

West Devon Audit Committee



West Devon
Borough
Council

Title:	Agenda
Date:	Tuesday, 19th June, 2018
Time:	9.30 am
Venue:	Meeting Room 3 - Kilworthy Park
Full Members:	<p style="text-align: center;">Chairman Cllr Davies</p> <p style="text-align: center;">Vice Chairman Cllr Ball</p> <p><i>Members:</i> Cllr Cann OBE Cllr Stephens Cllr Hockridge Cllr Watts Cllr Lamb</p>
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Committee administrator:	Member.Services@swdevon.gov.uk

1. Apologies for absence

2. Declarations of interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda then please contact the Monitoring Officer in advance of the meeting.

3. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any).

4. Confirmation of Minutes

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Meeting held on 20 March 2018

5. Draft Statement of Accounts 2017-18 and Annual Governance Statement 2017-18

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Report of the Financial Specialist

6. Internal Audit Annual Report 2017-18

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Report of the Internal Audit Manager

7. Statutory Officer's Panel report

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Report of the Statutory Officers' Panel

8. Grant Thornton External Audit Fee Letter

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Report from Grant Thornton

9. Audit Committee Work Programme 2018-19

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Report of Section 151 Officer

Agenda Item 4

At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **20th** day of **March 2018** at **2.00pm**

Present: Cllr M Davies (Chairman)

Cllr W G Cann OBE
Cllr B Lamb
Cllr B Stephens
Cllr L Watts

Officers in attendance:

Group Manager: Customer First and Support Services;
Section 151 Officer;
Group Manager: Business Development;
Case Management Manager;
Internal Audit Manager;
Acting COP Lead Legal; and
Senior Specialist – Democratic Services

Also in attendance: Cllr C Edmonds (lead Hub Committee Member)

* **AC 30** **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllrs K Ball and L J G Hockridge

* **AC 31** **CONFIRMATION OF MINUTES**
The Minutes of the Meeting held on 30 January 2018 were confirmed and signed by the Chairman as a correct record.

* **AC 32** **KPMG ANNUAL AUDIT FEE 2017/18 (ADDENDUM – CONFIRMATION OF CERTIFICATION FEES)**
On behalf of KPMG, the Section 151 Officer presented the Addendum that confirmed the proposed Fee being recommended for the certification of the Housing Benefit claim for the 2017/18 Financial Year at the Council.

With effect from next year, the Section 151 Officer advised that the Council had the ability to choose its own auditor to undertake its audit requirements on Housing Benefit claims and a decision on a future provider would be taken on a value for money basis.

It was then **RESOLVED** that:

The KPMG Annual Audit Letter and Closure of the Audit Letter be noted.

*** AC 33 KPMG WEST DEVON BOROUGH COUNCIL – AUDIT PROGRESS**

The Committee was presented with a progress update from KPMG that confirmed that the organisation had completed its planning and interim audit work in line with the timetable set out in its detailed External Audit Plan 2017-18 dated January 2018.

It was then **RESOLVED** that:

The Committee note the contents of the progress update.

AC 34 2018/19 TREASURY MANAGEMENT STRATEGY

A report was considered by the Committee that sought to recommend approval of the 2018/19 Treasury Management and Investment Strategies together with their associated prudential indicators.

In discussion, reference was made to the Council's Counterparty List. The Section 151 Officer confirmed that, in the event of the Council supporting the proposal to increase the risk factor, this would result in the Council being able to invest its monies in additional banks and building societies. As an assurance, the Committee was advised that the proposals were consistent with the majority of local authorities and it was anticipated that this would result in an increased yield being received by the Council on its Treasury Management activities.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** to approve:-

1. The prudential indicators and limits for 2018/19 to 2020/21 (as contained within Appendix A of the presented agenda report);
2. The Minimum Revenue Provision (MRP) statement contained within Appendix A of the presented agenda report (NB. this sets out the Council's Policy on MRP);
3. The Treasury Management Strategy 2018/19 and the treasury prudential indicators 2018/19 to 2020/21 (as outlined within Appendix B of the presented agenda report); and
4. The Investment Strategy 2018/19 (as outlined at Appendix C of the presented agenda report) and the detailed criteria included in Appendix D of the presented agenda report and the counter party list (as detailed at Appendix E of the presented agenda report).

*** AC 35 BUDGET BOOK 2018/19**

The Committee considered a report that presented a copy of the Council's Budget Book for 2018/19.

In discussion, reference was made to:-

- (a) Case Management. It was noted that Case Management had its own Cost Centre Code due to the function being generic and working across several disciplines;

(b) Housing Benefit Payments. Officers confirmed that an approximate 1.5% of the total payments was a residual cost borne by the Council;

(c) Electoral Registration. In reply to a question, the Committee was informed that costs were recovered from central government at the point of an Election being held.

It was then:

RESOLVED

That the content of the Budget Book for 2018/19 be noted.

*** AC 36 SHARED SERVICES METHODOLOGY 2017/18**

Members considered the annual report that set out the methodology and mechanisms that were being used to calculate the cost allocations between the Council and South Hams District Council.

In line with the requirement for a faster closedown of the financial year end process, the Section 151 Officer advised that this report had been calculated on nine months' worth of data.

It was then:

RESOLVED

That the methodology of the shared services apportionment of costs between West Devon Borough Council and South Hams District Council (as outlined at Appendix A of the presented agenda report) be noted.

*** AC 37 SUNDRY DEBT UPDATE REPORT**

The Committee considered a report that sought to inform Members of the process adopted by the Council to recover outstanding sundry debt. The report also provided an update on the position of Sundry Debt Recovery since the creation of the Debt Recovery Unit on 1 October 2017.

In discussion, the following points were raised:

(a) Whilst debts were written-off, officers stressed that the Unit did continue to pursue their recovery;

(b) The Committee congratulated the Case Management Manager for the excellent work being undertaken in this respect and emphasised the importance of the Debt Recovery Unit maintaining the momentum that it had now gained.

It was then:

RESOLVED

That the progress made in monitoring and administering Sundry Debt Collection be noted.

*** AC 38 2018/19 INTERNAL AUDIT PLAN**

A report was considered that provided Members with the opportunity to review and comment upon the proposed Internal Audit Plan for 2018/19.

In discussion, the following points were raised:-

- (a) The Committee noted that one of the Council's Internal Audit Officers had recently suffered a serious accident and Members proceeded to ask that their best wishes be passed on for a speedy recovery. The Internal Audit Manager advised Members that the Devon Audit Partnership was currently looking at methods of potentially backfilling the service during this period of absence;
- (b) As a living document, it was confirmed that the Plan was constantly under review and updated, revised and amended if deemed appropriate.

It was then:

RESOLVED

1. That the report be approved; and
2. That the proposed Internal Audit Plan for 2018/19 (as outlined at Appendix A of the presented agenda report) be approved.

*** AC 39 STRATEGIC RISK ASSESSMENT – REGULAR UPDATE**

The Committee considered a report that presented an updated assessment of the Council's strategic risks.

In discussion, reference was made to:-

- (a) the scores. Members recognised that the scoring mechanism was an entirely subjective assessment;
- (b) the recent snow emergencies. The Committee wished to record its gratitude to officers for still being able to provide a good service during the recent snow emergencies.

It was then:

RESOLVED

That the Committee has reviewed the strategic risks and been given the opportunity to make comments.

AC 40 ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Consideration was given to a report that sought to recommend approval of the revisions to Parts 1, 2 and 3 of the Council Constitution.

In discussion, the following points were raised:-

- (a) The Committee recognised the importance of a Members' Code of Planning Practice being drafted and introduced;
- (b) A Member was of the view that a number of the Job Titles that were established through the Transformation Programme were confusing and not easily understandable for members of the public;
- (c) Members were informed that the procedure rules that underpinned the Public Participation Scheme for Development Management and Licensing Committee meetings did not apply for Licensing Sub-Committee meetings. As a result, it was felt that Part 2, Article 3: '*Citizens and the Council*' should be updated to include Citizens rights to attend and participate at Licensing Sub-Committee meetings;
- (d) A Member questioned the constitutional methods that could result in External Agencies being called to account by the Council. In response, officers confirmed that the two main methods were either for an invite to be sent to attend a future Overview and Scrutiny Committee meeting or for a Member to submit a Motion to a future Council meeting.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** that:

1. The amendments to Parts 1, 2 and 3 of the West Devon Borough Council Constitution (as summarised in paragraph 2.7 of the presented agenda report and fully outlined on the Council website) be approved and formally adopted at the Annual Council meeting on 22 May 2018, subject to Part 2, Article 3: '*Citizens and the Council*' being updated to include Citizens rights to attend and participate at Licensing Sub-Committee meetings; and
2. A Members' Code of Planning Practice be drafted and presented for approval as soon as is practically possible.

(The Meeting terminated at 3.20pm)

Dated this

Chairman

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Agenda Item 5

Report to: **Audit Committee**
Date: **19 June 2018**
Title: **Draft Statement of Accounts 2017/2018**
Portfolio Area: **Support Services**
Wards Affected: **All**
Relevant Scrutiny Committee: **Internal**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Alex Walker** Role: **Finance Business Partner**

Contact: **Tel. 01803 861345**

Email: alexandra.walker@swdevon.gov.uk

Recommendations:

1. The Draft Statement of Accounts and the Draft Annual Governance Statement (AGS) for the financial year ended 31 March 2018 are noted.
2. That the Council notifies the Department for Work and Pensions (DWP) that it will appoint KPMG as their appointed Reporting Accountant for 2018-19 for the housing benefit subsidy claim, as set out in Section 4.

1. Executive summary

- 1) The report advises Members that an under spend of £72,000 was generated in 2017/2018 which was transferred to the General Fund Balance (un-earmarked revenue reserve). The level of this reserve now stands at £1.197 million at 31 March 2018.
- 2) The Narrative Statement to the Accounts gives a summary of the main items in the Statement of Accounts for 2017/2018.

- 3) The revised Annual Governance Statement (AGS) for 2017/18 presented in Appendix B reflects the new reporting requirements introduced by CIPFA/SOLACE's 2016 Delivering Good Governance in Local Government Framework. The Annual Governance Statement will need to be approved in July 2018 with the audited Annual Accounts.

2. Background

- 1) The Accounts and Audit (England) Regulations 2015 set out the requirements for the production and publication of the local authority's annual Statement of Accounts (SOA). These regulations introduced revised procedures for the approval and publication of accounting statements. In line with common practice in the commercial sector, local authorities are now required to approve the accounts following the completion of the audit.
- 2) The statutory timetable relating to the production and publication of the final accounts has been brought forward for 2017/18 and subsequent financial years. The Council is required to publish the draft SOA by 31 May 2018, one month earlier than 2016/17. This is prior to the period for exercise of public rights which must include the first 10 working days of June. The regulations also require that local authorities in England publish their audited SOA by 31 July 2018. The final SOA will be considered by the Audit Committee on 24 July 2018.
- 3) The SOA is an essential feature of public accountability, since it provides the stewardship report on the use of funds raised from the public. The closing of accounts is also important to the budgetary process, since it confirms the availability of reserves and balances for future use.
- 4) The attached booklet in Appendix A contains the Council's final accounts in full, including details of the Comprehensive Income and Expenditure Statement (CIES), the Expenditure and Funding Analysis, the Balance Sheet and Collection Fund together with statements setting out movements in reserves and cash flow.

In addition, the narrative statement to the booklet summarises the major variations in income and expenditure from the original budget.

- 5) The accounts have been prepared in accordance with all relevant and appropriate accounting standards including, International Accounting Standard (IAS) 19 which deals with pension costs. This standard ensures that the full cost of employing people is recognised systematically in the accounts and that creditors reflect the council's liability to pay money into the pension fund. A full explanation of the pension's liability is included in the Council's Statement of Accounts. Members are advised that the accounting arrangements for IAS 19 are for reporting purposes only. Indeed the required entries are reversed out of the accounts and consequently, IAS 19 has no impact on the Council's surplus for the year.

6) The Annual Governance Statement (AGS) for 2017/18 shown in Appendix B reflects the reporting requirements introduced by CIPFA/SOLACE's 2016 Delivering Good Governance in Local Government Framework. The new requirements include:

- An acknowledgement of responsibility for ensuring there is a sound system of governance
- A reference to and assessment of the effectiveness of key elements of the governance framework and the role of those responsible for the development and maintenance of the governance environment.
- An opinion on the level of assurance that the governance arrangements can provide.
- An agreed action plan.
- A conclusion.

7) The CIPFA/SOLACE 2016 Framework recommends that the Council carries out annually a self-assessment of the extent to which it complies with seven core principles of good governance. Examples of the framework the Council adopts to comply with the Code's key principles are included within the AGS, as well as an accompanying assurance statement.

3. Outcomes/outputs

1) Revenue Expenditure

Revenue expenditure represents the ongoing costs of carrying out day-to-day operations, and is financed from council tax, business rates, fees and charges, government grants and interest earned on investment activity. The under spend on the General Fund in 2017/2018 of £72,000 is essentially a break-even position. ***The 2017/18 budget was £7.42 million and therefore the saving of £72,000 means that the actual spend was 1% less than the budget.*** This saving will go into the Council's Unearmarked Reserves which now stand at £1.197 million. The main variations from budget are shown on Page 9 of the Narrative Statement in the Statement of Accounts.

2) Capital Expenditure

Capital expenditure represents monies spent on the purchase, construction or major refurbishment of assets. The Council's capital expenditure amounted to £3.2 million in 2017/18. The main areas of expenditure were as follows:

- Housing renovation grants and disabled facility grants
- New waste fleet
- Investment in leisure facilities (the cost of which is being reimbursed to the Council by the leisure operator)

4. Reporting Accountant for 2018-19 for the housing benefit subsidy claim

1) For 2018-19, the Council is required to notify the Department for Work and Pensions (DWP) of its appointed Reporting Accountant for the housing benefit subsidy claim.

2) Quotes were invited by the S151 Officer from both KPMG and Grant Thornton and it is recommended to appoint KPMG based on their competitive quote. Both auditors have existing knowledge of the Council's housing benefit subsidy claims and housing benefit systems. The price is below the Council's procurement threshold for the need to obtain three quotes.

5. Proposed Way Forward

1) Members are advised that the accounts will be audited by our External Auditors, KPMG. Following the Audit, the Statement of Accounts will be brought back to the Audit Committee for approval in July.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Statutory Powers that apply to this report are Section 151 Local Government Act 1972 Section 21 (12), Local Government Act 2003 and the Accounts and Audit (England) Regulations 2015.</p> <p>The Accounts and Audit (England) Regulations 2015 requires all relevant bodies to prepare an Annual Governance Statement (AGS).</p>
Financial		<p>The financial implications to this report are that an under spend of £72,000 was generated in 2017/2018. This means that the Council's actual spend for 2017/2018 was 1% less than the budget set for the year.</p>
Risk		<p>Public Accountability – the accounts have been drawn up in strict accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 which is recognised by statute as representing proper accounting practice.</p> <p>Resource Planning – the Council takes into account any significant issues when developing the Council's Medium Term Financial Strategy.</p>

Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Draft Statement of Accounts 2017/18

Appendix B – Annual Governance Statement

Background Papers:

Finance Community of Practice final accounts working papers.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

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West Devon Borough Council
Draft Statement of Accounts
2017/2018



**West Devon
Borough
Council**

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Statement of Accounts 2017-18

The Statement of Accounts 2017-18 can be made available in large print, Braille, tape format or other languages upon request.

West Devon Borough Council is committed to reflecting the full diversity of our community and to promoting equality of opportunity for everyone.

Section 1

Narrative Statement

Introduction to the 2017/18 Statement of Accounts by Councillor P R Sanders, Leader of West Devon Borough Council



It has undoubtedly been a challenging year with our main central government funding coming to an end on 1st April 2018. West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon Borough Council to achieve annual savings of £2.2 million and more importantly protect all statutory front line services.

During the year, we have been unrelenting in seeking and attempting to deliver efficiencies and improving services. The year 2018 has seen the completion of the Joint Transformation Programme (T18) with South Hams District Council. Services are being provided in a completely new way by adopting innovative IT solutions which have been re-designed in line with our customers' requirements and as far as possible future proofed.

The digital services, that the Council offers as an option, have given our residents and customers more choice on how and when they access our services. Our staff continue to strive for positive change and they, together with the Councillors, are proud of what we have achieved in 2017/18.

The proposed merger into a single local authority with South Hams did not go ahead, however the year has seen the Council make good progress with the Joint Local Plan, by working together with South Hams District and Plymouth City Councils. The Joint Local Plan is a strategic planning document which sets out development and growth up until 2034 and will set home building and job targets for all three Councils.

The Council has continued to play an influential role in the sub-regional debate on a number of key topics including devolution and productivity and continues to work closely with the Heart of the South West Local Enterprise Partnership (LEP) to secure Growth Deals to facilitate economic growth, job creation and prosperity in the area.

The underspend for the 2017/18 year of £72,000 (1% of the net budget of £7.42m) demonstrates the Council's prudent management of our finances. Our strategic financial planning enables the Council to make fully informed decisions and to deliver the quality of services that our residents, visitors and businesses have every right to expect. The Council continues to do everything it can to ensure that residents, businesses and front-line services come first. The financial standing of the Council remains secure in the short to medium term, for what will undoubtedly be, very challenging times ahead.

Councillor P R Sanders, Leader of the Council

Foreword by the Executive Director & Head of Paid Service



The Council continues to scrutinise budgets as part of our annual budget setting process to ensure that we target our spending where it is needed most. During 2016/17, the Council applied and was accepted for the four year Government funding agreement. From 2018/19 onwards, we will no longer receive any Revenue Support Grant from the Government and the Council will need to be self-financing.

District Councils such as West Devon have also suffered a large reduction in our New Homes Bonus funding (£0.5 million in 17/18) due to the number of payment years being reduced from six to four years.

In addition, the Government is undertaking a “fair funding review” (due to be implemented in 2020/21), which will set new baseline funding allocations for Councils, based on an assessment of needs and resources. The move towards retention by Councils of 75% of business rates growth is expected to be in place by 2020.

The Council has responded to the consultations on these initiatives and continues to monitor proposals so that we can protect the Council’s position as far as possible and continue to provide our full range of services to our communities. We were thrilled to be chosen as one of the pilot areas for business rates growth retention for 2018/19, allowing the Council to retain a higher share of business rates growth income for 2018/19.

There is still much more to be done and the Council is establishing a solid base to be more commercial in our approach to meeting the forecast budget gap of £0.75 million for next year (cumulative budget gap of £3.46 million by 2022/23), whilst protecting its much valued services. In this financial climate, income generation becomes a key priority area.

Using our Medium Term Financial Strategy, the Council will continue to maximise its sources of income in order to maintain and improve services for our residents, businesses and visitors. We will do this through business development, ensuring the best use of our assets, identifying new income streams and actively pursuing all opportunities to increase the resources available and further reduce our costs for the benefit of our communities.

The finance team have accomplished the significant challenge of publishing the Council’s Statement of Accounts for 2017/18 one month earlier than usual (due to the new statutory deadline) and I would like to thank them for their continued drive, enthusiasm and commitment.

Sophie Hosking, Executive Director & Head of Paid Service

Message from the Section 151 Officer & Strategic Finance Lead - Lisa Buckle



The Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA). The aim of the Accounts is to enable members of the public, residents, Council Members, partners, stakeholders and other interested parties to:

- Understand the financial position of the Council as at 31 March 2018 and how the Council has performed against the budget set for 2017/18
- Be assured that the financial position of the Council is secure, with a degree of resilience.

This Narrative Statement provides information about West Devon, including the key issues affecting the Council and its Accounts. The Expenditure and Funding Analysis brings together local authority performance reported on the basis of expenditure, measured under proper accounting practices with statutorily defined charges to the General Fund.

Both the Comprehensive Income and Expenditure Statement and the Expenditure and Funding Analysis include a segmental analysis which requires local authorities to report performance on the basis of how they are structured and how they operate, monitor and manage financial performance. Service costs shown in the CIES are shown by Group Manager area (Strategy & Commissioning, Customer First, Commercial Services and Support Services) and are on the same basis used in the management accounts.

Providing residents and other stakeholders with the confidence that the public money for which we are responsible has been properly accounted for remains very important to us. We have embedded financial management disciplines, processes and procedures.

The financial standing of the Council is secure in the short to medium term, but there is still much work to do to ensure the long-term financial sustainability of the Council. The next four years will be challenging as the Government's fair funding review and reset of the Business Rates baseline are introduced, coupled with no Government Grant (Revenue Support Grant) and reduced funding from New Homes Bonus.

**Mrs Lisa Buckle BSc (Hons), ACA
Section 151 Officer & Strategic Finance Lead**

NARRATIVE STATEMENT – INTRODUCTION

- Each year West Devon Borough Council publishes a Statement of Accounts that incorporates all the financial statements and disclosure notes required by statute. The Statement of Accounting Policies summarises the framework within which the Council's accounts are prepared and published.

REVIEW OF THE YEAR – THE REVENUE BUDGET

- The 2017/18 budget for West Devon was £7.42 million but the actual spend was 1% lower, providing an underspend of £72,000, which will go into the Council's Unearmarked Reserves which now stand at £1.197 million. The main components of the General Fund budget for 2017/18 and how these compare with actual income and expenditure are set out below:

	Estimate £000	Actual £000	Difference Cost/ (Saving) £000
Cost of services (after allowing for income and reserve contributions)	6,770	6,690	(80)
Parish Precepts	1,286	1,286	-
Interest and Investment income	(70)	(58)	12
Amount to be met from Government grants and taxation	7,986	7,918	(68)
<i>Financed from:</i>			
Revenue Support Grant	(223)	(227)	(4)
Business Rates	(1,539)	(1,539)	-
Council Tax	(5,642)	(5,642)	-
Surplus on Collection Fund	(178)	(178)	-
Transition Grant	(31)	(31)	-
Rural Services Delivery Grant	(373)	(373)	-
UNDERSPEND 2017/18	-	(72)	(72)

3. The underspend is shown in the Movement in Reserves Statement in Section 2C and can be summarised as follows:

	£000
General Fund Balance (un-earmarked revenue reserve) at 1 April 2017	(1,125)
Underspend for the 2017/18 financial year	(72)
General Fund Balance (un-earmarked revenue reserve) at 31 March 2018	(1,197)

4. The table below shows a reconciliation of the position shown on the bottom of the Comprehensive Income and Expenditure Statement and the underspend for 17/18.

	£000
Total Comprehensive Income and Expenditure	(2,485)
Remeasurements of the net defined benefit pension liability	2,866
Surplus on the revaluation of Property, Plant and Equipment	1,349
Deficit on the revaluation of available for sale financial assets	(16)
The detail of the items below are shown in Note 7 'Adjustments between Accounting Basis and Funding Basis under Regulations'	
Adjustments primarily involving the Capital Adjustment Account	(1,108)
Adjustments primarily involving the Capital Receipts Reserve	18
Adjustments primarily involving the Capital Grants Unapplied Account	101
Adjustments primarily involving the Pensions Reserve	(878)
Adjustments primarily involving the Council Tax Collection Fund Adjustment Account	(99)
Adjustments primarily involving the Business Rates Collection Fund Adjustment Account Capital Adjustment Account	(100)
Adjustments primarily involving the Accumulated Absences Account	(3)
Transfers to earmarked reserves	283
Underspend for the 2017/18 financial year	(72)

5. A summary of the main differences from budget in 2017/18 is provided below:

ANALYSIS OF VARIATIONS (% column shows variation against budget)	£'000	% variation
Increases in expenditure/reduction in income		
Customer First		
Leisure Centre legal fees - the Council externalised the legal work to facilitate negotiations over the terms of the lease arrangements for the new leisure contract. (One-off costs).	80	-
Additional salary costs (budgeted £1.783m salary costs)	15	0.8%
Shortfall in letting income for Kilworthy Park, Tavistock (budgeted £0.159m of letting income)	20	12.6%
Commercial Services		
Waste services – overspend on the vehicle repairs and maintenance of an ageing fleet and on the purchase of equipment. New vehicle fleet were purchased towards the latter end of 2017/18.	40	2.2%
Support Services		
ICT support contracts – extra costs e.g. IEG4 software. The additional costs are offset by additional recovery of housing benefit overpayments. The budgeted amount for ICT support contracts was £0.218m.	120	55.0%
Other small variances	13	-
Reductions in expenditure/additional income		
Customer First		
Housing Benefit – additional overpayment recoveries (budgeted expenditure for Housing Benefit in 2017/18 is £13 million)	(190)	-
Homelessness – the Council received flexible homelessness support grant and reduction in homelessness prevention costs (budgeted £0.139m).	(60)	(43.2)%
Employment Estates – additional rental income and service charges (budgeted £0.23m)	(70)	(30.4)%
Commercial Services		
Car Parking – additional income (budgeted £0.842m)	(40)	(4.8)%
TOTAL UNDERSPEND FOR 2017/18	(72)	(1.0)%

The 2017/18 budget for West Devon was £7.42 million but the actual spend was 1% lower, providing an underspend of £72,000 as shown above.

KEY AREAS TO NOTE FROM THE 2017/18 STATEMENT OF ACCOUNTS**Pension Liability**

6. International Accounting Standard 19 (IAS19) requires Local Authorities to recognise pension assets and liabilities within their accounts. The overall impact on the General Fund of the IAS 19 entries is neutral.
7. The Actuary has estimated a net deficit on the funded liabilities within the Pension Fund as at 31 March 2018 of £24.4 million. This compares to £26.4 million as at 31 March 2017. The deficit is derived by calculating the pension assets and liabilities at 31 March 2018. See Note 35 for further information.

Business Rates

8. The Local Government Finance Act 2012 introduced a Business Rates Retention Scheme (BRRS) that enabled local authorities to retain a proportion of the business rates generated in their area, with effect from 1 April 2013. There is a risk of volatility in the system because Councils are exposed to any loss of income if businesses go into decline or if a Council's income from business rates falls due to successful business rates appeals.
9. Provision is made for likely refunds of business rates as a result of appeals against the rateable value of business properties. The provision is based on the total value of outstanding appeals at the end of the financial year as advised by the Valuation Office Agency. Using this information, an assessment was made about the likely success rate of appeals and their value.
10. In 2017/18 there has been a £267,000 increase in the provision for appeals within the Collection Fund. The surplus on the Business Rates Collection Fund now stands at £152,000 (£402,000 in 2016/17). West Devon Borough Council's share of the surplus is 40% (£60,000). Monies are set aside in the Business Rates Retention Earmarked Reserve to mitigate the impact of volatility in Business Rates income. The balance on this reserve is £509,000 at March 2018. The Council is part of the Devon Business Rates Pool and the pooling gain received was £82,431 for 2017/18.

Business Rates Pilot status for 2018/19

11. The move towards 75% Business Rate Retention of business rates growth is expected to be in place by 2020. Devon has been selected as one of 10 areas to take part in a national pilot allowing Councils to retain 100% of business rates growth. The Council is very pleased to be given this opportunity by Central Government. The pilot is for one year, 2018/19 and will inform whether 75% of business rates retention can be rolled out nationally.

Trading Company

12. West Devon Borough Council and South Hams District Council set up a trading company, Servaco Limited, on 4th September 2014. This is a company limited by shares. The company has not traded in 2017/18 and a set of statutory dormant Accounts will be filed with Companies House for the period 1 April 2017 to 31 March 2018. The future of Servaco Limited will be reviewed during 2018/19.

Borrowing

13. As at 31 March 2018 the Council had £4.75 million of external borrowing (see note 13 – Financial Instruments - for more details).

Capital spending

14. The Council spent £3.2m on capital projects. The main areas of expenditure were as follows:
 - residential renovation grants including disabled facilities grants (£0.329m)
 - leisure centres (£0.913m)
 - purchase of waste fleet (£1.65m)

The capital programme is funded from capital receipts, capital grants, external contributions and earmarked reserves (please see Note 32).

FINANCIAL NEEDS AND RESOURCES

15. The Authority maintains both capital and revenue reserves. The provision of an appropriate level of balances is a fundamental part of prudent financial management, enabling the Council to build up funds to meet known and potential financial commitments.
16. General Fund reserves (which include earmarked reserves) have increased by £0.355m from the preceding year and stand at £5.2m at 31 March 2018.
17. The General Fund Balance (un-earmarked reserve) has increased by £72,000 in 2017/18 and totals £1.197m. Revenue reserves may be used to finance capital or revenue spending plans. The level of Reserves are assessed as adequate for the Council's operations.
18. Capital Reserves are represented by capital receipts and capital contributions unapplied. The balance at 31 March 2018 amounts to £469,000 compared to £625,000 at the end of the previous year.

19. There are a number of Unusable Reserves which include the Revaluation Reserve, Capital Adjustment Account and Pensions Reserve which are subject to complex accounting arrangements. The Revaluation Reserve and Capital Adjustment Account are used primarily to account for changes in fixed asset values associated with revaluations and new capital expenditure and as such cannot be used to finance capital or revenue expenditure.
20. When reviewing the amount of overall reserves held, consideration should be given to the possible implications of the Pension Fund deficiency disclosed within the notes to the balance sheet. The requirement to recognise the net pension liability in the balance sheet has reduced the reported net worth of the Authority by £24.4 million at 31 March 2018. This disclosure follows the implementation of the International Accounting Standards (IAS 19). This standard requires local authorities and other businesses to disclose pension assets and liabilities within the balance sheet.
21. It is important to gain an understanding of the accounts to appreciate the nature of this reported deficiency, which is based on a “snapshot” of pension assets and liabilities at the year end. This is quite different from the valuation basis used for the purposes of establishing the employer’s contribution rate and fund shortfall, which are calculated using actuarial assumptions spread over a number of years.

Transformation Programme 2018 (T18)

22. In 2013, West Devon Borough Council and South Hams District Council embarked on an ambitious and challenging Transformation Programme (T18), to remodel how the Councils worked. This was in light of the acute funding gap (£4.7 million) the Councils were facing.
23. The T18 Closedown report will be presented to the Hub Committee on 5th June 2018. Attached below is a link to the full report:-
<http://mg.swdevon.gov.uk/ieListDocuments.aspx?CId=221&MId=1204&Ver=4>
24. The predicted final spend (£2.767million) is £63,000 less than the budget of £2.83 million. The total annual savings realised from the T18 Transformation Programme were £1.505 million per year. The largest element of these savings were staffing savings. Between 2014 and 2015, the majority of employees at both Councils went through a rigorous recruitment process and the workforce was reduced by 30%. The payback period of the Transformation Programme was just under 3 years.

Senior Leadership Team Interim arrangements

25. In February 2018, the Executive Director for Strategy and Commissioning and Head of Paid Service left the employment of the Council. Due to the scale of the challenges ahead for the Council, Members felt that it was important that the Council retained stability and continuity in its strategic leadership and senior management capacity.
26. At a Council meeting in December 2017, Council approved that the Executive Director for Service Delivery and Commercial Development be designated the Head of Paid Service for an interim period of up to 18 months. It was also agreed to allocate additional responsibilities to members of the senior and extended leadership team on an interim basis.

Annual Governance Statement (AGS)

27. The Council's Annual Governance Statement sets out the arrangements for governance which the Council has in place. The AGS is published alongside the Accounts for 2017/18.

LOOKING FORWARD TO THE FUTURE AND NEXT STEPS

28. During the next 12 months, we will continue to review how we interact with our customers, focusing on offering easy to use online solutions and keeping our customers informed. We will provide support to those customers with no or limited access to digital channels and to manage complex enquiries or problems.

Review of key services

29. Over the next 12 months we will be benchmarking our services and performance against others and have invited the Local Government Association to carry out a 'Peer Review'. The review is scheduled for September and the review team will be made up of senior members and officers from other leading and comparable Councils and they will assess our progress in the following areas;
 - Review the various options to secure the financial sustainability of the Council
 - Consider the resource pressures for the Council and the implication for the delivery of non-statutory services and how the Council may manage these services in the future
 - Review the proposed plans for investment and commercial delivery
 - Review the extent that the Council has embraced organisational change and the use of e-technology
 - Review economic growth and housing and how the Council might deliver this
30. In addition we will be working with key stakeholders and current contractors to ensure that front line services continue to perform at a high level and can be developed in the future. Recycling, waste collection, street cleansing and grounds maintenance services will all be market tested for quality, environmental suitability, cost and performance.

Partnership working

31. We will continue to develop our existing partnerships and create new ones to improve our support to individuals and communities, ensuring that we offer joined up services and customers have a clear understanding of where they can get guidance and support. Through the continued development of our Locality teams, we aim to make a real difference on the ground, this could be through signposting services or through enabling access to grants to support local initiatives.

Our financial future

32. With the withdrawal of Government funding, we will need to generate additional income to be able to carry on delivering our current range of services. Over the course of the year, we will be considering and implementing proposals to meet this financial challenge; these are likely to include developing investment opportunities and income generating Services, as well as finding further efficiencies and smarter ways of doing things.

Summary

33. Overall, the Council's finances remain secure in the short to medium term, but there is still much work to do to ensure the long-term financial sustainability of the Council, to meet the challenges ahead.
34. The financial year 2017/18 has seen significant change both in the way the Council is funded and the way in which its services are delivered. The significant Transformation Programme (T18) which the Council has embedded since its introduction in 2013, will give the Authority the best possible foundation from which to meet the future challenges facing Local Government and to maintain those services which are much needed and appreciated by our communities.

Issue of the Accounts

35. The Section 151 Officer & Strategic Finance Lead authorised the unaudited Statement of Accounts 2017/18 for issue on 30 May 2018.

ACHIEVEMENTS FOR 2017-18

The following pages set out the achievements of the Council for 2017-18 by each of the Themes within its Corporate Strategy.

COUNCIL - Delivering efficient and effective services

Action	17/18 Progress
Customer Service	Proactive use of social media, roadshows and simple to use IT systems, has led to a significant reduction in call volumes and a drop in the number of people visiting our offices. Thanks to agile IT provision and improved business continuity and emergency response planning the Beast from the East weather event made little impact on our usual service delivery.
Value for Money	As part of the budget setting process for 2018/19, we have agreed to reduce funding or seek efficiencies to ensure statutory delivery outcomes are prioritised. During the year by working collaboratively with other Devon districts we have reviewed our insurance contract which has resulted in a £30,000 saving.
Lobbying	Participated in a number of consultations during the year, including capital investment and borrowing; business rate retention; the formation of the Heart of the South West Productivity Strategy and Joint Committee and the Fair Funding Review. The Council has also been accepted as one of only 10 new business rate retention pilots in England for 2018/19.
Investment	During the year, we adopted and commenced implementation of a commercial property acquisition strategy. This strategy has multiple objectives, including helping the Council to deliver and/or improve frontline services; support regeneration and the economic activity of the borough, LEP area and the South West peninsula; enhance economic benefit/business rate growth, and, as an ancillary benefit, assist with the financial sustainability of the Council. We are also undertaking research with the LGA (Local Government Association) into investment in housing, affordable housing and the private rented sector.

COMMUNITIES - Council and residents working together to create strong empowered communities

Action	17/18 Progress
Community Project Grants	£23,562 given to 9 projects ranging from renovations to village halls, replacing play equipment and community picnic benches.
Town and Parish (TAP) Funding	£62,571 awarded to 30 community projects including village notice boards, play park refurbishment and Devon Air Ambulance night landing sites.
Seamoor Community Lotto	Agreement secured to proceed with a Council led lottery in partnership with South Hams District Council and Gatherwell Ltd. to support good causes locally.
Community Support	Provided core funding support to a range of local organisation providing services to local communities including the Citizens Advice, CVS (Community Volunteer Service), Ring and Rides, Okehampton Community and Recreation Association and Young Devon.

HOMES - Enabling homes that meet the needs of all

Action	17/18 Progress
Affordable housing	24 affordable homes were completed in North Tawton. Construction has also started on 10 affordable homes in Horrabridge and 6 affordable homes in South Tawton. A further 39 affordable homes are under construction throughout West Devon by working in partnership with developers and housing providers.
Disabled facility grants	Awarded over £213,300 to 45 projects to facilitate independent living through adaptation of homes including level shower access, stair lifts and rails.

HOMES - Enabling homes that meet the needs of all

Action	17/18 Progress
Community Housing Initiative	£250,000 Community Housing Fund targeting homes for those with local connection where the cost of market housing beyond their reach. Internal resource in place and standardised delivery processes being adopted to bring forward a growing number of projects across West Devon.

ENVIRONMENT - Protecting, conserving and enhancing our built and natural environment

Action	17/18 Progress
Joint Local Plan	Conducted 8 community engagement events and invited formal representations on the pre-submission plan. Those representations have been considered by the Inspector.
Waste and Recycling	To improve recycling collections we have been replacing our old, inefficient vehicles as they have come to the end of their useful life. The new vehicles can collect higher volumes of recycling which enables us to collect from more properties before the need for emptying which is more cost effective and reduces the impact on our environment. We have also introduced a charge for garden waste collections to ensure we can continue to offer this discretionary service without compromising other services that the council provides.
Tavistock Town Heritage Initiative	Contributed to this partnership initiative securing £316,457 to date from the Heritage Lottery Fund, restoring 3 listed buildings in 2017/18 including the Pannier Market. Further conservation schemes and public realm enhancements planned for 2018/19.

ENTERPRISE - Creating places for enterprise to thrive and business to grow

Action	17/18 Progress
Greater Dartmoor LEAF (Local Enterprise Action Fund)	£265,624 awarded in the past 12 months to 10 projects which are expected to generate 22.6 FTE jobs. Projects include premises refurbishment, equipment investment and business expansion.
Business Support	Funded a business support package which has delivered advice to over 50 businesses, hosted 8 workshops and assisted businesses to recruit over 65 employees.
Teenage Market	Working in partnership with Tavistock College and Tavistock Town Council we launched the first Teenage Market in Tavistock. Providing young people the opportunity to hone their business skills and show their entrepreneurial flair.
Council owned premises	Achieved an average of 89% occupancy rate for all Council owned employment premises.
Sub Regional Productivity Plan	Worked with the Heart of the South West LEP authorities on the draft productivity plan through a series of workshops, consultations and research phases. A joint committee has now been formed to formulate a delivery plan to underpin the strategy. This work is expected to continue through 2018/19.

WELLBEING - Supporting positive, safe and healthy lifestyles and helping those most in need

Action	17/18 Progress
Community Safety Partnership	Part funded the Fire Service Phoenix Project and worked with a dozen hard to reach young people. Held quarterly workshops with 3 local secondary schools. Worked with 2 schools on the Run, Hide, Tell campaign. Trained 91 taxi drivers on safeguarding and child sexual exploitation issues.
Junior Life Skills	Worked with 8 partners including the Police, RNLI, Fire Service, Dog Trust and Tavistock Rotary to present workshops to 549 children year 6 students on safety, wellbeing and responsible citizenship.
Refugees	Honoured our pledge to resettle 4 families as part of the Syrian vulnerable person resettlement scheme.
Leisure Centres	Successful first year for our partners Fusion Lifestyle - 125,000 user sessions at Okehampton and Tavistock, plus 750 swim school members. Capital improvements started and new changing rooms completed at Meadowlands.
Tamar Trails	Usage of the multi-use trails continues to grow with an estimated 20% increase in footfall over the past 12 months.

PERFORMANCE INDICATORS FOR 2017-18

Throughout the year we have continued to improve performance to meet the needs of our customers. We have systematically reviewed areas of poor performance, streamlined processes, embedded new IT solutions and delivered staff training. As a result we have seen a further reduction in call volumes, an increase in transactions online and quicker turnaround times for planning and benefits.

Corporate Balanced Scorecard

Community/Customer

Q1	Q2	Q3	Q4	Yr	
					Overall waste recycling rate %
					Residual waste per household
					Average no. of missed bins
					CST: % of calls answered
					CST: % of calls answered in 20 secs

Online uptake

Q1	Q2	Q3	Q4	Yr	
					% of Benefits new claims online (IEG4)
					% of Benefits change of circumstances online (IEG4)
					Ratio of web/call-post-email submissions (W2)

Processes

Q1	Q2	Q3	Q4	Yr	
					% of planning applications determined within time frame
					Major
					Non-Major
					<i>Other – no longer report this distinction. Applications captured above</i>

Q1	Q2	Q3	Q4	Yr	
					Avg End to End time Benefits New Claims
					Avg End to End time Benefits Change of circumstances

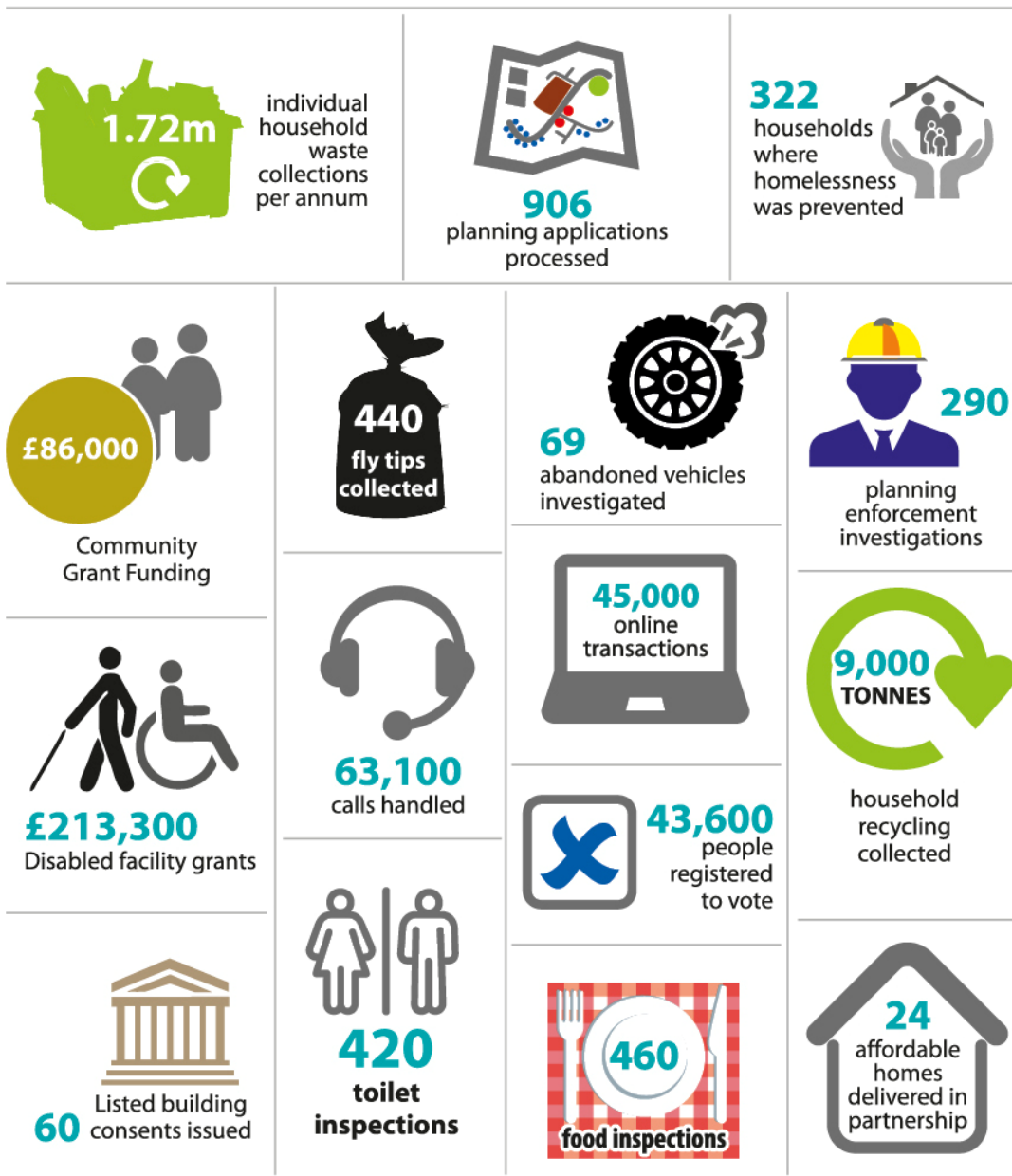
Performance

Q1	Q2	Q3	Q4	Yr	
					EH: % of nuisance complaints resolved at informal stage
					Avg days short term sickness/FTE
					Complaint response speed

Key

	Below target performance
	Narrowly off target, be aware
	On or above target

A few things we spent your money on in 2017/18



Performance for the year 2017/18



Housing benefit claims processing times 4 days faster than the national average



Online transactions increased by 120% to 45,000 transactions



Missed waste collections equate to 68 in every 100,000



Non major planning determinations delivered on time 90%



Call volume decreased by 21%

PRINCIPAL RISKS AND UNCERTAINTIES

A risk management strategy is in place to identify and evaluate risks. There are clearly defined steps to support better decision making through the understanding of risks, whether a positive opportunity or a threat and the likely impact. A Statutory Officers' Panel was set up in 2015-16 and a key role of this Panel is strategic risk management. This Panel consists of the Head of Paid Service, Chief Finance Officer and the Monitoring Officer.

Below is an extract mainly from the latest Risk report to the Audit Committee and from the Council's risk register.

Risk	Uncertainties	Mitigation
Adherence to Medium Term Financial Strategy (MTFS), due to changes in Government policy and/or income streams	Reduction in Government grant, increasing demand for services and other cost pressures and increased risks associated with localised business rates and council tax support. Additionally, income from activities may not materialise or may be reduced, e.g. business rate appeals or a reduction in the commercial property market. The amount of income received can be adversely affected by a fall in collection rates due to economic downturn and other factors such as the bankruptcy/ liquidation of large ratepayers or any sizeable rateable value reductions achieved by business rated properties in the area. The Council is part of the Devon Business Rate Pilot for 2018/19.	Robust horizon scanning to monitor changes in Government policy. Strategic Leadership Team (SLT) awareness of the risks, cautious approach to budgeting and robust systems of financial control. The Council is not intending to rely heavily on sources of income which may not be sustainable. SLT actively participate in Government consultations, MP discussions and keep aware of changes and the response by peer group, ensuring where appropriate the learning from this is incorporated into strategic plans. SLT engaged in the development of the MTFS. Latest budget reports approved by both Councils in February 2018 after Member workshops in October 2017 and the result of the 2018/19 Local Government Finance Settlement being announced.
Data Protection	To manage the risk of non-compliance with Cabinet Office PSN CoCo, PCI DSS, GDPR, Data Protection Act, RIPA, Human Rights Act.	Work underway in respect of data protection / GDPR readiness and audit completed. Data Protection Officer (DPO) now named and is a member of SLT. Information Security Policy; All employees responsible for adequacy of data security arrangements within their control. Access to electronic data is only available via Council managed devices. Look out for advice from the Information Commissioners office. Compliance with relevant PSN CoCo through implementation of security changes required. All staff have been and new starters will be completing a data protection awareness course in via the Council's new eLearning tool.

Risk	Uncertainties	Mitigation
Governance: Adherence to Council policies & processes and Government guidelines	To maintain effective Member standards and develop new Council Constitution. To continue to raise awareness of the risk of fraud and the implications of the Bribery Act 2010. To ensure that there is on-going review and self-assessment of the effectiveness of governance arrangements within the Council. T18 programme rollout saw service levels reduce but these have now recovered	Promotion of necessary policies via staff intranet. Reviewed and implemented new Council constitution. To provide necessary Annual Governance self-assessment review by the Senior Leadership Team. Audit Committee established with wider terms of reference. External reviews including the Council's external auditors. Appropriate committee monitoring. Service based risk assessments and action plans, with a particular focus on high risk service activity. Training & Development plans being developed. Policies for Health & Safety and wellbeing and lone working all being updated. Statutory Officer Panel set up and meeting Quarterly. Internal Audit programme of work confirmed for 2017/18.
Delivery of local plan (Inc. 5 Year Land Supply)	Lack of detail / contingency around 5 year land supply until the joint local plan is completed.	JLP Submitted to Planning Inspectorate for examination, but more work required on evidence base for housing need assessment.
Political commitment for change	Considerable external change with Devolution and Government funding cuts; leading to uncertainty within the South West and beyond.	Regular Leader & Deputy Leader meetings. Regular surgery and informal sessions for wider membership.
Service Performance	Lack of appropriate resources due to current interim vacancies; ongoing transformation programme specifically IT and process implementation is not yet complete. These two combined have affected our ability to deliver appropriately on occasion. This pressure was increased due to county and general elections in 2017	Getting it right the first time, getting back to people appropriately and more timely. Better channel recognition to clear responses. Keep better records. Appropriate resources in the right places. Plan to commence measuring customer satisfaction during 18/19. Increased customer engagement; new complaints policy in place. Ongoing review of internal and external policies.
Business Continuity	Processes need to be robust to ensure business continuity in the event of a significant event occurring e.g. failure to ensure the continuous availability of critical IT systems.	Having two HQ locations is main mitigating factor - however an outage of power/ICT at either location would lead to a serious disruption of service. Agile working further reduces reliance on two office buildings. Locality workers can be despatched more easily to ensure customer engagement can be maintained during any incident. Business Continuity plans have been updated - priority areas - ICT Networking - Payroll & Creditors Payments; other plans need to be made more robust. Storm Emma provided good evidence of business continuity arrangements through agile working and the IT systems.

Risk	Uncertainties	Mitigation
Emergency response, e.g. coastal erosion/storm damage/flooding	Support is needed to communities during coastal erosion/storm damage/flooding events as well as engagement in longer term recovery. Following the event, the expectation that coastal defences and asset repairs will be urgently undertaken despite competing claims on capital resources.	Continued management and officer focus on this area to ensure risk is minimised as much as possible; continued close engagement work with DCC and Environment Agency to ensure all parties are aware of each other's responsibilities and capacity
Inadequate Staffing Resources	Performance being reviewed to understand whether resourcing levels are correct; difficult to assess accurately as organisation continues to experience change effects and processes being embedded / roll-out of new technology and working practices	Transitional resource & monitoring arrangements put in place. Staffing arrangements and GAP analysis completed in 16/17. Staff forum embedded; continued SLT engagement with unions and regular staff comms sessions held. Other comms media under review and several improvements made. Staff satisfaction survey re-run in April '18, actions and review underway. Mechanism in place for ELT to appoint within budget where appropriate without recourse to SLT. Apprenticeship scheme being developed by HR.
Inadequate asset maintenance	To manage the health and safety risks of customers and staff and to ensure budgets are managed effectively to maintain assets to a satisfactory standard, To consider and manage the risk of redundant properties / assets.	Effective budget monitoring, sound management of assets/ buildings including a planned maintenance approach along with planned capital expenditure programme. Risk assessments and regular health and safety inspections.

Section 2

Core Financial Statements

SECTION 2A 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. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

2016/17 Restated*			2017/18			
Gross Expenditure	Gross Income	Net Expenditure	Segment	Gross Expenditure	Gross Income	Net Expenditure
£000	£000	£000		£000	£000	£000
19,017	*(16,601)	*2,416	Customer First*	19,703	(16,316)	3,387
3,053	(1,529)	1,524	Commercial Services	4,052	(1,812)	2,240
1,435	(616)	819	Strategy & Commissioning	1,554	(579)	975
1,930	(379)	1,551	Support Services	1,963	(409)	1,554
658	(8)	650	Centrally Held Costs	774	(12)	762
102	(3)	99	Material Items (Note 2)	39	-	39
26,195	*(19,136)	*7,059	Cost of Services	28,085	(19,128)	8,957
1,243	-	1,243	Other operating expenditure (Note 9)	1,300	(13)	1,287
806	(55)	751	Financing and investment income and expenditure (Note 10)	797	(76)	721
4,164	*(14,649)	*(10,485)	Taxation and non-specific grant income (Note 11)*	3,365	(12,616)	(9,251)
32,408	(33,840)	(1,432)	(Surplus) or Deficit on Provision of Services	33,547	(31,833)	1,714
			(Surplus) or deficit on revaluation of Property, Plant and Equipment			(1,349)
		5,780	Remeasurements of the net defined benefit liability			(2,866)
			(Surplus) or deficit on revaluation of available for sale financial assets			16
		5,780	Other Comprehensive Income and Expenditure			(4,199)
		4,348	Total Comprehensive Income and Expenditure			(2,485)

***Restatement Note** - the 2016/17 Comprehensive Income and Expenditure Statement and Expenditure and Funding Analysis (EFA) have been restated to reflect the correct accounting treatment of REFCUS (Revenue Expenditure Funded from Capital Under Statute) grants. In the 2016/17 Statement of Accounts £250,000 was incorrectly reflected in the gross income in the Cost of Services (Customer First) with a corresponding reduction in Capital Grants (within 'Taxation and non-specific grant income' above). There is no overall impact, the 'surplus on the provision of services' remains at £1,432,000 in 2016/17, the restatement is purely for presentational purposes.

SECTION 2B EXPENDITURE AND FUNDING ANALYSIS

The objective of the Expenditure and Funding Analysis is to demonstrate to council tax payers how the funding available to the Authority (ie government grants, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Authority's service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement in Section 2A.

2017-2018	Net Expenditure Chargeable to the General Fund £000	Adjustments between Funding and Accounting Basis (note 4) £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Customer First	1,804	1,583	3,387
Commercial Services	2,183	57	2,240
Strategy & Commissioning	947	28	975
Support Services	1,497	57	1,554
Centrally Held Costs	762	-	762
Material Items	39	-	39
Net Cost of Services	7,232	1,725	8,957
Other income and expenditure	(7,587)	344	(7,243)
(Surplus)/Deficit on Provision of Services	(355)	2,069	1,714

	General Fund Balance £000	Earmarked Reserves £000	Total General Fund Reserves £000
Opening Balance at 31 March 2017	(1,125)	(3,732)	(4,857)
(Increase)/decrease in year	(72)	(283)	(355)
Closing Balance at 31 March 2018	(1,197)	(4,015)	(5,212)

2016-2017 Comparatives – restated *(see the restatement note in the CIES in Section 2A on previous page)	Net Expenditure Chargeable to the General Fund £000	Adjustments between Funding and Accounting Basis (note 4) £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Customer First*	1,788	628	2,416
Commercial Services	1,534	(10)	1,524
Strategy & Commissioning	875	(56)	819
Support Services	1,506	45	1,551
Centrally Held Costs	650	-	650
Material Items	99	-	99
Net Cost of Services	6,452	607	7,059
Other income and expenditure*	(7,859)	(632)	(8,491)
(Surplus)/Deficit on Provision of Services	(1,407)	(25)	(1,432)

	General Fund Balance £000	Earmarked Reserves £000	Total General Fund Reserves £000
Opening Balance at 31 March 2016	(1,055)	(2,395)	(3,450)
(Increase)/decrease in year	(70)	(1,337)	(1,407)
Closing Balance at 31 March 2017	(1,125)	(3,732)	(4,857)

SECTION 2C: MOVEMENT IN RESERVES

Movement in Reserves Statement

This statement shows the movement from the start of the year to the end on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other 'unusable reserves'. The Movement in Reserves Statement shows how the movements in year of the Authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The Increase/Decrease in Year line shows the statutory General Fund Balance movements in the year following these adjustments.

2017/18	General Fund Balance £000	Earmarked General Fund Reserves £000	Total General Fund Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves 2017/18 £000
Balance at 31 March 2017 carried forward	1,125	3,732	4,857	452	173	5,482	(8,391)	(2,909)
Movement in Reserves during Year								
Total Comprehensive Income & Expenditure	(1,714)	-	(1,714)			(1,714)	4,199	2,485
Adjustments between accounting basis & funding basis under regulations (Note 7)	2,069	-	2,069	(105)	(51)	1,913	(1,913)	-
Transfers to/from Earmarked Reserves (Note 8)	(283)	283	-	-	-	-	-	-
Increase/ (Decrease) in Year	72	283	355	(105)	(51)	199	2,286	2,485
Balance at 31 March 2018 carried forward	1,197	4,015	5,212	347	122	5,681	(6,105)	(424)

SECTION 2C: MOVEMENT IN RESERVES

2016/17 Comparatives	General Fund Balance £000	Earmarked General Fund Reserves £000	Total General Fund Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves 2015/16 £000
Balance at 31 March 2016 carried forward	1,055	2,395	3,450	452	21	3,923	(2,484)	1,439
Movement in Reserves during Year								
Total Comprehensive Income & Expenditure	1,432	-	1,432	-	-	1,432	(5,780)	(4,348)
Adjustments between accounting basis & funding basis under regulations (Note 7)	(25)	-	(25)	-	152	127	(127)	-
Transfers to/from Earmarked Reserves (Note 8)	(1,337)	1,337	-	-	-	-	-	-
Increase/ (Decrease) in Year	70	1,337	1,407	-	152	1,559	(5,907)	(4,348)
Balance at 31 March 2017 carried forward	1,125	3,732	4,857	452	173	5,482	(8,391)	(2,909)

SECTION 2D. 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'.

31 March 2017		Notes		31 March 2018
£000				£000
19,311	Property, Plant & Equipment	12		22,315
88	Intangible Assets			123
-	Long Term Investments	13		484
127	Long Term Debtors	14		123
19,526	Long Term Assets			23,045
-	Short Term Investments	13		3,000
2,541	Short Term Debtors	14		3,760
9,641	Cash and Cash Equivalents	15		4,377
12,182	Current Assets			11,137
(5,291)	Short Term Creditors	16		(4,367)
(306)	Provisions	17		(413)
(5,597)	Current Liabilities			(4,780)
(110)	Long Term Creditors	16		(54)
(2,100)	Long Term Borrowing	13		(4,750)
(26,368)	Pension Fund Liabilities	35		(24,380)
(442)	Capital Grants Receipts in Advance	30		(642)
(29,020)	Long Term Liabilities			(29,826)
(2,909)	Total Net Assets			(424)
5,482	Usable Reserves	18		5,681
(8,391)	Unusable Reserves	19		(6,105)
(2,909)	Total Reserves			(424)

The unaudited accounts were issued on 30 May 2018.

SECTION 2E. 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.

2016/17 £000		2017/18 £000
(1,432)	Net (surplus) or deficit on the provision of services	1,714
(686)	Adjustments to net surplus or deficit on the provision of services for non-cash movements (Note 20)	(578)
(3,498)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	360
(5,616)	Net cash flows from Operating Activities	1,496
(280)	Investing Activities (Note 22)	5,651
451	Financing Activities (Note 23)	(1,883)
(5,445)	Net (increase) or decrease in cash and cash equivalents	5,264
4,196	Cash and cash equivalents at the beginning of the reporting period	9,641
9,641	Cash and cash equivalents at the end of the reporting period (Note 15)	4,377

Section 3

Notes to the Financial Statements

Notes to the Financial Statements

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SECTION 3 NOTES TO THE ACCOUNTS

1. 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 2018 for which there are significant risks of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives which are estimated annually.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls. If the depreciation lives of the assets were to change by 1 year across all assets, this would have a £27,000 impact on the Council's finances.
Arrears	The Authority makes a provision every year for the impairment of doubtful debts for Council Tax, Business Rates, Housing Benefit and Sundry Debt. For example at 31 March 2018, the Authority had a balance of Sundry Debtors of £214,000. A review of significant balances suggested that an impairment for doubtful debts of 53% (£114,000) was appropriate.	The impairment for doubtful debts is reviewed annually in order to respond to changes in collection rates. If Council Tax arrears were to change by 1%, this would have an impact of £6,700 on the Council's finances.
Business Rates Appeals Provision	Estimates have been made for the provision for refunding ratepayers who may successfully appeal against the rateable value of their properties. This includes the current and previous financial years. The estimate is based on those ratepayers who have appealed.	There is uncertainty and risk surrounding the calculation of the provision as future events may affect the amount required to settle an obligation.

SECTION 3 NOTES TO THE ACCOUNTS

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgments 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 Authority with expert advice about the assumptions to be applied.</p> <p>The value of pension assets is estimated based upon information available at the Balance Sheet date, but these valuations may be earlier than the Balance Sheet date. The actual valuations at the Balance Sheet date, which may not be available until sometime later, may give a different value of pension assets, but this difference is not considered to be material.</p> <p>The Pensions Fund's Actuary has provided updated figures for the year based on the last valuation in 2016. This valuation is based upon cashflow and assets values as at 31 March 2018. Previously cashflow and asset values were determined as at 31 March but the date has been brought forward to facilitate earlier completion of accounts which commences for the 2017/18 Statement of Accounts.</p>	<p>The effects on the net pension liability of changes in individual assumptions can be measured. For example, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £918,000.</p> <p>The assumptions interact in complex ways. For example, in 2017/18, the Authority's actuaries advised that the pension liability had decreased by £2.5 million as a result of a change in "financial assumptions".</p> <p>Please refer to note 35 for further information about the assumptions used by the actuaries.</p>

SECTION 3 NOTES TO THE ACCOUNTS

2. MATERIAL ITEMS OF INCOME AND EXPENDITURE

The following material item has been included on the face of the Comprehensive Income and Expenditure Statement (CIES) since 2014/15. This expenditure relates to the upfront investment costs for the Council's Transformation Programme (T18). This is explained in the Narrative Statement to the Accounts.

Transformation Programme (T18) Investment Costs	2016/17			2017/18		
	Direct £000	Recharges £000	Total £000	Direct £000	Recharges £000	Total £000
GROSS REVENUE EXPENDITURE						
Implementation and design of the future operating model	-	68	68	-	-	-
Redundancy and Pension strain payments	56	57	113	39	-	39
Pension Strain (capitalised cost)	(79)	-	(79)	-	-	-
Sub Total	(23)	125	102	-	-	-
GROSS REVENUE INCOME						
Shared Service Recharge to South Hams DC	-	(3)	(3)	-	-	-
Sub Total	-	(3)	(3)	-	-	-
NET REVENUE EXPENDITURE/(INCOME) (as shown in the CIES)	(23)	122	99	39	-	39

3. EVENTS AFTER THE REPORTING PERIOD

The draft Statement of Accounts (SOA) for 2017/2018 was approved for issue by the Section 151 Officer & Strategic Finance Lead on 30 May 2018. This is also the date up to which events after the reporting date have been considered.

SECTION 3 NOTES TO THE ACCOUNTS

4. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

This note explains the main adjustments from net expenditure chargeable to the general fund balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement (CIES).

Adjustments between Funding and Accounting Basis				
2017/18	Adjustments for capital purposes	Net change for the pensions adjustments	Other Differences	Total adjustments
	(Note A)	(Note B)	(Note C)	
	£000	£000	£000	£000
Customer First	1,470	113	-	1,583
Commercial Services	34	23	-	57
Strategy and Commissioning	-	28	-	28
Support Services	54	-	3	57
Net Cost of Services	1,558	164	3	1,725
Other income and expenditure from the Expenditure & Funding Analysis	(569)	714	199	344
Difference between the General Fund surplus or deficit, and the surplus or deficit on the provision of services in the CIES	989	878	202	2,069

Adjustments between Funding and Accounting Basis				
2016/17 Comparatives – restated* (see the restatement note on the following page)	Adjustments for capital purposes	Net change for the pensions adjustments	Other Differences	Total adjustments
	(Note A)	(Note B)	(Note C)	
	£000	£000	£000	£000
Customer First*	827	(199)	-	628
Commercial Services	34	(44)	-	(10)
Strategy and Commissioning	-	(56)	-	(56)
Support Services	43	-	2	45
Net Cost of Services*	904	(299)	2	607
Other income and expenditure from the Expenditure & Funding Analysis*	(741)	724	(615)	(632)
Difference between the General Fund surplus or deficit, and the surplus or deficit on the provision of services in the CIES	163	425	(613)	(25)

SECTION 3 NOTES TO THE ACCOUNTS

Note A: Adjustments for Capital Purposes

Adjustments for capital purposes reflect:

For services this column adds in depreciation and impairment and adjusts for revenue expenditure funded from capital under statute.

Other income and expenditure from the Expenditure and Funding Analysis – this adjusts for statutory charges for capital financing i.e. Minimum Revenue Provision and other capital contributions. It also adjusts for capital disposals with a transfer of the income on the disposal and the amounts written-off.

Note B: Net Change for the Pensions Adjustments

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

For services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.

For other income and expenditure from the Expenditure and Funding Analysis – the net interest on the defined benefit liability is charged to the CIES.

Note C: Other Differences

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

For services reflects the change in the annual leave accrual when compared with the previous year.

For other income and expenditure from the Expenditure and Funding Analysis represents the timing difference between what is chargeable under statutory regulations for Council Tax and Business Rates that was projected to be received at the start of the financial year, and the income recognised under generally accepted accounting practices.

***Restatement Note** - the 2016/17 Comprehensive Income and Expenditure Statement (CIES) and Expenditure and Funding Analysis (EFA) have been restated to reflect the correct accounting treatment of REFCUS (Revenue Expenditure Funded from Capital Under Statute) grants. In the 2016/17 Statement of Accounts £250,000 was incorrectly reflected in the gross income in the Cost of Services (Customer First) with a corresponding reduction in Capital Grants (within 'Taxation and non-specific grant income' at the bottom of the CIES). There is no overall impact, the restatement is purely for presentational purposes.

SECTION 3 NOTES TO THE ACCOUNTS

5. SEGMENT REPORTING

The net expenditure figures in the Expenditure and Funding Analysis include the following particular amounts of income and expenditure:

2017/18	Customer First	Commercial Services	Support Services	Total
	£000	£000	£000	£000
Expenditure				
Housing Benefit Payments	13,387	-	-	13,387
Waste Services	-	2,046	-	2,046
Depreciation	434	34	54	522
Income				
Housing Benefit Subsidy	(13,342)	-	-	(13,342)
Car Parking Income	-	(986)	-	(986)
2016/17 comparatives				
Expenditure				
Housing Benefit Payments	13,724	-	-	13,724
Waste Services	-	1,945	-	1,945
Depreciation	414	34	42	490
Income				
Housing Benefit Subsidy	(13,607)	-	-	(13,607)
Car Parking Income	-	(1,053)	-	(1,053)

SECTION 3 NOTES TO THE ACCOUNTS

6. EXPENDITURE AND INCOME ANALYSED BY NATURE

The Expenditure and Income Analysed by Nature note shows the amounts that make up the surplus or deficit on the provision of services on the CIES, but here they are categorised by nature instead of by service segment.

Expenditure and Income Analysed by Nature	2016/17 Restated* £000	2017/18 £000
Employee Benefits Expenses	6,175	6,560
Other Service Expenses	19,365	19,968
Depreciation, Amortisation and Impairment	654	1,558
Interest Payments	96	97
Pension Fund Administration Expenses	14	14
Net Interest on the net defined benefit liability	710	700
Total Expenditure	27,014	28,897
Fees, Charges and Other Service Income	(4,869)	(4,647)
Interest and Investment Income	(69)	(58)
Income from Council Tax and Business Rates**	(5,622)	(5,357)
Revenue Grants and Contributions*	(17,484)	(16,811)
Capital Grants and Contributions*	(402)	(279)
(Gains) or losses on disposal of non-current assets	-	(13)
Other Income	-	(18)
Total Income	(28,446)	(27,183)
(Surplus) or Deficit on Provision of Services	(1,432)	1,714

*The 2016/17 revenue grants and capital grants have been restated to reflect the correct accounting treatment of REFCUS (Revenue Expenditure Funded from Capital Under Statute) grants. In the 2016/17 Statement of Accounts revenue grants were overstated by £250,000 with a corresponding reduction in capital grants. This is further explained within Section 2A – the Comprehensive Income and Expenditure Statement.

**The figure for Council Tax and Business Rates in this statement is shown net of expenditure (precepts to other bodies). The expenditure detail is shown in Note 11 – Taxation and Non-Specific Grant Income.

SECTION 3 NOTES TO THE ACCOUNTS

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the 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.

2017/18	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account (CAA):				
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES):</i>				
Charges for depreciation and impairment of non-current assets	468			(468)
Revaluation losses/(gains) on Property Plant and Equipment	626			(626)
Amortisation of Intangible Assets	54			(54)
Capital grants and contributions applied	(177)			177
Revenue expenditure funded from capital under statute (REFCUS)	409			(409)
<i>Insertion of items not debited or credited to the CIES:</i>				
Statutory provision for the financing of capital investment	(42)			42
Capital expenditure charged against the General Fund	(230)			230
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(101)		101	-
Application of grants to capital financing transferred to the Capital Adjustment Account			(152)	152
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of unattached capital receipts	(18)	18		-
Use of the Capital Receipts Reserve to finance new capital expenditure		(123)		123

SECTION 3 NOTES TO THE ACCOUNTS

2017/18	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the CIES (see Note 35)	1,797			(1,797)
Employer's pensions contributions and direct payments to pensioners payable in the year	(919)			919
Adjustments primarily involving the Council Tax Collection Fund Adjustment Account:				
Amount by which Council Tax income credited to the CIES is different from Council Tax income calculated for the year in accordance with statutory requirements	99			(99)
Adjustments primarily involving the Business Rates Collection Fund Adjustment Account:				
Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements	100			(100)
Adjustment primarily involving the Accumulated Absences Account:				
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	3			(3)
Total Adjustments between the Accounting Basis and Funding Basis under regulations in 2017/18	2,069	(105)	(51)	(1,913)

SECTION 3 NOTES TO THE ACCOUNTS

2016/17 Comparatives	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account (CAA):				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES):				
Charges for depreciation and impairment of non-current assets	448			(448)
Amortisation of Intangible Assets	42			(42)
Revenue expenditure funded from capital under statute	413			(413)
Capital grants and contributions applied	(249)			249
Insertion of items not debited or credited to the CIES:				
Statutory provision for the financing of capital investment	(42)			42
Capital expenditure charged against the General Fund	(297)			297
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(152)		152	-
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the CIES	1,328			(1,328)
Employer's pensions contributions and direct payments to pensioners payable in the year	(903)			903
Adjustments primarily involving the Council Tax Collection Fund Adjustment Account:				
Amount by which Council Tax income credited to the CIES is different from Council Tax income calculated for the year in accordance with statutory requirements	153			(153)

SECTION 3 NOTES TO THE ACCOUNTS

2016/17 Comparatives	Usable Reserves			Movement in Unusable Reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Business Rates Collection Fund Adjustment Account:				
Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements	(768)			768
Adjustment primarily involving the Accumulated Absences Account:				
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	2			(2)
Total Adjustments between the Accounting Basis and Funding Basis under regulations in 2016/17	(25)		152	(127)

SECTION 3 NOTES TO THE ACCOUNTS

8. TRANSFERS TO/ FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2017/18. The purpose of the largest earmarked reserves are shown below:

Car Parking Maintenance - In line with the Council's car parking strategy, a car parking maintenance reserve is maintained to ensure that major planned works on car parks can be carried out at the appropriate time, in line with a cyclical programme of maintenance and repairs.

Planning, Policy and Major Developments - This was set up to help smooth out annual expenditure on review and preparation of the local plan. It has developed to help deal with costs associated with planning policies and planning related activities.

New Homes Bonus – This reserve was established to show how New Homes Bonus funding has been used on an annual basis.

Business Rates Retention Scheme - The business rates reserve covers any possible funding issues from the new accounting arrangements.

Strategic Change Reserve – This reserve was set up to finance one off investments under the Council's Transformation Programme that are required for the development or release of ongoing efficiencies.

16/17 Budget Surplus Contingency – This reserve was created as part of the 2016/17 Budget setting process.

Innovation Fund (Invest to Earn) Reserve – Some of this fund will be used to acquire and develop land within West Devon to support local housing need.

Community Housing Fund – This reserve was set up to hold the Community Housing Fund Grant. We are working on developing a community housing initiative, which is designed to help local residents to determine and deliver appropriate and affordable housing for their communities.

SECTION 3 NOTES TO THE ACCOUNTS

The table below shows the earmarked reserve balances at 31 March 2018 and the movement during 2017/18.

2017/18	Balance at 31 March 2017	Transfers Out	Transfers In	Balance at 31 March 2018
EARMARKED RESERVES	£000	£000	£000	£000
General Fund				
Car Parking Maintenance	440	(5)	-	435
ICT Development	24	(19)	25	30
JSG Future Options	46	(35)	-	11
Planning Policy & Major Developments	39	(60)	65	44
16/17 Budget Surplus Contingency	669	(287)	-	382
Innovation Fund (Invest to Earn)	906	(182)	-	724
Outdoor Sports & Recreation	7	-	11	18
Waste & Cleansing Options Review	80	-	-	80
Community Housing Fund	248	(5)	-	243
Leisure Services	174	-	57	231
Support Services Trading	-	-	8	8
Environmental Health Initiatives	-	-	20	20
Habitats Reserve	13	(3)	-	10
Landscape Maintenance	5	-	-	5
Invest to Save	27	-	-	27
Elections	24	-	-	24
DCC Localism Support Officer	4	-	1	5
REIP – Localism Projects	1	(1)	-	-
New Burdens CLG	3	-	-	3
CLG – Assets Community Value	8	-	-	8
Neighbourhood Planning Grants	58	(11)	-	47
World Heritage Key Site	5	-	-	5
Cannons Meadow	16	(3)	-	13
Millwood Homes	15	-	-	15
DCC Public Health	6	-	-	6
Revenue Grants	59	-	161	220
Business Rates Retention Scheme	218	-	291	509
Town Teams & Economic Grants	23	-	-	23
Flood Works	18	(3)	-	15
New Homes Bonus	227	(963)	961	225
Homelessness	30	-	65	95
Strategic Change	111	(51)	227	287
Planning Enforcement	5	-	-	5
Maintenance Fund	223	-	-	223
S106 Monitoring	-	-	19	19
TOTAL EARMARKED REVENUE RESERVES	3,732	(1,628)	1,911	4,015

SECTION 3 NOTES TO THE ACCOUNTS

2016/17 Comparatives EARMARKED RESERVES	Balance at 31 March 2016 £000	Transfers Out £000	Transfers In £000	Balance at 31 March 2017 £000
General Fund				
Car Parking Maintenance	408	-	32	440
ICT Development	-	(18)	42	24
JSG Future Options	-	-	46	46
Planning Policy & Major Developments	-	-	39	39
16/17 Budget Surplus Contingency	-	-	669	669
Innovation Fund (Invest to Earn)	-	(16)	922	906
Outdoor Sports & Recreation	-	-	7	7
Waste & Cleansing Options Review	-	-	80	80
Community Housing Fund	-	-	248	248
Leisure Services	-	(99)	273	174
LA Business Growth	25	(25)	-	-
Habitats Reserve	15	(2)	-	13
Landscape Maintenance	5	-	-	5
Invest to Save	27	-	-	27
Elections	24	-	-	24
DCC Localism Support Officer	4	-	-	4
REIP – Localism Projects	1	-	-	1
DCC TAP Funds	63	(63)	-	-
New Burdens CLG	3	-	-	3
CLG – Assets Community Value	8	-	-	8
Neighbourhood Planning Grants	65	(7)	-	58
World Heritage Key Site	5	-	-	5
Cannons Meadow	19	(3)	-	16
Millwood Homes	15	-	-	15
Young Persons Prevention Officer	10	(10)	-	-
DCLG Business Support Scheme	13	(13)	-	-
Inspire Annex 111	7	(7)	-	-
DCC Public Health	25	(19)	-	6
Revenue Grants	-	-	59	59
Business Rates Retention Scheme	844	(626)	-	218
Town Teams & Economic Grants	17	-	6	23
Flood Works	20	(2)	-	18
New Homes Bonus	697	(2,288)	1,818	227
Homelessness	30	-	-	30
Strategic Change	-	(81)	192	111
Planning Enforcement	45	(40)	-	5
Maintenance Fund	-	(17)	240	223
TOTAL EARMARKED REVENUE RESERVES	2,395	(3,336)	4,673	3,732

SECTION 3 NOTES TO THE ACCOUNTS

9. OTHER OPERATING EXPENDITURE

2016/17		2017/18
£000		£000
1,229	Parish council precepts	1,286
-	(Gains) or losses on disposal of non-current assets	(13)
14	Pension administration costs	14
1,243	Total	1,287

10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2016/17		2017/18
£000		£000
96	Interest payable and similar charges	97
(55)	Interest receivable and similar income	(58)
-	Other investment income	(18)
710	Pensions interest cost and expected return on pension assets	700
751	Total	721

11. TAXATION AND NON SPECIFIC GRANT INCOME

2016/17		2017/18
Restated*		
£000		£000
	Council Tax	
(5,440)	Income (inc Parish Precepts)	(5,642)
81	Collection Fund Adjustment	30
(208)	Collection Fund – Distribution of Surplus	(109)
77	Support Grant to Parishes	71
	Business Rates	
(4,271)	Income	(4,099)
3,018	Tariff	3,017
-	Pooling Administration Costs	1
(48)	Pooling Gain	(82)
147	Levy	85
-	Safety Net	-
(207)	Transfer of Collection Fund Deficit	86
	Non-ring fenced government grants	
(367)	Small Business Rate Relief Grant	(738)
(627)	Revenue Support Grant	(227)
(1,745)	New Homes Bonus	(961)
(31)	Transition Grant	(31)
(462)	Rural Services Delivery Grant	(373)
(402)	Capital grants and contributions*	(279)
(10,485)	Total	(9,251)

*The 2016/17 'Capital grants and contributions' have been restated to reflect the correct accounting treatment of REFCUS (Revenue Expenditure Funded from Capital Under Statute) grants. This is further explained within Section 2A – the Comprehensive Income and Expenditure Statement.

SECTION 3 NOTES TO THE ACCOUNTS

12. PROPERTY, PLANT AND EQUIPMENT

Movements in 2017/18:

	Land and Buildings £000	Vehicles, Plant & Equipment £000	Infra-structure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
Cost or Valuation						
At 1 April 2017	19,583	1,493	1,074	83	99	22,332
Additions	164	1,653	-	-	932	2,749
Revaluation increases/(decreases) recognised in the Revaluation Reserve	203	-	-	-	-	203
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(650)	-	-	-	-	(650)
At 31 March 2018	19,300	3,146	1,074	83	1,031	24,634
Accumulated Depreciation and Impairment at 1 April 2017	1,204	1,493	324	-	-	3,021
Charge for 2017/18	440	-	28	-	-	468
Depreciation written out to the Revaluation Reserve	(688)	-	-	-	-	(688)
Depreciation written out to the Surplus/Deficit on the Provision of Services	(482)	-	-	-	-	(482)
At 31 March 2018	474	1,493	352	-	-	2,319
Balance Sheet amount at 31 March 2018	18,826	1,653	722	83	1,031	22,315
Balance Sheet amount at 31 March 2017	18,379	-	750	83	99	19,311

SECTION 3 NOTES TO THE ACCOUNTS

Comparative Movements in 2016/17:

	Land and Buildings £000	Vehicles, Plant & Equipment £000	Infra-structure Assets £000	Community Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
Cost or Valuation						
At 1 April 2016	19,583	1,493	1,074	83	-	22,233
Additions	-	-	-	-	99	99
Derecognition – disposals	-	-	-	-	-	-
At 31 March 2017	19,583	1,493	1,074	83	99	22,332
Accumulated Depreciation and Impairment at 1 April 2016	784	1,493	296	-	-	2,573
Charge for 2016/17	420	-	28	-	-	448
Derecognition - disposals	-	-	-	-	-	-
At 31 March 2017	1,204	1,493	324	-	-	3,021
Balance Sheet amount at 31 March 2017	18,379	-	750	83	99	19,311
Balance Sheet amount at 31 March 2016	18,799	-	778	83	-	19,660

Depreciation

The Council provides for depreciation on all assets other than freehold land and community assets. The provision for depreciation is made by allocating the cost (or revalued amount) less the estimated residual value of the assets over the accounting period expected to benefit from their use. The straight line method of depreciation is used.

Asset lives are reviewed regularly as part of the property revaluation and annual impairment review. Where the useful life of an asset is revised the carrying amount of the asset is depreciated over the revised remaining life.

SECTION 3 NOTES TO THE ACCOUNTS

Capital Commitments

As at 31 March 2018 the Authority has entered into the following contracts for the construction or enhancement of Property, Plant and Equipment. These commitments relate to:

- Waste Vehicles £949,500
- Leisure Centre investment £488,000

As a comparison, as at 31 March 2017 the Authority had entered into the following contracts for the construction or enhancement of Property, Plant and Equipment. These commitments relate to:

- Waste Vehicles £2.5 million
- Leisure Centre Investment £1.5 million

Revaluations

The Council values its whole asset portfolio once every five years. The last valuation was carried out in 2014. An external independent valuer, Jones LangLasalle, revalued the Authority's asset portfolio as at 31 March 2014.

Fair Value Review at 31 March 2018

In addition, a formal impairment review of the entire holding of assets is undertaken at the end of each financial year, to ensure the carrying value reflects the fair value at the Balance Sheet date. This was undertaken by the Council's Valuer.

Non-Specialised operational properties were valued on the basis of existing use value (EUUV). Specialised operational properties were valued on the basis of depreciated replacement costs (DRC). A de minimus level of £10,000 was set. Infrastructure assets are on a historical cost (HC) basis, whilst vehicles, plant and equipment are held on historical costs as a proxy for current value.

	Land and buildings £000	Vehicles, plant furniture & equipment £000	Total £000
Valued at historical cost	-	1,653	1,653
Valued at current value in:			
2017/2018	9,010	-	9,010
2013/2014	9,817	-	9,817
Total	18,827	1,653	20,480

SECTION 3 NOTES TO THE ACCOUNTS

Impairment Losses

Impairment losses and impairment reversals charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure, are summarised in the preceding movements table, reconciling the movement over the year in the Property, Plant and Equipment balances. No impairment losses other than those relating to revaluation losses were incurred.

13. FINANCIAL INSTRUMENTS

Categories of Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial instruments are:

Liabilities

- trade payables and other payables
- borrowings
- financial guarantees

Assets

- bank deposits
- trade receivables
- loans receivables
- investments

Derivatives

- swaps
- forwards
- options

Capitalisation of Borrowing Costs

Due to the costs of the Authority's Capital Programme, the Authority borrowed £2.1 million from the Public Works Loan Board (PWLB) on 2nd August 2007 at a fixed rate of 4.55% for 45 years and 6 months.

On 29 March 2018, the Authority borrowed £2.65 million on an Annuity loan from the Public Works Loan Board (PWLB) at a fixed rate of 1.92% for 9 years.

Any costs of borrowing are borne in the Comprehensive Income & Expenditure statement by interest charges and the Minimum Revenue Provision for the repayment of debt. The Minimum Revenue Provision (MRP) is charged on the Asset Life Method and provisions are made over the estimated life of the asset for which the borrowing is undertaken. MRP is applied in the financial year following the one in which the asset became operational.

SECTION 3 NOTES TO THE ACCOUNTS

Summary of Financial Instruments

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

	Long-term		Current	
(2016/17 – short term debtors restated*)	31 March 2017 £000	31 March 2018 £000	31 March 2017 £000	31 March 2018 £000
Investments				
Short term investments	-	-	-	3,000
Available-for-sale investments:				
Local Authorities' Property Fund	-	484	-	-
Cash and cash equivalents				
Loans and receivables:				
Money Market Funds and cash	-	-	9,641	4,377
Debtors				
Loans and receivables	127	123	-	-
Short term debtors*	-	-	968*	1,211
Total Financial Assets	127	607	10,609	8,588
Borrowings				
Loans at amortised cost:				
PWLB	(2,100)	(4,750)	-	-
Other Long Term Liabilities				
Liabilities at amortised cost:				
Long term creditors	(110)	(54)	-	-
Creditors				
Liabilities at amortised cost:				
Short term creditors	-	-	(2,747)	(1,950)
Total Financial Liabilities	(2,210)	(4,804)	(2,747)	(1,950)

*The 2016/17 comparative for short term debtors has been restated. In 2016/17 capital payments in advance (£53,000) were incorrectly classified as a Financial Instrument.

SECTION 3 NOTES TO THE ACCOUNTS

FAIR VALUE OF ASSETS AND LIABILITIES

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost (in long term assets/liabilities with accrued interest in current assets/liabilities). Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the Public Works Loan Board (PWLB), borrowing rates have been applied to provide the fair value under PWLB debt redemption procedures;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

In addition for financial assets or liabilities not being carried at fair value (e.g. amortised cost) the Code of Practice requires disclosure of these fair values by each class of assets and liabilities.

The fair values are as follows:

	31 March 2017		31 March 2018	
	Carrying amount	Fair Value	Carrying amount	Fair Value
	£000	£000	£000	£000
PWLB Debt – Maturity	2,100	3,118	2,100	3,840
PWLB Debt – Annuity	-	-	2,650	2,780
Long Term Debtors	127	127	123	123
Long Term Creditors	110	110	54	54

SECTION 3 NOTES TO THE ACCOUNTS

RECOGNITION AND MEASUREMENT OF FINANCIAL INSTRUMENTS

The main measurement bases used by the Authority in preparing the treatment of Financial Instruments within its financial statements are as follows:

Financial Instrument	Basis of measurement	Note
Investments – Fixed Rate	Carrying amount adjusted for interest owed at year end.	Investments have both fixed term and fixed interest rates.
Investments – Other	Held at carrying value on basis of materiality.	Money Market Funds and CCLA
PWLB Debt	Carrying value and interest due at year end shown as a current liability.	Borrowing is both fixed term and fixed interest rate.
Operational Debtors	Held at invoiced amount less a provision for uncollectable debts.	Carrying amount is reasonable approximation of fair value for these short term receivables with no stated interest rate.
Operational Creditors	Held at invoiced amount	Carrying amount is reasonable approximation of fair value for these short term liabilities

14. DEBTORS

31.3.2017 £000		31.3.2018 £000
	Short Term	
367	Central Government bodies*	1,120
593	Other Local Authorities**	209
	Other debtors	
387	Council Tax	716
250	Business Rates	430
944	Other entities and individuals***	1,285
2,541	Total	3,760
	Long Term	
127	Local Authorities	123
127	Total	123

*The 'Central Government bodies' debtor has increased substantially in 2017/18 due to the end of year position for the Housing Benefit subsidy claim. At 31 March 2018 £637,000 was due from Central Government following completion of the final claim.

SECTION 3 NOTES TO THE ACCOUNTS

**The reduction in 'Other Local Authorities' debtors is mainly due to the timing of shared services recharges with South Hams District Council and changes to the hosting agreement of the Building Control Partnership – see note 25 Trading Operations for further information. There is a similar reduction in 'Other Local Authorities' creditors shown in Note 16.

***The increase in 'Other entities and individuals' debtor for 2017/18 relates mainly to the deposit on a Commercial property purchase in Okehampton. This will be funded from PWLB borrowing in April 2018.

15. CASH AND CASH EQUIVALENTS

31.3.2017 £000		31.3.2018 £000
1,191	Cash held by the Authority	1,177
8,450	Money Market Funds	3,200
9,641	Total Cash and Cash Equivalents	4,377

16. CREDITORS

31.3.2017 £000		31.3.2018 £000
	Short Term	
(113)	Central Government bodies	-
(1,935)	Other local Authorities*	(840)
(2)	NHS Bodies	(1)
	Other Creditors	
(183)	Council Tax	(44)
(800)	Business Rates	(681)
(2,258)	Other entities and individuals**	(2,801)
(5,291)	Total	(4,367)
	Long Term	
(73)	Local Authorities	(16)
(37)	Other entities and individuals	(38)
(110)	Total	(54)

*The reduction in 'Other Local Authorities' creditors is partly due to the timing of shared services recharges with South Hams District Council. There is a similar reduction in 'Other Local Authorities' debtors in Note 14. In addition the balance at 31 March 2017 included some Section 106 deposits due to Devon County Council, which were paid during 2017/18.

**The increase in 'Other entities and individuals' short term creditor for 2017/18 relates mainly to the purchase of new waste vehicles, which are due to be settled in 2018/19.

SECTION 3 NOTES TO THE ACCOUNTS

17. PROVISIONS

Provisions payable within twelve months of the Balance Sheet date are classified as current liabilities; provisions payable more than twelve months from the Balance Sheet date are classified as long term liabilities. No long term provisions were created in 2017/18 or 2016/17. The breakdown of the 2017/18 provision is shown in the following table:

	Business Rates Appeals £000
Balance at 1 April 2017	(306)
Provisions made in year	(303)
Amounts used in year	196
Balance at 31 March 2018	(413)

Short term – Business Rates Appeals:

Provision is made for likely refunds of business rates as a result of appeals against the rateable value of business properties. The provision is based on the total value of outstanding appeals at the end of the financial year as advised by the Valuation Office Agency. Using this information, an assessment was made about the likely success rate of appeals and their value. In 2017/18 there has been a £267,000 increase in the provision for appeals within the Collection Fund. The Council's share of this is 40% (£107,000). This is further explained in the Narrative Statement.

18. USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement in Section 2C. The Council has the following usable reserves:

General Fund Balance - This balance has been established from surpluses on the Council's total expenditure. It provides a financial cushion should anything unexpected happen which would require unplanned expenditure.

Earmarked Reserves - The Council has set aside monies for specific purposes e.g. vehicle & plant replacement, the funding of strategic issues etc.

Capital Receipts Reserve - Proceeds from the sale of assets are held in this reserve to be made available for future capital expenditure.

Capital Grants Unapplied – This reserve represents grants and contributions received in advance of matching to new capital investment.

SECTION 3 NOTES TO THE ACCOUNTS

19. UNUSABLE RESERVES

31.3.2017 £000		31.3.2018 £000
5,515	Revaluation Reserve	6,820
12,167	Capital Adjustment Account	11,378
(26,368)	Pensions Reserve	(24,380)
-	Available for Sale Financial Instruments Reserve	(16)
208	Council Tax Collection Fund Adjustment Account	109
161	Business Rates Collection Fund Adjustment Account	61
(74)	Accumulated Absences Account	(77)
(8,391)	Total Unusable Reserves	(6,105)

SECTION 3 NOTES TO THE ACCOUNTS

Revaluation Reserve

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

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

The Reserve includes 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.

31.3.2017 £000	31.3.2017 £000	Revaluation Reserve	31.3.2018 £000	31.3.2018 £000
	5,578	Balance at 1 April		5,515
-		Upward revaluation of assets	1,934	
-		Downward revaluation of assets and impairment losses not charged to the Surplus or Deficit on the Provision of Services	<u>(585)</u>	
	5,578	Surplus or (Deficit) on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		1,349
<u>(63)</u>		Difference between fair value depreciation and historical cost depreciation	<u>(44)</u>	
	(63)			(44)
	5,515	Balance at 31 March		6,820

SECTION 3 NOTES TO THE ACCOUNTS

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 an 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.

2016/17 £000	2016/17 £000	Capital Adjustment Account	2017/18 £000	2017/18 £000
	12,419	Balance at 1 April		12,167
		Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement (CIES) :		
(448)		▪ Charges for depreciation of non-current assets	(468)	
-		▪ Revaluation losses on Property, Plant and Equipment	(626)	
(42)		▪ Amortisation of Intangible Assets	(54)	
(413)		▪ Revenue expenditure funded from capital under statute (REFCUS)	(409)	
	(903)	Total		(1,557)
63		Adjusting amounts written out of the Revaluation Reserve	44	
	63	Net written out amount of the cost of non-current assets consumed in the year		44
		Capital financing applied in the year:		
-		• Use of the Capital Receipts Reserve to finance new capital expenditure	123	
249		• Capital grants and contributions credited to the CIES that have been applied to capital financing	177	
-		• Application of grants to capital financing from the Capitals Grants Unapplied Account	152	
297		• Capital expenditure charged against the General Fund	230	
42		• Statutory provision for the financing of capital investment charged against the General Fund (Minimum Revenue Provision)	42	
	588	Total		724
	12,167	Balance at 31 March		11,378

SECTION 3 NOTES TO THE ACCOUNTS

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 (CIES) as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the 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.

31.3.2017 £000	Pensions Reserve	31.3.2018 £000
(20,163)	Balance at 1 April	(26,368)
(5,780)	Actuarial gains or (losses) on pension assets and liabilities	2,866
(1,328)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES	(1,797)
903	Employer's pensions contributions and direct payments to pensioners payable in the year	919
(26,368)	Balance at 31 March	(24,380)

Available for Sale 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

31.3.2017 £000	Available for Sale Financial Instruments Reserve	31.3.2018 £000
-	Balance at 1 April	-
-	Upward revaluation of assets	-
-	Downward revaluation of investments not charged to the Surplus/(Deficit) on the Provision of Services	(16)
-	Balance at 31 March	(16)

SECTION 3 NOTES TO THE ACCOUNTS

Council Tax Collection Fund Adjustment Account

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

31.3.2017 £000	Council Tax Collection Fund Adjustment Account	31.3.2018 £000
361	Balance at 1 April	208
(153)	Amount by which council tax income credited to the CIES is different from council tax income calculated for the year in accordance with statutory requirements	(99)
208	Balance at 31 March	109

Business Rates Collection Fund Adjustment Account

A scheme for the retention of business rates came in to effect on 1 April 2013 and established new accounting arrangements. The Business Rates Collection Fund Adjustment Account manages the differences arising from the recognition of business rates income in the Comprehensive Income and Expenditure Statement (CIES) as it falls due from ratepayers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

31.3.2017 £000	Business Rates Collection Fund Adjustment Account	31.3.2018 £000
(607)	Balance at 1 April	161
768	Amount by which Business Rates income credited to the CIES is different from Business Rates income calculated for the year in accordance with statutory requirements*	(100)
161	Balance at 31 March	61

*See Note on Business Rates appeals in the Narrative Statement

SECTION 3 NOTES TO THE ACCOUNTS

Accumulated Absences Account

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

31.3.2017		Accumulated Absences Account	31.3.2018	
£000	£000		£000	£000
	(72)	Balance at 1 April		(74)
72		Settlement or cancellation of accrual made at the end of the preceding year	74	
(74)		Amounts accrued at the end of the current year	(77)	
	(2)	Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		(3)
	(74)	Balance at 31 March		(77)

20. CASH FLOW STATEMENT – ADJUSTMENTS TO NET SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES FOR NON-CASH MOVEMENTS

2016/17		2017/18
£000		£000
(448)	Depreciation	(468)
-	Impairment & downward valuations	(626)
(42)	Amortisation	(54)
389	(Increase)/decrease in Debtors	861
(160)	Increase/(decrease) in Creditors	709
(425)	Movement in pension liability	(878)
-	Other non-cash items charged to the net surplus or deficit on the provision of services	(122)
(686)	Total	(578)

SECTION 3 NOTES TO THE ACCOUNTS

21. CASH FLOW STATEMENT – ADJUSTMENTS TO NET SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES THAT ARE INVESTING AND FINANCING ACTIVITIES

2016/17 £000		2017/18 £000
502	Capital Grants credited to the net surplus or deficit on the provision of services	342
(4,000)	Proceeds from short-term and long-term investments	0
-	Other non-cash items charged to the net surplus or deficit on the provision of services	18
(3,498)	Total	360

22. CASH FLOW STATEMENT – INVESTING ACTIVITIES

2016/17 £000		2017/18 £000
134	Purchase of Property, Plant and Equipment, Investment Properties and Intangible Assets	2,749
-	Purchase of short and long term investments	3,500
-	Other payments for investing activities	(140)
-	Proceeds from the sale of Property, Plant and Equipment, Investment Properties & Intangible Assets	(18)
(414)	Other receipts from investing activities (capital grants & contributions)	(440)
(280)	Net cash flows from investing activities	5,651

23. CASH FLOW STATEMENT – FINANCING ACTIVITIES

2016/17 £000		2017/18 £000
0	Cash receipts of short and long term borrowing	(2,650)
451	Other receipts from financing activity	767
451	Total	(1,883)

24. TRADING OPERATIONS – BUILDING CONTROL

The Building (Local Authority Charges) Regulations 1998 require the disclosure of information regarding the setting of charges for the administration of the Building Control function. Building Regulations Control Services operate as a separate trading unit.

As of 1 April 2017, West Devon Borough Council (WDBC), South Hams District Council (SHDC) and Teignbridge District Council (TDC) entered into an updated partnership agreement and a new hosting agreement with respect to the staff and functions delivered by the Devon Building Control Partnership (DBCP) to the three Council areas. This agreement saw the transfer of all

SECTION 3 NOTES TO THE ACCOUNTS

staff who had DBCP responsibilities from WDBC or SHDC to TDC. WDBC and SHDC retain an active participation in the controlling Devon Building Control Partnership Committee.

The Summary Accounts for the year will be detailed in the Devon Building Control Partnership Accounts, which can be found at the following website under the Devon Building Control Partnership Committee 2018-2019:

<https://www.teignbridge.gov.uk/committee-meetings-and-agendas/devon-building-control-partnership-committee/devon-building-control-partnership-committee-2018-2019>

25. BUSINESS IMPROVEMENT DISTRICTS

The Tavistock Business Improvement District (BID) was set up in Tavistock on the 1st September 2011 for the purpose of providing additional services or improvements to the Tavistock BID area. The BID is funded in part by a levy which is based on the rateable value of each property within the BID area and this is charged in addition to the non-domestic rates. West Devon Borough Council acts as agent for the BID Company.

26. AGENCY SERVICES

(a) The Authority collects land charge search fees on behalf of Devon County Council. These fees are reimbursed to the County Council on a periodic basis. The amount collected was £19,951 in 2017/18 (£15,279 in 2016/17).

(b) The Authority acts as an agent for Devon County Council, Devon and Cornwall Police Authority and Devon & Somerset Fire & Rescue Authority in the collection of council tax and for Central Government for the collection of Non Domestic Business Rates. Details can be found in Section 4 - The Collection Fund.

(c) Under the provisions of The Business Improvements Districts (England) Regulations 2004, the Authority provides agency services for the Tavistock BID.

27. MEMBERS' ALLOWANCES

The Authority paid the following amounts to Members of the Council during the year. Members allowances are published on the Council's website at:

<https://www.westdevon.gov.uk/article/3661/Councillor-Allowances-and-Annual-Attendance->

2016/17 £000		2017/18 £000
187	Allowances	187
18	Expenses	16
205	Total	203

SECTION 3 NOTES TO THE ACCOUNTS

28. OFFICERS' REMUNERATION

Regulation 4 of the Accounts and Audit (Amendment No.2) (England) Regulations 2009 [SI 2009 No. 3322] introduced a legal requirement to increase transparency and accountability in Local Government for reporting remuneration of senior employees and senior police officers.

A senior employee (England & Wales) is defined as an employee whose salary is more than £150,000 per year, or alternatively one whose salary is at least £50,000 (England) per year (to be calculated pro rata for a part-time employee) and who is:

- the designated head of paid service, a statutory chief officer or a non-statutory chief officer of a relevant body, as defined under the Local Government and Housing Act 1989
- the head of staff for a relevant body which does not have a designated head of paid service; or
- any person having responsibility for the management of the relevant body, to the extent that the person has power to direct or control the major activities of the body, in particular activities involving the expenditure of money, whether solely or collectively with other persons.

The remuneration paid to the Authority's senior employees is as follows:

Post	Year	Salary, Fees and Allowances £	Expenses £	Pension Contribution £	Total £
Executive Director Head of Paid Service – left 18.2.18	17/18	92,231	1,542	11,660	105,433
	16/17	97,869	864	11,940	110,673
Strategic Finance Lead & S151 Officer	17/18	56,710	-	7,543	64,253
	16/17	58,092	-	7,087	65,179
Commercial Services Group Manager	17/18	72,720	4,219	9,672	86,611
	16/17	69,667	2,253	8,499	80,419
Business Development Group Manager	17/18	62,452	2,722	8,306	73,480
	16/17	61,610	3,054	7,517	72,181
Monitoring Officer (0.9FTE)	17/18	49,714	90	6,612	56,416
	16/17	49,222	383	6,005	55,610
Commissioning Manager	17/18	48,220	1,942	6,413	56,575
	16/17	-	-	-	-
Operational Manager (Environmental Services)	17/18	49,043	1,744	6,523	57,310
	16/17	-	-	-	-

No other officers earned over £50,000 during 2017/18 or 2016/17.

SECTION 3 NOTES TO THE ACCOUNTS

Note A: Shared Services with South Hams District Council

The total cost of senior employees employed by South Hams District Council has been included in the equivalent note of South Hams District Council's Accounts in accordance with the accounting requirements and is therefore excluded from the table above.

In 2017/18 West Devon Borough Council reimbursed costs amounting to £133,000 (2016/17 £107,000) in respect of members of the Senior Leadership Team, who are employed by South Hams District Council. West Devon Borough Council received a reimbursement in 2017/18 from South Hams District Council of £282,000 (2016/17 £224,000) in respect of the above shared senior employees.

Note B: Senior Leadership Team Interim arrangements

In February 2018, the Executive Director for Strategy and Commissioning and Head of Paid Service left the employment of West Devon Borough Council. Due to the scale of the challenges ahead for the Council, Members felt that it was important that the Council retained stability and continuity in its strategic leadership and senior management capacity.

At a Council meeting in December 2017, Council approved that the Executive Director for Service Delivery and Commercial Development (employed by South Hams District Council) be designated the Head of Paid Service for an interim period of up to 18 months. It was also agreed to allocate additional responsibilities to members of the senior and extended leadership team on an interim basis.

29. PAYMENTS TO EXTERNAL AUDITORS

The Authority has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and to non-audit services provided by the Authority's external auditors:

	2016/17 £000	2017/18 £000
Fees payable with regard to external audit services	44	45
Core Audit Fees	39	39
Audit of Grants and Returns	5	6
Rebate from Public Sector Audit Appointments Ltd	-	(6)
TOTAL	44	39

SECTION 3 NOTES TO THE ACCOUNTS

30. GRANT INCOME

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement.

	2016/17 £000 Restated*	2017/18 £000
Credited to Taxation and Non Specific Grant Income		
Capital grants and contributions:		
MHCLG – Disabled Facilities Grants*	(402)	(279)
Non ring - fenced Government grants and contributions:		
Revenue Support Grant	(627)	(227)
New Homes Bonus Grant	(1,745)	(961)
Small Business Rate Relief	(367)	(738)
Rural Services Delivery Grant	(462)	(373)
Transition Grant	(31)	(31)
Total	(3,634)	(2,609)
Credited to Services		
Rent Allowance subsidy	(13,440)	(13,105)
Housing Benefit administration subsidy	(218)	(201)
Rent rebate subsidy	(55)	(44)
Flexible Homelessness Support Grant	-	(92)
Discretionary housing payments	(112)	(193)
Business Rates cost of collection allowance	(85)	(84)
MHCLG - Community Housing Fund	(248)	-
REFCUS grants applied*	-	-
Section 106 deposits	(2)	(103)
Recycling credits	(301)	(260)
Electoral Commission - General Elections, Referendum and Police & Crime Commissioners	(202)	(162)
County Council Elections	-	(100)
Other grants	(152)	(167)
Total	(14,815)	(14,511)

*The 2016/17 revenue grants and capital grants have been restated to reflect the correct accounting treatment of REFCUS (Revenue Expenditure Funded from Capital Under Statute) grants. In the 2016/17 Statement of Accounts revenue grants credited to services were overstated by £250,000 with a corresponding reduction in capital grants credited to taxation and non-specific grant income.

SECTION 3 NOTES TO THE ACCOUNTS

The Authority has received a number of grants, contributions and donations that have yet to be recognised as income as they have repayments conditions attached to them. Until these conditions are met these grants are held as receipts in advance. Should these conditions not be met the monies would need to be returned to the grantor. The balances at the year-end are as follows:

Capital Grants Receipts in Advance	31 March 2017 £000	31 March 2018 £000
Land Stabilisation	(10)	(10)
Hayedown	(20)	(20)
Batheway Fields	-	(158)
Other Section 106s	(412)	(454)
Total	(442)	(642)

31. RELATED PARTIES

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

Central Government

Central Government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework, within which the Authority operates and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills, housing benefits). Grants received from Government departments are detailed in Note 30.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2017/18 is shown in Note 27.

iESE Transformation Ltd

West Devon Borough Council and South Hams District Councils have a relationship with iESE Transformation Ltd. (iESE) which has seen the latter providing consultancy support services to the Councils in previous years as part of their T18 Transformation Programme. (Further narrative on the T18 Transformation Programme is included in the Narrative Statement). The nature of this relationship is similar to an in-house arrangement on the basis that the Councils have become Public Body Members of the Company; meaning that the arrangements are not subject to the EU Directives concerning procurement (the Teckal Exemption). There is no requirement for Public Body Members to provide any funding or support for the Company other than as set in contracts for services entered into with the Company.

SECTION 3 NOTES TO THE ACCOUNTS

32. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below with the resources that have been used to finance it, giving rise to the movement in the Council's Capital Financing Requirement.

Summary of Capital Expenditure and Financing (incorporating the Capital Financing Requirement)	2016/17 £000	2017/18 £000
<i>Opening Capital Financing Requirement</i>	<i>1,758</i>	<i>1,716</i>
Capital Investment		
Property, Plant and Equipment	-	1,816
Intangible Assets	35	90
Revenue expenditure funded from capital under statute (REFCUS)	413	375
Assets under Construction	99	933
Total expenditure for capital purposes	547	3,214
Sources of Finance		
Capital receipts	-	(126)
Capital grants and external contributions	(250)	(291)
Earmarked reserves	(297)	(231)
Total funding	(547)	(648)
Minimum Revenue Provision	(42)	(42)
<i>Closing Capital Financing Requirement</i>	<i>1,716</i>	<i>4,240</i>
<i>Movement in Capital Financing Requirement</i>	<i>(42)</i>	<i>2,524</i>
Explained by:		
Minimum Revenue Provision	(42)	(42)
Underlying need to borrow	-	2,566

SECTION 3 NOTES TO THE ACCOUNTS

33. LEASES

Authority as Lessee

The Authority has, in the past, acquired some assets through operating leases. These have included vehicles and printers. However, all remaining material operating leases have ceased and no lease payments have been made since 2009/10.

Authority as Lessor

The Authority leases various industrial units and commercial properties to external organisations. The gross value of assets held for use in operating leases was £3m as at 31 March 2018.

The authority has also granted a lease to the Wharf Building. The lease is for 35 years from December 1994 and was originally granted to The Wharf Community Arts Centre Limited but has now been transferred to CAM (The Wharf) Limited. The arrangement is accounted for as an operating lease and a peppercorn rent is charged.

34. EXIT PACKAGES AND TERMINATION BENEFITS

There were no exit packages in 2017/18 (nil in 2016/17). In addition, West Devon Borough Council has not contributed towards exit packages in South Hams District Council in 2017/18 (nil in 2016/17).

SECTION 3 NOTES TO THE ACCOUNTS

35. DEFINED BENEFIT PENSION SCHEMES

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 need to be disclosed at the time that employees earn their future entitlement.

The Authority participates in the Local Government Pension Scheme (LGPS). The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings.

The administering authority for the Fund is Devon County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

Contributions are set every 3 years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions. Funding levels are monitored on an annual basis. The total contributions expected to be made to the LGPS by the Council in the year to 31 March 2019 is £837,000. The Actuary has estimated the duration of the Employer's liabilities to be 19 years.

Further information can be found in Devon County Council Pension Fund's Annual Report which is available upon request from The County Treasurer, Devon County Council, County Hall, Exeter, EX2 4QJ.

Transactions Relating to Post-employment Benefits

The cost of retirement benefits are recognised 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.

Service Cost

Of particular note is the substantial movement in the service cost from 2016/17. The increase in 2017/18 is due to a combination of factors which include the discount rate used, inflation and the cost of settlements. Firstly, the reduction in the discount rate increases the cost of service as there is an adverse movement between the benefits that members will have accrued compared with the returns that are anticipated at the discount rate. Secondly, the increase in inflation in 2017/18 increases the benefits members will have accrued from their services.

SECTION 3 NOTES TO THE ACCOUNTS

The movement in the pension scheme assets and liabilities together with the treatment of the corresponding transactions in the CIES is summarised in the following tables:

Comprehensive Income and Expenditure Statement	2016/17 £000	2017/18 £000
Cost of Services		
<i>Service cost compromising</i>		
- Current Service Cost	604	1,083
<i>Financing and Investment Income and Expenditure</i>		
- Net Interest Expense	710	700
- Administration Expenses	14	14
Total Post-employment benefits charged to the Surplus or Deficit on the Provision of Services	1,328	1,797
Other post-employment benefits charged to the comprehensive income and expenditure statement		
<i>Re-measurement of the net defined benefit liability compromising:</i>		
- Change in financial assumptions	(10,701)	2,502
- Change in demographic assumptions	292	-
- Experience loss/(gain)	1,780	-
- Return on fund assets in excess of interest	3,141	364
- Other actuarial gains/(losses) on assets	(292)	-
Total re-measurement recognised	(5,780)	2,866
Total post-employment benefits charged to the Comprehensive income and expenditure statement	(4,452)	4,663
<i>Movement in Reserves Statement</i>		
- Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the code	(1,328)	(1,797)
<i>Actual amount charged against the General Fund Balance for pensions in the year</i>		
- Employers contributions payable to scheme	807	919

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the balance sheet arising from the Authority's obligation in respect of its defined benefit plans is as follows:

SECTION 3 NOTES TO THE ACCOUNTS

Net Pension Liability	31 March 2017 £000	31 March 2018 £000
Present value of the defined benefit obligation	51,277	49,998
Fair value of Fund assets	(25,921)	(26,558)
Deficit / (Surplus)	25,356	23,440
Present value of unfunded obligation	1,012	940
Net defined benefit liability / (asset)	26,368	24,380

Reconciliation of opening and closing balances of the fair value of Fund assets	31 March 2017 £000	31 March 2018 £000
Opening fair value of Fund assets	22,827	25,921
Interest on assets	812	694
Return on assets less interest	3,141	364
Other actuarial gains/ (losses)	(292)	-
Administration expenses	(14)	(14)
Contributions by employer including unfunded	903	919
Contributions by Scheme participants	166	180
Estimated benefits paid plus unfunded net of transfers in	(1,622)	(1,506)
Closing fair value of Fund assets	25,921	26,558
Reconciliation of opening and closing balances of the present value of the defined benefit obligation	31 March 2017 £000	31 March 2018 £000
Opening defined benefit obligation	42,990	52,289
Current service cost	604	1,083
Interest cost	1,522	1,394
Change in financial assumptions	10,701	(2,502)
Change in demographic assumptions	(292)	-
Experience loss / (gain) on defined benefit obligation	(1,780)	-
Estimated benefits paid net of transfers in	(1,536)	(1,428)
Past service costs, including curtailments	-	-
Contributions by Scheme participants	166	180
Unfunded pension payments	(86)	(78)
Closing defined benefit obligation	52,289	50,938

Basis for estimating assets and liabilities

Assets and liabilities are assessed by Barnett Waddingham, an independent firm of actuaries. As required under IAS19 they use the projected unit method of valuation to calculate the service cost.

SECTION 3 NOTES TO THE ACCOUNTS

To assess the value of the Employer's liabilities at 31 March 2018, they have rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2016, using financial assumptions that comply with IAS19.

To calculate the asset share they have rolled forward the assets allowing for investment returns (estimated where necessary), contributions paid into and estimated benefits paid from the Fund, by and in respect of the Employer and its employees.

The major assumptions are summarised in the following table:

Basis for estimating assets and liabilities	31 March 2017	31 March 2018
Mortality assumptions (in years):		
<u>Longevity at 65 for current pensioners</u>		
- Men	23.4	23.5
- Women	25.5	25.6
<u>Longevity at 65 for future pensioners (in 20 years)</u>		
- Men	25.6	25.7
- Women	27.8	27.9
Financial assumptions (in percentages):		
- RPI increases	3.6%	3.3%
- CPI increases	2.7%	2.3%
- Salary increases	4.2%	3.8%
- Pension increases	2.7%	2.3%
- Discount rate	2.7%	2.55%

The financial assumptions summarised in the table above are set with reference to market conditions at 31 March 2018.

SECTION 3 NOTES TO THE ACCOUNTS

The table below looks at the sensitivity of the major assumptions:

Sensitivity analysis	£000s	£000s	£000s
Adjustment to discount rate	+0.1%	0.0%	(0.1%)
Present value of total obligation	50,020	50,938	51,874
Projected service cost	921	948	976
Adjustment to long term salary increase	+0.1%	0.0%	(0.1%)
Present value of total obligation	51,014	50,938	50,862
Projected service cost	948	948	948
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	(0.1%)
Present value of total obligation	51,799	50,938	50,092
Projected service cost	976	948	921
Adjustment to life expectancy assumptions	+ 1 Year	None	-1 Year
Present value of total obligation	52,964	50,938	48,992
Projected service cost	978	948	919

The estimated asset allocation for West Devon Borough Council as at 31 March 2018 is as follows:

Employer asset share	31 March 2017		31 March 2018	
	£000	%	£000	%
Gilts	773	3%	833	3%
UK equities	6,233	24%	5,694	22%
Overseas equities	9,014	34%	9,829	37%
Property	2,268	9%	2,471	9%
Infrastructure	1,009	4%	953	4%
Target return portfolio	3,849	15%	3,966	15%
Cash	692	3%	649	2%
Other bonds	662	3%	543	2%
Alternative assets	1,421	5%	1,443	5%
Private equity	-	-	177	1%
Total	25,921	100%	26,558	100%

SECTION 3 NOTES TO THE ACCOUNTS

Of the total fund asset at 31 March 2018, the following table identifies the split of those assets with a quoted market price and those that do not:

Employer Asset Share – Bid Value		31 March 2018	
		% Quoted	% Unquoted
Fixed interest government securities	UK	0.1%	-
	Overseas	3.1%	-
Corporate bonds	UK	-	-
	Overseas	2.0%	-
Equities	UK	20.7%	0.7%
	Overseas	32.2%	4.8%
Property	All	-	9.3%
Others	Absolute return portfolio	14.9%	-
	Private Equity	-	0.7%
	Infrastructure	-	3.6%
	Multi sector credit fund	5.4%	-
	Cash/Temporary investments	-	2.4%
Net current assets	Debtors	-	0.1%
	Creditors	-	-
Total		78.4%	21.6%

36. CONTINGENT LIABILITIES

The Council had no contingent liabilities at 31 March 2018.

SECTION 3 NOTES TO THE ACCOUNTS

37. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

Key Risks

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

Overall Procedures for Managing Risk

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

- by formally adopting the requirements of the Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders/constitution;
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - The Council's overall borrowing;
 - Its maximum and minimum exposures to fixed and variable rates;
 - Its maximum and minimum exposures regarding the maturity structure of its debt;
 - Its maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance.

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

SECTION 3 NOTES TO THE ACCOUNTS

The Annual Treasury Management Strategy which incorporates the prudential indicators was approved by Council and is available on the Council's website.

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

Credit risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with Fitch and Moody's Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above.

The full Investment Strategy for 2017/18 was approved by Council and is available on the Council's website. The Council's investment priorities are: -

- the security of capital and
- the liquidity of its investments

On 5 December 2017, the Council revised its Treasury Management Strategy for 2017/18, to include the proposals within the Council's Commercial Property Acquisition Strategy. The Council's Borrowing Limits were increased by £37.45 million to reflect this.

At Council in February 2017, it was approved (minute CM54 and HC50) that a sum of £500,000 be used to invest in CCLA's (CCLA Investment Management Limited) Local Authorities Property Fund, with the investment being placed in April 2017.

The Council's Counterparty limits are as follows:

£3 million for Money Market Funds

£0.5 million on CCLA Property Investment Fund

£3 million on term deposits with banks and building societies with the UK (£4 million with Lloyds Bank)

No breaches of the Council's counterparty criteria occurred during the reporting period.

The Council takes a very prudent approach regarding the collection of debts from its customers and calculates an annual provision for bad debts based on the age of its debt. A detailed review of potential bad debts was undertaken at 31 March 2018 and is reflected in the current figure of £577,000. This compares to £624,000 in 2016/17. The bad debt provision is adequate to deal with the historical experience of default and current market conditions. An analysis of the Council's debtors is provided in Note 14 to the accounts.

SECTION 3 NOTES TO THE ACCOUNTS

Liquidity risk

The Authority manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. An analysis of the Council's cash and cash equivalents is provided in Note 15 to the accounts.

This seeks to ensure that cash is available when needed.

The Authority has ready access to borrowing from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Authority is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Market Risk

Interest rate risk

The Authority is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Authority, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in fixed interest rates would have the following effects:

- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances);
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

Borrowings are not carried at fair value on the balance sheet, 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. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements.

From this Strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Finance team will monitor markets and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns, similarly the drawing of longer term fixed rates borrowing would be postponed.

SECTION 3 NOTES TO THE ACCOUNTS

Price risk

The Council has an investment of £0.5 million in the CCLA Local Authorities Property Fund which is classified as 'available for sale'. At the end of each financial year the value of the local authority's investment is adjusted to equal the number of units held, multiplied by the published bid price, with gain or loss taken to the Available for Sale Reserve. Movements in the unit price therefore have no impact on the General Fund until the investment is sold or impaired.

Foreign exchange risk

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

Refinancing and Maturity Risk

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

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategies address the main risks and the finance team address the operational risks within the approved parameters. This includes:

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

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period:

	Approved minimum limits	Approved maximum limits	Actual 31 March 2017 £million	Actual 31 March 2018 £million
Less than 1 year	0%	10%	0	0
Between 1 and 2 years	0%	10%	0	0
Between 2 and 5 years	0%	30%	0	0
Between 5 and 10 years	0%	50%	0	2.65
More than 10 years	0%	100%	2.1	2.1
Total			2.1	2.1

SECTION 3 NOTES TO THE ACCOUNTS

38. ACCOUNTING POLICIES

a) General Principles

The Statement of Accounts summarises the Authority's transactions for the 2017/18 financial year and its position at the year end of 31 March 2018. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. These regulations require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, supported by International Financial Reporting Standards (IFRS) (and statutory guidance issued under section 12 of the 2003 Act).

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

The accounting policies are applicable to all of the Council's transactions including those of the Collection Fund (council tax and business rates).

b) Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract

SECTION 3 NOTES TO THE ACCOUNTS

- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected

The Council operates a de minimis policy for accruals. For revenue and capital the de minimis has remained at £5,000 in 2017/18.

c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that are readily convertible to known amounts of cash with insignificant risk of change in value. Our policy is shown in the following table:

Type of Investment	Settlement Terms	Gain/Loss on Sale	Cash Equivalent
Money Market Fund	T + 0	x	✓
Call Account	T + 0	x	✓
Notice Deposit	Maturity	x	x
Term Deposit	T + 7 days	x	✓
Other Term Deposits	Maturity	x	x

Key: T = trade date

The Council's view is that investments made with an investment period of greater than 7 days would not be classified as cash equivalents because they are not sufficiently liquid to meet short term cash commitments.

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

d) Material items of Income and Expense

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

SECTION 3 NOTES TO THE ACCOUNTS

e) Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

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

f) Charges to Revenue for Non-Current Assets

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

- depreciation attributable to the assets used by the relevant service
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- amortisation of intangible assets attributable to the service

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. These charges are therefore replaced by the contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement, for the difference between the two.

SECTION 3 NOTES TO THE ACCOUNTS

g) Employee Benefits

Benefits Payable during Employment

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date, or an officer's decision to accept voluntary redundancy in exchange for those benefits. These benefits are charged on an accruals basis to the appropriate service or, where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement, to terminate at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Post-Employment Benefits

Employees of the Authority are members of the Local Government Pensions Scheme, administered by Devon County Council. This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority.

The Local Government Scheme

The Local Government Scheme is accounted for as a defined benefits scheme in the following way:

- The liabilities of the Devon County Council Pension Fund 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 estimates of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate.
- The assets of the pension fund attributable to the Authority are included in the Balance Sheet at their fair value.

SECTION 3 NOTES TO THE ACCOUNTS

For further information please refer to Note 35.

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

- **Service cost comprising:**
 - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - net interest on the net defined benefit liability (asset), i.e. net interest expense for the Authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

- **Re-measurements comprising:**
 - the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
 - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
 - contributions paid to the Devon County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

SECTION 3 NOTES TO THE ACCOUNTS

Discretionary Benefits

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

h) Events after the Reporting Period

Events after the Reporting Period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue.

Two types of events can be identified:

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

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

i) Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

SECTION 3 NOTES TO THE ACCOUNTS

Financial Assets

Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments (the Council does not currently hold any available-for-sale assets).

Loans and Receivables

Loans and receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

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 relevant service (for receivables specific to that service), or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

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

Fair Value

The Council measures some of its assets and liabilities at their fair value at the end of the reporting period. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes places either:

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

The Council measures the fair value of its assets and liabilities in line with the highest and best use definition within the accounting standard. The highest and best use of the asset or liability being valued is considered from the perspective of a market participant.

SECTION 3 NOTES TO THE ACCOUNTS

Inputs to the valuation techniques in respect of the Council's fair value measurement of its assets and liabilities are categorised within the fair value hierarchy as follows:

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

Recognition and measurement of financial instruments

The main measurement bases used by the Council in preparing the treatment of Financial Instruments within its financial statements are as follows:

Financial Instrument	Basis of Measurement	Note
Investments – Fixed Rate	Carrying amount adjusted for interest owed at year end	Investments have both fixed term and fixed interest rates
Investments – Other	Held at carrying value on basis of materiality	See also accounting policy on cash equivalents
Operational debtors	Held at invoiced or billed amount less an estimate for non-collection of debts	Carrying amount is a reasonable approximation of fair value for these short term receivables with no stated interest rate. The carrying amount has been adjusted for an assessment of bad debts. See Note 37 within 'credit risk' for further information
Operational creditors	Held at invoiced or billed amount	Carrying amount is a reasonable approximation of fair value for these short term liabilities

SECTION 3 NOTES TO THE ACCOUNTS

j) Government Grants and Contributions

General

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

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

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

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

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

A Business Improvement District (BID) scheme operates in Tavistock. This scheme is funded by a BID levy paid by non-domestic ratepayers. The Council acts as an agent for the Tavistock BID Company, the Council is the billing authority and collects the levy on the BID company's behalf. No income or expenditure is included in the Comprehensive Income and Expenditure Statement, and any cash balance collected by the Council but not yet paid to the BID company at the year end is carried in the Balance Sheet as a creditor.

k) Heritage Assets

Heritage assets are assets that are held by the Authority principally for their contribution to knowledge or culture. The Council has reviewed its insurance and assets registers and has not identified any material assets that require disclosure.

SECTION 3 NOTES TO THE ACCOUNTS

l) Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority. As with Property, Plant and Equipment a de minimis level of £10,000 has been set for capitalisation.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over 3 years to the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation charges are not permitted to have an impact on the General Fund Balance. Therefore, these charges are reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

m) Inventories

Inventories are included in the Balance Sheet at the lower of cost and net realisable value.

n) Jointly Controlled Operations

Jointly controlled operations are activities undertaken by the Authority in conjunction with other partners that involve the use of the assets and resources of the partners rather than the establishment of a separate entity. The Authority recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

o) Leases

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

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets (i.e. embedded leases).

SECTION 3 NOTES TO THE ACCOUNTS

The Authority as Lessee

Finance Leases

The Council does not hold any finance leases as a lessee.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made in accordance with the lease terms.

The Authority as Lessor

Finance Leases

The Council does not hold any finance leases as a lessor.

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement and is credited in accordance with the lease terms.

p) Overheads and Support Services

Costs of overheads and support services are only recharged to services requiring full cost recovery. Apart from these exceptions support services are shown in the Comprehensive Income and Expenditure Statement in their own reporting segment, which is in line with the Council's internal reporting method.

q) Property, Plant and Equipment

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

Recognition

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

SECTION 3 NOTES TO THE ACCOUNTS

Measurement

Assets are initially measured at cost, comprising:

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

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

For non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

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

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

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

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

SECTION 3 NOTES TO THE ACCOUNTS

De minimis policy for capital controls and accounting purposes

CIPFA have not set specified de minimis levels and it is up to authorities to decide for themselves having regard to their particular circumstances.

In order to reduce the administrative burden a general de minimis limit of £10,000 has been set for the recognition of capital expenditure except for:

- Vehicles, Vessels and Plant for which the limit is £7,000
- Loans which have no limit

Component Accounting

The International Financial Reporting Standards (IFRS) code requires separate accounting for depreciation of significant components of assets that are:

- acquired on or after 1 April 2010
- enhanced on or after 1 April 2010
- revalued on or after 1 April 2010

Where there is more than one significant part of the same asset which has the same useful life and depreciation method, such parts may be grouped in determining the depreciation charge.

Significant components which have different useful lives and/or depreciation methods, will be accounted for separately.

Where a component is replaced or restored, the carrying amount of the old component shall be derecognised and the new component reflected in the assets carrying amount, subject to the recognition principles of capitalising expenditure. Derecognition of a component from the Balance Sheet takes place when no future economic benefits are expected from its use. Such recognition and derecognition takes place regardless of whether the replaced part has been depreciated separately.

Assets eligible to be considered for componentisation are those classified within the following categories:

1. Operational Buildings
2. Assets Held for Sale

The following will be considered outside the scope for componentisation:

1. Non-Depreciable Land
2. Assets Under Construction
3. Investment Properties
4. Infrastructure
5. Plant and Equipment
6. Community Assets
7. Intangible Assets

SECTION 3 NOTES TO THE ACCOUNTS

The criteria for components to be separately valued are that:

De minimis threshold - *The overall gross asset value must be in excess of £400k to be considered for componentisation* **and**

Materiality - *The component must have a minimum value of £200k or be at least 20% of the overall value of the asset (whichever is the higher)* **and**

Asset lives - *The estimated life of the component is less than half of that of the main asset.*

All three rules above must be met to consider componentisation. These rules will apply to revaluations and when replacing components within an asset.

Where enhancement is integral to the whole asset then unless there is significant evidence to the contrary, the asset life of the enhancement will have the same remaining life as the existing asset and will not be separately identified as a component.

Where assets are material and will therefore be reviewed for significant components, it is recommended that the **minimum** level of apportionment for the non-land element of assets is:

- Plant and equipment and engineering services
- Structure

The Valuer will assign to each standard property type a group of significant components common to all property assets within that property type.

Where a component is replaced the existing component shall be derecognised and the new component cost added to the carrying amount. The amount derecognised will be estimated based on the cost of the replacement part. This principle will apply to componentised and non-componentised assets.

Assets and asset components will be revalued in accordance with the annual valuation schedule agreed with the Valuer. The Valuer will be responsible for providing valuations apportioned in accordance with the assets property type.

Impairment

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

SECTION 3 NOTES TO THE ACCOUNTS

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

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

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

Depreciation

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

Depreciation is calculated on a straight-line allocation over the useful life of the asset. Useful lives are determined on a case by case basis. Typical useful lives are:

Asset	Useful life
Buildings	Sixty years
Infrastructure	Twenty years
Refuse vehicles	Seven years
Light vans	Five years
IT equipment	Four years

Where an item of Property, Plant and Equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

SECTION 3 NOTES TO THE ACCOUNTS

Disposals and Non-current Assets Held for Sale

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

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

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

r) Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential and a reliable estimate can be made of the amount of the obligation.

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

SECTION 3 NOTES TO THE ACCOUNTS

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

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

Contingent Liabilities

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts. The Council operates a disclosure de minimis policy for contingent liabilities and assets of £50,000.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

s) Reserves

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

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

SECTION 3 NOTES TO THE ACCOUNTS

t) Revenue Expenditure Funded from Capital under Statute (REFCUS)

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

u) Section 106 Deposits

Developer contributions are initially treated as Capital Receipts in Advance unless a clear capital use is identified in the terms of the agreement, in which case they are defined as Capital Contributions Unapplied.

v) Shared Services

West Devon Borough Council and South Hams District Council have been in a shared services arrangement since 2007. Following the implementation of the joint Transformation Programme (T18), all of the Councils' non-manual workforce are shared across both Councils.

Officers have produced a methodology for recharging the salary costs of shared officers based on the most appropriate cost driver and ratio to best reflect the officer's split of workload between the two Councils. Examples of the cost drivers used are caseloads, call volumes, property numbers, number of claims or cases processed etc, and other methods such as time recording. The work carried out includes establishing from the Community of Practice Leads/Group Managers the relevant recharge requirements for all of the non-manual workforce. On an annual basis, the Audit Committee approve the methodology for recharging the salary cost of shared officers.

w) VAT

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

x) Accounting for Local Taxes

Business Rates

Retained business rate income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income.

Provision is made for likely refunds of business rates as a result of appeals, against the rateable value of business properties. The appeals provision is based on the total value of outstanding appeals at the year end as advised by the Valuation Office Agency. Using this list an assessment is made about the likely success rate of appeals and their value.

SECTION 3 NOTES TO THE ACCOUNTS

Council Tax

Council tax income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income.

Both business rates income and council tax will be recognised in the Comprehensive Income and Expenditure Statement (CIES) in the line 'taxation and non-specific grant income'. As a billing authority the difference between the business rates and council tax included in the CIES 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. Each major preceptor's share of the accrued business rates and council tax income will be available from the information that is required to be produced in order to prepare the Collection Fund Statement. The income for council tax and business rates is recognised when it is probable that the economic benefits or service potential associated with the transaction will flow to the authority, and the amount of the revenue can be measured reliably.

Revenue relating to local taxes shall be measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.

y) Minimum Revenue Provision

The Council is not required to use Council Tax to fund depreciation, revaluation and impairment losses or amortisation of non-current assets. However, it is required to make an annual contribution from revenue towards provision for the reduction in its overall borrowing requirement equal to either an amount calculated on a prudent basis or as determined by the Council in accordance with statutory guidance.

SECTION 3 NOTES TO THE ACCOUNTS

39. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) introduces changes in accounting policies that will have to be adopted fully by the authority in the 2018/19 financial statements i.e. from 1 April 2018.

The authority is required to disclose information relating to the impact of the accounting change on the financial statements as a result of the adoption by the Code of a new / amended standard that has been issued, but is not yet required to be adopted by the Authority.

IFRS9 Financial Instruments

IFRS 9 *Financial Instruments* has been adopted by the 2018/19 Accounting Code, with an application date of 1 April 2018. IFRS 9 was devised to correct weaknesses in accounting practices that contributed to the global financial crisis: In particular it:

- changes the default accounting treatment for investments from one where gains and losses in value are not recognised as income or expenditure until an investment matures or is disposed of to one where income or expenditure is recognised as fair value gains and losses arise
- changes the model for impairment loss allowances for financial assets from one based on incurred losses to one based on expected losses.

At Council in February 2017, it was approved (minute CM54 and HC50) that a sum of £500,000 be used to invest in CCLA's (CCLA Investment Management Limited) Local Authorities Property Fund (LAPF), with the investment being placed in April 2017. Any fair value gains or losses will be credited or debited to the Surplus/Deficit on the Provision of Services in the Consolidated Income and Expenditure Statement as they arise, however this is not thought to be material for the Council.

The second change relating to impairment losses will require the Council to review the allowances it currently makes for credit risks on debtors and investments to include losses expected to arise in the future rather than just those incurred at the balance sheet date. It is currently estimated that the Council will not have any material impairment losses in 2018/19.

IFRS 15 Revenue from Contracts with Customers

IFRS 15 *Revenue from Contracts with Customers* has been adopted by the 2018/19 Accounting Code, with an application date of 1 April 2018. IFRS 15 introduces a new model for the recognition of contractual income, based on allocating the overall transaction price for the goods and/or services to be provided against the satisfaction of the various performance obligations in the contract. The new model has the potential to change the date at which revenue is recognised compared to the current accounting requirements.

The analysis carried out to date indicates that there will be no material impact on the revenue recognised in relation to the significant contracts entered into by the Council.

SECTION 3 NOTES TO THE ACCOUNTS

40. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 38, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- The cost drivers used to apportion Shared Service costs are appropriate and result in recharges which fairly reflect actual workloads and costs.
- The Local Government Finance Act 2012 introduced a business rates retention scheme that enabled local authorities to retain a proportion of the business rates generated in their area, with effect from 1 April 2013. Provision is made for likely refunds of business rates as a result of appeals, against the rateable value of business properties. The appeals provision is based on the total value of outstanding appeals at the year end as advised by the Valuation Office Agency. Using this information an assessment was made about the likely success rate of appeals and their value.

SECTION 4 COLLECTION FUND

COLLECTION FUND FOR THE YEAR ENDED 31 MARCH 2018

This account reflects the statutory requirements for the Council as a billing authority to maintain a separate Collection Fund, which shows the transactions of the billing authority in relation to non-domestic rates and the council tax, and illustrates the way in which these have been distributed to preceptors and the General Fund.

2016/17 Business Rates £000	2016/17 Council Tax £000		2017/18 Business Rates £000	2017/18 Council Tax £000
		INCOME		
-	(35,295)	Income from Council Tax	-	(37,093)
(10,738)	-	Business Rates Receivable	(9,970)	-
142	-	Transitional Relief	(416)	-
(10,596)	(35,295)		(10,386)	(37,093)
		EXPENDITURE		
		Precepts, Demands and Shares:		
5,339	-	Central Government	5,124	-
961	23,830	Devon County Council	922	25,293
-	3,411	Devon & Cornwall Police Authority	-	3,517
107	1,578	Devon & Somerset Fire Authority	103	1,627
4,271	5,440	West Devon Borough Council (net including Towns/Parishes)	4,099	5,642
114	-	Business Rates written off and change in impairment allowance	3	-
-	230	Council Tax written off and change in impairment allowance	-	506
(800)	-	Business Rates increase/(decrease) in provision for appeals	267	-
85	-	Business Rates – Costs of collection	84	-
		Distribution/collection of previous year's estimated surplus/(deficit):		
(701)	-	Central Government	17	-
(126)	1,211	Devon County Council	3	778
-	177	Devon and Cornwall Police	-	111
(14)	82	Devon and Somerset Fire Authority	-	52
(560)	280	West Devon Borough Council	14	178
8,676	36,239		10,636	37,704
(1,920)	944	MOVEMENT ON BALANCE	250	611

SECTION 4 COLLECTION FUND

1. COUNCIL TAX AND COUNCIL TAX BASE

In 2017/18, the Council's average Band D Council Tax was £1,808.61. The charge for each band is a ratio of band D. The 2017/2018 charges therefore were:

Band	Ratio to Band D	Council Tax (£)
Disabled A	5/9	1,004.78
A	6/9	1,205.74
B	7/9	1,406.70
C	8/9	1,607.65
D	1	1,808.61
E	11/9	2,210.52
F	13/9	2,612.44
G	15/9	3,014.35
H	18/9	3,617.22

These charges are before any appropriate discounts or benefits. The Council tax base, which is used in the tax calculation, is based on the number of dwellings in each band on the listing produced by the Listing Officer. This is adjusted for exemptions, discounts, disabled banding changes, appeals and new builds. The tax base estimate for 2017/18 was **19,948.77** as calculated below (19,733.41 in 2016/17).

Band	Dwellings per Valuation List	Adjustment for Disabled Banding Appeals, Discounts and Exemptions	Revised Dwellings	Ratio to Band D	Band D Equivalent
Dis A		8.75	8.75	5/9	4.86
A	3,440.00	(581.50)	2,858.50	6/9	1,905.67
B	6,381.00	(713.00)	5,668.00	7/9	4,408.44
C	5,294.00	(474.75)	4,819.25	8/9	4,283.78
D	4,121.00	(309.50)	3,811.50	1	3,811.50
E	3,334.00	(221.00)	3,113.00	11/9	3,804.78
F	1,761.00	(70.75)	1,690.25	13/9	2,441.47
G	1,013.00	(81.00)	932.00	15/9	1,553.33
H	82.00	(8.75)	73.25	18/9	146.50
Total	25,426.00	(2,451.50)	22,974.50		22,360.33
Less allowance for non-collection					(670.81)
Plus adjustment for armed forces dwellings					20.50
Other adjustments including Council Tax Support					(1,761.25)
Tax base					19,948.77

SECTION 4 COLLECTION FUND

2. Rateable value

The total business rates rateable value at 31 March 2018 was £32,137,924. This compares to £29,011,191 at 31 March 2017. The standard business rates multiplier was 49.3p in 2017/18 (2016/17: 49.7p). Without reliefs this would generate a total income of £15,843,996.53 (2016/17 £14,418,561.93). These figures are a snapshot only and differ from the value of business rate bills issued due to changes in rateable values during the year, small business rate relief, void properties and charitable relief.

3. Collection fund balance

2016/17 Business Rates £000	2016/17 Council Tax £000		2017/18 Business Rates £000	2017/18 Council Tax £000
1,518	(2,256)	Fund balance at 1 April	(402)	(1,312)
(1,920)	944	Deficit/(surplus) for year*	250	611
(402)	(1,312)	Fund balance as at 31 March – deficit/(surplus)*	(152)	(701)

*The increase in the provision for Business Rates appeals and the subsequent impact on the Business Rates Collection Fund is explained in note 40 – Critical Judgements in Applying Accounting Policies.

The balance on the Collection Fund is split between the preceptors as follows:

2016/17 Business Rates £000	2016/17 Council Tax £000		2017/18 Business Rates £000	2017/18 Council Tax £000
(201)	-	Central Government	(76)	-
(36)	(913)	Devon County Council	(13)	(492)
-	(130)	Devon and Cornwall Police	-	(68)
(4)	(61)	Devon and Somerset Fire Authority	(2)	(32)
(241)	(1,104)	Total deficit/(surplus) due to Preceptors	(91)	(592)
(161)	(208)	West Devon Borough Council	(61)	(109)
(402)	(1,312)	Fund balance as at 31 March – deficit/(surplus)	(152)	(701)

SECTION 5 STATEMENT OF RESPONSIBILITIES / APPROVAL OF THE ACCOUNTS

The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Section 151 Officer & Strategic Finance Lead
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- approve the Statement of Accounts

Responsibilities of the Section 151 Officer & Strategic Finance Lead

The Section S151 Officer & Strategic Finance Lead is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this Statement of Accounts, the Section S151 Officer & Strategic Finance Lead has:

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

The Section S151 Officer & Strategic Finance Lead has also:

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

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and its income and expenditure for the year ended 31 March 2018.

.....

**Lisa Buckle BSc (Hons), ACA
Section 151 Officer & Strategic Finance Lead**

30 May 2018

SECTION 5 STATEMENT OF RESPONSIBILITIES / APPROVAL OF THE ACCOUNTS

Approval of the Statement of Accounts

I confirm that these accounts were approved by the Audit Committee as its meeting held on TBA.

Signed on behalf of West Devon Borough Council

.....

Councillor M Davies

Chairman of the Audit Committee

SECTION 6 AUDITORS REPORT

The Auditors' report will be received following the annual audit of the accounts.

SECTION 7 GLOSSARY OF TERMS

GLOSSARY OF TERMS

ACCRUALS	A sum included in the account to cover income or expenditure attributable to an accounting period for goods received or work done, but for which payment has not been received/made by the end date of the period for which the accounts have been prepared.
ACTUARIAL GAINS & LOSSES	These are changes in actuarial deficits or surpluses that arise because either actual experience or events have not been exactly the same as the assumptions adopted at the previous valuation (experience gains and losses) or the actuarial assumptions have changed.
BALANCES	The surplus or deficit on any account at the end of the year. Amounts in excess of that required for day to day working may be used to reduce the demand on the Collection Fund.
BUSINESS IMPROVEMENT DISTRICT (BID)	A Business Improvement District is a partnership between a local authority and the local business community to develop projects and services that will benefit the trading environment within the boundary of a clearly defined commercial area.
CAPITAL EXPENDITURE	Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.
CAPITAL RECEIPTS	Income received from sale of assets which is available to finance other capital expenditure or to repay debt on assets financed from loans.
CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY	The governing body responsible for issuing the statement of recommended practice to prepare the accounts.
COLLECTION FUND	A separate fund which must be maintained by a district for the proper administration of Council Tax and Non Domestic Rates.
CURRENT SERVICE COST	Amount chargeable to Services based on the Actuary's assessment of pension liabilities arising and chargeable to the financial year.

SECTION 7 GLOSSARY OF TERMS

CURTAILMENTS	The amount the Actuary estimates as costs to the authority of events that reduce future contributions to the scheme, such as granting early retirement.
DEFINED BENEFIT SCHEME	A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).
DEMAND	The charging authorities own Demand is, in effect, its precept on the fund.
FAIR VALUE	The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date
FEES & CHARGES	In addition to the income from charge payers and the Governments, Local Authorities charge for services, including Planning Consents, Hire of Sporting Facilities, Car Parking etc.
FINANCIAL INSTRUMENTS	A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.
GOVERNMENT GRANTS	Payments by Central Government towards the cost of Local Authority services, including both Revenue and Capital.
IMPAIRMENT ALLOWANCE (“BAD DEBT PROVISION”)	Provisions against income to prudently allow for non collectable amounts.
INTEREST COST	For the pension fund this represents the discount rate at the start of the accounting period applied to the liabilities during the year based on the assumptions at the start of the accounting period.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) & THE CODE OF PRACTICE (CODE)	Formal financial reporting standards adopted by the accounting profession and to be applied when dealing with specific topics within its accounting Code. The Code is based on approved accounting standards issued by the International Accounting Standards Board and interpretations of the International Financial Reporting Interpretations Committee, except where these are inconsistent with specific statutory requirements.

SECTION 7 GLOSSARY OF TERMS

LIBID	Acronym for the London Inter-bank Bid Rate, being the interest rate at which a market maker or underwriter will offer to buy bonds and securities.
MINIMUM REVENUE PROVISION (MRP)	This is a statutory requirement to make an annual calculation of an amount or MRP considered prudent to offset against borrowings made under the Prudential Borrowing rules.
PAST SERVICE COST	These will typically be additional benefits awarded on early retirement. This includes added years or augmentation and unreduced pension benefits awarded before eligible retirement age in the pension scheme.
PRECEPT	The levy made by precepting authorities including the County Council and Parish Councils, on the District Council requiring it to collect the required income from council taxpayers on their behalf.
PROJECTED UNIT METHOD	<p>An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:</p> <ul style="list-style-type: none">a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants, allowing where appropriate for future increases,b) the accrued benefits for members in service on the valuation date. <p>The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.</p>
RATEABLE VALUE	A value placed on all properties subject to Rating. The value is based on a national rent that property could be expected to yield after deducting the cost of repairs.
REVENUE EXPENDITURE	Recurring items of day to day expenditure consisting principally of Salaries and Wages, Debt Charges and general running expenses etc.

SECTION 7 GLOSSARY OF TERMS

SETTLEMENTS	A settlement will generally occur where there is a bulk transfer out of the Pension Fund or from the employer's share of the Fund to a new contractor's share of the Fund as a result of an outsourcing. It reflects the difference between the IAS 19 liability transferred and the assets transferred to settle the liability.
STRAIN ON FUND CONTRIBUTIONS	Additional employers pension contributions as a result of an employee's early retirement
SUNDRY CREDITORS	Amounts owed by the Authority at 31 March.
SUNDRY DEBTORS	Amounts owed to the Authority at 31 March.

West Devon Borough Council Annual Governance Statement 2017 – 2018

1. Scope of Responsibility

West Devon Borough Council is responsible for ensuring that:

- its business is conducted in accordance with legal requirements and proper standards
- public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, West Devon Borough Council is also responsible for ensuring that there is a sound system of governance (incorporating the system of internal control) and maintaining proper arrangements for the governance of its affairs, which facilitate the effective exercise of its functions, including arrangements for the management of risk. A Statutory Officers' Panel was set up in 2015-16 and a key role of this Panel is strategic risk management.

West Devon Borough Council and South Hams District Council have been shared services partners since 2007. As two of the very first Councils to share a Chief Executive in 2007, the Councils have been bold in challenging the traditional local government model and have always been at the forefront of radical change and innovation.

In early 2015 a completely new leadership team were appointed to lead the organisation through the transformation programme, become more customer-focused, save money, and explore ways of generating income for the Council. The Councils are led by a small leadership team consisting of an Executive Director (who holds the statutory position of Head of Paid Service) and four Group Managers.

The role of the Senior Leadership Team (SLT) is to implement the plans and policies to support the strategic direction of the Council set by Members. The SLT are supported by an Extended Leadership Team (ELT). The ELT includes the principal people managers and professional lead officers in areas such as Housing, Planning, Environmental Health, Asset Management, Environment Services and Waste Operations and Support Services such as Finance, Legal, and Human Resources.

The Council's Group Manager (Strategic Finance) is the officer with statutory responsibility for the administration of the Council's financial affairs as set out in section 151 of the Local Government Act 1972.

The S.151 Officer, who acts as the Chief Financial Officer (CFO), will have responsibility for the administration of the financial affairs of the Council; will contribute to the corporate management of the Council, in particular through the provision of professional financial advice; will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, and budget and policy framework issues to all Members and will support and advise Members and officers in their respective roles; and, will provide financial information to the media, Members of the public and the community. (Constitution Article 10)

The CFO leads the promotion of good financial management including through the provision and publication of Financial and Contract Procedure Rules. The Council's S.151 Officer is a qualified accountant.

A review of the Council's arrangements against the CIPFA guidance on the Role of the Chief Finance Officer in Local Government has concluded that the recommended criteria have been met in all areas.

2. The Purpose of the Governance Framework

The governance framework comprises the cultural values, systems and processes used by the Council to direct and control its activities, enabling it to engage, lead and account to the community. The framework allows the Council to monitor the achievement of its strategic objectives and to consider whether appropriate, cost-effective services have been delivered.

A significant part of the framework is the Council's system of internal control which is designed to manage risk to a reasonable level. It cannot eliminate all risks of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The governance framework was in place at West Devon Borough Council for the year ended 31 March 2018 and is expected to continue up to the date of approval of the Accounts by the Audit Committee.

The Statement explains how West Devon Borough Council has met the principles of the Chartered Institute of Public Finance & Accountancy (CIPFA) and Society of Local Authority Chief Executive's (SOLACE) Framework Delivering Good Governance in Local Government Guidance Notes for English Authorities 2016.

Included within this framework are seven core principles of governance:

PRINCIPLE A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

All Council decisions incorporate a legal implications section which are published on the Council's website. Officers and Members receive support from Legal Services in considering legal implications and if specialist legal advice is required then the Council will engage external advisors. The Section 151 and Monitoring Officers have specific responsibility for ensuring legality, for investigating any suspected instances of failure to comply with legal and financial requirements, and for reporting any such instances to Members.

In addition the Council undertakes the following to ensure a strong commitment to ethical values and behaving with integrity:

- Staff assessed against a set of key behaviours (known as 'IMPACT') to establish the right values and culture
- The Council's whistle-blowing policy, known as the Confidential Reporting Policy, is available to all staff on the Council's Intranet (including Frequently Asked Questions) and is also publicised internally on an occasional basis to maintain its profile. It was last reviewed and adopted by Members in July 2016 and was reviewed by the Statutory Officers' Panel in July 2017.
- The Council's Constitution also defines the roles of Members and officers. Part 5 of the Constitution includes a Protocol on Councillor / Officer Relations. The Protocol is a guide to Members and Officers in their dealings with each other, and applies equally to co-opted Members of Council bodies in their dealings with officers where appropriate.
- There are codes of conduct in place for Members and Officers which include arrangements for registering interests and managing conflicts of interest. The Officers Code of Conduct has been reviewed and agreed with the Unions in 2017-18. The Members Code of Conduct is due for review in 2018-19.
- The Overview and Scrutiny Committee is responsible for overseeing the Members' Code of Conduct and good governance by Members, and its terms of reference are set out in the Constitution
- There is an effective Audit Committee in place with clear terms of reference.

PRINCIPLE B - Ensuring openness and comprehensive stakeholder engagement

All Committee and Council meetings are open to the public, with papers available in advance on the Council's website (save where 'exempt' under the Local Government Act 1972 following formal evaluation of the public interest).

The Council also undertakes the following to ensure openness and comprehensive engagement:

- Publishes consultations and surveys on the Council website and uses a consultation checklist based on the Gunning Principles to structure consultations to ensure good communication guidelines are adhered to.
- Utilises social media on a daily basis including Twitter, Instagram, Facebook, LinkedIn and YouTube to provide instant information on Council services thus allowing for a free flow of comments from stakeholders.
- Uses dedicated Locality Engagement Officers to attend local events to canvas the opinions of stakeholders to help shape the delivery of Council services.
- Produces specific e-bulletins for various interest groups including Business, Housing, Neighbourhood Planning, etc.
- Publishes an Annual Report available on the Council website which openly demonstrates how Council resources are used.

PRINCIPLES C AND D - Defining, optimising and achieving outcomes

The Council has a number of strategic documents and plans that guide its approach to achieving its vision and ensuring that it remains financially sustainable. The Council's adopted Priorities are confirmed in Article 6 of the Constitution and again are published on the Council's website.

The Council's policies, aims and objectives are well established and monitored at various levels for example forward plans, annual service planning process and personal development reviews.

In March 2016 the Overview and Scrutiny Committee considered *West Devon Our Plan*, which is a single strategic document that sets out the vision, objectives and activities of the Council.

The link to the full report on Our Plan is set out below:

<http://mg.swdevon.gov.uk/ieListDocuments.aspx?CId=223&MId=240&Ver=4>

It brings together all strategies and plans and sets out a comprehensive story of what the Council wants to achieve through two blended and inter-related elements;

- The corporate plan establishing the Council's vision, objectives, priorities, actions and delivery approaches and
- The Local Plan establishing land use planning policies and allocations – the Council's work on the Joint Local Plan between Plymouth City, West Devon and South Hams is described further below:

The Council's Our Plan Themes and Objectives are:

- *Economy – Creating places for enterprise to thrive and business to grow*
- *Homes – Enabling homes that meet the needs of all*
- *Infrastructure – Securing the services and facilities that meet the needs of our communities*
- *Communities – Empowering residents to create strong communities*
- *Wellbeing – Supporting positive safe and healthy lifestyles*
- *Environment – Protecting, conserving and enhancing our built and natural environment*
- *Heritage – Celebrating our past and protecting our heritage for the future*
- *Resources – Promoting energy efficiency and more effective use of our natural resources*

On 24th April 2018, the Hub Committee considered a new, refreshed and more focussed 5 year Corporate Strategy which reflected the views of the Member led Corporate Strategy Task & Finish Group; and comments from all Member workshops and survey responses.

On this date, the Hub Committee also considered the Annual Report for 2017/18 which set out the Council's achievements for 2017/18, by each of the new Themes within the refreshed Corporate Strategy. These reports were approved by Council in May 2018 and are available on the Council's website.

In tandem, work has progressed to develop a Joint Local Plan between Plymouth City, West Devon and South Hams. The Joint Local Plan (JLP) sets out a strategy and detailed policies that establish a framework to steer housing and employment development to the most sustainable locations and to guide decisions on planning applications. The JLP has just gone through its public examination and at this stage we are confident that the plan will be supported by the Inspectors and is on track to be adopted later this financial year.

The Council also undertakes the following to ensure it defines, optimises and achieves outcomes:

- Staff briefings led by Senior Leadership Team articulate the vision and new ways of working
- Regular consultation is undertaken on a range of issues

- Effective budgetary monitoring takes place regularly and is reported quarterly to Members
- Cashable savings identified in the T18 programme have been realised
- Performance management and reporting is embedded including quarterly reporting to the Overview and Scrutiny Committee
- Scrutiny teams have delivered tangible outcomes as highlighted in their Annual Report
- The Council regularly engages with other authorities to learn and understand how best practice has been delivered elsewhere.

PRINCIPLE E - Developing capacity and capability

Staff throughout West Devon and South Hams perform well with sickness levels below the national average. HR policies allow a fair and positive relationship between employer and employee. Regular staff briefings and an online staff appraisal system ensures staff are up to speed with Council priorities. Employees are able to evidence their achievements and identify any training needs through the appraisal process.

The Councils are committed to providing opportunities to young people and currently have 2 apprentices.

The Council also undertakes the following to develop capacity and capability:

- Delivers an induction programme for Officers and Members
- Provides a Member training and development programme
- Promotes to staff the use of “Learning Pool” an extensive online learning resource
- Delivers focused training on specific issues (e.g. complaints, data protection)
- Extended Leadership Team development programme
- Works in partnership with local authorities and other bodies to achieve economies of scale
- Conducts a staff survey to gauge employee satisfaction and assist in improving how the organisation performs. The survey results have shown significant improvement over the past 3 years.
- The Council held its first Staff Awards in 2017/18 and this is intended to be an annual event

PRINCIPLE F Managing risks and performance

There is a culture of risk ownership and management throughout the Council and in 2017/18, particular focus has been given to health and safety and information security.

Risks are logged centrally and are updated regularly. For each risk, the uncertainties are identified, along with the consequences, likelihood of occurrence and strategic impacts that would result.

The Council's Senior Leadership Team review the corporate risk log monthly and updates are reported to Elected Members via the Audit Committee on a biannual basis. Elected Members also have the opportunity to raise concerns with the mitigating actions being taken by officers and can suggest new risks for consideration.

A Statutory Officers' Panel which meets quarterly has been set up comprising of the Head of Paid Service, Chief Finance Officer and the Monitoring Officer with other key officers invited as appropriate. Its key roles are to ensure that the Councils comply with, and manage:

- Governance frameworks
- Strategic risk management, and
- Regulatory framework

The Statutory Officers' Panel has important links with the Audit Committee and the Overview & Scrutiny Committee. It has a rolling programme of works which are set out in a Forward Plan. On 19th June 2018, the Audit Committee will consider the Annual Report of the Statutory Officers' Panel.

As part of the Statutory Officer's Panel work programme in 2018-19, the Finance Procedure Rules will be updated and submitted to the Council's Audit Committee for review and approval.

All committee reports include reference where relevant to the potential impact on the Council's priorities and community plan themes, and address as appropriate any financial, staffing, risk, legal and property implications, and are monitored by appropriate senior officers (including the S151 Officer and the Monitoring Officer).

With regards to managing performance throughout the year we have continued to improve performance to meet the needs of our customers. We have systematically reviewed areas of poor performance, streamlined processes, embedded new IT solutions and delivered staff training.

As a result we have seen a significant reduction in call volumes, an increase in transactions online and quicker turnaround times for planning and benefits.

To manage performance the Council ensures the following:

- Continuous managerial review of services to ensure continuous improvement and the economic, effective and efficient use of resources
- Financial management arrangements, where managers are responsible for managing their services within available resources and in accordance with agreed policies and procedures. Quarterly budget monitoring reports are presented to the Hub Committee

- Active performance management arrangements including quarterly reports to Overview & Scrutiny Committee on performance measures
- A robust complaints/ compliments procedure is in place and is widely publicised, with the Ombudsman's Annual Report being reported to the Overview and Scrutiny Committee
- Freedom of Information requests are dealt with in accordance with established protocols

PRINCIPLE G Implementing good practices in transparency, reporting, and accountability

The Council follows the Government Communication Service guidance on providing clear and accurate information and has a number of measures in place to demonstrate transparency and accountability.

An Audit Committee meets five times a year and its role is to provide an oversight of the financial reporting and audit processes plus the system of internal controls and compliance with laws and regulations.

The Council also has two internal audit staff managed by the Devon Audit Partnership who provide an opinion on the internal control environment and governance processes.

External audit is provided by KPMG who in September 2017 reported that they were satisfied that in all significant respects the Council has put in place proper arrangements to secure economy, efficiency, and effectiveness in its use of resources.

To further ensure transparency the council undertakes the following:

- Provide training to Members on the Overview and Scrutiny Committee on effective scrutiny practices
- Ensure all Member decisions are formally minuted
- Publishes all Council decisions online together with background reports
- Produces an Annual Report detailing Council performance and spend

Process for maintaining and reviewing effectiveness of the Council's Governance arrangements

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. This responsibility is in practice carried out by Senior Managers, with the Executive Director informing the Hub Committee of any significant matters warranting their attention. The Council ensures the delivery of services in accordance with Council policies and budgets, which includes long term financial planning, good financial management and ensuring up to date risk management across the Council.

The Overview and Scrutiny Committee is responsible for performing a review function and on 26th June 2018 they will consider their Annual Report for 2017/18, which sets out a summary of the work programme they have considered for the 2017/18 year.

Audit Committee

The Audit Committee has a specific role in relation to the Council's financial affairs including the internal and external audit functions and monitors the internal workings of the Council (broadly defined as 'governance').

It is responsible for making sure that the Council operates in accordance with the law and laid down procedures and is accountable to the community for the spending of public money. The Audit Committee reviewed all aspects of the Council's strategic performance and resource management arrangements, including budgeting, accounting and treasury management.

The review of effectiveness of the system of internal control is informed by three main sources: the work of Internal Audit; by managers who have responsibility for the development and maintenance of the internal control environment; and also by comments made by external auditors and other review agencies/inspectorates.

Internal Audit

West Devon's responsibility for maintaining an effective internal audit function is set out in Regulation 6 of the Accounts and Audit Regulations 2011. This responsibility is delegated to the S151 Officer.

The Internal Audit Shared Service Team operates in accordance with best practice professional standards and guidelines. It independently and objectively reviews, on a continuous basis, the extent to which the internal control environment supports and promotes the achievement of the Council's objectives and contributes to the proper, economic, efficient and effective use of resources. All audit reports go to the Senior Leadership Team who agree any recommendations. Members receive an annual report of internal audit activity and approve the annual audit plan for the forthcoming year.

The Internal Audit annual report for 2017/18 is also due to be considered by the Audit Committee on 19th June 2018. The report will contain the Head of Internal Audit's Opinion for the 2017/18 year. This view will form part of the final Annual Governance Statement for 2017/18.

Senior Managers

Individual managers are responsible for establishing and maintaining an adequate system of internal control within their own sections and for contributing to the control environment on a corporate basis.

There are a number of significant internal control areas which are subject to review by internal audit. All managers acknowledge their responsibilities and confirm annually that they have implemented and continuously monitored various significant controls.

External auditors and other review agencies/inspectors

Our external auditors (KPMG) have issued their 'Audit progress' letter dated 9th March 2018, on the outcome of the planning and control evaluation phases of their audit. This was to ensure that, in line with good practice, that any significant matters are reported to those charged with governance in a timely manner. Their letter states their audit work has gone smoothly and that they have not identified any significant issues. However KPMG did identify one non-significant control deficiency. This related to the fact that the completion of monthly benefit payment checks by officers was not being documented so as to evidence their completion.

The key messages from KPMG's External Audit report for 2016/17 (presented to the Audit Committee on 19th September 2017) were as follows:-

An unqualified audit opinion on the Accounts was issued by 30 September 2017. KPMG's audit of the Accounts did not identify any material misstatements to the Council's Accounts and they agreed a number of minor presentational and disclosure changes to the supporting notes to the Accounts.

No significant issues arose as a result of their work on the allocation of shared costs or the LGPS Triennial valuation of the pension liability.

The KPMG report stated that "The Finance team should be commended for producing accounts that did not require any audit adjustments".

Value for Money (VFM) audit conclusion – KPMG concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources. An unqualified VFM conclusion was issued by 30 September 2017.

Significant Governance Issues

The following action plan has been drawn up to address the weaknesses identified and ensure continuous improvement of systems or to deal with governance issues:

Issues and action plan from the Compliance Review of the Code of Corporate Governance

Issue Identified	Action to be Taken	Responsible Officer
<p>Closedown of T18 Transformation Programme</p> <p>In 2013, West Devon Borough Council and South Hams District Council embarked on an ambitious and challenging Transformation Programme (T18), to remodel how the Councils worked. This was in light of the acute funding gap (£4.7 million) the Councils were facing.</p> <p>The T18 Closedown report is being presented to the Hub Committee on 5th June 2018.</p> <p>The predicted final spend (£2.767million) is £63,000 less than the budget of £2.83 million. The total annual savings realised from the T18 Transformation Programme were £1.505 million per year. The largest element of these savings were staffing savings. Between 2014 and 2015, the majority of employees at both Councils went through a rigorous recruitment process and the workforce was reduced by 30%. The payback period of the Transformation Programme was just under 3 years.</p>	<p>T18 Closedown Report to be considered by the Hub Committee in June 2018.</p> <p>Lessons learnt contained within the report are to be taken into account on future corporate projects.</p> <p>A separate report is to be produced looking at the Civica implementation and the lessons learnt as a result.</p>	<p>Senior Leadership Team S.151 Officer Monitoring Officer Internal Audit Manager Timescale in line with the Programme.</p> <p>Group Manager for Customer First and Support Services October 2018</p>

<i>Issues and action plan from the System of Internal Control:</i>
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The system of internal control is described in section 2 above.

Issue Identified	Action to be Taken	Responsible Officer & Target Date
<p><i>The Joint Local Plan</i></p> <p>This year has seen the Council make good progress with the Joint Local Plan, by working together with South Hams District Council and Plymouth City Council.</p> <p>The Joint Local Plan is a strategic planning document which sets out development and growth up until 2034 and will set home building and job targets for all three authorities. The plan has just gone through its public examination and at this stage, the Council is confident that the plan will be supported by the Inspectors and is on track to be adopted later this financial year.</p>	<p>A Joint Member Steering Group is in place to ensure that key decisions needing to be made are taken back to the individual Local Authorities.</p>	<p>Executive Director and Head of Paid Service</p> <p>Target Date: Adopt in the 2018/2019 year.</p>
<p><i>General Data Protection Regulation (GDPR)</i></p> <p>On 25th May 2018, the General Data Protection Regulation came into effect.</p> <p>Work has been undertaken in respect of data protection/GDPR readiness and an audit completed.</p> <p>Data Protection Officer (DPO) now named and is a member of the Senior Leadership Team (SLT).</p>	<p>All employees responsible for the adequacy of data security arrangements within their control. Access to electronic data is only available via Council managed devices.</p> <p>All staff have been and new starters will be completing a data protection awareness course via the Council's new eLearning tool. Continue to monitor arrangements in place.</p>	<p>Group Manager for Business Development On-Going</p>

Issue Identified	Action to be Taken	Responsible Officer & Target Date
<p><i>Financial Uncertainty</i></p> <p>As Local Authorities experience reductions in funding, although West Devon Borough Council currently has a balanced budget, we must continue to review spending and monitor financial plans in order to balance future budgets in the face of the further government funding reductions.</p> <p>A Medium Term Financial Strategy (MTFS) was presented to the Hub Committee on 18th July 2017, setting out the current position and was regularly updated throughout the 2018-19 Budget Setting process.</p> <p>There is still more to be done but the Council is establishing a solid base from which to become more commercial in its approach to meeting the forecast budget gap of £0.75 million for next year (cumulative budget gap of £3.46 million by 2022/23), whilst protecting its much valued services.</p> <p>In this financial climate, income generation becomes a key priority area.</p> <p>Other initiatives in progress include:</p> <ul style="list-style-type: none"> • Income generation initiatives • Business Rates Pilot • Strategic Asset Review <p>Recycling, waste collection, street cleansing and grounds maintenance services are being market tested</p> <p>A Members Financial Stability Review Group was set up in November 2017 and reported to the Hub Committee in March 18.</p>	<p>The Council will respond to Government consultations on:</p> <p>i) Fair Funding Review</p> <p>ii) Business Rates Growth Retention by 2020</p> <p>iii) Negative Revenue Support Grant for 2019/20 onwards</p> <p>SLT actively participate in Government consultations, MP discussions and keep aware of changes and the response by peer group, ensuring where appropriate, the learning from this is incorporated into strategic plans.</p> <p>Members and the Senior Leadership Team have been actively involved in the development of the MTFS. A Members' Budget Consultation Workshop was held with all Members on 10th October 2017.</p> <p>An all Member Workshop on the Medium Term Financial Strategy was held on 1st May 2018. The outcome of the workshop will inform the report to the Hub Committee in July 2018. The Members Financial Stability Review Group will report to each meeting of the Hub Committee in 2018/19.</p>	<p>Senior Leadership Team S151 Officer On-Going</p> <p>Reports to Council at the end of July 2018</p> <p>Five Year Medium Term Financial Strategy report in September 2018.</p> <p>Government consultations will be responded to within their deadlines.</p> <p>S151 Officer and Business Development Group Manager</p>

Issue Identified	Action to be Taken	Responsible Officer & Target Date
<p>Review of key services – Peer Review</p> <p>Over the next 12 months we will be benchmarking our services and performance against others and have invited the Local Government Association to carry out a 'Peer Review'. The review is scheduled for September and the review team will be made up of senior members and officers from other leading and comparable Councils and they will assess our progress in the following areas;</p> <ul style="list-style-type: none"> • Review the various options to secure the financial sustainability of the Council • Consider the resource pressures for the Council and the implication for the delivery of non-statutory services and how the Council may manage these services in the future • Review the proposed plans for investment and commercial delivery • Review the extent that the Council has embraced organisational change and the use of e-technology • Review economic growth and housing and how the Council might deliver this 	<p>Undertake a 'Peer Review' with the objectives as stated.</p> <p>In addition, we will be working with key stakeholders and current contractors to ensure that front line services continue to perform at a high level and can be developed in the future.</p> <p>Recycling, waste collection, street cleansing and grounds maintenance services are being market tested for quality, environmental suitability, cost and performance.</p> <p>The FrontLine Services Project Board consists of relevant officers and three Members from each Council, who meet on a monthly basis to facilitate the waste procurement project.</p>	<p>Senior Leadership Team By September 2018</p> <p>Group Manager for Commercial Services and S151 Officer By December 2018</p>

Issue Identified	Action to be Taken	Responsible Officer & Target Date
<p>Senior Leadership Team Interim arrangements</p> <p>In February 2018, the Executive Director for Strategy and Commissioning and Head of Paid Service left the employment of the Council. Due to the scale of the challenges ahead for the Council, Members felt that it was important that the Council retained stability and continuity in its strategic leadership and senior management capacity.</p> <p>At a Council meeting in December 2017, Council approved that the Executive Director for Service Delivery and Commercial Development be designated the Head of Paid Service for an interim period of up to 18 months. It was also agreed to allocate additional responsibilities to members of the senior and extended leadership team on an interim basis.</p>	<p>Report to Council in Summer 2019 regarding the Senior Leadership Team structure</p>	<p>Executive Director and Head of Paid Service</p>
<p>Internal and External Audit Reports</p> <p>Some issues have been identified in audit reports by the Council's shared in-house internal audit team and the Council's external auditor, KPMG.</p> <p>Individually the recommendations do not impact on the wider system of internal control, but action plans for remedial action have been agreed where appropriate.</p>	<p>All remedial actions detailed in external and internal audit reports will be completed in line with the agreed timescales. These actions will be monitored by the auditors' 'follow up' procedures.</p>	<p>Extended Leadership Team (ELT) S151 Officer Internal Audit Manager In line with agreed timescales</p>

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

CONCLUSION

The Council is satisfied that appropriate governance arrangements are in place. However it remains committed to maintaining and where possible, improving these arrangements, in particular by addressing the issues identified by Internal Audit and External Audit in their regular reports to the Audit Committee.

Signed:

**Cllr P R Sanders
Leader of West Devon Borough Council**

Signed:

**Sophie Hosking
Executive Director and Head of Paid Service

On behalf of West Devon Borough Council**

Date: Date to be inserted in July 2018

Agenda Item 6

Report to: **Audit Committee**
Date: **19 June 2018**
Title: **Internal Audit Annual Report 2017/18**
Portfolio Area: **Support Services – Cllr C Edmonds**
Wards Affected: **All**
Relevant Scrutiny Committee: Overview and Scrutiny

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Dominic Measures** Role: **Audit Manager**
Robert Hutchins **Head of Partnership**

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Recommendations:

It is recommended that:

1. The Audit Committee approve that overall and based on work performed during 2017/18, and that of our experience from previous year's audit, the Head of Internal Audit's Opinion is of "Significant Assurance" on the adequacy and effectiveness of the Authority's internal control framework.
2. Members approve the satisfactory performance and achievements of the Internal Audit Team during 2017/18.

1. Executive summary

This report summarises the work undertaken by the Council's Internal Audit team during 2017/18, reviews the performance of the Internal Audit service and provides an audit opinion on the adequacy of internal control. The report is particularly relevant to the preparation of the Authority's Annual Governance Statement which is required under the Accounts and Audit (England) Regulations 2015.

This report is to inform members of the principal activities and findings of the Council's Internal Audit team for 2017/18 to 31st March 2018, by:

- Providing a summary of the main issues raised by completed individual audits; and
- Showing the progress made by Internal Audit against the 2017/18 annual internal audit plan, as approved by this Committee in March 2017, and
- Providing an opinion on the adequacy of the Council's control environment.

2. Background

The Audit Committee, under its Terms of Reference contained in West Devon Borough Council's Constitution, is required to consider the Head of Internal Audit's annual report, and to monitor the progress and performance of Internal Audit.

The Accounts and Audit (Amendment) (England) Regulations 2015 require that all Authorities need to carry out an annual review of the effectiveness of their internal audit system, and need to incorporate the results of that review into their Annual Governance Statement (AGS), published with the annual Statement of Accounts.

The Internal Audit plan for 2017/18 was presented to and approved by the Audit Committee in March 2017. The following report and appendices set out the background to audit service provision; a review of work undertaken in 2017/18, and provides an opinion on the overall adequacy and effectiveness of the Authority's internal control environment.

3. Outcomes/outputs

The Public Sector Internal Audit Standards (PSIAS) require the Head of Internal Audit to present an annual report providing an opinion that can be used by the organisation to inform its governance statement.

In carrying out our work, Internal Audit assess whether key, and other, controls are operating effectively within the area under review, and an opinion on the adequacy of controls is provided to management as part of the audit report. Final audit reports, will if applicable, include an agreed action plan with responsible officers and target dates to address any control issues or recommendations for efficiencies identified.

Details of Internal Audit’s opinion on each audit review carried out in 2017/18 have been provided to relevant members of the Senior Leadership Team to assist them with compilation of their individual annual governance assurance statements.

Overall and based on work performed during 2017/18, and that of our experience from previous year’s audit, the Head of Internal Audit’s Opinion is of “Significant Assurance” on the adequacy and effectiveness of the Authority’s internal control framework.

This assurance statement is in line with the definitions below and will provide Members with an indication of the direction of travel for their consideration for the Annual Governance Statement

The above statement of opinion is underpinned by our consideration of:



Full Assurance	Risk management arrangements are properly established, effective and fully embedded, aligned to the risk appetite of the organisation. The systems and control framework mitigate exposure to risks identified & are being consistently applied in the areas reviewed.
Significant Assurance	Risk management and the system of internal control are generally sound and designed to meet the organisation’s objectives. However, some weaknesses in design and / or inconsistent application of controls do not mitigate all risks identified, putting the achievement of particular objectives at risk.
Limited Assurance	Inadequate risk management arrangements and weaknesses in design, and / or inconsistent application of controls, put the achievement of the organisation’s objectives at risk in a number of areas reviewed.
No Assurance	Risks are not mitigated and weaknesses in control, and /or consistent non-compliance with controls could result / has resulted in failure to achieve the organisation’s objectives in the areas reviewed, to the extent that the resources of the Council may be at risk, and the ability to deliver the services may be adversely affected.

Key Findings 2017/18

As stated above we are, overall, able to provide significant assurance on the internal control framework. During the year, of the 26 audit assignments completed, 13 were given an audit opinion of "Good Standard", 11 "Improvements Required" and two received an audit opinion of "Fundamental Weaknesses"(please refer to appendix B for definitions of audit opinions).

We set out below some of the key issues of concern identified. It should be noted that agreed management actions plans are in place to address the weaknesses, and we consider that if such actions are completed promptly then the control issue will be addressed. Many of the findings have previously been reported at audit committee meetings during the 2017/18 year.

Fundamental Weaknesses

Section 106 Agreements (previously reported)

At the time of our review there was a process in place for the recording and monitoring of Section 106 Agreements and the distribution of funds. The review found, due to a lack of resources, there are potential weaknesses in the Councils' arrangements for monitoring developer contributions which could lead to amounts that are due not being promptly identified. Issues raised during the audit were promptly acted on by officers and we did not find any control weaknesses within the recording or seeking payment process, once a S106 Agreement is entered onto the debtor system and an invoice is raised.

Reliance is placed on recording commitments and payments only when received or invoiced and, without the resources to monitor all obligations and "triggers", there could be a risk that transactions are not allocated in the correct accounting period.

Internal Audit are currently completing a follow up review and initial findings indicate progress has been made and improvements to the function are evident. The results of our follow up will be included in our 2018/19 Audit Plan Progress Report that will be presented to members at the next meeting of the Audit Committee.

Business Continuity (previously reported)

A follow-up of our 2015/16 review found little progress in the development of the Council's business continuity management arrangements which appeared to be due to a lack of resources. Issues included internal communications, especially in the event of the loss of ICT systems, the development and maintenance of service level Business Continuity Plans and the regular testing of these to ensure they remain fit for purpose. There were plans to address some of the issues in early 2018 and a series of events involving ICT and the winter weather tested the Council's ability to continue to provide services and highlighted areas where the council managed the scenarios well and other areas where lessons could be learnt.

Improvements Required

Development Control – Planning Enforcement (previously reported)

The Audit Opinion is due, in part, to the timing of the audit, when there had been a significant period of change with the introduction of the T18 working model, Civica APP and W2 systems at a time of significant backlog. It is recognised that systems, procedures and processes were of a good standard that, once fully embedded and service performance improved, the benefits would be realised. The implementation of the case management model within Development Management was new and the overall caseload and backlog meant the service was under pressure to undertake and conclude investigations in a timely manner. Council management recognised this and made additional resources available. Development of IT systems to provide effective management and customer information was also recognised.

ICT – Change Management (previously reported)

Although working procedures have routinely considered the change management process, these were at an early stage of being formalised and work in progress. Whilst procedures and responsibilities had been identified, the process had not been extended to all types of change and supported by software capable of recording and analysing change requests. Areas requiring improvements included the identifying of system owners, customer satisfaction, staff resources, recording of changes and the review of changes once implemented.

Internal Audit are currently completing a follow up review as part of the 2018/19 Audit Plan and initial findings indicate progress has been made and some improvements are evident. The results of our follow up will be included in our 2018/19 Audit Plan Progress Report that will be presented to members at the next meeting of the Audit Committee.

Health and Safety (previously reported)

Our follow-up of the original audit review found that considerable work had been undertaken by staff, under the guidance of the Health & Safety COP, with an initial review of health & safety arrangements across the Council having been completed and up to date risk assessments made for the majority of functions. Training modules had been created. The Audit Opinion remains as "Improvements Required" due to the number of recommendations which remained in progress. These included the continued promotion staff awareness of relevant policies and Codes of Practice, their individual responsibilities as well as the completion of outstanding risk assessment reviews.

As part of the 2018/19 Audit Plan, a further follow up review is being carried out and positive action has continued to take place. The results of our follow up will be included in our 2018/19 Audit Plan Progress Report that will be presented to members at the next meeting of the Audit Committee.

Travel and Subsistence (previously reported)

Whilst there had been some improvements to processes for the submission and payment of claims, there remained no formal controls in place to ensure the accuracy of claims and whether they were in line with policy although staff are required to declare the accuracy of their claims. Some of this was due to issues with the software used which didn't allow staff processing claims to view them in detail. The sample checking of travel claims did start but then stopped due to staff vacancies and plans were to re-instate this. In addition, the Council has continued to remind staff of the need to submit receipts with any claim.

Council Tax - see App B

Council Tax bills are accurate and the system is operating with generally satisfactory controls but there were some areas highlighted where there is scope for improvement, in particular more regular review of Single Persons Discount. Staff resources have reduced and some of the audit recommendations may help create additional capacity within the team to enable key tasks to be completed promptly and effectively.

Business Rates – see App B

The billing and collection of Business Rates sits in the same service area as Council Tax and therefore face similar resource challenges. Areas that require improvement include the monitoring and review of account suppressions and broken arrangements. Assurance can be given that bills are raised and calculated correctly.

Creditors – see App B

The Councils have appropriate and effective controls in place over the payment of Creditors however there is room for improvement in areas such as amendments to standing data, the identification of duplicate payments and the use of purchasing cards.

Debtors – see App B

Limited staff resources and other work pressures has meant that a number of recommendations made as a result of our 2016/17 review of the Councils' debtors system, remain outstanding. These include the review of duplicate accounts, suppression of recovery action, the review of broken payment arrangements and the writing off of aged debt.

Capital Expenditure and Receipts – See App B

Controls over project approvals and associated budgets are generally in place and operating, with regular reporting to members on project progress and spend. However, our audit noted there had not been a review of Council owned assets for some years and the lack of standard project management methodology although it is understood that the latter is being addressed by the Council's Project Specialist recruited during the year.

The 2017/18 Internal Audit Plan is attached at **Appendix A**. This has been extended to show the final position for each audit.

The reporting of individual high priority recommendations is set out at **Appendix B**. This is an ongoing part of the report to advise the Audit Committee in detail of significant findings since the last report and confirm that the agreed action has been implemented or what progress has been made.

Appendix C provides a summary of work where the planned work is complete but no audit report produced.

Non Compliance with Contract or Financial Procedure Rules

There are no significant issues to bring to the attention of the Committee for 2017/18. Seven applications for exemptions to Contract / Financial Procedure Rules have been received, all but one were accepted, the exception being where it was deemed that the request was not urgent and the market should be tested

Fraud Prevention and Detection and the National Fraud Initiative

Counter fraud arrangements are a high priority for the Council and assist in the protection of public funds and accountability. The Cabinet Office runs a national data matching exercise (National Fraud Initiative – NFI) every two years but some service areas struggled to find the resource to complete the review of the data matches received as part of the 2016/17 exercise. Management have been made aware of the situation. The NFI exercise identifies potentially erroneous or fraudulent payments in areas such as housing benefits, awards of council tax single person’s discounts and creditor payments.

Authority	Total Matches	Outstanding Matches	Total “Recommended” Matches	“Recommended” Matches Outstanding
West Devon				
Benefits	266	185	20	4
Payroll	13	10	0	0
Payments	312	310	27	27

Irregularities

There are no irregularities to report.

4. Options available and consideration of risk

No alternative operation has been considered as the failure to maintain an adequate and effective system of internal audit would contravene the Accounts and Audit Regulations 2015.

5. Proposed Way Forward

We continue to be flexible in our approach and with the timetabling of audits to ensure that resources are assigned to specific areas of the plan to enable our work to be delivered at the most effective time for the organisation.

PROVISION OF INTERNAL AUDIT AND PERFORMANCE – 2017/18

There are no national performance indicators in place for internal audit; however the team monitor against local performance indicators as follows:-

Local performance indicator	2017/18	2017/18
	Target	Actual
Percentage of audit plan commenced	95%	95%
Percentage of audit plan completed	95%	89%
Actual audit days as a percentage of planned	95%	97%*
Customer satisfaction (percentage of customers stating that service is "good" or "excellent")	90%	100% **
Draft reports issued within target days	90%	89%
Average level of sickness	2%	12.5%***
Outturn within budget	Yes	Yes

* In addition to the planned work, 35 days have been spent on LEAF (Greater Dartmoor Local Enterprise Action Fund) and LAG (South Devon Coastal Action Group) grant work. An initial allocation of 20 days had been made in the 2017/18 Audit Plan.

** During the period we issue client survey forms with our final report and from these and verbal feedback that we receive, it is pleasing to note that auditees considered that the team continue to provide a good or excellent service.

***Sickness relating to officers within the combined internal audit team equates to 54 days in the period 1st April 2017 to 31st March 2018.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Accounts and Audit Regulations 1996 issued by the Secretary of State for the Environment require every local authority to maintain an adequate and effective internal audit.</p> <p>The work of the internal audit service assists the Council in maintaining high standards of public accountability and probity in the use of public funds. The service has a role in promoting robust service planning, performance monitoring and review throughout the organisation, together with ensuring compliance with the Council's statutory obligations.</p>
Financial	Y	There are no additional or new financial implications arising from this report. The cost of the internal audit team is in line with budget expectations.
Risk	Y	The work of the internal audit service is an intrinsic element of the Council's overall corporate governance, risk management and internal control framework.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	There are no specific equality and diversity issues arising from this report.
Safeguarding	N	There are no specific safeguarding issues arising from this report.
Community Safety, Crime and Disorder	N	There are no specific community safety, crime and disorder issues arising from this report.
Health, Safety and Wellbeing	N	There are no specific health, safety and wellbeing issues arising from this report.
Other implications	N	There are no other specific implications arising from this report.

Supporting Information

Appendices:

There are no separate appendices to this report.

Background Papers:

Annual Internal Audit Plan 2017/18 as approved by the Audit Committee on 14 March 2017.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

Appendix A

Projects agreed in the Audit Plan	Planned Number of Days	Fieldwork started	Issued in draft	Management comments received	Final	Opinion				Comments
						High Standard	Good Standard	Improvements Required	Fundamental Weaknesses	
2016/17 Plan										
Main Accounting System (inc budgetary control)		■	■	■	■		■			Summary presented to Audit Committee in September 2017
Development Controls – Planning Applications (Follow Up to Peer Review)		■	■	■	■	-	-	-	-	As at March 2017, our review found good progress being made to implement the recommendations from the Planning Improvement Peer Review. Summary presented to Audit Committee in September 2017
Development Control – Planning Enforcement		■	■	■	■			■		Summary presented to Audit Committee in September 2017
Section 106 Agreements		■	■	■	■				■	Summary presented to Audit Committee in September 2017
2017/18 Plan										
MAIN FINANCIAL SYSTEMS										
Main Accounting System (inc budgetary control)	20	■	■	■	■		■			Summary in Appendix B below
Creditor (Payments)	15	■	■	■	■			■		Summary in Appendix B below
Debtors (Income Collection)	15	■	■	■	■			■		Summary in Appendix B below
Payroll	15	■	■	■	■		■			Summary in Appendix B below
Business Rates	15	■	■	■	■			■		Summary in Appendix B below
Council Tax	15	■	■	■	■			■		Summary in Appendix B below
Housing Benefits	20	■								Fieldwork complete, Report being reviewed.
Treasury Management	10	■	■	■	■		■			Summary in Appendix B below
Main Financial Systems	125									

Projects agreed in the Audit Plan	Planned Number of Days	Fieldwork started	Issued in draft	Management comments received	Final	Opinion				Comments
						High Standard	Good Standard	Improvements Required	Fundamental Weaknesses	
COMMERCIAL SERVICES										
Depots & Stores (S.Hams)	10	■	■	■	■			■		Summary in Appendix B below
Salcombe Harbour (S.Hams)	10	-	-	-	-	-	-	-	-	Not started due to staff sickness
Dartmouth Lower Ferry (S.Hams)	8	■								Fieldwork complete, Report being reviewed.
Environmental Services - Coastal Work (S.Hams)	8	■	■	■	■			■		Summary presented to Audit Committee in January 2018
Commercial Waste Follow-Up (S.Hams)	4	■	■	■	■			■		Previously Improvements Required Summary presented to Audit Committee in January 2018
Household Waste Follow-Up (S.Hams)	4	■	■	■	■			■		Previously Improvements Required Summary presented to Audit Committee in January 2018
Recycling Waste Follow-Up (S.Hams)	4	■	■	■	■			■		Previously Improvements Required Summary presented to Audit Committee in January 2018
Health & Safety Follow-Up	3	■	■	■	■			■		Previously Improvements Required, however overall "direction of travel" is very positive. Summary presented to Audit Committee in January 2018

Projects agreed in the Audit Plan	Planned Number of Days	Fieldwork started	Issued in draft	Management comments received	Final	Opinion				Comments
						High Standard	Good Standard	Improvements Required	Fundamental Weaknesses	
Grounds Maintenance Follow-Up	3	■	■	■	■		■			Previously Improvements Required Summary presented to Audit Committee in September 2017.
Markets	8	-	-	-	-	-	-	-	-	Requirement for audit review re-considered.
Commercial Services	62									
CUSTOMER FIRST										
Asset Management	5	-	-	-	-	-	-	-	-	Deferred to 2018/19
Planning (Applications)	15	■								Commenced in March 18, rolling into 18/19
Customer First	20									
STRATEGY & COMMISSIONING										
Contract Management – Leisure Contract Waste Contract (W.Devon)	20	■	-	-	-	-	-	-	-	Audit presence during the procurement phase of the Frontline Waste Services contract continuing into 2018/19
Administration of Member Expenses	6	-	-	-	-	-	-	-	-	Deferred to 2018/19 due to staff sickness
Partnerships & Partnership Management	10	■	■	■	■		■			Summary presented to Audit Committee in January 2018

Projects agreed in the Audit Plan	Planned Number of Days	Fieldwork started	Issued in draft	Management comments received	Final	Opinion				Comments
						High Standard	Good Standard	Improvements Required	Fundamental Weaknesses	
Performance Management (KPI's & data quality)	20	-	-	-	-	-	-	-	-	Deferred to 2018/19
Risk Management Follow-Up	15	-	-	-	-	-	-	-	-	Deferred to 2018/19
Safeguarding (S11 self-assessment)	5	■	■	■	■	-	■	-	-	Summary presented to Audit Committee in January 2018
Strategy and Commissioning	76									
SUPPORT SERVICES										
ICT Audit - Access Management	25	■	■	■	■		■			Summary presented to Audit Committee in January 2018
ICT Audit - Change Management		■	■	■	■			■		Summary presented to Audit Committee in January 2018
ICT Audit Health Check		■	■	■	■		■			Summary presented to Audit Committee in January 2018
Corporate Information Management (DPA/FOI Frameworks)	10	-	-	-	-	-	-	-	-	Not started due to staff sickness
Business Continuity Follow-Up - Emergency Planning - Business Continuity	5	■	■	■	■		■			Original opinion of Improvements Required Summary presented to Audit Committee in January 2018
									■	Original opinion of Fundamental Weaknesses Summary presented to Audit Committee in January 2018

Projects agreed in the Audit Plan	Planned Number of Days	Fieldwork started	Issued in draft	Management comments received	Final	Opinion				Comments
						High Standard	Good Standard	Improvements Required	Fundamental Weaknesses	
Capital Expenditure & Receipts	15	■	■	■	■			■		Summary in Appendix B below
Cash Collection	3	-	-	-	-	-	-	-	-	Deferred to 2018/10 as low risk
Recharging	10	-	-	-	-	-	-	-	-	Elements Incorporated within the review of Main Accounting System
Travel & Subsistence	18	■	■	■	■			■		Original opinion of Improvements Required but the "direction of travel" is upwards. Summary presented to Audit Committee in January 2018
Support Services	72									
OTHER ESSENTIAL ITEMS										
Audit Management including:- - Audit planning, - Monitoring & reporting, - Audit Committee	28	■	-	-	-	-	-	-	-	Includes attendance at Audit Committee – Annual Report presented in June 2017, Audit Charter and Strategy presented in September 2017 and Progress Reports presented in September 2017 and January 2018.
Annual Governance Statement	2	■	-	-	-	-	-	-	-	Review of the Code of Corporate Governance presented to June 2017 Audit Committee under separate cover
Exemptions from Financial Regulations	5	■	-	-	-	-	-	-	-	17 applications received and processed in 2017/18, 15 accepted. One deemed not to require exemption and one refused on the basis of not being urgent and market testing should take place.

Grants - Greater Dartmoor Local Enterprise Action Fund (LEAF) & South Devon Coastal Action Group (LAG)	20	■	-	-	-	-	-	-	-	35 days spent on claims in 2017/18
Contingency & Advice	20	■	-	-	-	-	-	-	-	
OTHER ESSENTIAL ITEMS	75									
Total Days	430									

Summary of Audit Opinions given in 2017/18

Audit Opinion	
High Standard	0
Good Standard	13
Improvements Required	11
Fundamental Weaknesses	2

Planned Audit 2017/18 – Final Reports

The following tables provide a summary of the audit opinion and main issues raised in the reports issued to managers since the last Progress Report presented to Audit Committee in January 2018.

In all cases (unless stated) an action plan has been agreed to address these issues. Note that the responses to the recommendations made were given at a point in time and in some cases will have been subsequently actioned. Such action will not normally be confirmed by Internal Audit until such time as a Follow-Up review is carried out or, in the case of Key Financial Systems, the next annual review is undertaken.

Definitions of Audit Assurance Opinion Levels

High Standard

The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.

Good Standard

The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.

Improvements Required

In our opinion there are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.

Fundamental Weaknesses Identified

The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

Planned Audit 2017/18 – Final Reports

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Subject	Audit Findings	Management Response
<p>Main Accounting System</p>	<p>Audit Opinion - Good Standard</p> <p>Conclusions The required level of controls are largely in place over the management and administration of the main accounting system and budgetary control.</p> <p>There is acknowledgement that the Finance COP experienced staffing pressures over the previous twelve months due to staff turnover. In addition, the role of Section 151 Officer and Finance COP Lead was split to allow a distinction between strategic and day to day operations. The Deputy Section 151 Officer is now Finance COP Lead. It was noted that work was already under way to improve controls in some key areas, including completion of reconciliations, as well as the commencement of a longer term project to introduce self-service for budget holders.</p> <p>The main issues where action can be taken to further strengthen controls remain similar to last year, the most significant of which are:</p> <ol style="list-style-type: none"> 1. Ensuring that reconciliations of all feeder systems, suspense and control accounts, including the bank account, are undertaken on a timely basis, that they are fully documented, are reviewed by a second officer and that these actions are evidenced. Sufficient cover should be in place to prevent a single point of failure; 2. Work should continue on allowing budget holders to self-serve, including the planned implementation of additional Civica Financials budgeting modules and training for budget holders; 3. Ensure that all users of the Civica Financials systems are made aware that the 'Rich Client' version will no longer be available from September 2018, and that sufficient training is provided to all users for the newer web-based version of the software. 	<ol style="list-style-type: none"> 1. Reconciliations are now completed on a monthly basis, with discrepancies being investigated. There is a record of who is responsible for which reconciliations. A review is being made of what work sits where and there may be some changes in responsibility, but these will all be recorded. Officers are required to sign and date reconciliations as they complete them. <p>Suspense and Control Account Reconciliations were to be signed off by a member of the Finance COP and have subsequently been brought up to date.</p> <p>All reconciliations involving feeder systems are now completed by officers independent of the related transaction processing. It will be ensured that this arrangement continues as part of the review of what work sits where.</p> <p>The bank reconciliations are independently reviewed by a member of the Finance COP.</p> <ol style="list-style-type: none"> 2. A new Accountant has been appointed, to commence in July 2018. One of their tasks will be to introduce self-service budget monitoring. This is a key target for the Finance COP Lead. <p>Members of ELT have been asked to inform the Finance COP Lead of training needs with respect to managing their budgets and the new officer is to provide this in conjunction with rolling out self-service.</p> <p>Before they leave, the Senior Specialist – Finance Business Partner will be asked to set out what work</p>

Subject	Audit Findings	Management Response
		<p>remains to be completed to allow self-service to be fully delivered.</p> <p>3. Both the Support Service Case Management and Finance COP teams are already aware of the need to transfer to the web-based version of Civica Financials.</p> <p>After year end, this is to be a focus for the two teams, who will be provided with training. Drop in sessions will be arranged for other users outside of the two teams, to provide training specific to their needs.</p>
<p>Creditors</p>	<p>Audit Opinion – Improvements Required</p> <p>Conclusions Based on our work we can confirm that the Councils generally have appropriate and effective controls in place over the payment of creditors. However, we have made a number of recommendations to contribute to the strengthening of existing procedures, the most significant of which are:</p> <ol style="list-style-type: none"> 1. Controlling the amendment of permanent data, especially bank account changes; 2. Management of data that is no longer required or has been held beyond statutory required periods; 3. Identification and examination of actual or potential duplicate payments and the review of National Fraud data matches; 4. Ensuring that controls over the use of purchase cards are suitably robust and ensuring that transactions are supported by senior approval, supplier receipts and that, where appropriate, VAT is reclaimed; 5. User access and security including the removal of redundant users, ensuring access levels are appropriate and authorised limits appropriate; and 6. Performance data such as payments over £500 and speed of payment are published promptly. 	<ol style="list-style-type: none"> 1. Officers have previously been instructed to call creditors back using existing or independently obtained contact details, to confirm any requested changes to bank account details etc. However, a further reminder will be issued by email. 2. It is intended to review all data held to ensure compliance with the new data protection legislation. 3. For each payment run Case Managers are required to download all payments and sort them by amount, in order to identify any potential duplicates, but there is no comparison with other payment runs. <p>A report needs to be set up to help monitor for duplicate payments, possibly based on invoice number. Case Managers are instructed that these must be entered exactly as shown on the invoice, including spaces, lower/upper case etc, so this should provide a means of identifying duplicate invoices.</p> <p>The Case Managers will be asked to run an existing report to try and identify any duplicate payments made, in order that payments can be recovered where possible and appropriate.</p>

Subject	Audit Findings	Management Response
		<p>Resource has been identified to review the NFI data matches, subject to training being provided to the two Case Managers concerned.</p> <p>4. Officers have reviewed all purchase cards and cancelled those no longer required and amended value limits where this was felt to be appropriate. The changes have been updated within the Lloyds bank website as well, to enforce the changes.</p> <p>The limits have been reduced for most depot staff with purchase cards, and for the remainder of users, the limits have been made more uniform.</p> <p>It would not be pragmatic to introduce authorisation of card purchases by a second officer prior to the purchase, but a sample of transactions will be reviewed as part of the monthly reconciliation to ensure that they are appropriate to the Councils' business needs.</p> <p>All card holders have been reminded of the importance of obtaining VAT invoices or receipts, as well as a VAT breakdown.</p> <p>5. Access rights to the Creditors system will be reviewed and arrangements made for leavers to be removed and access rights of remaining officers to be reviewed for appropriateness, particularly for those who have changed roles.</p> <p>Ordering and certifying officers, and associated authorisation limits, will be reviewed as part of the overall review of access rights.</p> <p>6. The officer previously responsible for publishing the data changed roles, which led to this task falling behind. Another Case Manager has been given responsibility and the published data has been brought up to date and should remain so in the future.</p>

Subject	Audit Findings	Management Response
<p>Debtors</p>	<p>Audit Opinion – Improvements Required</p> <p>Conclusions Our review noted the creation of the Debt Recovery Unit on 1st October 2017 which is starting to have a positive impact. The review has identified that controls need strengthening in some areas and that in a number of instances action has not been taken to address the agreed recommendations within the previous year’s audit report. We understand that this has largely been due to limited staff resource and other work pressures at the time. In the case of recovery activity, the outcome of a trial using an external debt recovery company was awaited before implementing some recommendations, but it has now been decided to retain recovery in-house. Issues include:</p> <ol style="list-style-type: none"> 1. Attachment of documentary evidence when new accounts or periodical payments are set up; 2. Formal review of accounts to identify duplication; 3. Review of recovery suppressions; 4. Debt recovery strategy; 5. Recovery action process; 6. Review of broken arrangements to identify those accounts where customers have defaulted on agreed payment plans; 7. Additional means of recovery and enforcement, including the use of debt collection agencies; and 8. Consideration needs to be given as to how long aged or low value debts are pursued and at what point such action is no longer cost effective. 	<ol style="list-style-type: none"> 1. All officers who deal with debtors have been reminding of the requirement to attach evidence to debtor accounts to support all new accounts raised or amendments to existing accounts. 2. Issues have been caused in the past when services were responsible for raising their own invoices – if they couldn’t find a debtor account, they would set up a new one, resulting in a number of duplicate accounts. It is intended to review and cleanse the sundry debtors master file of all duplicate accounts, although this is a significant piece of work. 3. It will be investigated whether or not open-ended suppressions can be prevented. In the meantime, the relevant staff will be instructed that they must enter an end date for all suppressions. <p>The team have already been asked to use the reminder function to ensure that recovery suppressions are reviewed.</p> <p>An independent review of recovery suppressions will be introduced at an appropriate frequency.</p> <ol style="list-style-type: none"> 4. There is a strategy in place which is part of the debt recovery plan, but this is not written down. It will therefore be documented. 5. Since the re-organisation of Case Management there has been a period of training, setting up reports etc as part of the handover of responsibility for debtors to the Support Services Case Management Team Leader. <p>Within Support Services Case Management there are now more people trained in debt collection than prior to T18.</p> <p>A Support Services Case Manager is to start submitting on-line claims to the courts and to liaise</p>

Subject	Audit Findings	Management Response
		<p>with bailiffs. Also telephone chasing has been more proactive and has proven to be quite successful and the range of recovery routes is being reviewed. The other main option is withdrawal of services and eviction of tenants from the Councils' own commercial premises.</p> <p>The Support Services Case Management Team Leader's team has retained responsibility for debtor reconciliations and will provide cover in the event of absence, so as not to lose continuity on debt recovery.</p> <p>6. The team will be instructed to set up reminders to ensure that they check that payments are being made as agreed. Any broken arrangements should also be identified by a monthly review of outstanding debts which is being introduced. It will investigate whether or not it is possible to produce a 'broken arrangements' report from the debtors system.</p> <p>7. The range of recovery routes will be reviewed, namely recovery letters, telephone calls, Money Claim Online process, court action and bailiffs</p> <p>8. A de minimus value will be agreed with the S151 Officer prior to batch write offs for outstanding debts up to this maximum amount, where it is uneconomical to pursue recovery of the debt for these low value debts.</p>
<p>Payroll</p>	<p>Audit Opinion - Good Standard</p> <p>Conclusions Whilst the payroll is generally managed in the same way as in previous years, there have continued to be some changes during recent months to create further efficiencies, including:</p> <ul style="list-style-type: none"> • A continued move towards holding all documentation electronically rather than in paper format, with forms such as those for starters and leavers now being accepted electronically; 	<ul style="list-style-type: none"> • Reconciliations are now completed on a monthly basis, with discrepancies being investigated. • Officers are required to sign and date reconciliations as they complete them. • The reconciliations are available for the Finance COP to review • The "Tick List" within the "Monthly Tick Sheet" spreadsheet for each authority will be updated to

Subject	Audit Findings	Management Response
	<ul style="list-style-type: none"> • Use of W2 to process much of the monthly pay run and to hold documentation relating to adjustments to individual employees' pay etc; • More efficient bulk uploading of data into the payroll system; and • Plans for personal information of starters (e.g. bank details, National Insurance number) to be entered by employees via the self-serve module. <p>The current arrangements for delivering the payroll are functioning adequately, with suitable key controls in the majority of areas, but there remains scope to enhance the reliability of the current software, which would then allow yet more efficiencies to be gained, and to improve controls over some processes. These include:</p> <ul style="list-style-type: none"> • Evidencing working practice by ensuring that there is a record of who has made independent checks of calculations and reconciliations; • Performance monitoring of the payroll function to allow informed decisions to be made about the future of the service; 	<p>show which reports should be reviewed and who has done this.</p> <p>Whilst agreed in principle and the potential benefits acknowledged, performance monitoring of the payroll function is a low priority compared to monitoring other functions such as creditors and debt recovery, therefore no action is planned.</p>
<p>Council Tax</p>	<p>Audit Opinion – Improvements Required</p> <p>Conclusions Assurance can be given that the Council Tax bills issued are calculated correctly. However controls do need strengthening in some areas; weaknesses identified include the lack of regular monitoring and / or review of:</p> <ul style="list-style-type: none"> • Completion of reconciliations; • Identification of new properties; • Single Persons Discount; • The suspense account; • Broken arrangements to pay; • Use of the bailiff; and • Debt recovery strategy. 	<ol style="list-style-type: none"> 1. Reconciliations are now up to date. <p>Additional Case Management staff are to be trained in the completion of these reconciliations, which will spread the workload and remove a potential single point of failure.</p> <ol style="list-style-type: none"> 2. The procedures for identifying and advising of new properties will be reviewed and additional resource allocated to the process if required. 3. Work has commenced on introducing processes which will allow reviews of reliefs and exemptions. <p>When the Experian software is next upgraded, the Councils will have access to functionality which allows identification of all individuals linked to a given address etc. The results will then provide the basis of further checks which will need to be made by an officer. The introduction of IEG4 and the implementation of the Northgate debt recovery modules should release resource to undertake these checks.</p>

Subject	Audit Findings	Management Response
		<p>Student discounts are now to be applied for the length of the course, as annual confirmation of continued attendance is received from universities.</p> <p>All reliefs and exemptions will be reviewed in order to identify those which need to be prioritised for review.</p> <p>4. In future the revenues suspense accounts will be reviewed as part of monthly reconciliations work.</p> <p>5. Two recovery modules have been purchased from Northgate:</p> <ul style="list-style-type: none"> a. Enforcement Activity Manager – this automatically moves cases from one recovery stage to the next, right through to court. b. SPA Manager – this automatically identifies if a special arrangement to pay (SPA) has been broken and generates a letter giving notice that if the SPA is not brought up to date then recovery will be moved on to the next stage. This is done automatically if payment is not forthcoming. <p>The modules have yet to be implemented and there is a need to create template letters for each stage within each module, but this is a high priority project after annual billing has been completed.</p> <p>6. The issues raised are to be actioned as part of the end to end review of debt recovery processes. Monthly performance reports are received from the current enforcement agents which are being monitored.</p> <p>7. The writing off of debt has been considered as part of the end to end review of debt recovery processes.</p>

Subject	Audit Findings	Management Response
Business Rates	<p>Audit Opinion - Improvements Required</p> <p>Conclusions The findings following the review of the business rates system is similar to that of Council Tax above. Both taxes are administered by the same officers and assurance can be given that the Business Rate bills are calculatedly correctly.</p>	See Council Tax above
Treasury Management	<p>Audit Opinion – Good Standard</p> <p>Conclusions Based on our work we can confirm that the Councils are adhering to legislative requirements and have appropriate and effective controls in place over the day to day treasury management operations.</p> <p>We noted a small number of relatively minor issues and we have made recommendations accordingly, including:</p> <ol style="list-style-type: none"> 1. Exceptionally, due to oversight from staff changes, the 2016/17 Treasury Management Annual Report was not taken to Members in a timely manner, as required by the CIPFA Code of Practice and these figures were late in being reported to Members; 2. The Fidelity Guarantee may not cover all those officers who can authorise CHAPS payments for treasury management; and 3. Although we are advised that there are only two companies offering treasury management advice to local authorities, the appointed provider should be appointed in line with Contract Procedure Rules. 	<ol style="list-style-type: none"> 1. The need to take an annual report to members has been included on the Executive Forward Plan and the necessary indicators have been reported retrospectively. 2. The matter will be discussed and the need for consultation highlighted with those officers responsible for managing the insurance policies. 3. Most Devon authorities use the same treasury management advisors for consistency and due to known quality of service. It is noted that the value of the contract only just exceeded the 2017/18 procurement threshold and in 2018/19 the contract value will be below the procurement threshold due to the threshold being increased to reflect inflationary increases over a number of years.
Capital Expenditure and Receipts	<p>Audit Opinion – Improvements Required</p> <p>Conclusions Controls over the approval of those projects, and their associated budgets, included within the capital programme for each authority, are generally in place and operating. Regular reports are taken to members to provide an update on expenditure against budgets and progress of individual projects.</p> <p>However, there are some aspects where there is room to strengthen controls over the delivery of capital projects and asset disposals, the key issues being:</p> <ol style="list-style-type: none"> 1. Standard project management methodology, including risk assessments, 	<ol style="list-style-type: none"> 1. The outcome of the Project Specialist’s development of a corporate project management process will be awaited. Based on this, standard requirements for project management documents to be completed for capital schemes of all sizes will be set out. <p>Smartsheets have been considered, but are felt to be too complex for the requirements of SHDC and WDBC. The simpler approach of the templates used by the Project Specialist and the Specialist – Engineering being preferred.</p>

Subject	Audit Findings	Management Response
	<p>project performance and post-project reviews;</p> <ol style="list-style-type: none"> 2. Reviews of all SHDC and WDBC-owned assets, to identify those which it may be beneficial to sell or to transfer ownership of to another organisation; and 3. Authorisation of the disposal of an asset valued at £12,500. 	<p>Internal project training would be beneficial for all members of the Assets COP and possibly formal training for the Senior Specialists.</p> <p>Informal project performance monitoring is undertaken at project and team meetings. However, a more formal approach will be considered as part of the project management methodology and training.</p> <p>Post-project reviews are carried out for larger projects, but not necessarily for smaller ones. Many capital projects completed by the Councils are bespoke and unlikely to be repeated and professional experience has shown that there is limited benefit in completing post-project reviews in these cases.</p> <p>They will continue to be carried out for individual projects where there is a perceived value.</p> <p>Also, a post-project review will be introduced, to consider the overall outcome of each annual capital programme.</p> <ol style="list-style-type: none"> 2. The Council is carrying out a Strategic Asset Review across both Councils to identify a number of potential Council-owned, asset development and investment opportunities within both Councils. The opportunities identified are being presented to Members in June 2018 to request approval for some preliminary expenditure in order to prepare detailed business cases for each of the opportunities identified, for Members' future considerations. <p>Assets which could potentially be sold are identified on an ad hoc basis, particularly where they are close to other assets being reviewed or worked on.</p> <ol style="list-style-type: none"> 3. This was an isolated incident and officers will ensure approval is obtained for all future land and property asset disposals in line with Financial Procedure Rules.

Planned Audit 2017/18 – Work Complete (No Audit Report)

Subject	Comments
Waste Collection and Front Line Services Procurement	<p>Internal Audit have provided support and challenge to the project team established to oversee the</p> <p>Audit have attended regular Project Team meetings, present at the receipt and opening of Outline Solutions from bidders as well as the subsequent moderation of evaluators scores. In addition, Audit took part in “dialogue sessions” with bidders which form part of the “Competitive Dialogue” procurement process. Audit will continue its role during the rest of the procurement until the award of the contract later in 2018/19.</p>
System of Internal Control (SIC), and Annual Governance Statement (AGS)	<p>Included within the Internal Audit Annual Report presented to the June Audit Committee was the internal audit opinion providing assurance that the Council's systems contain a satisfactory level of internal control.</p> <p>In addition, there is a requirement for the Council to prepare an AGS statement. Internal Audit provided support and challenge, as appropriate, to the Senior Leadership Team as they drafted the statement in respect of the 2016-17 financial year. The S151 Officer presented the 2016-17 AGS to the Audit Committee on 20 July 2017 with the draft accounts.</p>
Exemptions to Financial Procedure Rules	<p>Seven applications for Contract / Financial Procedure Rules were received during 2017/18, all were accepted with the exception of one where it was deemed that the request was not urgent and the market should be tested</p>

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Agenda Item 7

Report to: **Audit Committee**

Date: **19 June 2018**

Title: **Annual Report of the Statutory Officers' Panel**

Portfolio Area: **Portfolio Area**
Resources and Performance

Wards Affected: **All**

Relevant Scrutiny Committee:

Urgent Decision: **N** Approval and clearance obtained: **N/a**

Date next steps can be taken: **N/a**
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **Statutory Officers' Panel** Role: **Head of Paid Service**
Section 151 Officer
Monitoring Officer

Contact: **Catherine.Bowen@swdevon.gov.uk**

Recommendations:

That the Committee note the report and make any necessary recommendations.

1. Executive summary

- 1.1 The Statutory Officers' Panel comprises the officers that the Council must appoint to ensure that it operates fairly and within the law. These officers are the Head of Paid Service, Section 151 (Finance) Officer and the Monitoring Officer. The Panel meets four times a year and has a forward plan of matters that it considers on an annual basis.
- 1.2 The Panel has the appropriate knowledge, expertise and levels of seniority to consider the extent to which the Council complies with, and manages, the following areas:
- the principles and elements of control and governance frameworks;
 - strategic risk management;
 - fraud and corruption;
 - investigations undertaken under Disciplinary Procedures; and
 - regulatory framework (policies and strategies)

- 1.3 The purpose of this report is to inform members of the work that the Statutory Officers' Panel has carried out over the last financial year (April 2017 to March 2018).

2. Work of the Statutory Officers' Panel

- 2.1 The Statutory Officers' Panel meets quarterly and invites other officers as required, such as the Deputy Executive Director (formerly the Executive Director for Service Delivery and Commercial Development), Internal Auditor HR Business Lead and the Health & Safety Officer.
- 2.2 Over the past financial year (April 2017 to March 2018) the Panel has considered the following issues to ensure that the Council manages and complies with its governance, strategic risk management, fraud and corruption, and regulatory framework requirements.
- 2.3 **Corporate Governance:** the Panel ensures that the Council complies and manages:
- The Code of Corporate Governance and Annual Governance Statement to ensure that they are presented to the June Audit Committee. The purpose of the Annual Governance Statement is to provide evidence that the Council continuously reviews its internal control and risk management processes and to identify any actions and solutions in a timely way.
 - The annual review of the Council's Constitution and its various parts to ensure that it is fully considered by the Audit Committee before adoption at the Annual Meeting
 - The Annual Report on the Council year, to ensure it is considered at the Annual Meeting
 - Oversight of the review and adoption process for the Corporate Strategy
 - Other governance issues as they arise
- 2.4 **Risk Management:** the Panel:
- Oversees the Council's Risk Management Policy to ensure it complies with current best practice
 - Ensures that the Senior Leadership Team considers the Corporate Risk Register regularly
 - Identifies, evaluates, manages and mitigates strategic and operational risk and that risk management is implemented and embedded across the organisation
- 2.5 **Regulatory Framework:**
- Annual review of the anti-fraud, corruption and bribery strategy, the anti-money laundering policy and the whistle blowing policy to ensure they are fit for purpose and reflect best practice. If amendments are required, the policies are brought to the Audit Committee for consideration.
- 2.6 **Other:** during the year the Panel has also considered:
- Business continuity & emergency planning
 - Oversight of internal audit actions
 - Oversight of the implementation and embedding of the Health, Safety & Wellbeing plan
- 2.7 The Panel's work programme for 2018-19 includes a review of the Council's Finance Procedure Rules.

3. Outcomes/outputs

- 3.1 The Statutory Officers' Panel ensures that the Council deals with the above issues in a timely manner, and identifies any issues so that they are resolved early on in the process. Ensuring that the Council manages and complies with

its governance, risk and regulatory matters ensures that the Council has a sound basis for making decisions and delivering its services.

3.2 Success is measured by early identification of issues, and compliance with the statutory requirements which are reflected in positive audit reports.

4. Options available and consideration of risk

4.1 The Council has various statutory duties with which it must comply. It is possible for the Council to operate without a Statutory Officers' Panel but the risk of failing to identify issues early on (together with the risk of the Council failing to comply with these requirements) would increase with a potentially higher risk of legal challenges against the Council.

5. Proposed Way Forward

5.1 That the Audit Committee consider this report and make any necessary recommendations

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Council is required by law to appoint a Head of Paid Service, Section 151 (Finance) Officer and a Monitoring Officer, to ensure that the Council operates lawfully and fairly.</p> <p>The Statutory Officers' Panel complies with good practice and ensures that senior officers are aware of and comply with important governance (legal and financial), corporate risk, fraud and other regulatory issues.</p> <p>The Audit Committee is responsible for financial, governance and risk controls.</p>
Financial	Y	There are no direct financial implications arising from this report but the purpose of the Panel is to ensure that the Council manages and complies with its financial responsibilities.
Risk	Y	The work carried out by the Statutory Officers' Panel minimises significantly the risk of the Council failing to comply with its requirements under legal and financial governance, risk, systems of internal control and the Council's regulatory framework
Comprehensive Impact Assessment Implications		
Equality and Diversity		N/a to this report
Safeguarding		N/a to this report

Community Safety, Crime and Disorder		N/a to this report
Health, Safety and Wellbeing		N/a to this report
Other implications		



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19 April 2018

Dear Sophie,

Planned audit fee for 2018/19

The Local Audit and Accountability Act 2014 (the Act) provides the framework for local public audit. Public Sector Audit Appointments Ltd (PSAA) has been specified as an appointing person under the Act and the Local Authority (Appointing Person) Regulations 2015 and has the power to make auditor appointments for audits of opted- in local government bodies from 2018/19.

For opted- in bodies PSAA's responsibilities include setting fees, appointing auditors and monitoring the quality of auditors' work. Further information on PSAA and its responsibilities are available on the [PSAA website](#).

From 2018/19 all grant work now falls outside the PSAA contract, as PSAA no longer has the power to make appointments for assurance on grant claims and returns. Any assurance engagements will therefore be subject to separate engagements agreed between the grant-paying body, the Council and your auditor and separate fees agreed with the Council.

Scale fee

PSAA published the 2018/19 scale fees for opted-in bodies in March 2018, following a consultation process. Individual scale fees have been reduced by 23 percent from the fees applicable for 2017/18. Further details are set out on the [PSAA website](#). The Council's scale fee for 2018/19 has been set by PSAA at £30,335.

PSAA prescribes that 'scale fees are based on the expectation that audited bodies are able to provide the auditor with complete and materially accurate financial statements, with supporting working papers, within agreed timeframes'.

The audit planning process for 2018/19, including the risk assessment, will continue as the year progresses and fees will be reviewed and updated as necessary as our work progresses.

Chartered Accountants
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Scope of the audit fee

There are no changes to the overall work programme for audits of local government audited bodies for 2018/19. Under the provisions of the Local Audit and Accountability Act 2014, the National Audit Office (NAO) is responsible for publishing the statutory Code of Audit Practice and guidance for auditors. Audits of the accounts for 2018/19 will be undertaken under this Code. Further information on the NAO Code and guidance is available on the [NAO website](#).

The scale fee covers:

- our audit of your financial statements;
- our work to reach a conclusion on the economy, efficiency and effectiveness in your use of resources (the value for money conclusion); and
- our work on your whole of government accounts return (if applicable).

PSAA will agree fees for considering objections from the point at which auditors accept an objection as valid, or any special investigations, as a variation to the scale fee.

Value for Money conclusion

The Code requires us to consider whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VfM) conclusion.

The NAO issued its latest guidance for auditors on value for money work in November 2017. The guidance states that for local government bodies, auditors are required to give a conclusion on whether the Council has put proper arrangements in place.

The NAO guidance identifies one single criterion for auditors to evaluate:

In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

Billing schedule

Fees will be billed as follows:

Main Audit fee	£
September 2018	7,583.75
December 2018	7,583.75
March 2019	7,583.75
June 2019	7,583.75
Total	30,335.00

Outline audit timetable

We will undertake our audit planning and interim audit procedures in November to February. Upon completion of this phase of our work we will issue a detailed audit plan setting out our findings and details of our audit approach. Our final accounts audit and work on the VfM conclusion along with our work on the whole of government accounts return will be completed in July 2019.

Phase of work	Timing	Outputs	Comments
Audit planning and interim audit	November to January- planning January to February - interim	Audit plan	The plan summarises the findings of our audit planning and our approach to the audit of the Council's accounts and VfM.
Final accounts audit	June to July	Audit Findings (Report to those charged with governance)	This report sets out the findings of our accounts audit and VfM work for the consideration of those charged with governance.
VfM conclusion	January to July	Audit Findings (Report to those charged with governance)	As above
Whole of government accounts	July	Opinion on the WGA return	This work will be completed alongside the accounts audit.
Annual audit letter	September	Annual audit letter to the Council	The letter will summarise the findings of all aspects of our work.

Additional work

The scale fee excludes any work requested by the Council that we may agree to undertake outside of our Code audit. Each additional piece of work will be separately agreed and a detailed project specification and fee agreed with the Council.

Quality assurance

We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively you may wish to contact Jon Roberts, our Public Sector Assurance regional lead partner, via jon.roberts@uk.gt.com.

Yours sincerely



Geraldine Daly
Engagement Lead

For Grant Thornton UK LLP

CC – Lisa Buckle; Strategic Finance and Section 151 Officer

Agenda Item 9

Report to: **Audit Committee**

Date: **19 June 2018**

Title: **Audit Committee Workplan Programme 2018/19**

Portfolio Area: **Support Services – Councillor C Edmonds**

Wards Affected: **ALL**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: Lisa Buckle Role: **S151 Officer and Strategic Finance Lead**

Contact: **Email lisa.buckle@swdevon.gov.uk
01803 861413**

Recommendations:

That the Audit Committee approves the Workplan Programme for the financial year 2018-19.

1. Executive summary

1.1 Appendix A sets out the suggested timetable for the agenda items that will be considered by the Audit Committee for the 2018-19 financial year.

2. Background

2.1 Appendix A sets out the timetable of the cyclical reports to be considered by the Audit Committee on a yearly basis.

3. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Terms of Reference of the Audit Committee are set out within the Council's Constitution.
Financial	Y	There are no direct financial implications as a result of this report.
Risk	Y	The timetable sets out when agenda items relating to Risk Management will be considered by the Audit Committee.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	N/a
Safeguarding	N	N/a
Community Safety, Crime and Disorder	N	N/a
Health, Safety and Wellbeing	N	N/a
Other implications	N	none

Appendices

Appendix A – Audit Committee Workplan Programme for 2018-19

Committee Meeting	Proposed workplan/timetable for Audit Committee 2018/19
19 th June 2018	<ul style="list-style-type: none"> i) Draft Statement of Accounts 2017-18 and Draft Annual Governance Statement 2017/18 ii) Statutory Officers' Panel report iii) Grant Thornton External Audit Fee Letter iv) Internal Audit Annual Report 2017/18 v) Audit Committee Work Programme 2018/19
24 th July 2018	<ul style="list-style-type: none"> i) KPMG External Audit report 2017/18 ii) Audited Statement of Accounts 2017/18 and Annual Governance Statement 2017/18 iii) Pensions Strategy and Treasury Management update (for information)
9 th October 2018	<ul style="list-style-type: none"> i) Treasury Management update (for information) ii) Six monthly update – Strategic Risk Assessment iii) Six monthly update – Strategic Debt review iv) Internal Audit Charter & Strategy v) Update on Progress on the 2018/19 Internal Audit Plan vi) Review of Finance Procedure Rules
22 nd January 2019	<ul style="list-style-type: none"> i) KPMG Annual Audit Letter and Closure of the Audit Letter ii) KPMG Annual Grant Certification Letter iii) Update on progress on the 2018/19 Internal Audit Plan
12 th March 2019	<ul style="list-style-type: none"> i) Grant Thornton - External Audit Plan 2018/19 ii) Grant Thornton – Interim Audit Report 2018/19 iii) Treasury Management update (for information) iv) 2019/20 Internal Audit Plan v) Draft Budget Book 2019/20 vi) Cost Methodology for Shared Services 2018/19 vii) Review of Council Constitution viii) Update on Progress on the 2018/19 Internal Audit Plan ix) Six monthly update – Strategic Risk Assessment x) Six monthly update – Strategic Debt review

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