Grant which is intended to fund capital expenditure.

**Capital Grant Unapplied Reserve**

Capital reserve reflecting the value of capital grant received where there are no conditions outstanding; however expenditure on the associated asset has not been incurred.

**Capital Reserves**

Reserve balances held for capital purposes

**Cash Flow Statement**

This consolidated statement summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.

**CIPFA Code**

A publication produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) that provides comprehensive guidance on the content of a Councils Statement of Accounts.

**Collection Fund**

The fund maintained by authorities who have responsibility to bill Council Tax and Non-Domestic Rate payers (billing authorities).

**Collection Fund Adjustment Account**

Revenue reserve to represent the difference between the income received by a local authority in Council Tax and the amount attributable to them.

**Collection Fund Statements**

The statutory financial statements produced as part of the Statement of Accounts by authorities who have responsibility to bill Council Tax and Non-Domestic Rate payers (billing authorities).

**Community Assets**

Assets which are held for the benefit of the community where there is no determinable useful life, such as works of art.

**Comprehensive Income and Expenditure Statement (CIES)**

This statement reports the net cost of all the services which the Council is responsible for, and demonstrates how that cost has been financed.

**Contingent Liability**

Potential costs that the Council may incur in the future because of something that happened in the past, but there is no certainty that a cost will occur.

**Core Service Areas**

The services provided by the Authority externally, such as education, highway maintenance and adult social care.

**Corporate and Democratic Core**

Costs associated with the democratic management of the Authority such as the Chief Executive's salary and Members' Allowances.

**Council**

The Council comprises all of the democratically elected Councillors who represent the various electoral divisions.

**Council Tax**

Council Tax is a local taxation that is levied on dwellings within the local Council area, and funds all Council services

**Credit**

A credit represents income to an account.

**Creditors**

Represents the amount that the Council owes other parties.

**Debit**

A debit represents expenditure against an account.

**Debtors**

Represents the amounts owed to the Council.

**Deficit**

Arises when expenditure exceeds income or when expenditure exceeds available budget.

**Defined Benefit Scheme**

Also known as a Final Salary Scheme. Pension scheme arrangement where the benefits payable to the members are determined by the scheme rules. In most cases there is a compulsory members contribution but over and above this all costs of meeting the quoted benefits are the responsibility of the employer.

**Depreciation**

The term used to describe the charge made for the cost of using tangible fixed assets. The charge for the year will represent the amount of economic benefits consumed aka wear and tear.

**Derecognition**

The process by which assets that are no longer deemed to belong to the Authority either by sale, destruction or other form of disposal, are removed from the accounts of the Authority.

**Discount**

An allowance received through the early repayment of debt

**Discounted Cash Flow**

A method of analysing future cash flows, by removing the impact time has on the value of money, and producing an equivalent current value (present value).

**Donated Assets**

Assets which have been acquired at below market cost.

**Earmarked Reserves**

Reserve balances which have been set aside for future spending in a specific area.

**Employee**

A person who holds an office within the Authority, but does not include a person who is an elected councillor.

**Employee Costs**

The costs directly associated with employees, including but not exhaustively salaries and wages, National Insurance contributions and pensions costs.

**Enhancement Expenditure**

Expenditure which increases the value of an asset.

**Exceptional Items**

Events which are material in terms of the Authority's overall expenditure and are not expected to recur frequently or regularly.

**Extraordinary Items**

Material items possessing a high degree of abnormality which arise from events or transactions that fall outside the ordinary activities of the reporting entity and which are not expected to recur.

**Fair Value**

Usually the amount that would be paid for an asset in an active market, however where there is no market for a certain type of asset (such as schools) other methods to determine fair value are used.

**Finance Costs**

Reflects the element of annual payment for PFI or Leased assets which is in relation to interest payable on the loan liability.

**Finance Lease**

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

**Financial Assets**

A right to future economic benefits controlled by the Authority.

**Financial Instruments Adjustment Account**

Revenue reserve which records the timing differences between the rate at which gains and losses are recognised and the rate at which debits and credits are required to be made against Council Tax.

**Financial Liabilities**

An obligation to transfer economic benefits controlled by the Authority.

**General Reserves / General Fund Balance**

The reserve held by the County Council for general purposes, i.e. against which there are no specific commitments.

**Going Concern**

The going concern accounting concept assumes that the organisation will not significantly curtail the scale of its operation in the foreseeable future.

**Grants**

Payment towards the cost of local authority services. These are either for particular purposes or services (specific grants) or in aid of local services generally (formula grant).

**Impairment**

Impairment of an asset is caused either by a consumption of economic benefits, a deterioration in the service provided by an asset, or by a general fall in prices of that particular asset.

**Infrastructure Assets**

Assets associated with the road networks owned and maintained by Northampton Borough Council.

**Intangible Asset**

Non-current assets which do not have physical form such as software.

**Internal Service Costs**

The provision of services by the central departments of the County Council. Examples finance, personnel, legal, administration, information technology and property.

**International Accounting Standard (IASs)**

Regulations outlining the method of accounting for activities, IASs are currently being replaced with International Financial Reporting Standards (IFRSs) issued by the International Accounting Standards Board.

**International Financial Reporting Standards**

Regulations outlining the method of accounting for activities, issued by the International Accounting Standards Board.

**Inventory**

Fair value of current assets purchased which have not yet been consumed.

**Investment Property Assets**

Assets held solely for the purposes of rental generation or for increasing the value pre-sale (capital appreciation).

**Leases**

A method of funding expenditure by payment over a defined period of time.

**Lessee**

The person or organisation that is using or occupying an asset under lease (tenant).

**Lessor**

The person or organisation that owns an asset under lease (landlord).

**Liabilities**

An obligation to transfer economic benefits. Current liabilities are payable within one year.

**Loans and Receivables**

Financial assets which are not quoted in an active market and have either a fixed or determinable payment.

**Materiality**

Materiality is an expression of the relative significance or importance of a particular matter in the context of the financial statements as a whole.

**Minimum Revenue Provision (MRP)**

A minimum amount, set by law, which the Council must charge to the income and expenditure account, for debt redemption or for the discharge of other credit liabilities (e.g. finance lease).

**Movement in Reserves Statement**

The statement detailing the movement in the reserves of the Authority.

**Non-Current Assets**

Assets that yield benefits to the Council for a period of more than one year, examples include land, buildings and vehicles.

**Non-Distributed Costs**

The value of revenue operating expenditure that is not able to be apportioned to one of the authorities core service areas.

**Operating Lease**

A lease where an asset is used only for a small proportion of its economic life.

**Pensions Costs**

The benefits paid by the Authority which are accrued during the period of employment and paid to ex-employees after retirement.

**Pensions Liability**

The cost, calculated by an Actuary, of providing the current members of a pension scheme with retirement benefits as set out in the pension scheme rules.

**PFI**

See Private Finance Initiative

**PFI Credits**

The financial support provided to Local Authorities to part fund PFI capital projects.

**Premium**

A payment made in association with the early repayment of debt.

**Previous Year Adjustments**

These are material adjustments relating to prior year accounts that are reported in subsequent years and arise from changes in accounting policies or from the correction of fundamental errors.

**Principal**

The amount of repayment to a lender which relates to the reduction in the loan, rather than the interest paid on the loan.



**Private Finance Initiative (PFI)**

A Government initiative that enables, through the provision of financial support, Authorities to carry out capital projects through partnership with the private sector.

**Projected Unit Method**

This is a common actuarial funding method to value pension scheme liabilities.

**Provisions**

Potential costs that the Council may incur in the future because of something that happened in the past, which are likely or certain to be incurred and a reliable estimate can be made to the costs.

**Provision for Bad and Doubtful Debts**

A prudent reduction in the reported level of income owed to the Authority for non-payment of invoices and other debt.

**Quoted Market Prices**

A method of determining the fair value of financial assets via prices quoted on an active market.

**Recognition**

The process upon which assets are deemed to belong to the Authority either by purchase, construction or other form of acquisition.

**Revaluation Gain**

The increase to the fair value of an asset following a valuation.

**Revaluation Reserve**

This reserve contains revaluation gains on assets recognised since 1 April 2007 only, the date of its formal implementation.

**Revenue Expenditure**

Expenditure which is not capital.

**Revenue Grant**

Grant which is not capital.

**Revenue Expenditure Funded from Capital under Statute**

This is expenditure that is classified as capital although it does not result in the creation of a fixed asset.

**Service Reporting Code of Practice (SERCOP)**

Produced by CIPFA, this establishes proper practice with regard to consistent financial reporting, which allows direct comparisons to be made with the financial information published by other local authorities.

**Service Concession Arrangements**

Arrangements which involve the supply and maintenance of assets and service delivery.

**Service Costs**

Reflects the element of annual payment for PFI or Leased assets which is in relation to services provided within the contract.

**Short Term Benefits**

Employee benefits earned and consumed during employment.

**Soft Loans**

Low interest rate loans.

**Specific Grant**

A grant awarded to a Council for a specific purpose or service that cannot be spent on anything else.

**Straight Line Basis**

The method of calculating depreciation via charging the same amount each year over the life of the asset.

**Subsidiary**

An organisation that is under the control of the Council aka the Council is the majority shareholder.

**Surplus**

Arises when income exceeds expenditure or when expenditure is less than available budget.

**Surplus Assets**

Assets which are no longer in operation.

**Tenant**

The person or organisation that is occupying an asset under lease.

**Termination Benefits**

Employee benefits paid upon termination of employment such as redundancy.

**Treasury Management**

Utilisation of cash flows through investments and loans.

**Useful Life**

The period with which an asset is expected to be useful to the Authority in its current state.

**Value Added Tax**

National taxation charged on goods and services.

**Work in Progress**

The fair value of incomplete contracts for goods and services which are to be charged to external customers.



# *Internal Audit Risk Assessment and Plan 2015/16*

**DRAFT**

Northampton Borough  
Council

July 2015

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<b>Distribution List</b>	David Kennedy, Chief Executive
	Francis Fernandes, Monitoring Officer
	Glenn Hammons, Section 151 Officer
	Audit Committee

This document has been prepared only for Northampton Borough Council and solely for the purpose and on the terms agreed with Northampton Borough Council.

# 1. Introduction and approach

## Introduction

This document sets out the risk assessment and our internal audit plan for Northampton Borough Council.

## Approach

The internal audit service will be delivered in accordance with the Internal Audit Charter. A summary of our approach to undertaking the risk assessment and preparing the internal audit plan is set out below. The internal audit plan is driven by Northampton Borough Council's organisational objectives and priorities, and the risks that may prevent Northampton Borough Council from meeting those objectives. A more detailed description of our approach can be found in Appendix 1 and 2.

<p><i>Step 1</i> <i>Understand corporate objectives and risks</i></p>	<ul style="list-style-type: none"> <li>• Obtain information and utilise sector knowledge to identify corporate level objectives and risks.</li> </ul>
<p><i>Step 2</i> <i>Define the audit universe</i></p>	<ul style="list-style-type: none"> <li>• Identify all of the auditable units within the organisation. Auditable units can be functions, processes or locations.</li> </ul>
<p><i>Step 3</i> <i>Assess the inherent risk</i></p>	<ul style="list-style-type: none"> <li>• Assess the inherent risk of each auditable unit based on impact and likelihood criteria.</li> </ul>
<p><i>Step 4</i> <i>Assess the strength of the control environment</i></p>	<ul style="list-style-type: none"> <li>• Assess the strength of the control environment within each auditable unit to identify auditable units with a high reliance on controls.</li> </ul>
<p><i>Step 5</i> <i>Calculate the audit requirement rating</i></p>	<ul style="list-style-type: none"> <li>• Calculate the audit requirement rating taking into account the inherent risk assessment and the strength of the control environment for each auditable unit.</li> </ul>
<p><i>Step 6</i> <i>Determine the audit plan</i></p>	<ul style="list-style-type: none"> <li>• Determine the timing and scope of audit work based on the organisation's risk appetite.</li> </ul>
<p><i>Step 7</i> <i>Other considerations</i></p>	<ul style="list-style-type: none"> <li>• Consider additional audit requirements to those identified from the risk assessment process.</li> </ul>

## *Basis of our plan*

The level of agreed resources for the internal audit service for 1 April 2015 to 31 March 2016 is 200 days and £81,000. The plan does not purport to address all key risks identified across the audit universe as part of the risk assessment process. Accordingly, the level of internal audit activity represents a deployment of limited internal audit resources and in approving the risk assessment and internal audit plan, the Audit Committee recognises this limitation.

## *Basis of our annual internal audit conclusion*

Internal audit work will be performed in accordance with PwC's Internal Audit methodology which is aligned to the Public Sector Internal Audit Standards. As a result, our work and deliverables are not designed or intended to comply with the International Auditing and Assurance Standards Board (IAASB), International Framework for Assurance Engagements (IFAE) and International Standard on Assurance Engagements (ISAE) 3000.

Our annual internal audit opinion will be based on and limited to the internal audits we have completed over the year and the control objectives agreed for each individual internal audit. The agreed control objectives will be reported within our final individual internal audit reports.

In developing our internal audit risk assessment and plan we have taken into account the requirement to produce an annual internal audit opinion by determining the level of internal audit coverage over the audit universe and key risks. We do not believe that the level of agreed resources will impact adversely on the provision of the annual internal audit opinion.

## *Other sources of assurance*

In developing our internal audit risk assessment and plan we have taken into account other sources of assurance and have considered the extent to which reliance can be placed upon these other sources.

The other sources of assurance for Northampton Borough Council are as follows:

- Internal audit work performed by the Local Government Shared Service (LGSS);
- External inspections; and
- External audit work.

We do not intend to place reliance upon these other sources of assurance.

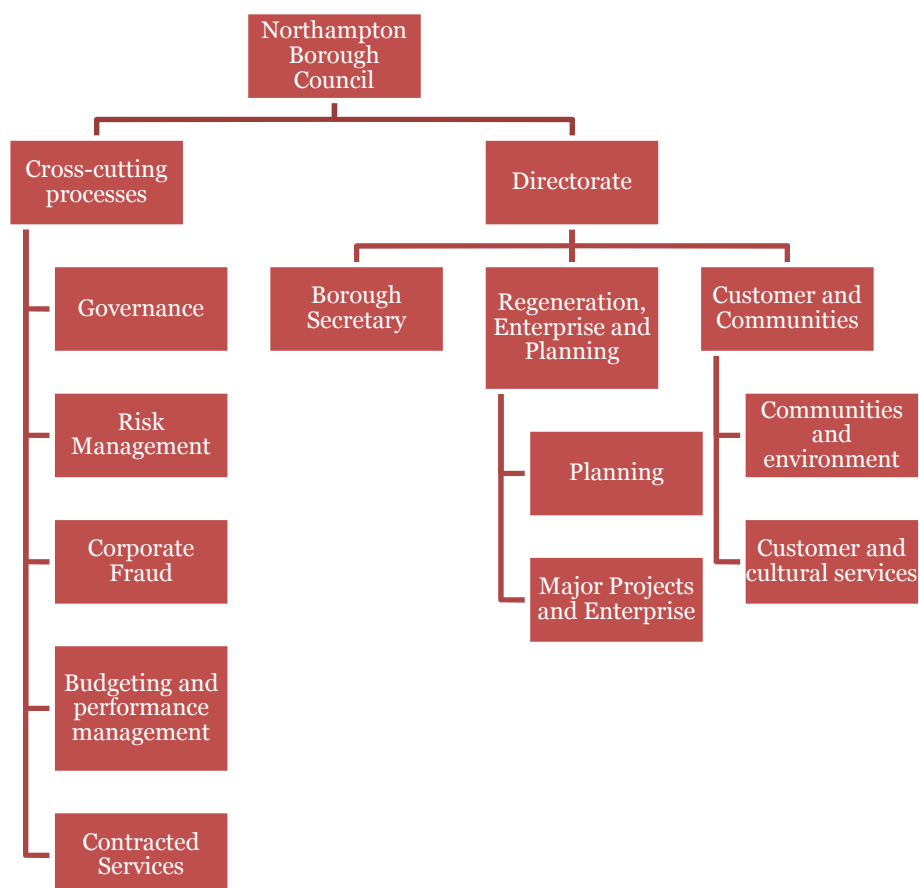
## *Key contacts*

Meetings have been held with the Section 151 Officer and Monitoring Officer during the planning process.

## 2. Audit universe, corporate objectives and risks

### *Audit universe*

The diagram below represents the high level auditable units within the audit universe of Northampton Borough Council. These units form the basis of the internal audit plan.



The Local Government Shared Service (LGSS) is responsible for delivery of the following services on behalf of Northampton Borough Council:

- HR (including payroll and health and safety)
- ICT
- Finance
- Legal services
- Revenues and benefits
- Procurement
- Insurance

These areas will be considered as part of the LGSS internal audit risk assessment and plan.



## Corporate objectives and risks

Corporate level objectives and risks have been determined by Northampton Borough Council. These are recorded in the table below and have been considered when preparing the internal audit plan.

<i>Objective</i>	<i>Risk(s) to achievement of objective</i>
Putting Northampton back on track	<ol style="list-style-type: none"> <li>1. The plans for improving the economic prosperity of Northampton are not delivered.</li> <li>2. Failure to deliver a balanced and deliverable budget.</li> <li>3. The Council fails to deliver key priorities and make the best use of resources (assets, people, and technology).</li> <li>4. The organisation fails to meet customer needs.</li> <li>5. Viability/capability to support or resource service demand.</li> </ol>
Invest in safer, cleaner neighbourhoods	
Celebrating our heritage and culture	
Making every £ go further	
Better homes for the future	
Creating empowered communities	
Promoting health and well-being	
Responding to your needs	

## ***3. Risk assessment***

### ***Risk assessment results***

We will undertake a detailed risk assessment exercise with management to identify the most significant areas of risk which pose a threat to achieving the corporate level objectives. The results of the risk assessment exercise will be used to shape the internal audit strategic plan to be delivered in 2015/16.

## 4. Annual plan and internal audit performance

### *Annual plan and indicative timeline*

The following table sets out on a high level the internal audit work planned for April 2015 to March 2016.

Ref	Auditable Unit	Number of days	Comments
A.1	Governance and risk	75	<p>The Council's governance and risk framework has changed since the transition to the Shared Service model. New risks have arisen and responsibility for others has transferred to the outsourced service provider. Some of the underlying governance procedures, such as the risk management framework have not yet been updated to reflect the new risk profile.</p> <p>As part of our 2015/16 internal audit work, we will support the Council with a risk and assurance mapping exercise to help ensure that risk management and governance arrangements are fit for purpose going forward. Our work will include:</p> <ul style="list-style-type: none"> <li>• Risk and assurance mapping exercise – workshop to identify risks, existing sources of assurance and/or gaps</li> <li>• Support in the development of a reviewed risk management framework and strategic risk register refresh</li> </ul> <p>Following the risk assessment exercise further areas for review may be identified.</p>
A.2	LGSS Contract	75	<p>We will support the Council with the mid-term contract review including consideration of contract management procedures and the extent to which the anticipated savings are being achieved. Our suggested plan of work will include:</p> <ul style="list-style-type: none"> <li>• Review of contract management procedures</li> <li>• Gap analysis over key risk areas</li> <li>• Assess processes the Council has in place to monitor contract performance targets and a validate date to ensure costs savings are being achieved</li> </ul>
A.3	Directorate governance: Borough Secretary	10	<p>This review will examine the controls in place to ensure the Council's established processes for governance and financial accountability are operating consistently across the organisation and are suitably robust to achieve the Council's objectives.</p>

			This review will continue the Directorate reviews which were completed for Customers & Communities and Regeneration, Enterprise & Planning directorates as part of the 2014/15 internal audit plan.
A.4	Review of the section 151 officer role	10	Completion of the internal audit fieldwork and reporting of findings from the review started in 2014/15
	Project management	30	Management of the internal audit contract
Total internal audit days		200	

## *Key performance indicators*

Appendix 4 sets out the proposed Key Performance Indicators for internal audit. Performance against these indicators will be reported annually to the Audit Committee.

# Appendix 1: Detailed methodology

## Step 1 - Understand corporate objectives and risks

In developing our understanding of your corporate objectives and risks, we have:

- Reviewed your Corporate Plan and organisational structure;
- Drawn on our knowledge of the local government sector; and
- We will use the results of the in depth risk assessment exercise to be undertaken with a number of senior management and non-executive members.

## Step 2 - Define the Audit Universe

In order that the internal audit plan reflects your management and operating structure we have identified the audit universe for Northampton Borough Council made up of a number of auditable units. Auditable units include functions, processes, systems, products or locations. Any processes or systems which cover multiple locations are separated into their own distinct cross cutting auditable unit.

## Step 3 - Assess the inherent risk

The internal audit plan should focus on the most risky areas of the business. As a result each auditable unit is allocated an inherent risk rating i.e. how risky the auditable unit is to the overall organisation and how likely the risks are to arise. The criteria used to rate impact and likelihood are recorded in Appendix 2.

The inherent risk assessment is determined by:

- Mapping the corporate risks to the auditable units;
- Our knowledge of your business and its sector; and
- Discussions with management.

Impact Rating	Likelihood Rating					
	6	5	4	3	2	1
6	6	6	5	5	4	4
5	6	5	5	4	4	3
4	5	5	4	4	3	3
3	5	4	4	3	3	2
2	4	4	3	3	2	2
1	4	3	3	2	2	1

## Step 4 - Assess the strength of the control environment

In order to effectively allocate internal audit resources we also need to understand the strength of the control environment within each auditable unit. This is assessed based on:

- Our knowledge of your internal control environment;
- Information obtained from other assurance providers; and
- The outcomes of previous internal audits.

### *Step 5 -Calculate the audit requirement rating*

The inherent risk and the control environment indicator are used to calculate the audit requirement rating. The formula ensures that our audit work is focused on areas with high reliance on controls or a high residual risk.

Inherent Risk Rating	Control design indicator					
	1	2	3	4	5	6
6	6	5	5	4	4	3
5	5	4	4	3	3	n/a
4	4	3	3	2	n/a	n/a
3	3	2	2	n/a	n/a	n/a
2	2	1	n/a	n/a	n/a	n/a
1	1	n/a	n/a	n/a	n/a	n/a

### *Step 6 -Determine the audit plan*

Your risk appetite determines the frequency of internal audit work at each level of audit requirement. Auditable units may be reviewed annually, every two years or every three years.

In some cases it may be possible to isolate the sub-process (es) within an auditable unit which are driving the audit requirement. For example, an auditable unit has been given an audit requirement rating of 5 because of inherent risks with one particular sub-process, but the rest of the sub-processes are lower risk. In these cases it may be appropriate for the less risky sub-processes to have a lower audit requirement rating be subject to reduced frequency of audit work. These sub-processes driving the audit requirement areas are highlighted in the plan as key sub-process audits.

### *Step 7 -Other considerations*

In addition to the audit work defined through the risk assessment process described above, we may be requested to undertake a number of other internal audit reviews such as regulatory driven audits, value enhancement or consulting reviews. These have been identified separately in the annual plan.

# Appendix 2: Risk assessment criteria

## *Determination of Inherent Risk*

We determine inherent risk as a function of the estimated **impact** and **likelihood** for each auditable unit within the audit universe as set out in the tables below.

<i>Impact rating</i>	<i>Assessment rationale</i>
6	Critical impact on operational performance; or Critical monetary or financial statement impact; or Critical breach in laws and regulations that could result in material fines or consequences; or Critical impact on the reputation or brand of the organisation which could threaten its future viability.
5	Significant impact on operational performance; or Significant monetary or financial statement impact; or Significant breach in laws and regulations resulting in large fines and consequences; or Significant impact on the reputation or brand of the organisation.
4	Major impact on operational performance; or Major monetary or financial statement impact; or Major breach in laws and regulations resulting in significant fines and consequences; or Major impact on the reputation or brand of the organisation.
3	Moderate impact on the organisation's operational performance; or Moderate monetary or financial statement impact; or Moderate breach in laws and regulations with moderate consequences; or Moderate impact on the reputation of the organisation.
2	Minor impact on the organisation's operational performance; or Minor monetary or financial statement impact; or Minor breach in laws and regulations with limited consequences; or Minor impact on the reputation of the organisation.
1	Insignificant impact on the organisation's operational performance; or Insignificant monetary or financial statement impact; or Insignificant breach in laws and regulations with little consequence; or Insignificant impact on the reputation of the organisation.

<i>Likelihood rating</i>	<i>Assessment rationale</i>
6	Has occurred or probable in the near future
5	Possible in the next 12 months
4	Possible in the next 1-2 years
3	Possible in the medium term (2-5 years)
2	Possible in the long term (5-10 years)



<i>Likelihood rating</i>	<i>Assessment rationale</i>
1	Unlikely in the foreseeable future

# Appendix 3: Key performance indicators

## Key performance indicators

To ensure your internal audit service is accountable to the Audit Committee and management, we have proposed the following key performance indicators.

<i>KPI</i>	<i>Target</i>	<i>Comments</i>
<b>Infrastructure</b>		
Audits budgeted v actual	+/- 10 plan days with management agreement	We expect to deliver the annual plan with tolerance of 10 days with agreement of management
<b>Planning</b>		
% of audits with Terms of Reference	100%	Terms of reference should be agreed with Audit Sponsor and Head of Service
<b>Fieldwork</b>		
Average of cost of an audit	£385 per day	To be in line with composite day rate
Cost savings identified	<b>No more than 1 week</b> after the completion of fieldwork	
<b>Reporting</b>		
Draft reports issues promptly	<b>Within 3 weeks</b> of completion of the audit site work.	
Attendance at Audit Committee	100%	
<b>Relationships</b>		
Overall client satisfaction score	8/10	



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