

STATEMENT OF ACCOUNTS

2014 / 2015



Cannock Chase District Council – Statement of Accounts

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Explanatory Foreword

This Statement of Accounts is prepared in accordance with the Code of Practice on Local Authority Accounting in the UK 2014/15, which requires that it presents a true and fair view of the financial position of Cannock Chase District Council for the year ended 31 March 2015.

This Statement of Accounts contains several statements and these are summarised below:

Explanatory Foreword	This document is presented as a foreword to the Statement of Accounts to fulfil a similar purpose to a directors' report in company accounts. It provides a guide for the reader of the accounts to the most significant aspects of the Council's financial performance, year-end financial position and cash flows.
Statement of Responsibilities for the Statement of Accounts	This statement sets out the responsibilities of the Council and the Chief Financial Officer (the Head of Finance) in respect of the Statement of Accounts.
Movement in Reserves Statement	This statement provides a summary of the changes that have taken place in the Council's reserves over the financial year by analysing the increase or decrease in net worth as a result of: <ul style="list-style-type: none"> • incurring expenses and generating income; • movements in the fair value of the Council's assets; and • movements between reserves according to statutory provisions.
Comprehensive Income and Expenditure Account	This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practice.
Balance Sheet	This statement summarises the Council's financial position as at 31 March each year. It shows the value of the assets and liabilities recognised by the Council and how they have been financed.
Cash Flow Statement	This statement summarises the flows of cash that have taken place into and out of the Council's bank accounts over the financial year.
Notes to the Accounts	Notes are provided to assist in the interpretation of the accounts (for example the first note details the Council's Accounting policies), to provide further disclosures required by the Code of Practice and to provide additional information that is not presented elsewhere that will help the reader to understand the accounts.

Housing Revenue Account	This statement reflects a statutory obligation to account separately for local authority housing provision. Income and expenditure on Council Housing is 'ring fenced' within the HRA. The statement shows the economic cost in the year of providing housing services rather than the amount to be funded from rent and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised is shown in the Movement on the HRA statement. The Account is self-financing, and contributions from the General Fund Account are not permitted.
Collection Fund	As a billing authority, the Council is required to provide this statement which summarises the collection and distribution of amounts due in respect of Council Tax and National Non-Domestic Rates.
Glossary	Explains the technical terms contained within the Statement of Accounts.

Explanatory Foreword

Local authority accounts are prepared on an International Financial Reporting Standards (IFRS) basis. IFRSs are a suite of accounting standards used across the world that are seen as best practice and allow for international comparisons to be made. The statements that follow the explanatory foreword have therefore been prepared on an IFRS basis.

The **Movement in Reserves Statement** on page 15 reveals that the Council's usable reserves have increased from £21.255 million on 31 March 2014 to £25.418 million on 31 March 2015, an increase of £4.163 million.

Usable reserves have increased primarily as a result of the timing adjustment in relation to the accounting for Business Rates (£1.833) million and additional net capital resources (£2.344) received in the year, including revenue transfers to capital outlay. The surplus of revenue income over expenditure for the General Fund excluding such capital transactions amounted to £0.402 million

An earmarked reserve has been established to cover the Council's liability for the loss on the Business Rates collection fund resulting from timing issues and in particular the material increase in business rates appeals lodged with the Valuation Office Agency (£2.218 million). The true position of the Council is reflected in the Income & Expenditure account, with the earmarked reserve being set aside to offset the notional deficit in the collection Fund. The net Earmarked Usable Reserves amounts to £12.519 million with the increase in year of £0.627 million partly mainly reflecting the increase in reserves set aside to fund the Council's capital expenditure plans.

The **Comprehensive Income and Expenditure Account** on page 17 reveals that the net cost of services remained relatively static year on year (2014/15 £10.361 million and 2013/14 £10.468 million). However costs have increased by £0.914 million over the year, but have been offset by additional income £0.393 million and a reduction in capital accounting charges (£0.628 million). A full analysis is contained in note 5 to the accounts.

The most significant change in the Comprehensive income and expenditure to report is the year on year increase in the 'remeasurement of the net defined benefit liability' relating to the Council's share of Staffordshire County Council's pension fund (£4.212 million) owing to changes in the fund actuary's financial assumptions.

The **Balance Sheet** on page 18 reveals a decrease in the Council's net worth of £11.070 million (31 March 2015 £40.014 million and 31 March 2014 £51.084 million). Again, the decrease relates to changes in the Council's pensions liabilities from £66.959 million to £78.059 million as set out on page 65.

The **Cash Flow Statement** on page 19 summarises flows of cash in and out of the Council's bank accounts. The change in the value of cash and cash equivalents year on year (£0.262 million) relates primarily to changes in investing and financing activities detailed in notes 27 and 28 on page 54.

Overview of Portfolio Spending

The following pages provide a brief overview of the financial position of the Council for 2014/15, in terms of the Council's management accounting framework, rather than the statutory IFRS framework.

Revenue spending

The General Fund records all the day-to-day spending on Council services. The net cost of services contained within the General Fund are met primarily from central government funds and from income derived from the Council Tax payers within the District.

The Band D Council Tax for 2014/15 was £200.95.

The Council approved net revenue spending of £12.902 million for 2014/15. The actual spend was £12.152 million (-5.8%) less than budgeted. The following table sets out the net revenue spending and financing compared with the budget for the year:

	Budget £'000	Actual £'000	Variation £'000
Portfolio Budgets	12,033	11,344	(689)
Investment Income	(99)	(92)	7
Technical Items	2,457	2,121	(336)
Use of Government Grants	(1,206)	(1,209)	(3)
Business Rates Pool	(283)	(12)	271
NET EXPENDITURE	12,902	12,152	(750)

Financing

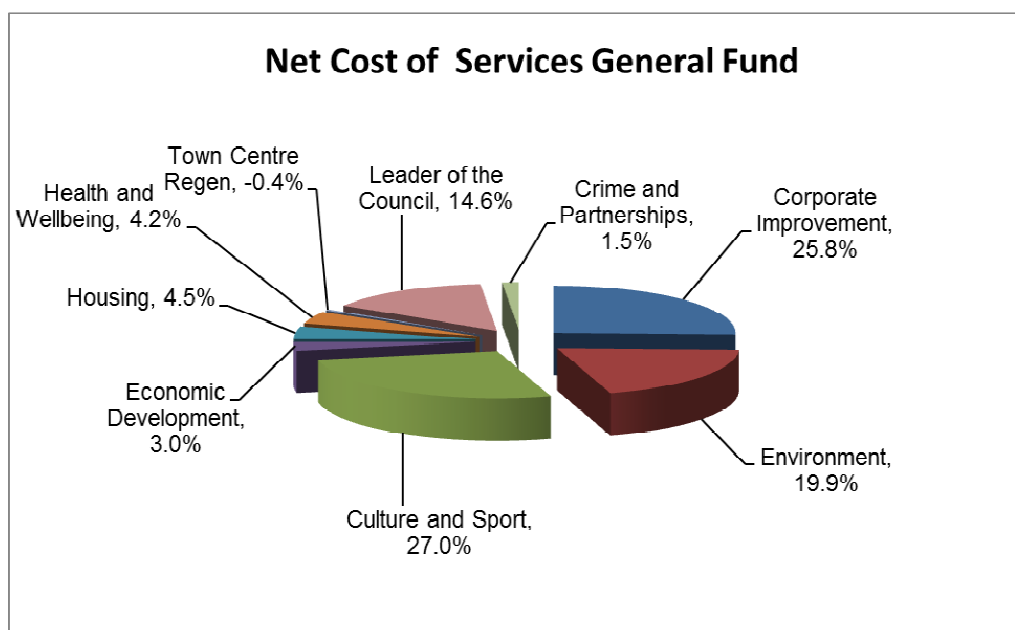
Demand on Collection fund	(5,307)	(5,307)	-
Revenue Support Grant	(3,035)	(3,035)	-
Business Rates Retention	(3,584)	(2,837)	747
Transfer to/(from) Working Balance	(976)	(973)	3
TOTAL FINANCING	(12,902)	(12,152)	750

The table above shows the budget anticipated net expenditure of £12.902 million, to be principally funded from Council Taxpayers (£5.307 million) and Central Government (£6.619 million).

The actual position shows that net expenditure was £0.750 million lower than budgeted.

The overall position, actual net expenditure and financing, resulted in a transfer of £0.973 million from the General Fund working balance as compared to the budgeted figure of £0.976 million.

The table above provides a simplified version of the Comprehensive Income and Expenditure Account which appears later in this booklet. The Comprehensive Income and Expenditure Account includes accounting items required under the Code of Practice but which do not affect the actual movement in the General Fund balance as shown in the above table and therefore presents the same financial information but includes further accounting entries to comply with the Code. Technical items include the Council's statutory annual provision from revenue to contribute towards the reduction in its overall borrowing requirement and non service government grants.



Financial performance against Budget in 2014/15

Portfolio expenditure was £0.689 million lower than the budget. Employee expenses were £0.124 million less than budgeted across the portfolios. Added to this, the **principal variances** on each portfolio are as follows, ((+) is an unfavourable variance (-) is a favourable variance):

Corporate Improvement

- Increased income from court costs - £131,000 (-)
- Savings on public buildings utility costs - £54,000 (-)
- Increase in bad debts provision - £46,000 (+)
- Land Charges Local Searches – the one off full and final settlement in respect of the longstanding dispute raised by property search companies amounted to £64,000 (+)

Culture and Sport

- Additional 'one-off' income for Parks & Open Spaces - £67,000 (-)

Economic Development

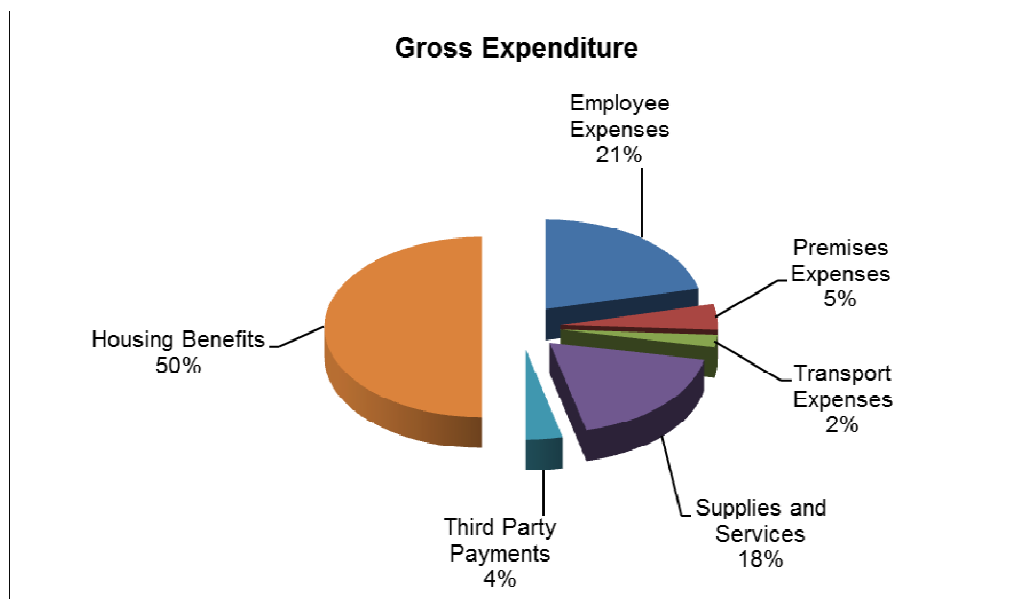
- Development Control – higher than expected planning fees - £114,000 (-)

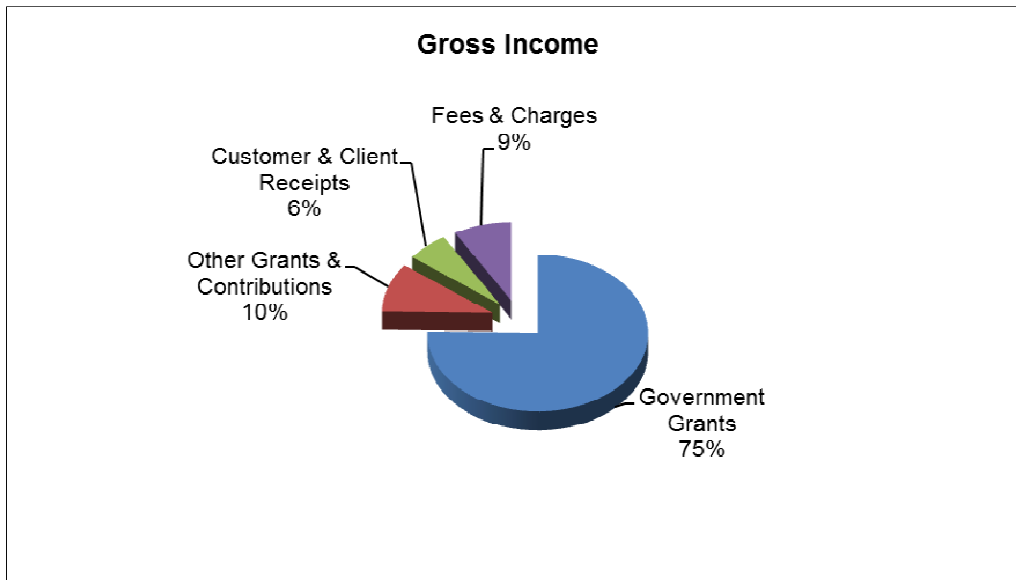
Environment

- Grounds Maintenance – additional fee income £41,000 (-) coupled with reduced costs £33,000 (-)
- Off Street Parking – reduced income £40,000 (+)

Health and Wellbeing

- Reduced housing benefit subsidy - £70,000 (+)





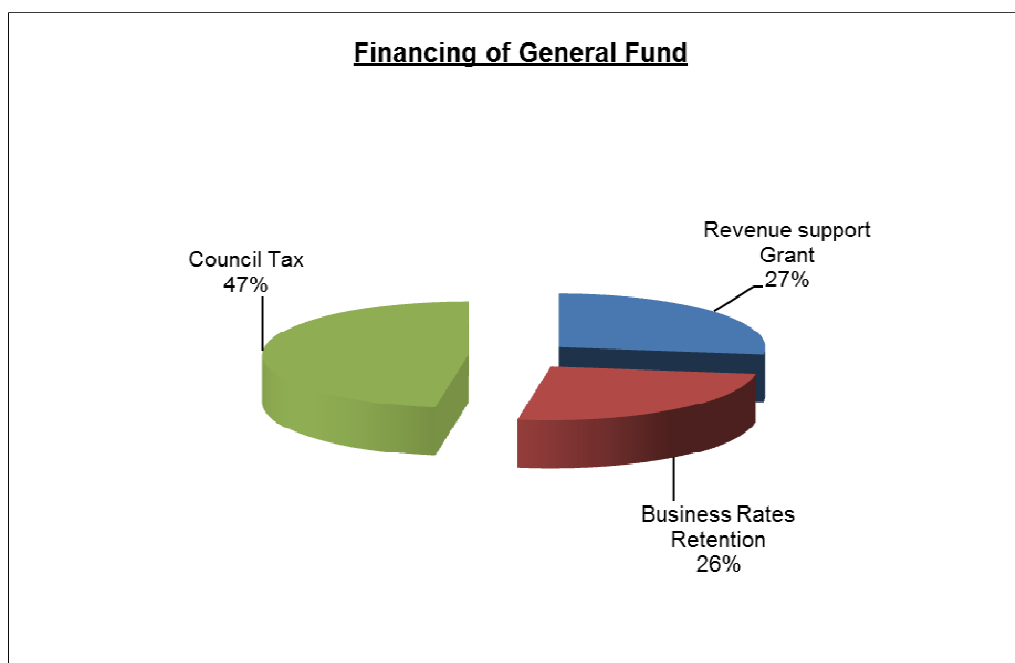
Future issues facing the Council

The Council plans its finances over a medium term 4 year rolling period for revenue and capital and it includes all known financial pressures that it faces over the medium term in its Financial Plan. Finances are sound now and the Council continues to plan for future spending pressures.

As part of its financial planning the Council identifies its key financial risks to ensure they are taken into account when considering the budget. Some of the key issues facing the Council in the future are:

- Central government funding – The government has made considerable cuts in public spending. Austerity measures will inevitably lead to the Council being under continuing pressure to deliver significant budget savings going forward;
- Business Rates Retention Scheme – 2014/15 was the second year of the new regime for collecting National Non Domestic Rates (NNDR). Income is now shared between central government, the Council, Staffordshire County Council, Stoke-on-Trent and Staffordshire Fire Authority and the Greater Birmingham and Solihull Business Rates Pool. This change carries the following financial risks for the Council:
 - Failure to collect business rates income in accordance with the “Start-Up” funding assessment;
 - Failure to collect business rates billed;
 - Reduced business rates collectable as a result of appeals.
- Income levels – a number of main income streams are subject to demand factors and are influenced by the wider economic climate. The Council has limited means to address issues of demand however income is an area that receives particular budget monitoring attention;
- Interest rates – the on-going period of low interest rates has impacted on investment returns. Any overall decrease in rates will reduce income. An increase or decrease in interest rates of 0.25% changes investment income by about £30,000. Current indications suggest that bank rate may begin to increase in the second quarter of 2016;
- Inflationary pressures – inflationary pressures seem to be easing, with price inflation remaining at a long time low of 0% in March 2015, although current forecasts suggest that 0% inflation won’t continue for long and should push back in the direction of 2% in 2016;
- Pension’s costs – the Council is coming under increasing pressure as a result of the rising costs of pension’s provision. This is primarily as a result of the pension fund’s liabilities exceeding its assets. Revised contribution rates came into effect in 2014/15

following the triennial actuarial valuation. In addition, the end of the “contracted out” NIC rebate in April 2016, equivalent to 3.4% of an employee’s earnings between £5,500 & £40,000, are also factored in to the Medium Term Financial Plan.



Collection Fund

The overall amount of Council Tax required by the precepting authorities to be collected through the Council’s Collection Fund was £37.752 million, with the District Council’s element being £5.050 million and £0.563 million required by Parish Councils in the District.

The detailed Collection Fund accounts show the overall position for the year in relation not only to Council Tax but also to the collection of National Non Domestic Rates Income which is now shared between central government, the Council, Staffordshire County Council, Stoke-on-Trent and Staffordshire Fire Authority and the Greater Birmingham and Solihull Business Rates Pool.

The net position on the Collection Fund for the year was a surplus of £1.809 million for Council Tax which after taking account of previous years’ deficits leaves a net surplus on the fund of £0.157 million at 31 March 2015 (of which £0.023 million relates to this Council).

A deficit of £5.545 million exists in relation to Business Rates as at 31 March 2015 as a result of the significant increase in the level of business rates appeals lodged with the Valuation Office Agency. The appeals figure includes a substantial amount in relation to GP premises of £1.651 million as a result of a recent court case. The Council’s share of the overall deficit is £2.218 million, however it should be noted that the deficit is only notional. Business Rate collection fund accounts are based upon estimated figures in January of each year. The Comprehensive Income and Expenditure account reflects the actual position as at 31 March 2015 and an earmarked reserve has been created that offsets the deficit as stated in the Collection Fund.

Reserves

The Council holds the following reserves:

- General Fund balance – the balance at 1 April was £2.222 million and this was reduced during 2014/15 to £1.249 million at 31 March 2015. The Council’s policy is to retain a minimum General Fund balance of 5.5% of net expenditure, or the calculated risk factor whichever is the greater to cover contingencies and emergencies.

- General Fund Earmarked Reserves – In addition to the General Fund balance the Council maintains earmarked reserves that are held for specific purposes. They are provided to meet future and known commitments, support the budget in the future and, in some cases, to spread expenditure over a number of years. At 1 April 2014, earmarked reserves stood at £7.750 million and increased to £11.245 million at 31 March 2015. The increase primarily relates to the creation of the “notional” Business Rates Reserve of £2.218 million being the compensating adjustment for the notional deficit on the “collection fund”.
- Housing Revenue Account balance – the balance at 1 April was £2.795 million and this increased during 2014/15 to £3.627 million at 31 March 2015. The Council's policy is to retain a minimum Housing Revenue balance of £1 million to cover contingencies and emergencies
- Housing Revenue Account Earmarked Reserves – In addition to the Housing Revenue Account balance, the Council maintains earmarked reserves that are held for specific purposes. They are provided to meet future and known commitments, support the budget in the future and capital programme, and in some cases, to spread expenditure over a number of years. At 1 April 2014, Housing Revenue Account earmarked reserves stood at £4.527 million and reduced to £3.492 million at 31 March 2015.

Pensions

Councils are required to account for pension costs to show any deficit, or surplus, on the Pension Fund in the balance sheet. The fund is administered by Staffordshire County Council and the actuarial valuation at 31 March 2015 showed the Council's share of the fund to be a deficit of £78.059 million. The fund deficit has no impact on the level of Council Tax. The remaining deficit on the scheme will be made good by increased contributions over the remaining working life of employees as assessed by the scheme actuary.

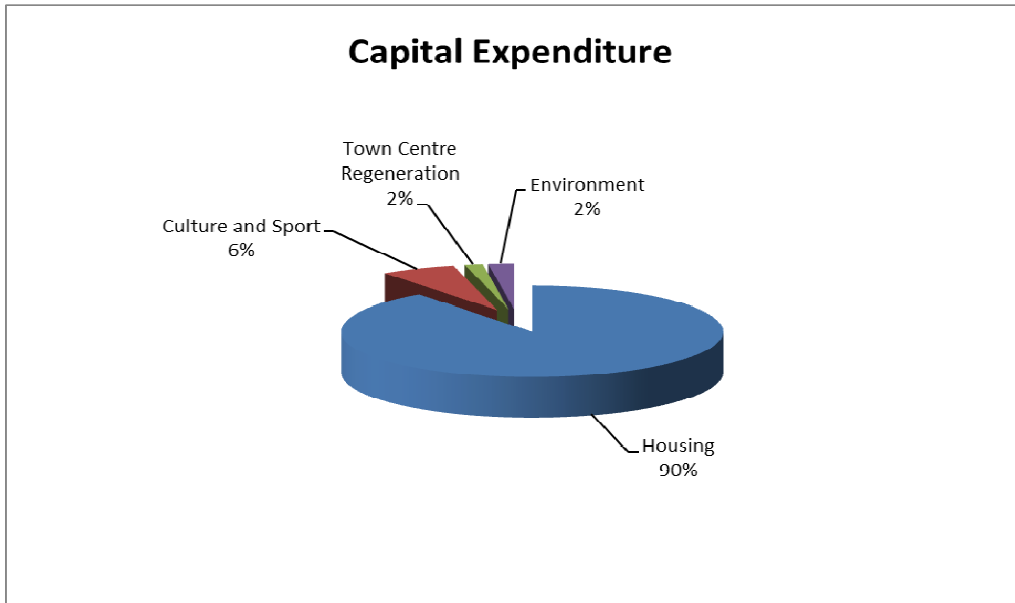
Capital Expenditure

The Council approves the Capital Programme for the financial year as part of the budget process and the amount that can be spent is limited by the amount of capital resources available to the Council.

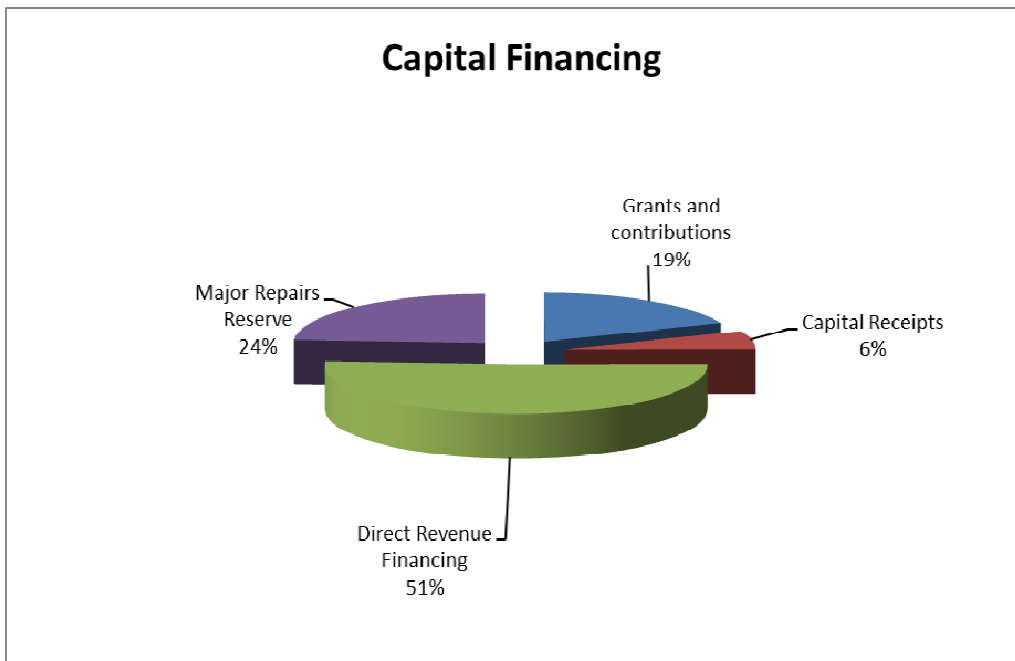
Many of the schemes within the Capital Programme take some time to develop and implement, the detailed programme can experience many changes. Considerable variation can therefore arise over the 18 month period from the time the Capital Programme for the financial year is initially considered, right through to the end of March of the relevant year.

The Council spent £12.437 million on capital projects in 2014/15, which was £3.314 million less than the budget of £15.751 million. The main reasons for the variation in 2014/15 is slippage of capital spend to future years. The major items of capital expenditure in the year were:

- **£3,788,000** on external improvements to council homes;
- **£1,211,000** on providing double glazing;
- **£1,084,000** on bathroom replacements;
- **£973,000** on central heating upgrades;
- **£785,000** on disabled facilities grants;
- **£712,000** on bringing void properties back into use;
- **£592,000** on upgrading electrical systems;
- **£566,000** on the repurchase of vacant former council dwellings;
- **£523,000** on redeveloping Moss Road estate;
- **£424,000** on replacement street cleansing and grounds maintenance vehicles and machinery;
- **£366,000** on improvements to Hednesford Park;
- **£341,000** on replacing kitchens in council homes.



The capital programme of £12.437 million was financed in the following way:



Treasury Management

Although the Council had initially identified an underlying borrowing need to finance the General Fund Capital Programme as part of the 2014/15 budget process, this need was alleviated with no new borrowings being made in 2014/15.

During most of 2014/15 investment decisions were driven by cash flow considerations and funds placed in Money Market Funds for easy access. However opportunities were also taken to place funds in higher interest bearing investments when cash flow requirements would allow.

The Council also took the opportunity to take up an offer from Staffordshire County Council Pension Fund to make an advance cash payment in respect of the repair of previous years' pension fund deficits. The advance payment amounted to £2.757 million for a three year period and represented good value for money in lieu of an increase in the percentage rate for employer's contributions to the fund.

Housing Revenue Account

The Housing Revenue position is slightly different. Rents are determined in accordance with the Government's national social rent policy and an average rent increase of £3.22 per week was implemented in April 2014.

The new self financing arrangements that came into force in April 2012 have released the Council from annual subsidy payments and enabled better planning for maintenance of the housing stock over the long term (30+ years). The new arrangements have also meant that additional resources can be redirected to the Capital Programme to allow increased investment in the Council's housing stock and the construction of additional council housing.

The Housing Revenue Account outturn shows a surplus of £0.832 million when compared with the revised budget which anticipated a surplus of £1.058 million, a reduction of £0.226 million. This variation is primarily due to a reduction in rent income as a result of an increase in the number of void properties and changes to capital financing.

The surplus for the year resulted in Housing Working Balances rising to £3.627 million as at 31 March 2015.

**CERTIFICATION OF ACCOUNTS
STATEMENT OF RESPONSIBILITIES FOR THE
STATEMENT OF ACCOUNTS**

The Council's Responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Head of Finance with S151 responsibilities;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts.

The Head of Finance with S151 Responsibilities

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

In preparing this Statement of Accounts, the Head of Finance 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 Head of Finance has also:

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

Certification by Head of Finance

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

R A Kean Date 07/09/2015

R A Kean CPFA - Head of Finance

* this certificate replaces the previous version signed on the 29 June 2015

Certification by the Chairman of the Audit and Governance Committee

I certify that the Statement of Accounts relating to the year ended 31 March 2015 was considered and approved by the Audit and Governance Committee of the Council on 17 September 2015.

..... Date

Councillor P T Witton - Chairman of the Audit and Governance Committee

original signed copy held in finance

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Council, analysed into usable reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The (Surplus) / Deficit on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes. The Net (Increase)/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the council.

The balance at 31 March for Usable Reserves represents the amount available for use in the delivery of services.

	General Fund Balance £000	Housing Revenue Account Balance £000	Earmarked General Fund Reserves £000	Earmarked Housing Revenue Reserves £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied Account £000	Total usable Reserves £000	Unusable Reserves £000	Total Council Reserves £000
Balance at 31 March 2014	(2,222)	(2,795)	(7,750)	(4,527)	(1,355)	(750)	(1,856)	(21,255)	(29,829)	(51,084)
Transfer of reserves	34	(34)								
Movement in reserves during 2014/15										
(Surplus)/deficit on the provision of services	2,045	(510)	-	-	-	-	-	1,535	-	1,535
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	9,535	9,535
Total Comprehensive Income and Expenditure	2,045	(510)	-	-	-	-	-	1,535	9,535	11,070
Adjustments between accounting basis & funding basis under regulations (Note 7)	(4,601)	747	-	-	(1,302)	(67)	(475)	(5,698)	5,698	-
Net (Increase)/Decrease before Transfer to Earmarked Reserves	(2,556)	237	-	-	(1,302)	(67)	(475)	(4,163)	15,233	11,070
Transfers to/from Earmarked Reserves (Note 8)	3,495	(1,035)	(3,495)	1,035	-	-	-	-	-	-
(Increase)/Decrease in 2014/15	973	(832)	(3,495)	1,035	(1,302)	(67)	(475)	(4,163)	15,233	11,070
Balance at 31 March 2015	(1,249)	(3,627)	(11,245)	(3,492)	(2,657)	(817)	(2,331)	(25,418)	(14,596)	(40,014)

MOVEMENT IN RESERVES STATEMENT

	General Fund Balance £000	Housing Revenue Account Balance £000	Earmarked General Fund Reserves £000	Earmarked Housing Revenue Reserves £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied Account £000	Total usable Reserves £000	Unusable Reserves £000	Total Council Reserves £000
Balance at 31 March 2013	(1,790)	(2,506)	(6,241)	(4,885)	(1,195)	(1,840)	(1,732)	(20,189)	(37,785)	(57,974)
Movement in reserves during 2013/14										
(Surplus)/deficit on the provision of services	1,892	(562)	-	-	-	-	-	1,330	-	1,330
Other Comprehensive Income and Expenditure	-	-	-	-	-	-	-	-	5,560	5,560
Total Comprehensive Income and Expenditure	1,892	(562)	-	-	-	-	-	1,330	5,560	6,890
Adjustments between accounting basis & funding basis under regulations (Note 7)	(3,799)	597	-	-	(160)	1,090	(124)	(2,396)	2,396	-
Net (Increase)/Decrease before Transfer to Earmarked Reserves	(1,907)	35	-	-	(160)	1,090	(124)	(1,066)	7,956	6,890
Transfers to/from Earmarked Reserves (Note 8)	1,475	(324)	(1,509)	358	-	-	-	-	-	-
(Increase)/Decrease in 2013/14	(432)	(289)	(1,509)	358	(160)	1,090	(124)	(1,066)	7,956	6,890
Balance at 31 March 2014	(2,222)	(2,795)	(7,750)	(4,527)	(1,355)	(750)	(1,856)	(21,255)	(29,829)	(51,084)

COMPREHENSIVE INCOME AND EXPENDITURE ACCOUNT

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 the Movement in Reserves Statement.

2013/14			2014/15		
Gross Expend	Gross Income	Net Expend	Gross Expend	Gross Income	Net Expend
£000	£000	£000	£000	£000	£000
3,323	1,790	1,533	3,036	1,760	1,276
4,754	542	4,212	4,581	579	4,002
5,721	1,810	3,911	5,785	1,893	3,892
2,370	876	1,494	1,898	1,144	754
1,151	1,315	(164)	1,233	1,319	(86)
29,850	29,383	467	29,114	28,355	759
1,486	1	1,485	1,549	2	1,547
2,372	1,883	489	2,341	1,869	472
17,136	20,095	(2,959)	18,408	20,663	(2,255)
68,163	57,695	10,468	67,945	57,584	10,361
		583			846
		6,126			6,143
		(15,847)			(15,815)
		1,330			1,535
		(958)			(1,195)
		6,518			10,730
		5,560			9,535
		6,890			11,070

BALANCE SHEET

The Balance Sheet shows the value as at 31 March 2015 of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories:

The first category of reserves are usable reserves, ie those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).

The second category of reserves includes reserves that hold unrealised gains and losses (for example 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 2014		Notes	31 March 2015
£000			£000
190,504	Property, Plant & Equipment	12	190,652
1,294	Assets held for sale	20	40
296	Heritage Assets	13	296
1,818	Investment Properties	14	1,729
60	Intangible Assets	15	285
2,091	Long Term Debtors	16	2,086
196,063	Long Term Assets		195,088
3,727	Short Term Investments	16	6,009
110	Inventories	17	106
7,124	Short Term Debtors	18	5,285
6,354	Cash and Cash Equivalents	19	6,092
17,315	Current Assets		17,492
(3,003)	Short Term Borrowing	16	(831)
(5,011)	Short Term Creditors	21	(4,972)
(47)	Provisions	22	(267)
(71)	Grants Receipts in Advance-Revenue	36	(71)
(570)	Grants Receipts in Advance-Capital	36	(759)
(8,702)	Current Liabilities		(6,900)
(314)	Long Term Creditors	16	(37)
(85,836)	Long Term Borrowing	48	(85,005)
(398)	Provisions	22	(2,488)
(85)	Other Long Term Liabilities	47	(77)
(66,959)	Pensions	42	(78,059)
(153,592)	Long Term Liabilities		(165,666)
51,084	Net Assets		40,014
(21,255)	Usable Reserves	23	(25,418)
(29,829)	Unusable Reserve	24	(14,596)
(51,084)	Total Reserves		(40,014)

CASH FLOW STATEMENT

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

2013/14	2014/15
£000	£000
1,330 Net (surplus) or deficit on the provision of services	1,535
(15,675) Adjustments to net surplus or deficit on the provision of services for non-cash movements (Note 25)	(17,364)
3,631 Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities (Note 25)	5,408
(10,714) Net cash flows from Operating Activities	(10,421)
15,642 Investing Activities (Note 27)	9,038
(1,404) Financing Activities (Note 28)	1,645
3,524 Net (increase) / decrease in cash and cash equivalents	262
9,878 Cash and cash equivalents at the beginning of the reporting period	6,354
6,354 Cash and cash equivalents at the end of the reporting period (Note 19)	6,092

NOTES TO THE ACCOUNTS

1. Accounting Policies

(i) General Principles

The Statement of Accounts summarises the Council's transactions for the 2014/15 financial year and its position at the year end of 31 March 2015. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, which is required 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 2014/15 and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

In compiling the disclosure notes the Council has given due regard to materiality and therefore detailed disclosures are not given for items below £50,000 unless there is a statutory override. The general principle used for rounding is to the nearest £000's.

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.

(ii) 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. The Council operates a de minimis for accruals of £1,000. In particular:

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed - where there is a gap between the data 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 or payable on borrowings is accounted for respectively as income and expenditure on the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- 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.

(iii) 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 mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

(iv) Exceptional Items

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

(v) 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, ie in the current and future year affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial 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.

(vi) 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 property, plant and equipment 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 Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance.

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance Minimum Revenue Provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

(vii) Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (for example, leased cars) for current employees are recognised as an expense for services in the year in which employees render the service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, for example, 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 the 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 holiday absence occurs.

Termination Benefits

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

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement of Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination 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.

Post Employment Benefits

Employees of the Council are members of the Local Government Pension Scheme, administered by Staffordshire County Council. The scheme provided defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

The Local Government Scheme is accounted for as a defined benefit scheme:

- The liabilities of the Staffordshire County Council (SCC) pension fund attributable to the Council are included on the Balance Sheet on an actuarial basis using the projected unit method - ie an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using an appropriate discount rate determined by the actuary.
- The assets of the SCC pension fund attributable to the Council are included in the Balance Sheet at their fair value:
 - quoted securities - current bid price
 - unquoted securities - professional estimate
 - unitised securities - current bid price
 - property - market value
- The change in the net pensions liability is analysed into seven components:
 - 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), ie net interest expense for the Council - the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
 - 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 SCC pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

(viii) Events After the Balance Sheet Date

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

- those that provide evidence of conditions that existed at the end of the reporting period - the Statement of Accounts is adjusted to reflect such events
- 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.

(ix) Financial Instruments

Financial Liabilities

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

For most of the borrowings made by the Council, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Discounts on the early repayment of loans are apportioned between the General Fund and HRA with the General Fund element being credited immediately and the HRA share being amortised over 10 years.

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.

Loans and Receivables

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

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/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.

(x) Government Grants and Contributions

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

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

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

Community Infrastructure Levy

The Council has the statutory powers to charge a levy on new builds and is currently implementing a charging schedule. It is expected that a Community Infrastructure levy will be implemented in 2015.

(xi) Heritage Assets

Tangible and Intangible Heritage Assets

The Council's heritage assets comprise the Civic Regalia and Museum artefacts. The collections are held in support of the primary objective of increasing the knowledge, understanding and appreciation of the Council's history and local area. Heritage assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on Property, plant & equipment. However some of the measurement rules are relaxed in relation to heritage assets as detailed below.

Civic Regalia

These items are reported in the Balance Sheet based on the latest valuation available which for this item is insurance valuation.

Museum Artefacts

These items are reported in the Balance Sheet based on the latest valuation available which for this item is insurance valuation.

Heritage Assets - General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, eg where an item has suffered physical deterioration or breakage or where doubts arise to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment (see note xvii in this summary of significant accounting policies). The Council may occasionally dispose of heritage assets if unsuitable for public display. The proceeds of such items are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (see notes xvii in this summary of significant accounting policies).

(xi) Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (eg software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research and development expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for sale proceeds greater than £10,000) the Capital Receipts Reserve.

(xii) Interests in Companies and Other Entities

The Council has no material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and require it to prepare group accounts.

(xiii) Inventories and Long Term Contracts

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

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

(xiv) Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arms-length. They are not depreciated but are revalued annually at market value. Gains and losses on revaluation and disposal are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

(xv) Leases

Leases are classified as finance leases where the lease terms 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 building 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.

The Council as Lessee

Finance Leases

Property, plant and equipment held under finance leases are recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower).

The asset is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Council are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

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

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

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

Operating Leases

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

The Council as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match

the pattern of payments (eg there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

(xvi) Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2014/15 (SeRCOP). The total absorption costing principle is used - the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core - costs relating to the Council's status as a multi-functional, democratic organisation.
- Non Distributed Costs - the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

(xvii) Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (ie repairs and maintenance) is charged as an expense when it is incurred. The de minimus value for items to be treated as capital expenditure is £20,000.

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
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

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

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

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

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

Where 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 as a minimum every five years.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

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

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

Impairment

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

Where impairment losses are identified, they are accounted for by:

- 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 (ie freehold land and certain Community Assets) and assets that are not yet available for use (ie assets under construction).

Depreciation is calculated on the following bases:-

- dwellings and other buildings - straight-line allocation over the life of the property as estimated by the valuer
- Council housing - 75 years
- vehicles, plant and equipment - straight-line allocation on historic cost over 5 years or over the period of the lease
- infrastructure - straight-line allocation on historic cost over 25 years

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. The Council has established a de minimus threshold in relation to componentisation of £1 million or 10% of the total asset value.

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

Disposals and 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 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 (ie 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 and are credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

(xviii) Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

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

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 (eg from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

Contingent Liabilities

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

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

Contingent Assets

A contingent asset arises where an event has taken place that gives the Council 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 Council.

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

(xix) Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the 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 Council - these reserves are explained in the relevant policies.

(xx) Revenue Expenditure Funded from Capital under Statute

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

(xxi) 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.

(xxii) Debt Redemption

In accordance with the requirements of the Local Government Act 2003, the Council is required to set aside a Minimum Revenue Provision (MRP) for the repayment of debt. This is equal to 4% of the General Fund Capital Financing requirement adjusted for an opening year balance. If depreciation on the General Fund does not equal this amount, then a transfer either to or from the Capital Adjustment Account (CAA) is required for the difference. Amounts set aside as transfers to reserves are disclosed separately on the face of the Movement in Reserves statement.

(xxiii) Interest Charges

The amount of interest chargeable to the HRA is calculated in accordance with a calculation prescribed by Central Government.

(xxiv) Carbon Reduction Commitment Scheme

The Council is not currently required to participate as it does not consume the energy level thresholds required.

(xxv) Tax Income (Council Tax, Non-Domestic Rates (NDR) and Rates)

Non Domestic Rates (NDR)

- Retained Business Rate income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income.
- Tariff included in the Comprehensive Income & Expenditure Statement for the year will be treated as accrued expenditure.

Council Tax

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

Both NDR, Tariff Expenditure and Council Tax will be recognised in the Comprehensive Income and Expenditure Statement in the line Taxation & Non-Specific Grant Income. As a billing authority the difference between the NDR and Council Tax included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account and reported in the Movement and Reserves Statement. Each major preceptor's share of the accrued NDR 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 NDR 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 such things as council tax, general rates etc 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.

2. Accounting Standards That Have Been Issued But Have Not Yet Been Adopted

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

- **IFRS 13 Fair Value Measurement**
This standard provides a consistent definition of fair value and enhanced disclosure requirements. It is designed to apply to assets and liabilities covered by those IFRS standards that currently permit or require measurement at fair value (with some exceptions). The adoption of this standard will require surplus assets (assets that are not being used to deliver services but which do not meet the criteria to be classified as either investment properties or non-current assets held for sale) to be revalued to market value rather than value in existing use as at present. Operational property, plant and equipment assets are outside the scope of IFRS 13. Overall this standard is not expected to have a material impact on the Statement of Accounts, due to the low value of surplus assets held by the Council.
- **IFRS 21 Levies**
This standard provides guidance on levies imposed by government in the financial statements of entities paying the levy. The IFRIC specifies the obligating event as the activity that triggers the timing of the payment of the levy. The amount payable may be based on information relating to a period before the obligation to pay arises or the levy is payable only if a threshold is reached, or both. This standard will not have a material impact on the Statement of Accounts.
- **Annual Improvements to IFRSs (2011-2013 Cycle).**
These improvements are minor, principally providing clarification and will not have a material impact on the Statement of Accounts.

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

3. Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- **Future levels of government funding**
There is a high degree of uncertainty about future levels of funding for local government. However, the council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.

- **Asset valuation**
The Council holds a number of shops and properties which could be classified as either investment properties and therefore valued at market value, or operational assets which would be valued using existing use valuation techniques. The existing use value would be a lower figure than market value.

In determining the appropriate basis the Council has considered the primary purpose of holding the assets and determined that the properties are held for regeneration purposes and therefore are not investment properties.

The Council continues to operate a 5 year rolling programme of asset valuations although guidance states that each class of asset should be revalued within a short period of time. The Council has carried out a separate review to ensure that the assets values within the accounts are not materially different from fair value.

- **Municipal Mutual Insurance (MMI)**
The Council has a potential clawback liability should there be a deficit in the winding up of the company. Although the Council has paid a 15% levy notice a separate disclosure has been made under contingent liabilities as it is not certain that this levy notice fully extinguishes any potential liability.
- **Rugeley Market Hall**
The Council has a long term lease of this site which runs until 2078. At present the Council records this as an operating lease, although the lease does contain certain elements which could identify it as a finance lease there would be no material impact on the accounts therefore it has been determined that this will remain an operating lease.
- **Wigan Leisure & Culture Trust (WLCT)**
The Council has outsourced its leisure services to Wigan Leisure & Culture Trust for a period of 10 years for which the Council pays a management fee. Although there is a lease with WLCT to allow them use of the assets no rentals are receivable. Therefore it has been determined that this is a service contract and the assets should remain on the balance sheet.

4. Assumptions Made About The Future And Other Major Sources Of Estimation Uncertainty

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

The items in the Council's Balance Sheet as at 31 March 2015 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property Plant and Equipment	Assets are depreciated over useful lives that are dependant on assumptions about the level of repairs and maintenance that will be incurred to individual assets. The current economic climate makes it uncertain that the council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets fall. It is estimated that the annual depreciation charge would increase by £648,000 for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the council with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. The actuary has provided sensitivity information about the effects of changes in assumptions. The financial effects of these changes are detailed in note 42 to the accounts.
Sundry debt arrears	At 31 March 2015 the Council's balance of sundry debts was £2.979m. A review of significant balances suggested that an impairment of doubtful debts of 84.47% was appropriate (£2.516m). However, in the current economic climate this level of debt will require constant monitoring.	If collection rates were to deteriorate by 1% an additional £30,000 would need to be set aside as allowance.
Council tax arrears	At 31 March 2015 the Council's share of the council tax debtors included in the councils accounts was £947,000. A review of significant balances suggested that an impairment of doubtful debts of 61% (£575,000) was appropriate. However, in the current economic climate this level of debt will require constant monitoring.	If collection rates were to deteriorate for a 1% increase in the amount of impairment of doubtful debts would require an additional £9,000 to set aside as an allowance.
Business rate arrears	At 31 March 2015 the Council's share of the business rates debtors included in the councils accounts was £1,105,000. A review of significant balances suggested that an impairment of doubtful debts of 71% (£781,000) was appropriate. However, in the current economic climate this level of debt will require constant monitoring.	If collection rates were to deteriorate for a 1% increase in the amount of impairment of doubtful debts would require an additional £11,000 to set aside as an allowance.
Business rates appeals	At 31 March 2015 the Council's share of the business rates appeals included in the Councils accounts was £2,111,000.	If there was an increase of 1% in the appeals percentages this would require an additional £73,000 to be set aside.
Lease income Market hall precincts	The Council has a long term agreement in place for 26% of rents receivable from lettings for the next 81 years. At the 31 March future rental income is based on the current rents receivable.	For every 1% reduction in the rental receivable this would reduce the income by £4,000 per annum.

5. Material Items of Income and Expense

The Code requires that where items are not disclosed on the face of the Comprehensive Income and Expenditure Account, that the nature and amount of material items should be disclosed in a note to the accounts. The material items of income and expenses for 2014/15 are as follows:

There has been a reduction in the net cost of services of £107,000 this is primarily due to the following;

	£000
Increased depreciation	645
Reduced impairment	(1,144)
Increase in Planning Income	(311)
Reduced REFCUS expenditure	(129)
Increase In HRA Dwellings rent income	(82)
Increased elections expenditure owing to no District Election held in 2013-14	131
Increase in wheelie bin purchases	132
Increased HRA bad debt provision	158
Increase in Employee provision	197
Increase in superannuation contributions	237
Increased legal costs	40
Other changes	19
	<u>(107)</u>

6. Events After The Balance Sheet Date

The Statement of Accounts was authorised for issue by the Head of Finance on 29 June 2015. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2015, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

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 Council in 2014/15 in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

The following sets out a description of the reserves that the adjustments are made against.

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Housing Revenue Account Balance

The Housing Revenue Account (HRA) Balance reflects the statutory obligation to maintain a revenue account for Local Authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or (where in deficit) that is required to be recovered from tenants in future years.

Major Repairs Reserve

The Council is required to maintain the Major Repairs Reserve, which controls the application of the Major Repairs Allowance (MRA). The MRA is restricted to being applied to new capital investment in HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the MRA that has yet to be applied at the year-end.

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year end.

Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	Usable Reserves					Total Usable Reserves £000	Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000		
2014/15							
Adjustments primarily involving the Capital Adjustments Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non current assets	(1,821)	(9,914)				(11,735)	11,735
Revaluation losses on Property Plant and equipment to Net Cost of Services						-	-
Movements in market value of investment property	(89)					(89)	89
Amortisation of Intangible Assets		(12)				(12)	12
Capital grants and contributions applied	702	1,460				2,162	(2,162)
Revenue expenditure funded from capital under statute	(458)					(458)	458
HRA Debt settlement						-	-
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,294)	(963)				(2,257)	2,257
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	651	9				660	(660)
Capital Expenditure charged against the General Fund and HRA balance	461	5,894				6,355	(6,355)
Adjustments primarily involving the Capital Grants Unapplied Account:							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	236	411			(647)	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account					172	172	(172)
Adjustments primarily involving the Deferred Capital Receipts Reserve:							
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement						-	-

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	Usable Reserves					Total Usable Reserves £000	Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000		
2014/15							
Adjustments primarily involving the Capital Receipts Reserve:							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,285	1,313	(2,598)			-	-
Use of the Capital Receipts Reserve to finance new capital expenditure			762			762	(762)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	(35)	(40)	75			-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool		(464)	464			-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash			(5)			(5)	5
Adjustments primarily involving the Major Repairs Reserve:							
Reversal of major repairs allowance credited to the HRA		3,053		(3,053)		-	-
Use of the major repairs reserve to finance new capital expenditure				2,986		2,986	(2,986)
Adjustments primarily involving the Pensions Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 42)	(4,762)	(698)				(5,460)	5,460
Employer's pension contributions and direct payments to pensioners payable in the year	2,132	711				2,843	(2,843)
Adjustments primarily involving the Collection Fund							
Adjustment Account:							
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	(1,565)					(1,565)	1,565
Adjustment primarily involving the Unequal Backpay Adjustment Account:							
Amount by which charge for equal pay to the Comprehensive Income and Expenditure statement are different from the cost of settlements in accordance with statutory requirements						-	-

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	
2014/15							
Adjustment primarily involving the Accumulated Absences Account:							
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(44)	(13)				(57)	57
TOTAL ADJUSTMENTS	(4,601)	747	(1,302)	(67)	(475)	(5,698)	5,698

	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	
2013/14							
Adjustments primarily involving the Capital Adjustments Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non current assets	(2,501)	(9,781)				(12,282)	12,282
Revaluation losses on Property Plant and equipment to Net Cost of Services						-	-
Movements in market value of investment property						-	-
Amortisation of Intangible Assets							
Capital grants and contributions applied	811	996				1,807	(1,807)
Revenue expenditure funded from capital under statute	(586)					(586)	586
HRA Debt settlement						-	-
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement		(930)				(930)	930

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	Usable Reserves					Total Usable Reserves £000	Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000		
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	648	9				657	(657)
Capital Expenditure charged against the General Fund and HRA balance	119	6,123				6,242	(6,242)
Adjustments primarily involving the Capital Grants Unapplied Account:							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	355				(355)	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account					231	231	(231)
Adjustments primarily involving the Deferred Capital Receipts Reserve:							
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement						-	-
Adjustments primarily involving the Capital Receipts Reserve:							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement		1,469	(1,469)			-	-
Use of the Capital Receipts Reserve to finance new capital expenditure			837			837	(837)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals		(35)	35			-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool		(440)	440			-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash			(3)			(3)	3
Adjustments primarily involving the Major Repairs Reserve:							
Reversal of major repairs allowance credited to the HRA		3,211		(3,211)		-	-
Use of the major repairs reserve to finance new capital expenditure				4,301		4,301	(4,301)

7. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	Usable Reserves					Total Usable Reserves £000	Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs reserve £000	Capital Grants Unapplied £000		
2013/14							
Adjustments primarily involving the Pensions Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see note 42)	(4,659)	(627)				(5,286)	5,286
Employer's pension contributions and direct payments to pensioners payable in the year	2,294	589				2,883	(2,883)
Adjustments primarily involving the Collection Fund							
Adjustment Account:							
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	(395)					(395)	395
Adjustment primarily involving the Unequal Backpay Adjustment Account:							
Amount by which charge for equal pay to the Comprehensive Income and Expenditure statement are different from the cost of settlements in accordance with statutory requirements	81	20				101	(101)
Adjustment primarily involving the Accumulated Absences Account:							
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	34	(7)				27	(27)
TOTAL ADJUSTMENTS	(3,799)	597	(160)	1,090	(124)	(2,396)	2,396

8. Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet expenditure in 2013/14.

2014/15	Balance at 1 April 2013 £000	Transfer out 2013/14 £000	Transfers in 2013/14 £000	Balance at 31 March 2014 £000	Transfer out 2014/15 £000	Transfers in 2014/15 £000	Balance at 31 March 2015 £000
Revenue							
General Fund							
General	4,827	(2,132)	1,790	4,485	(1,736)	2,007	4,756
Section 106	936	(31)	63	968	(177)	150	941
Commuted Sums	246	(16)	-	230	(15)	-	215
Grants	153	(67)	7	93	(104)	180	169
Business Rates Reserve	-	-	385	385	(385)	2,218	2,218
Trading	79	-	-	79	(79)	-	-
Sub Total	6,241	(2,246)	2,245	6,240	(2,496)	4,555	8,299
RCCO	-	-	1,510	1,510	-	1,436	2,946
Sub Total	-	-	1,510	1,510	-	1,436	2,946
HRA							
Housing	1,323	(156)	425	1,592	(367)	268	1,493
RCCO	3,562	(5,966)	5,339	2,935	(5,527)	4,591	1,999
Sub Total	4,885	(6,122)	5,764	4,527	(5,894)	4,859	3,492
Total Revenue Reserves	11,126	(8,368)	9,519	12,277	(8,390)	10,850	14,737

General Reserves relate to monies earmarked for future superannuation increases, building maintenance, internal leasing and IT, insurance liabilities and future budget support.

The Business Rates Reserve balance is not available for general use. This represents the Council's share of the deficit on the Collection Fund for 2014/15. This reserve has been set aside to absorb the timing difference in accounting for collection fund balances.

9. Other Operating Expenditure

2013/14 £000	2014/15 £000
640 Parish council precepts	641
(504) (Gains)/Losses on the disposal of non-current assets:	(266)
7 Levies	7
440 Pooling of Capital Receipts	464
583 Total	846

10. Financing and Investment Income and Expenditure

2013/14 £000	2014/15 £000
3,782 Interest Payable & Similar Charges	3,734
(3,524) Net interest on the net defined benefit liability (asset)	(3,403)
6,130 Remeasurements of the net defined benefit liability/(asset)	6,228
(115) Interest Receivable and similar income	(366)
- Income and Expenditure in relation to investment properties and changes in their fair value	89
(142) Income and Expenditure in relation to investment properties	(124)
(5) (Gain) / loss on trading accounts (Note 31)	(15)
6,126 Total	6,143

11. Taxation and Non Specific Grant Incomes

2013/14 £000	2014/15 £000
(2,162) Capital grants and contributions	(2,842)
(5,819) Precepts on the collection fund	(5,880)
(3,999) Revenue Support Grant	(3,035)
(3,032) Non domestic rates	(2,849)
(835) Non ring-fenced government grants	(1,209)
(15,847) Total	(15,815)

12. Property, Plant and Equipment

Movements on Balances

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & equipment	Community Assets	Leased plant & Equipment	Assets Under Construction	Total Property, plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Movements in 2014/15							
Cost or Valuation							
At 1 April 2014	139,853	52,998	3,443	319	968	9	197,590
Additions	10,428	195	600			520	11,743
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(886)	(189)					(1,075)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(7,350)	(345)					(7,695)
Derecognition - disposals	(963)						(963)
Derecognition - other							-
Assets reclassified (to)/from Held For Sale		(40)					(40)
Other movements in cost or valuation	2	(236)	(1,075)		20		(1,289)
at 31 March 2015	141,084	52,383	2,968	319	988	529	198,271
Accumulated Depreciation and Impairment							
at 1 April 2014	(1,817)	(2,409)	(2,383)	-	(477)	-	(7,086)
Depreciation charge	(1,853)	(1,619)	(400)		(216)		(4,088)
Depreciation written out to the Revaluation Reserve	1,817	452					2,269
Depreciation written out to the Surplus/ Deficit on the Provision of Services							-
Impairment losses/(reversals) recognised in the Revaluation Reserve							-
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services							-
Derecognition - disposals							-
Derecognition - other							-
Other movements in depreciation and impairment		232	1,075		(21)		1,286
at 31 March 2015	(1,853)	(3,344)	(1,708)	-	(714)	-	(7,619)
Net Book Value							
at 31 March 2015	139,231	49,039	1,260	319	274	529	190,652
at 31 March 2014	138,036	50,589	1,060	319	491	9	190,504

	Council Dwellings	Other Land & Buildings	Vehicles, Plant & equipment	Community Assets	Leased plant & Equipment	Assets Under Construction	Total Property, plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Movements in 2013/14							
Cost or Valuation							
At 1 April 2013	137,094	55,041	2,989	319	968	-	196,411
Additions	12,208	597	454	2		9	13,270
Donations							-
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(852)	(507)					(1,359)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(7,704)	(1,133)		(2)			(8,839)
Derecognition - disposals	(893)						(893)
Derecognition - other							-
Assets reclassified (to)/from Held For Sale		(1,000)					(1,000)
Other movements in cost or valuation							-
at 31 March 2014	139,853	52,998	3,443	319	968	9	197,590
Accumulated Depreciation and Impairment							
at 1 April 2013	(1,814)	(1,452)	(2,057)		(306)		(5,629)
Depreciation charge	(1,817)	(1,129)	(326)		(171)		(3,443)
Depreciation written out to the Revaluation Reserve	1,814	209					2,023
Depreciation written out to the Surplus/Deficit on the Provision of Services							-
Impairment losses/(reversals) recognised in the Revaluation Reserve							-
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services							-
Derecognition - disposals		(37)					(37)
Derecognition - other							-
Other movements in depreciation and impairment							-
at 31 March 2013	(1,817)	(2,409)	(2,383)	-	(477)	-	(7,086)
Net Book Value							
at 31 March 2014	138,036	50,589	1,060	319	491	9	190,504
at 31 March 2013	135,280	53,589	932	319	662	-	190,782

Depreciation

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

- Council Dwellings - 75 years
- Other Land and Buildings - 40 years
- Vehicles - 5 years
- Equipment - 5 years
- Community Assets - 30 years

Capital Commitments

At 31 March 2015, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2015/16 and future years budgeted to cost £602,000. Similar commitments at 31 March 2014 were £62,000. The major commitments are Hednesford Park (£233,000), Stadium Development (£164,000) and Stile Cop Cemetery (£157,000).

Valuation Information

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. Land and Buildings are subject to detailed valuation every 5 years.

The valuations are carried out by the external valuer, Lambert Smith Hampton (Director TD Sandford BSc MRICS).

The Housing Revenue fixed assets valuations were completed by Mrs R. Holland Dip, Est. Man. M.R.I.C.S who is employed by the authority.

For operational properties, valuations have been arrived at by reference to one of the following bases of valuation:

- Market Value for Existing Use (MVEU) where there is sufficient market evidence of market transactions for that use;
- Depreciated Replacement Cost (DRC) where the asset is of a specialised nature or where there is no evidence of market value of suitable comparable properties;
- Non-operational properties have been valued on an open market basis;
- The valuation of the housing stock has been undertaken on the basis of Existing Use Value - Social Housing. The Council have now used the DCLG value reduction on social housing which is a discount rate of 66%.

The significant assumptions applied in estimating the fair values are:

- The apportionment between land and buildings has been undertaken in accordance with RICS Valuation Standards by deducting the value of the land for existing use from the valuation with the residual sum being the depreciable amount attributable to the building.
- In the appraisal of useful life regard is had to the council's continuing use of the asset being equal to the physical and economic life of the building assuming a programme of reasonable maintenance.

	Council Dwellings	Other Land and Buildings	Vehicles, plant & equipment	Community Assets	Leased plant & Equipment	Leased plant & Equipment	Total
	£000	£000	£000	£000	£000	£000	£000
Carried at historical cost			1,260	319	274	529	2,382
valued at fair value as at:							
31 March 2011	-	1,387	-	-	-	-	1,387
31 March 2012	-	1,460	-	-	-	-	1,460
31 March 2013	-	23,247	-	-	-	-	23,247
31 March 2014	-	7,382	-	-	-	-	7,382
31 March 2015	139,231	15,563	-	-	-	-	154,794
Total Cost or Valuation	139,231	49,039	1,260	319	274	529	190,652

13. Heritage Assets

There were no changes to the value of heritage assets in either 2013/14 or 2014/15.

14. Investment Properties

The following items of income and expenditure have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

	2014/15 £000	2013/14 £000
Rental Income from Investment Property	124	142
Net Gain / (loss)	<u>124</u>	<u>142</u>

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

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

	2014/15 £000	2013/14 £000
Balance at start of the year	1,818	1,818
Net gains/losses from fair value adjustments	(89)	-
Balance at end of year	<u>1,729</u>	<u>1,818</u>

15. Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets currently relate only to purchased licences as the council does not currently have any internally generated intangible assets.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The carrying amount of intangible assets is amortised on a straight-line basis.

Due to the low value of the Council's intangible asset amortisation a detailed disclosure of where the charge is made to the Comprehensive Income and Expenditure Account is not provided.

The movement on purchased Intangible Asset balances during the year is as follows:

	2014/15 Total £000
Balance at 1 April 2014	60
Additions:	
Purchases	237
Amortisation for the period	(12)
Balance at 31 March 2015	<u>285</u>
Comprising:	
Gross carrying amounts	297
Accumulated amortisation	(12)
	<u>285</u>

The table below shows the amortisation profile of the intangible assets.

Remaining Amortisation Period	Carrying Amount	Carrying Amount
	31 March 2015	31 March 2014
	£000	£000
1 Year	-	-
2 Years	-	-
3 Years	-	-
4 Years	48	-
5 Years	237	60
	<u>285</u>	<u>60</u>

The Council revalues intangible assets where there is an active market, however it is currently considered that there is no active market for the software held and they have consequently not been revalued.

16. Financial Instruments

Categories of Financial Instruments

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

	Long Term		Current	
	31 March 2015	31 March 2014	31 March 2015	31 March 2014
	£000	£000	£000	£000
Investments				
Loans and receivables (investments)	-	-	6,009	3,727
Loans and receivables (cash & cash equivalents)	-	-	5,741	6,581
Total Investments	<u>-</u>	<u>-</u>	<u>11,750</u>	<u>10,308</u>
Debtors				
Loans and receivables	2,086	2,091	-	-
Financial Assets carried at contract amounts	-	-	3,042	3,049
Total Debtors	<u>2,086</u>	<u>2,091</u>	<u>3,042</u>	<u>3,049</u>
Borrowings				
Financial liabilities at amortised cost	85,005	85,836	831	3,003
Total Borrowings	<u>85,005</u>	<u>85,836</u>	<u>831</u>	<u>3,003</u>
Other Long Term Liabilities				
Finance lease liabilities	-	274	-	-
Total Other Long Term Liabilities	<u>-</u>	<u>274</u>	<u>-</u>	<u>-</u>
Creditors				
Loans and receivables				
Financial liabilities carried at contract amounts	37	40	4,694	4,352
Total Creditors	<u>37</u>	<u>40</u>	<u>4,694</u>	<u>4,352</u>

Reclassifications

There were no reclassifications of financial instruments during 2014/15.

Financial Instruments Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

Income, Expense, Gains and Losses

	Financial Liabilities measured at amortised	Financial Assets: Loans and Receivables	Total
	£000	£000	£000
2014/15			
Interest expense	3,601	-	3,601
Total expense in Surplus or deficit on the Provision of Services	3,601	-	3,601
Interest income	-	(147)	(147)
Total income in Surplus or Deficit on the Provision of Services	-	(147)	(147)
Net gain/(loss) for the year	3,601	(147)	3,454

Income, Expense, Gains and Losses

	Financial Liabilities measured at amortised cost	Financial Assets: Loans and Receivables	Total
	£000	£000	£000
2013/14			
Interest expense	3,604	-	3,604
Total expense in Surplus or deficit on the Provision of Services	3,604	-	3,604
Interest income	-	(114)	(114)
Total income in Surplus or Deficit on the Provision of Services	-	(114)	(114)
Net gain/(loss) for the year	3,604	(114)	3,490

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

The fair values calculated are as follows:

	31 March 2015		31 March 2014	
	Carrying	Fair	Carrying	Fair
	Amount	Value	Amount	Value
	£000	£000	£000	£000
PWLB Debt	85,805	101,940	85,805	84,391
Non-PWLB Debt	31	39	31	40
Trade Creditors	4,694	4,694	4,352	4,352
Total Debt	90,530	106,673	90,188	88,783
Long-term creditors	37	37	314	314
Total Financial Liabilities	90,567	106,710	90,502	89,097

The fair value of the liabilities is higher than the carrying amount because the Council's portfolio of loans includes a significant fixed rate loan where the interest rate payable is higher than the rates available for similar loans in the market at the balance sheet date.

	31 March 2015		31 March 2014	
	Carrying	Fair	Carrying	Fair
	Amount	Value	Amount	Value
	£000	£000	£000	£000
Cash and Cash Equivalents	5,741	5,739	6,581	6,581
Fixed Term Deposits	6,009	6,018	3,727	3,737
Long Term Debtors	2,086	2,086	2,091	2,091
Trade Debtors	3,042	3,042	3,049	3,049
Total Loans and Receivables	16,878	16,885	15,448	15,458

The differences between carrying amount and fair value are due to fixed term deposits held by the Council where the interest rate receivable is lower than the prevailing rate estimated to be available at 31 March.

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

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

17. Inventories

The Council carries stock as consumable stores and maintenance materials and the balance carried is not material, therefore detailed disclosure notes of movements are not required. At the 31 March 2015 the balance of stocks held was £106,000, an decrease of £4,000 from the previous financial year.

18. Short Term Debtors

31 March 2014		31 March 2015	
£000		£000	
1,095	Central government bodies	1,086	
4,257	Other local authorities	2,163	
3	NHS bodies	1	
20	Public corporations and trading funds	42	
1,749	Other entities and individuals (net of impairments)	1,993	
7,124		5,285	

The Other entities and individuals balance above includes an impairment allowance of £4.899 million at the 31 March 2015 and £4.910 million at the 31 March 2014.

19. Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2014 £000		31 March 2015 £000
	Current Assets	
6,581	Cash equivalents held by the Council	5,741
(227)	Bank current accounts	351
<u>6,354</u>	Total Cash and Cash Equivalents	<u>6,092</u>

20. Assets Held For Sale

The asset held for sale as at 31 March 2015 was 2 Galving Hill. The asset held for sale in 2013/14 was Land at Red Lion Lane Norton Canes.

21. Short Term Creditors

31 March 2014 £000		31 March 2015 £000
964	Central government bodies	745
879	Other local authorities	609
-	Public corporations and trading funds	15
3,168	Other entities and individuals	3,603
<u>5,011</u>		<u>4,972</u>

22. Provisions

(i) Current Liabilities

	Provisions £000
Balance at 1 April 2014	47
Additional provisions	267
Amounts used in 2014/15	(47)
Balance at 31 March 2015	267

The provision used represents the Council's share of restructuring costs as part of the rationalisation of shared services with Stafford Borough Council. The provision made is in relation to a senior management restructure and property searches for land charges.

(ii) Long Term Liabilities

	MMI £000	Insurance £000	Business Rates Appeals £000	Housing Employment Claim £000	Total £000
Balance at 1 April 2014	-	227	-	171	398
Additional provisions	-	50	2,308	-	2,358
Amounts used in 2014/15	-	(71)	(197)	-	(268)
Balance at 31 March 2015	-	206	2,111	171	2,488

The balance at 31 March 2015 reflects the councils share of the provision for business rates appeals. The opening balance of £659,000 was included within the debtors figure for 2013/14. The business rates provision is an estimate as detailed in note 4 to the accounts. It is included within long term liabilities as there is uncertainty on timing and amount.

23. Usable Reserves

31 March 2014 £000		31 March 2015 £000
(2,222)	General Fund Balance	(1,249)
(2,795)	HRA Balance	(3,627)
	Earmarked Reserves:	
(7,750)	General Fund	(11,245)
(4,527)	Housing Revenue Account	(3,492)
(1,355)	Capital Receipts Reserve	(2,657)
(1,856)	General Fund - Capital Grants Unapplied	(2,331)
(750)	Housing Revenue Account - Major Repairs Reserve	(817)
<u>(21,255)</u>	Total Usable Reserves	<u>(25,418)</u>

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and Notes 7 and 8.

24. Unusable Reserves

31 March 2014 £000		31 March 2015 £000
(20,266)	Revaluation Reserve	(19,506)
(77,129)	Capital Adjustment Account	(77,630)
66,959	Pensions Reserve	80,306
(91)	Deferred Capital Receipts Reserve	(86)
630	Collection Fund Adjustment Account	2,195
68	Accumulated Absences Account	125
<u>(29,829)</u>	Total Unusable Reserves	<u>(14,596)</u>

Revaluation Reserve

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

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

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

2013/14		2014/15
£000		£000
(19,870)	Balance at 1 April	(20,266)
(2,720)	Upward revaluation of assets	(3,272)
1,762	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	2,077
<hr/>	(958) Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	<hr/>
520	Difference between fair value depreciation and historical cost depreciation	661
42	Accumulated gains on assets sold or scrapped	1,294
<hr/>	562 Amount written off to the Capital Adjustment Account	<hr/>
<u>(20,266)</u>	Balance at 31 March	<u>(19,506)</u>

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing difference arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement.

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

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

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

2013/14 £000		2014/15 £000
(76,189)	Balance at 1 April	(77,129)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
12,282	Charges for depreciation and impairment of non-current assets	11,735
-	Amortisation of Intangible Assets	12
586	Revenue Expenditure funded from capital under statute	458
930	Amounts of non-current assets written off on disposal or sale as part of the gains/loss on disposal to the Comprehensive Income and Expenditure Statement	2,257
-	Fair Value of Investment Property	89
<u>13,798</u>		<u>14,551</u>
	(562) Adjusting amounts written out of the Revaluation Reserve	(1,955)
<u>(62,953)</u>	Net written out amount of the cost of non-current assets consumed in the year	<u>(64,533)</u>
	Capital financing applied in the year:	
(837)	Use of the Capital Receipts Reserve to finance new capital expenditure	(762)
(101)	Provisions financed last year from capital reversed	-
(4,301)	Use of the Major Repairs Reserve to finance new capital expenditure	(2,986)
(1,807)	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(2,162)
(231)	Application of grants to capital financing from the Capital Grants Unapplied Account	(172)
(657)	Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(660)
(6,242)	Capital expenditure charged against the General Fund and HRA balances	(6,355)
<u>(14,176)</u>		<u>(13,097)</u>
	- Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	-
<u><u>(77,129)</u></u>	Balance at 31 March	<u><u>(77,630)</u></u>

Pensions Reserve

The Pensions Reserve absorbs the timing difference arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays 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 Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2013/14 £000		2014/15 £000
58,038	Balance at 1 April	66,959
6,518	Remeasurements of the net defined benefit liability/(asset)	10,730
5,286	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	5,460
(2,883)	Employers pensions contributions and direct payments to pensioners payable in the year	(2,843)
<u>66,959</u>	Balance at 31 March	<u>80,306</u>

Deferred Capital Receipts Reserve

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

2013/14 £000		2014/15 £000
(94)	Balance at 1 April	(91)
3	Transfer to the Capital Receipts Reserve upon receipt of cash	5
<u>(91)</u>	Balance at 31 March	<u>(86)</u>

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2013/14 £000		2014/15 £000
235	Balance at 1 April	630
10	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(267)
385	Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements	1,832
<u>630</u>	Balance at 31 March	<u>2,195</u>

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, eg annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2013/14 £000		2014/15 £000
95	Balance at 1 April	68
(95)	Settlement or cancellation of accrual made at the end of the preceding year	-
68	Amounts accrued at the end of the current year	57
<u>68</u>	(27) Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	<u>57</u>
<u><u>68</u></u>	Balance at 31 March	<u><u>125</u></u>

25. Cash flow Statement - Non Cash Movements

2013/14 £000		2014/15 £000
	Adjust Net Surplus or Deficit on the Provision of Services for Non-Cash Movements	
(12,282)	Depreciation	(4,089)
	- Impairment and downward valuations	(7,697)
	- Amortisation	(12)
	- Increase/decrease in impairments for bad debts	(2,100)
(598)	Increase/ decrease in Creditors	(447)
358	Increase/decrease in Debtors	99
1	Increase/decrease in Stock	(4)
(2,403)	Movement in pension liability	(568)
(930)	Carrying amount of non-current assets sold or derecognised	(2,257)
	- Movement in investment property value	-
179	Other non-cash items charged to the net surplus or deficit on the provision of services	(289)
<u>(15,675)</u>		<u>(17,364)</u>
	Adjust for items included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities	
2,162	Capital grants credited to Surplus / deficit on the Comprehensive Income and Expenditure Statement	2,810
1,469	Proceeds from the sales of Plant, Property and Equipment, investment property and intangible assets	2,598
<u>3,631</u>		<u>5,408</u>

26. Cash flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2013/14 £000		2014/15 £000
(152)	Interest received	(385)
3,791	Interest paid	3,731

27. Cash flow Statement - Investing Activities

2013/14 £000		2014/15 £000
13,261	Purchase of property, plant and equipment, investment property and intangible assets	12,033
3,724	Purchase of short-term and long-term investments	2,276
2,118	Local Authority mortgage scheme and capital grant repayment	-
(1,462)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(2,603)
-	Proceeds from short-term and long-term investments	-
(1,999)	Capital grants and income from discounts	(2,668)
<u>15,642</u>	Net cash flows from investing activities	<u>9,038</u>

28. Cash flow Statement - Financing Activities

2013/14 £000		2014/15 £000
-	Cash receipts of short and long term borrowing	-
-	Other receipts from financing activities	-
171	Cash payments for the reduction of the outstanding liabilities relating to finance leases	220
12	Repayment of short and long term borrowing	3,012
(1,587)	Billing authority - Council Tax and NNDR adjustments	(1,587)
<u>(1,404)</u>	Net cash flows from financing activities	<u>1,645</u>

29. Amounts Reported For Resource Allocation Decisions

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

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

29. Amounts Reported For Resource Allocation Decisions

The income and expenditure of the Authority's principal portfolios recorded in the budget reports for the year is as follows:

Portfolio Income and Expenditure 2014/15	Crime & Partnerships £000	Leader of the Council £000	Health & Wellbeing £000	Housing GF £000	Town Centre Regeneration £000	Corporate Improve £000	Culture & Sport £000	Economic Development £000	Environment £000	HRA £000	Total £000
Fees, charges & other service income	159	81	581	262	679	5,906	605	1,226	6,418	27,777	43,694
Government grants	97	65	26,961	-	-	788	-	5	80	260	28,256
Total Income	256	146	27,542	262	679	6,694	605	1,231	6,498	28,037	71,950
Employee expenses	186	971	710	504	102	5,284	531	1,140	2,911	4,184	16,523
Other service expenses	240	835	27,311	267	527	4,333	3,135	426	5,844	29,180	72,098
Total Expenditure	426	1,806	28,021	771	629	9,617	3,666	1,566	8,755	33,364	88,621
Net Expenditure	170	1,660	479	509	(50)	2,923	3,061	335	2,257	5,327	16,671

Portfolio Income and Expenditure 2013/14	Crime & Partnerships £000	Leader of the Council £000	Health & Wellbeing £000	Housing GF £000	Town Centre Regeneration £000	Corporate Improve £000	Culture & Sport £000	Economic Development £000	Environment £000	HRA £000	Total £000
Fees, charges & other service income	70	73	586	260	678	5,281	579	1,031	6,357	34,161	49,076
Government grants	24	11	28,127	285	-	890	-	5	-	-	29,342
Total Income	94	84	28,713	545	678	6,171	579	1,036	6,357	34,161	78,418
Employee expenses	177	362	656	545	92	5,736	522	1,261	2,954	3,929	16,234
Other service expenses	96	681	28,268	632	509	3,970	3,247	498	5,786	37,779	81,466
Total Expenditure	273	1,043	28,924	1,177	601	9,706	3,769	1,759	8,740	41,708	97,700
Net Expenditure	179	959	211	632	(77)	3,535	3,190	723	2,383	7,547	19,282

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

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

2013/14		2014/15
£000		£000
19,282	Net expenditure in the Portfolio Analysis	16,671
3,353	Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	2,569
(12,167)	Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	(8,879)
10,468	Cost of Services in Comprehensive Income and Expenditure Statement	10,361

Reconciliation to Subjective Analysis

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

2014/15	Portfolio Analysis	Amounts not	reported to	Amounts not	Allocation of	Cost of Services	Corporate Accounts	Total
	£000	£000	management for	included in I&E	Recharges	£000	£000	£000
Fees, charges & other service income	43,694	8,687	(1,202)	(21,851)	29,328	631	29,959	
Interest and investment income	-	-	-	-	-	146	146	
Income from council tax	-	-	-	-	-	5,880	5,880	
Government grants and contributions	28,256	-	-	-	28,256	9,935	38,191	
Total Income	71,950	8,687	(1,202)	(21,851)	57,584	16,592	74,176	
Employee expenses	16,523	425	(584)	(153)	16,211	104	16,315	
Other service expenses	55,806	885	(6,594)	(11,187)	38,910	230	39,140	
Support service recharges	2,844	7,667	(92)	(10,511)	(92)	92	-	
Capital Financing	-	-	(1)	-	(1)	4	3	
Depreciation, amortisation impairment & refcus	9,977	2,279	660	-	12,916	154	13,070	
Interest Payments	3,471	-	(3,470)	-	1	6,336	6,337	
Precepts & Levies	-	-	-	-	-	648	648	
Gain or Loss Disposal of Property, plant & equipment	-	-	-	-	-	198	198	
Total Expenditure	88,621	11,256	(10,081)	(21,851)	67,945	7,766	75,711	
Surplus or deficit on the provision of services	16,671	2,569	(8,879)	-	10,361	(8,826)	1,535	

2013/14	Portfolio Analysis £000	Amounts not reported to management for decision making £000	Amounts not included in I&E £000	Allocation of Recharges £000	Cost of Services £000	Corporate Accounts £000	Total £000
Fees, charges & other service income	49,076	9,900	(4,720)	(25,902)	28,354	4,374	32,728
Interest and investment income	-	-	(1)	-	(1)	120	119
Income from council tax	-	-	-	-	-	5,819	5,819
Government grants and contributions	29,342	-	-	-	29,342	10,028	39,370
Total Income	78,418	9,900	(4,721)	(25,902)	57,695	20,341	78,036
Employee expenses	16,234	368	(2,373)	(120)	14,109	1,631	15,740
Other service expenses	64,115	960	(8,614)	(14,072)	42,389	1,391	43,780
Support service recharges	2,695	8,838	(1,122)	(11,533)	(1,122)	1,122	-
Capital Financing	1,407	-	(1,407)	-	-	3	3
Depreciation, amortisation impairment & refcus	9,781	3,087	95	(177)	12,786	82	12,868
Interest Payments	3,468	-	(3,467)	-	1	6,391	6,392
Precepts & Levies	-	-	-	-	-	647	647
Gain or Loss Disposal of Property, plant & equipment	-	-	-	-	-	(64)	(64)
Total Expenditure	97,700	13,253	(16,888)	(25,902)	68,163	11,203	79,366
Surplus or deficit on the provision of services	19,282	3,353	(12,167)	-	10,468	(9,138)	1,330

30. Acquired and Discontinued Operations

There are no significant operations which were acquired or discontinued during the year.

31. Trading Operations

The trading operations are analysed between General Fund and HRA with a further analysis between internal trading accounts (previously designated DSO accounts) and trading accounts defined by the Best Value Accounting Code of Practice.

2013/14			2014/15		
Expend £000	Income £000	Net £000	Expend £000	Income £000	Net £000
General Fund					
66	(112)	(46)	53	(105)	(52)
132	(133)	(1)	152	(152)	-
219	(209)	10	240	(222)	18
23	(36)	(13)	29	(35)	(6)
1	(3)	(2)	2	(4)	(2)
79	(58)	21	82	(53)	29
8	(43)	(35)	8	(43)	(35)
115	(54)	61	79	(46)	33
643	(648)	(5)	645	(660)	(15)
Total Trading Surplus / Deficit					

32. Agency Services

The Council operates the Civil Parking enforcement on behalf of Staffordshire County Council. As part of this operation the Council also operates as lead authority for Lichfield, Tamworth and South Staffs District Council. Therefore the Council's comprehensive income and expenditure account includes the following:

2013/14			2014/15		
Expend £000	Income £000	Net £000	Expend £000	Income £000	Net £000
618	(554)	64	632	(590)	42
Civil Parking Enforcement					

33. Members Allowances

Members allowances paid during 2014/15 totalled £376,628 (2013/14 £366,567). Further details are available on the Council's website.

34. Officers Remuneration

There has been a change in the Councils payment of superannuation for the financial year 2014/15 whereby a distinction has been made by the pension fund between the amount payable for a current service cost and past deficit repair. The impact of this change is that the superannuation contributions included in the table below include current service costs only.

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

Senior Officers emoluments 2014/15 - salary is between £50,000 and £150,000 per year

Post Title	Salary, Fees and Allowances £	Benefits in Kind £	Pension Contribution £	Total £
Chief Executive	112,890	963	19,496	133,349
Corporate Director	84,966	963	14,654	100,583
Head of Planning & Regeneration (i)	6,504	80	901	7,485
Head of Governance	62,848	963	10,869	74,680
Head of Financial Management (ii)	68,975	963	11,933	81,871
Head of Commissioning	62,915	963	10,869	74,747
Head of Environmental Health	63,222	963	10,869	75,054
Head of Environmental Services (iii)	-	-	-	-
Head of Housing	62,592	963	10,828	74,383
Head of Policy, Performance and Partnerships (iv)	-	-	-	-
Head of Economic Development (v)	15,112	228	2,610	17,950
	540,024	7,049	93,029	640,102

- (i) The Council's Head of Planning and Regeneration post was deleted on 30/04/14.
- (ii) The Council's Head of Financial Management remuneration includes payment for acting as Section 151 officer for Stafford Borough Council.
- (iii) The Council's Head of Environmental Services post was deleted on 31/05/13.
- (iv) The Council's Head of Policy, Performance and Partnerships post was deleted on the 31/10/13.
- (v) The Council's Head of Economic Development post is a new post effective from 06/01/15.

Senior Officers emoluments 2013/14 - salary is between £50,000 and £150,000 per year

Post Title	Salary, Fees and Allowances £	Benefits in Kind £	Pension Contribution £	£ Total
Chief Executive	112,688	963	24,679	138,330
Corporate Director	81,907	963	17,872	100,742
Head of Planning & Regeneration	62,515	963	13,691	77,169
Head of Governance	62,515	963	13,691	77,169
Head of Financial Management	68,632	963	15,030	84,625
Head of Commissioning	62,655	963	13,691	77,309
Head of Environmental Health	63,101	963	13,691	77,755
Head of Environmental Services	10,555	150	2,282	12,987
Head of Housing	62,515	963	13,691	77,169
Head of Policy, Performance and Partnerships	32,710	441	7,163	40,314
	619,793	8,295	135,481	763,569

The number of other employees within the Council receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) are:

2013/14 Number of employees	Remuneration band	2014/15 Number of employees
-	£50,000 - £54,999	1

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below:

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14 £000	2014/15 £000
£0 - £20,000	-	-	-	-	-	-	-	-
£20,001 - £40,000	-	-	1	1	1	1	32	22
£40,001 - £60,000	-	-	2	1	2	1	82	47
£60,001 - £80,000	-	-	-	-	-	-	-	-
£80,001 - £100,000	-	-	-	-	-	-	-	-
£100,001 - £150,000	-	-	1	-	1	-	145	-
£150,001+	-	-	-	1	-	1	-	224
TOTAL	-	-	4	3	4	3	259	293

The Council acts as the lead authority for a number of services and within these services 1 termination has been made which has been financed jointly with Stafford Borough Council. The exit packages include both those employees who left the authority and 1 which has been included as a provision as we were demonstrably committed at the 31 March 2015.

35. External Audit Costs

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

2013/14 £000		2014/15 £000
69	Fees payable to the Grant Thornton with regard to external audit services carried out by the appointed auditor	69
16	Fees payable to the Grant Thornton for the certification of grant claims and returns for the year	11
(9)	Rebate from the Audit Commission during the year	(7)
76	Total	73

36. Grant Income & Precepts on the Collection Fund

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

2013/14 £000		2014/15 £000
	Credited to Taxation and Non Specific Grant Income	
3,999	Revenue Support Grant	3,035
5,819	Precepts On The Collection Fund	5,880
12,949	Distribution from the Non-Domestic Rates Pool	12,626
(10,137)	NNDR Tariff	(10,335)
(222)	NNDR Levy (GB & S Business Rates Pool)	(55)
441	Section 31 Small Business Grant	506
	- Council Tax Freeze Grant	61
705	New Homes Bonus	1,006
	- Retail Relief	84
68	Localising Council Tax New Burdens	83
63	Other general grants	82
1,166	Capital Grants-General Fund	971
996	Capital Grants-HRA	1,871
15,847	Total	15,815
	Credited to Services	
15,823	Rent Allowances	14,860
12,328	Housing Benefit Subsidy	12,101
702	Housing Benefit Admin Grant	483
285	Supporting People	260
138	Cost Of Collection Allowance	139
	DCLG Local Council Tax Scheme Grant	135
	- DEFRA - Eco Stars	80
	- Office of the Police and Crime Commissioner Staffordshire	96
11	Elections	65
55	Other grants	37
29,342	Total	28,256

Other grants shown in the table above includes all grants received less than £50,000.

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

(i) **Current Liabilities**

2013/14		2014/15
£000	Revenue Grants Receipts in Advance	£000
9	Other	9
20	Commuted Sums	20
42	Section 106 Developers Revenue Contributions	42
<u>71</u>	Total	<u>71</u>

2013/14		2014/15
£000	Capital Grants Receipts in Advance	£000
570	Section 106 Developers capital contributions	
<u>570</u>	Total	<u>759</u>

The Council does not hold a donated assets account.

37. Related Parties

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

Central Government

Central government has significant influence over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (eg council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in Note 29 on reporting for resources allocation decisions.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members allowances paid in 2014/15 is shown in Note 33. Details of member's interest are recorded in the Register of Members' Interest maintained by the Council. During 2014/15 there were no significant works and services commissioned from companies in which members had an interest.

Officers

During 2014/15 there were no significant works of services commissioned from companies in which senior officers had an interest.

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

There are no transactions with other public bodies in 2014/15 that are required to be disclosed.

Entities Controlled or Significantly Influenced by the Council

There are no transactions in 2014/15 with entities controlled by the Council that are required to be disclosed.

38. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed in the second part of this note.

2013/14 £000		2014/15 £000
95,994	Opening Capital Financing Requirement	97,734
	Capital Investment	
13,270	Property, Plant and Equipment	11,743
60	Intangible Assets	237
2,000	Long Term Debtors	-
586	Revenue Expenditure Funded from Capital under Statute	458
	Sources of finance	
(837)	Capital receipts	(762)
(2,038)	Government grants and other contributions	(2,334)
(4,301)	Major Repairs Reserve	(2,986)
	Sums set aside from revenue:	
(6,242)	Direct revenue contributions	(6,355)
(477)	MRP	(435)
(9)	Walsall Debt Repayment	(9)
(171)	Finance Lease Payment	(217)
(101)	Provision reversed and debt repayment	
97,734	Closing Capital Financing Requirement	97,074
	Explanation of movements in year	
1,740	Increase in underlying need to borrowing (unsupported by government financial assistance)	(660)
1,740	Increase/(decrease) in Capital Financing Requirement	(660)

The Council has advanced £2m with Lloyds Banking Group as part of the Local Authority Mortgage Scheme. This scheme is aimed at first time buyers and the advance reflects the Council's share of financial assistance though the provision of an indemnity. Lloyds Bank plc. required a five year deposit from the Council to match the five year life of the indemnity. The deposit placed with the bank provides an integral part of the mortgage lending and is treated as capital expenditure and a loan to a third party. The Capital Financing Requirement (CFR) will increase by the amount of the total indemnity. The deposit is due to be returned in full at maturity, with interest paid either annually or on maturity. Once the deposit matures and funds are returned to the Council, the returned funds are classed as a capital receipt and the CFR will reduce accordingly. As this is a temporary (5 year) arrangement and the funds will be returned in full, there is no need to set aside prudent provision to repay the debt liability in the interim period, so there is no MRP application.

At 31st March 2015 there were 31 completed loans with an estimated indemnity amount of £688,125. The full cumulative interest accrued of £71,521 has been put aside for potential defaults. It should be noted that to date there have been no defaults on mortgages advanced through the scheme.

39. Leases

Council as Lessee

Financing Lease of Vehicles

The Council has a number of leases for refuse vehicles. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet.

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

31 March 2014 £000	31 March 2015 £000
216 Current Finance lease Liabilities	274
274 Non Current	-
203 Finance costs payable in future years	73
<u>693</u> Minimum Lease Payments	<u>347</u>

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

	Minimum lease Payments		Finance Lease Liabilities	
	2013-14 £000	2014/15 £000	2013-14 £000	2014/15 £000
Not later than one year	346	347	216	274
Later than one year not later than five years	347	-	274	
Later than five years	-	-	-	
Minimum Lease Payments	<u>693</u>	<u>347</u>	<u>490</u>	<u>274</u>

Operating Lease of Property

The Council has an operating lease of Rugeley Market Hall. The Council owns the freehold of this property.

The future minimum lease payments under non cancellable leases are:

2013/14 £000	2014/15 £000
260 Not later then one year	247
945 Later than one year and not later than five years	913
12,685 Later than five years	12,470
<u>13,890</u>	<u>13,630</u>

The expenditure charged to services in the Comprehensive Income and Expenditure Statement during the year in relation to this lease was:

2013/14 £000	2014/15 £000
260 Minimum Lease Payments	247
<u>260</u>	<u>247</u>

Finance Lease of Property

The Council has a finance lease of the land at Rugeley Leisure Centre for a period of 50 years from 2004 at a peppercorn rent. The asset acquired under this lease is carried as Other Land and Buildings in the Balance Sheet.

Council as Lessor

Finance Leases

The Council has a finance lease in respect of the Hednesford Gateway scheme where a 250 year lease has been granted on the assets. The Council does not receive any rentals but a premium on the disposal of £720,000 has been received. The Council retains the freehold.

Operating Leases

The Council leases out property and equipment under operating leases for the following purposes:

- for community services through the provision of various premises
- for economic development purposes by providing business premises for rental

The future minimum lease payments receivable under non-cancellable leases in future years are:

31 March 2014 £000	31 March 2015 £000
620 Not later than one year	683
1,700 Later than one year and not later than five years	1,745
42,879 Later than five years	42,384
45,199	44,812

40. Impairment Losses

The impairment losses for 2014/15 were £250,000 (2013/14 £538,000).

41. Termination Benefits

The Council terminated the contracts of a number of employees in 2014/15, incurring liabilities of £69,000 (£259,000 in 2013/14) - see Note 34 for the number of exit packages and total cost per band.

Of this total £44,000 is in respect of redundancy costs, £6,000 wages in lieu of notice and £19,000 for actuarial strain on pension, all due to the rationalisation of services.

42. Defined Benefit Pension Schemes

Participation in Pension Schemes

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

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

The Staffordshire Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the pensions committee of Staffordshire County Council. Policy is determined in accordance with the Pensions Fund Regulations.

The principal risks to the authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (ie large scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account, the amounts required by statute as described in the accounting policies note.

Transactions Relating to Post-employment Benefits

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council are required to make against council tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year.

2013/14		2014/15
£000		£000
Comprehensive Income and Expenditure Statement		
Service Cost		
2,575	Current service cost	2,618
105	Past service cost (including curtailments)	17
<u>2,680</u>	Total Service Cost	<u>2,635</u>
Financing and Investment Income and Expenditure		
(3,524)	Interest income on scheme assets	(3,403)
6,130	Interest cost on defined benefit obligation	6,228
<u>2,606</u>	Total Net Interest	<u>2,825</u>
<u>5,286</u>	Total Post Employment Benefit Charged to the (Surplus) or Deficit on the Provision of Services	<u>5,460</u>
Remeasurements of the Net Defined Liability Comprising:		
2,263	Return on plan assets excluding amounts included in net interest	(8,466)
3,296	actuarial gains/losses arising from changes in demographic assumptions	-
3,269	actuarial gains/losses arising on changes in financial assumptions	20,509
(2,310)	Other	(1,313)
<u>6,518</u>	Total remeasurements recognised in other comprehensive income	<u>10,730</u>
<u>11,804</u>	Total Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	<u>16,190</u>
Movement in Reserves Statement		
(5,286)	reversal of net charges made to the (surplus) or deficit on the provision of Services	(5,460)
2,883	Employers Contributions Payable to the Scheme	2,843

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefit plans is as follows:

2013/14		2014/15
£000		£000
(78,913)	Fair value of employer assets	(91,370)
139,848	Present value of funded liabilities	163,268
6,024	Present value of unfunded liabilities	6,161
<u>66,959</u>	Net Liability arising from the Defined Benefit Obligation	<u>78,059</u>

There is a difference between the pension liability and the pension reserve balance of £2,247,000. This reflects the amount of the actual past deficit payment made to the pension fund as compared to the amount due under statutory arrangements as reflected in the Pension reserve..

Reconciliation of the Movements in the Fair Value of Scheme Assets

2013/14 £000		2014/15 £000
79,069	Opening fair value of scheme assets	78,913
3,524	Interest income	3,403
	Remeasurement gain/(loss)	
(2,263)	Return on plan assets excluding the amounts included in net interest	8,466
2,883	Contributions from employer	5,090
653	Contributions from employees into the scheme	673
(4,953)	Benefits paid	(5,175)
<u>78,913</u>	Closing Fair Value of Scheme Assets	<u>91,370</u>

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

2013/14 £000		2014/15 £000
137,107	Opening fair value of scheme liabilities	145,872
2,575	Current service cost	2,618
6,130	Interest cost	6,228
653	Contributions from scheme participants	673
	Remeasurement (gains)/losses:	
3,296	Actuarial (gains)/losses arising from changes in demographic assumptions	-
3,269	Actuarial (gains)/losses arising from changes in financial assumptions	20,509
(2,310)	Other	(1,313)
105	Past service cost	17
(4,953)	Benefits paid	(5,175)
<u>145,872</u>	Closing Fair Value of Scheme Liabilities	<u>169,429</u>

Local Government Pension Scheme Assets comprised:

	Period Ended 31 March 2015				Period Ended 31 March 2014			
	Quoted Prices in Active Markets £000	Quoted Prices not in Active Markets £000	Total £000	Percentage Total of Asset £000	Quoted Prices in Active Markets £000	Quoted Prices not in Active Markets £000	Total £000	Percentage Total of Asset £000
Equity Securities								
Consumer	7,836	-	7,836	9%	5,994	-	5,994	8%
Manufacturing	-	-	-	0%	5,605	-	5,605	7%
Energy and utilities	2,375	-	2,375	3%	3,302	-	3,302	4%
Financial Institutions	5,832	-	5,832	6%	5,922	-	5,922	8%
Health and Care	3,835	-	3,835	4%	4,130	-	4,130	5%
Information Technology	3,544	-	3,544	4%	3,607	-	3,607	5%
Other	7,024	-	7,024	8%	1,663	-	1,663	2%
		-	-					
Debt Securities								
Corporate Bonds investment grade	6,936	-	6,936	8%	5,905	-	5,905	7%
Private Equity								
All	-	2,903	2,903	3%	-	2,472	2,472	3%
Real Estate								
UK Property	-	7,436	7,436	8%	-	5,798	5,798	7%
Investment Funds and Unit Trusts								
Equities	30,280	-	30,280	33%	23,351	-	23,351	30%
Bonds	4,884	-	4,884	5%	3,835	-	3,835	5%
Hedge Funds	-	2,184	2,184	2%	-	1,495	1,495	2%
Other	-	2,691	2,691	3%	-	2,485	2,485	3%
Cash and Cash Equivalents								
All	3,610	-	3,610	4%	3,349	-	3,349	4%
Total Assets	76,156	15,214	91,370	100	66,663	12,250	78,913	100

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependant on assumptions about mortality rates, salary levels etc. The Local Government Pension Scheme liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the County Council operated Fund based on the latest full valuation of the scheme as at 1 April 2013.

The significant assumptions used by the actuary have been:

2013/14	2014/15
Mortality assumptions	
Longevity at 65 for current pensioners:	
22.1 Men	22.1
24.3 Women	24.3
Longevity at 65 for future pensioners:	
24.3 Men	24.3
26.6 Women	26.6
2.8% Rate of Inflation	2.4%
4.6% Rate of increase in salaries	4.3%
2.8% Rate of increase in pensions	2.4%
4.3% Rate for discounting scheme liabilities	3.2%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, ie on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in 2012/13.

	Approximate % Increase to Employee Liability %	Approximate Monetary Value £000
0.5% decrease in real discount rate	9%	16,095
1 year increase in member life expectancy	3%	5,083
0.5% increase in the salary increase rate	3%	4,626
0.5% increase in the pension increase rate	7%	11,136

Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to recoup the past deficit over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed in March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

The Authority anticipates to pay £2,869,000 expected contributions to the scheme in 2015/16.

The weighted average duration of the defined benefit obligation for the funding scheme members is 17.4 years 2014/15. This can be analysed further as follows:

2014/15

	Liability Split %	Weighted Average Duration Yrs
Active Members	45.7	23.0
Deferred Members	12.0	22.7
Pensioner Members	42.3	12.2
Total	100.0	

43. Contingent Liabilities

Municipal Mutual Insurance

Under the Municipal Mutual Insurance Limited Scheme of Arrangement, the Council has a potential claw-back should there be a deficit in the winding up of the company. A payment was made in 2013/14 for £63,000 based on a 15% levy notice. As there is no certainty on the remaining liability this has been left as a contingent liability. It is the view of the Board at the 31st March 2015 that a solvent run off of the Company's business cannot be guaranteed.

44. Contingent Assets

There are no contingent assets at the 31 March 2015.

45. Nature and Extent of Risks Arising from Financial Instruments

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 rates and stock market movements.

Overall procedures for managing risks

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 set out in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and Investment Guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses within its 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 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 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 each year, as is a mid-year update.

The Annual Treasury Management Strategy which incorporates the prudential indicators was approved by Council on 12 February 2014 and is available on the Council website. The key issues within the strategy were:

- The Authorised Limit for 2014/15 was set at £106.289m.
- The Operational Boundary was expected to be £100.839m. This is the expected level of debt and other long term liabilities during the year.
- The maximum proportions of fixed and variable interest rate exposure were set at fixed (100%) and variable (75%).
- Determination of the maximum and minimum exposures to the maturity structure of debt

The Council maintains written principles for overall risk management, as well as written policies (Treasury Management Practices - TMPs) covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash. These TMPs are a requirement of the Code of Practice and reviewed periodically.

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Rating 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. Additional selection criteria are also applied after this initial criteria is applied. Details of the Investment Strategy can be found on the Council's website. The key areas of the Investment Strategy are that the minimum criteria for investment counterparties include:

This Council uses the creditworthiness service provided by Sector. This service uses a sophisticated modelling approach with credit ratings from all three ratings agencies - Fitch, Moodys and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays.

- credit watches and credit outlooks from credit rating agencies;
- sovereign ratings to select counterparties from only the most creditworthy countries
- Credit Default Swaps spreads to give early warning of likely changes in credit ratings

The Annual Investment Strategy for 2014/15 was approved by Full Council on 12 February 2014 and is available on the Council's website.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies is £11.8million at the 31 March 2015. The credit risk cannot be assessed generally as a risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that is rare for such entities to be unable to meet their commitments. A risk of default applies to all of the Council's deposits, but there was no evidence at the 31 March 2014 that this was likely to happen. The Government's deposit protection arrangements will limit any losses due to the guarantee given to the banks covered by the guarantee.

The following analysis summarises the Council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions.

	Amount at 31 March 2015 £000 A	Historical experience of default % B	Historical experience adjusted for market conditions at 31 March 2015 % C	Estimated maximum exposure to default £000 (A x C)	Estimated maximum exposure at 31 March 2014 £000
Customers (Sundry Debtors)	2,979	0.2	1	30	30
				<u>30</u>	<u>30</u>

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits.

The Council does not generally allow credit for customers (sundry debtors), such that £2.979m of the debtors balance of £3.042m shown in note 16 is past its due date for payment. This outstanding sundry debtor balance can be analysed by age as follows:

31 March 2014 £000		31 March 2015 £000
1,197	Less than one year	769
1,512	More than one year	2,210
<u>2,709</u>		<u>2,979</u>

During the period the Council held no collateral as security.

Liquidity Risk

The Council 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. This seeks to ensure that cash is available when needed.

The Council has ready access to borrowings 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 Council 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 risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity analysis of financial liabilities is as follows:

31 March 2014 £000		31 March 2015 £000
217	Less than one year	1,105
4,476	Between one and five years	3,400
81,634	More than five years	81,605
<u>86,327</u>		<u>86,110</u>

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

Market Risk

Interest Rate Risk

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

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise
- borrowings at fixed rates - the fair value of the borrowings will fall (no impact on revenue balances)
- investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise; and
- investments at fixed rates - the fair value of the assets will fall (no impact on revenue balances)

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus and Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential and treasury indicators and its planned treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The finance section will monitor market 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.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£000
Increase in interest payable on variable rate borrowings	-
Increase in interest receivable on variable rate investments	(220)
Impact on Surplus or Deficit on the Provision of Services	<u>(220)</u>
Decrease in fair value of fixed rate investment assets	(45)
Impact on Other Comprehensive Income and Expenditure	<u>(45)</u>
Increase in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	(17,660)

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

Price Risk

The Council does not invest in equity shares and, therefore, is not exposed to losses arising from movements in the price of shares.

Foreign Exchange Risk

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

46. Trust Funds

The Council as at 31st March 2014 administers two Trust Funds on behalf of third parties which do not form part of the Council's Consolidated Balance Sheet.

The funds are:

- Benton's Trust**
 To provide a drinking trough for animals and improvements to the public conveniences in or near the Market Place, Cannock.
- Cannock Park Trust**
 Cannock Park is run by Cannock Chase District Council as Trustees for the Cannock Park Trust. The land was placed in Trust in 1930 to be held by the Council for the purpose of providing a public recreation or pleasure ground for the use and benefit of the inhabitants of Cannock Chase District Council. All revenue and income accruing from the land is used for the upkeep and maintenance of the land. Income is derived from the various sporting activities undertaken on the land. Expenditure by the Council on grounds maintenance and upkeep exceeds income. The Trust is registered with the Charity Commission.

	Income £	Expenditure £	Assets £	Liabilities £
2014/15				
Benton's Trust	(70)		(14,147)	-
Total	(70)	-	(14,147)	-
2013/14				
Benton's Trust	(70)		(14,077)	-
Total	(70)	-	(14,077)	-

47. Deferred Liabilities

This relates to transferred assets loan debt that was part of the Local Government Reorganisation involving the transfer of assets between Aldridge/ Brownhills UDC and Cannock Chase District Council. The debt is administered by Walsall MBC with loans outstanding as at 31 March 2015 of £77,202.

2013/14 £000		2014/15 £000
12	Principal and Interest - OLA's	12
<u>12</u>		<u>12</u>

48. Long Term Borrowing

Balance 31 March 2014 £000	Ranges Of Interest Rates Payable %	Balance 31 March 2015 £000
Source Of Loan		
1,600	Public Works Loan Board	800
60,745	Public Works Loan Board	60,745
14,100	Public Works Loan Board	14,100
1,400	Public Works Loan Board	1,400
5,360	Public Works Loan Board	5,360
2,600	Public Works Loan Board	2,600
31	Money Market	-
85,836		85,005

Balance 31 March 2014 £000	Analysis of Loans by Maturity	Balance 31 March 2015 £000
-	1 to 2 years	-
4,216	2 to 5 years	3,400
15	5 to 10 years	1,400
81,605	over 10 years	80,205
85,836		85,005

49. Heritage Assets Five Year Summary of Transactions

There have been no acquisitions or disposals of the Council's heritage assets in the five year period ended 31 March 2015.

50. Heritage Assets - Further Information on the Collections

Museum

The Museum of Cannock Chase has a collection of artefacts in relation to local services, industrial and military history along with items relating to the history of toys. The total number of items on display or held in collections is approximately 20,000. The majority of artefacts are held in trust for public benefit.

The Museum operates within the terms required by Museum Accreditation. The Collections Management Policy for the Museum provides guidance on preservation and management of artefacts. The Museum also holds a manual governing control of documentation concerning artefacts.

Access to artefacts is available to items being on display during the Museum opening hours or by appointment with the Museum Collections Officer for items held in store.

Civic Regalia

The Council's Civic Regalia includes items such as civic chains and items in connection with civic duties. Items are held and governed under Council regulations and procedures governing all Council assets.

HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE ACCOUNT

2013/14 Restated £000	Notes	2014/15 £000
Income		
19,511		19,810
429		422
74		91
103		340
20,117		20,663
Expenditure		
4,023	4	4,174
2,283		3,088
330		334
19		8
62		183
9,781	5	9,977
16,498		17,764
Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement.		
660		644
(2,959)		(2,255)
HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement		
(504)		(310)
440		464
3,456		3,460
2		3
(1)		(1)
(996)		(1,871)
(562)		(510)

STATEMENT OF MOVEMENT ON THE HOUSING REVENUE ACCOUNT BALANCE

2013/14 £000	2014/15 £000
(562)	(510)
504	310
(440)	(464)
996	1,871
(324)	(1,069)
(9,781)	(9,926)
20	-
3,211	3,053
9	9
(38)	13
(7)	(13)
6,123	5,894
(289)	(832)
2,506	2,795
2,795	3,627

NOTES TO THE HOUSING FINANCIAL STATEMENTS

1. HRA Account

Housing Revenue Account Income and Expenditure Statement reflects a statutory obligation to account separately for local authority housing provision. Income and Expenditure on Council housing is 'ring fenced' within the HRA. The statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations, this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA statement.

The specific requirements for notes to the HRA financial statements are derived from the HRA (Accounting Practices) Directions 2011.

2. Housing Stock

(i) Council Dwellings Analysis

As at 31 March 2015 the Council was responsible for 5,161 Council dwellings analysed as follows:

Dwelling Type	Stock as at 1 April 2014	Increase/ Decrease	Stock as at 31 March 2015
Flats			
1 Bedroom	934	(128)	806
2 Bedroom	292	(43)	249
3 Bedroom	6	(1)	5
4 Bedroom		1	1
Total	1,232	(171)	1,061
Houses & Bungalows			
1 Bedroom	1,293	(1)	1,292
2 Bedroom	1,178	(6)	1,172
3 Bedroom	1,600	(21)	1,579
4+ Bedroom	55	2	57
Total	4,126	(26)	4,100
Total HRA Dwellings	5,358	(197)	5,161

(ii) Valuation of Housing Property, Plant & Equipment

	Council Houses £000	Other Land & Buildings £000	Plant & Equipment £000	Total £000
Gross Book Value as at 31 March 2014	139,853	9,421	829	150,103
Additions and Transfers		(40)	171	131
Disposals	(963)			(963)
Revaluations	(886)	(352)		(1,238)
Net Enhancements	3,080			3,080
As At 31 March 2015	141,084	9,029	1,000	151,113
Cumulative Depreciation b/fwd	(1,817)	(153)	(365)	(2,335)
Depreciation w/b	1,817	152		1,969
Depreciation for year	(1,853)	(559)	(150)	(2,562)
Net Book Value as at 31 March 2015	139,231	8,469	485	148,185
Net Book Value as at 31 March 2014	138,036	9,268	464	147,768

The vacant possession value of dwellings within the Housing Revenue Account as at 1 April 2014 was £408,732,000. The vacant possession value and balance sheet value of dwellings within the Housing Revenue Account show the economic cost to Government of providing council housing at less than open market rents.

3. Rent Arrears

The total arrears at 31 March 2015 in respect of dwelling rental income were £1,275,714.84. The provision for bad and doubtful debts was reviewed in the year. This resulted in an increase in the provision of £94,916.58.

2013/14 £000		2014/15 £000
289	Tenants Arrears - Current	302
855	Tenants Arrears - Former	943
<u>1,144</u>	Dwelling Arrears	<u>1,245</u>
31	Garage Arrears	31
<u>1,175</u>	Cash in Transit	<u>1,276</u>
	Total Arrears	
(968)	Bad Debt Provision b/fwd	(920)
920	Bad Debt Provision c/fwd	1,015
110	Write offs	88
<u>62</u>	Increase in Provision	<u>183</u>

1.48% Current Tenants Arrears as % of gross rents

1.52%

4. Repairs and Maintenance

The repairs and maintenance charge to the HRA can be analysed as follows:

2013/14 £000		2014/15 £000
4,237	Contribution to Housing Repairs Account	4,304
(214)	Building Works Surplus	(130)
<u>4,023</u>		<u>4,174</u>

The Council operates a Housing Maintenance trading operation which was previously designated a Direct Services Organisation. Housing Maintenance made a surplus of £130,465.64 in 2014-15 and in accordance with Government guidelines has been credited to Repairs and Maintenance expenditure as contained in the Housing Revenue Income and Expenditure Account.

5. Depreciation and Impairment Charges

(i) Depreciation

2013/14 £000		2014/15 £000
1,817	Dwellings	1,853
62	Other Operational Assets	590
103	Vehicles	131
<u>1,982</u>		<u>2,574</u>

(ii) Impairment Charges

2013/14 £000		2014/15 £000
7,799	Impairment	7,403
<u>7,799</u>		<u>7,403</u>

Impairment charges are made in relation to the treatment of stock held for demolition or disposal at reduced value. In accordance with Central Government Policy the Housing properties were valued on a 'Beacon Property' basis. This is where sample properties of differing size and from different locations are valued and these values are then applied to the remaining housing stock. Built into beacon valuation is an element for impairment in recognition that at any one time the total of the housing stock cannot be maintained to the highest state of repair.

Revised guidance was issued in 2011/12 for Housing Stock Valuations. The last was issued in 2005 with the new guidance from DCLG reflecting material changes arising from the introduction of International Financial Reporting Standards and valuation standards as determined by the Royal Institute of Chartered Surveyors (RICS). The main change however relates to the determination of the Existing Use Value for Social Housing. This value can be obtained by taking the cost of buying a vacant dwelling of similar type, and applying an adjustment factor according to the type of tenancy and regional factors to reflect the fact that the property is used as social housing. Revised guidance now reduces or adjusts valuations for the West Midlands area to 34% of their gross value.

6. Capital

(i) Summary of Capital Expenditure

2013/14 £000		2014/15 £000
	Expenditure	
12,208	On Housing Properties	10,428
60	On Housing Intangibles	237
96	On Housing Equipment	131
217	On Housing Vehicles	40
<u>12,581</u>		<u>10,836</u>
	Financing	
498	Borrowing	-
663	Usable Capital Receipts	465
5,966	Revenue Contributions to Capital	5,527
156	Reserves	367
4,301	Major Repairs Reserve	2,986
997	Grants	1,491
<u>12,581</u>		<u>10,836</u>

(ii) Major Repairs Reserve

As part of the introduction of resource accounting to the Housing Revenue Account the Government introduced a new funding mechanism called the Major Repairs Allowance. Local authorities have the flexibility to spend the resource outside the financial year in which they are allocated, enabling more efficient planning of works.

2013/14 £000		2014/15 £000
<u>3,388</u>	Transfer to Major Repairs Reserve	<u>3,762</u>
3,388		3,762
	Capital Expenditure on houses within the HRA:	
(1,081)	Central Heating Upgrades	(947)
(580)	Upgrading of Electrical Systems	(592)
(437)	Replacement of Kitchens and Bathrooms	(341)
(1,379)	Bathroom Replacement	(1,084)
(824)	External Envelope Work	(22)
<u>(4,301)</u>		<u>(2,986)</u>
(177)	Transfer re Depreciation on Non Dwellings	(709)
<u>(4,478)</u>		<u>(3,695)</u>
(1,090)	Surplus / (Deficit) for the year	67
1,840	Balance at beginning of year	750
<u>750</u>	Balance at end of year	<u>817</u>

(iii) **Summary of Capital Receipts**

2013/14 £000	Value of Receipts	2014/15 £000
188	Land	54
1,159	Houses	1,222
3	Mortgage Repayments	4
10	Repayment Discount - Grant	16
<u>112</u>	Bungalows	<u>-</u>
1,472		1,296
	Less	
(440)	Pooling to DCLG	(464)
(663)	Usable Receipts Applied to Capital Expenditure	(465)
<u>(35)</u>	Sale of Council Houses Expenditure	<u>(40)</u>
<u>334</u>		<u>327</u>

7. Interest

The interest charge attributable to the HRA is calculated using a formula specified by the Government each year called the Item 8 calculation.

8. HRA Settlement

As part of the Localism Act 2011 the Government introduced self-financing for council housing with effect from 1 April 2012. The payments for authorities were made to or from the Government on 28 March 2012. The settlement payments were calculated based on the subsidy currently paid or received by each authority and resulted in each authority either taking on additional debt or the Government repaying some of the authorities debt. For Cannock Chase Council the settlement payment was taking on additional debt of £59.245 million which was borrowed from the PWLB over a 50 year period at a rate of 3.48%.

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

The Collection Fund (England) is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. This statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non Domestic Rates.

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund therefore, is to isolate the income and expenditure relating to Council Tax and National Non Domestic Rates. The administrative costs associated with the collection process are charged to the General Fund.

Collection Fund surpluses/deficits for Council Tax declared by the billing authority (15 January in each year) are apportioned to the relevant precepting authorities in the subsequent financial year. The major precepting authorities are Staffordshire County Council, Office of the Police and Crime Commissioner Staffordshire, Stoke-on-Trent and Staffordshire Fire and Rescue Authority.

In 2013/2014 the local government finance regime was revised with the introduction of the Business Rates Retention Scheme. Business Rates now forms part of the funding of local authorities whereby the income is shared between the Government/County Council/Fire authority and the District Council. Cannock Chase District Council are set a predetermined overall level of Business Rates income and retain 40% of that figure; any growth above that level is then subject to a 50% levy that is paid to the Greater Birmingham and Solihull Business Rates Pool. Surpluses and deficits declared by the billing authority on 30 January each year are apportioned to the precepting bodies in the subsequent financial year.

The national code of practice followed by Local Authorities in England stipulates that a Collection Fund Income and Expenditure Account is included in the Council's accounts. The Collection Fund Balance Sheet is incorporated into the Council's consolidated Balance Sheet.

2013/14		2014/15		
Total £000		Business Rates £000	Council Tax £000	Total £000
Income				
39,708	Council Tax Receivable	-	40,326	40,326
34,307	Business Rates Receivable	35,698	-	35,698
909	Transitional Protection Payments Receivable	224	-	224
74,924	Total Income	35,922	40,326	76,248
Expenditure				
Precepts and Demands				
29,918	Staffordshire County Council	3,168	25,945	29,113
18,600	Cannock Chase District Council	14,080	5,050	19,130
563	Parishes	-	563	563
2,105	Stoke-on-Trent and Staffordshire Fire and Rescue Authority	352	1,708	2,060
4,654	Office of the Police and Crime Commissioner Staffordshire	-	4,486	4,486
16,669	Payments to Central Government	17,601	-	17,601
72,509		35,201	37,752	72,953
Charges to Collection Fund				
67	Write offs of uncollectable amounts	328	143	471
1,453	Increase in bad debts provision	260	622	882
1,648	Increase in provision for appeals	3,630	-	3,630
138	Costs of Collection	139	-	139
-	Distribution of previous years Collection Fund Surplus	945	-	945
75,815	Total Expenditure	40,503	38,517	79,020
891	(Surplus)/Deficit for Year	4,581	(1,809)	2,772
Movement of Collection Fund Balances				
1,725	Balance brought Forward	964	1,652	2,616
891	Add (Surplus)/Deficit for the Year	4,581	(1,809)	2,772
2,616	Balance Carried Forward	5,545	(157)	5,388

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

1. Council Tax Base and Council Tax Levels

Council Tax income is derived from charges made to taxpayers according to the value of residential properties. Charges are levied in accordance with the valuation band assigned to a property.

The calculation of the Council Tax chargeable in any year is obtained by dividing the total of the precepts and the demands made on the fund by the Council's Tax Base, which represents the total equivalent number of Band D properties as adjusted for discounts and an estimated collection rate of 98.87%. The following shows how the tax base for the year was calculated and the amount of tax chargeable for the year.

Council Tax Base 2014/15

Band	Number of Properties (adj for discounts)	Ratio	Band D Equivalent
A Disabled	52.76	5/9	29.31
A	11,870.51	6/9	7,913.67
B	11,958.25	7/9	9,300.86
C	6,992.75	8/9	6,215.78
D	4,364.50	1	4,364.50
E	1,616.00	11/9	1,975.11
F	544.25	13/9	786.14
G	236.75	15/9	394.58
H	9.50	2	19.00
	37,645.27		30,998.95
		Other Adjustments and Discounts	(4,589.06)
			26,409.89

The actual tax base for 2014/2015 was 26,466.70 a reduction of 56.81 (0.2%)

2. Council Tax Chargeable for a Band D Property

	2014/15 Precept £000	2014/15 Council Tax £	2013/14 Council Tax £
Staffordshire County Council	27,130	1,027.25	1,027.25
Cannock Chase District Council	5,307	200.95	200.95
Parish Council (Average)	563	21.30	21.47
Office of the Police and Crime Commissioner - Staffordshire	4,691	177.61	177.61
Stoke-on-Trent and Staffordshire Fire and Rescue Authority	1,786	67.64	67.64
Total	39,477	1,494.75	1,494.92

Individual amounts chargeable are derived from the above according to property banding and individual Parish Demands.

3. Non-Domestic Rates (NNDR)

The Council is responsible for the collection of Non-Domestic Rates from businesses in its area.

The rates payable, subject to relief's and reductions, are calculated on the basis of Rateable Value of individual properties (provided by the Valuation Office Agency) multiplied by a specified rate as determined by Central Government. The specified rate for 2014/15 was 48.2p (2013/14 47.1p).

The total non-domestic rateable value at 31 March 2015 was £88.336M (£87.507M at 31 March 2014).

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by the VOA and hence business rates outstanding as at 31 March 2015. As such, authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion to the precepting shares.

4. The Fund Balance

The movement in the Council Tax Collection Fund Balance is summarised as follows:

2013/14		2014/15	
Fund		Surplus	Fund
Balance		in year	Balance at
at 31 March		(Net	31 March
2014		Position)	2015
£000		£000	£000
243	Cannock Chase District Council	(266)	(23)
1,137	Staffordshire County Council	(1,246)	(109)
197	Office of the Police and Crime Commissioner - Staffordshire	(215)	(18)
75	Stoke-on-Trent and Staffordshire Fire and Rescue Authority	(82)	(7)
1,652		(1,809)	(157)

The Collection Fund recovered a deficit of £1.725m during 2014/15.

The movement in the Business Rates Collection Fund Balance is summarised as follows:

2013/14		2014/15	
Fund		Deficit in	Fund
Balance at		year (Net	Balance at
31 March		Position)	31 March
2014		£000	2015
£000		£000	£000
385	Cannock Chase District Council	1,833	2,218
87	Staffordshire County Council	412	499
482	Central Government	2,290	2,772
10	Stoke-on-Trent and Staffordshire Fire and Rescue Authority	46	56
964		4,581	5,545

The deficit for the year includes a distribution of the estimated surplus of £0.945m as at 15 January 2014 position.

5. Precepts and Demands on the Collection Fund

The following authorities have made a Precept / Demand on the Collection Fund:

2013/14		2014/2015		
Precept / Demand less Share of Surplus	Council Tax	Precept / Demand for Year	Less Share of Deficit	Precept / Demand for Year
£000		£000	£000	£000
5,265	Cannock Chase District Council	5,307	(257)	5,050
563	Parishes	563	-	563
26,918	Staffordshire County Council	27,130	(1,185)	25,945
4,654	Office of the Police and Crime Commissioner Staffordshire	4,691	(205)	4,486
1,772	Stoke-on-Trent and Staffordshire Fire and Rescue Authority	1,786	(78)	1,708
39,172		39,477	(1,725)	37,752

The following authorities have made a demand on the Collection Fund for Business Rates (the Demand is determined in accordance with regulations) and reflects the estimate outturn reported to Government and other precepting bodies in the NNDR1 return and the designated percentage share:

2013/14		2014/2015	
Precept / Demand for Year	Business Rates	Precept / Demand for Year	
£000		£000	
13,335	Cannock Chase District Council (40%)	14,080	
3,000	Staffordshire County Council (9%)	3,168	
16,669	Central Government (50%)	17,601	
333	Stoke-on-Trent and Staffordshire Fire and Rescue Authority (1%)	352	
33,337		35,201	

The precept / demand for the year includes the recovery of the deficit recorded in NNDR1 of £0.945million in accordance with statutory requirements.

The amount in relation to Cannock Chase District Council forms part of the General Fund accounts and is subject to the Tariffs and Levy arrangements of the Business Rates Funding Regime.

6. Provision for Appeals

As at 31 March 2015 the estimated value of valid appeals against Rateable Value amounts to £30.544 million. The provision reflects an estimated liability covering the period 1 April 2010 to 31 March 2015.

GLOSSARY OF FINANCIAL TERMS

For the purpose of the Statement of Accounts and the interpretation of CIPFA's Code of Practice, where appropriate, the following definitions have been adopted.

Accounting Concepts

The fundamental accounting principles that are applied to ensure that the Statement of Accounts 'present fairly' the financial performance and position of the local authority.

Accounting Policies

Accounting policies and estimation techniques are the principles, bases, conventions, rules and practices applied by the Council that specify how the effects of transactions and other events are to be reflected in its financial statements. An accounting policy, for example, will specify the estimation basis for accruals where there is uncertainty over the amount.

Accruals

The concept that items of income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

Agent

This is where the council when providing a service is acting as an intermediary which is not part of the councils core business.

Balance Sheet

This shows a summary of the overall financial position of the Council at the end of the financial year.

Balances

The total level of funds an authority has accumulated over the years available to support the revenue expenditure within the year.

Business Rates

The level of business rates income eligible for pooling under the business rates retention funding regime.

Capital Adjustment Account

This reflects the difference between the cost of property, plant and equipment consumed and the capital financing set aside to pay for them.

Capital Charges

Charges to service revenue accounts to reflect the cost of property, plant and equipment used in the provision of services.

Capital Expenditure

Expenditure on the acquisition of assets or expenditure, which adds to and does not merely maintain existing assets.

Capital Receipts Reserve

Income received from the sale of capital assets a specified proportion of which may be used to finance new capital expenditure. The balance is set aside in the form of a provision to meet credit liabilities.

Carrying Amount

This is the amount at which an asset is recognised on the balance sheet after deducting any accumulated depreciation and impairment.

Cash Equivalents

Short term highly liquid investments that are convertible into cash within 24 hours and are subject to insignificant risk of changes in value. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

CIPFA

The Chartered Institute of Public Finance and Accountancy (CIPFA) is one of the leading accountancy bodies in the United Kingdom and specialises in public services.

Code of Practice

This is the Statement of Recommended Practice which was the framework for published accounts to 31 March 2015.

Collection Fund

A fund accounting for Council Tax and Non-Domestic Rates received by the Council and the payments which are made from the fund including precepts to other authorities, the Council's own demand and payments to the NNDR pool.

Collection Fund Adjustment Account

This account represents Stafford Borough Council's share of deficit on the Collection Fund and absorbs timing differences in distribution of surplus / deficits between statutory requirements and full accruals accounting.

Community Assets

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

Consistency

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

Corporate and Democratic Core

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would have been incurred by a series of independent, single purpose, nominated bodies managing the same services.

Current Service Cost

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

Curtailment

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

- termination of employees' services earlier than expected
- termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Creditors

Amounts owed by the Council for goods and services, where payments have not been made at the end of the financial year.

Debtors

Amounts owed to the Council for goods and services, where the income has not been received at the end of the financial year.

Deferred Credits

These consist of deferred capital receipts, which are amounts derived from the sales of assets which will be received in instalments over agreed periods of time.

Defined Benefit Pension 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.

Depreciable Replacement Cost (DRC)

This is a method of valuation which provides the current cost of replacing an asset with its modern equivalent asset less deductions for all physical deterioration and all relevant forms of obsolescence.

Depreciation

The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, effluxion of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Discontinued Operations

Operations comprise services and divisions of service as defined in CIPFA's Standard Classification of Income and Expenditure. An operation should be classified as discontinued if all of the following conditions are met:

- the termination of the operation is completed either in the period or before the earlier of three months after the commencement of the subsequent period and the date on which the financial statements are approved;
- the activities related to the operation have ceased permanently;
- the termination of the operation has a material effect on the nature and focus of the local authority's operations and represents a material reduction in its provision of local services resulting either from its withdrawal from a particular activity (whether a service or division of service or its provision in a specific geographical area) or from a material reduction in net expenditure in the local authority's continuing operations;

- the assets, liabilities, income and expenditure of operations and activities are clearly distinguishable physically, operationally and for financial reporting purposes. Operations not satisfying these conditions are classified as continuing.
- activities are discontinued where they cease completely and are not simply transferred to another part of the public sector.

Emoluments

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by either employer or employee are excluded.

Expected Rate of Return on Pension Assets

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

Fair Value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arms-length transaction.

Fees and Charges

Income arising from the provision of services.

Finance Lease

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee from the lessor. Such a transfer of risks and rewards may be presumed to occur if at the inception of the lease the present value of the minimum lease payments, including any initial payment, amounts to substantially all of the fair value of the leased asset.

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. The term includes trade receivables and payables, borrowings, financial guarantees, bank deposits, investments, swaps, forwards and options, debt instruments with embedded swaps or embedded options.

Financial Reporting Standards (FRS)

Statements prepared by the Accounting Standards Committee. Many of the Financial Reporting Standards (FRS) and the earlier Statements of Standard Accounting Practice (SSAP) apply to local authorities and any departure from these must be disclosed in the published accounts.

Financial Year

Period of time to which a Statement of Accounts relates. The financial year of the Council runs from 1st April to 31st March.

GAAP

GAAP (Generally Accepted Accounting Principles), is the standard framework of guidelines for financial accounting. It includes standards, conventions and rules accountants follow in recording and summarising transactions, and in the preparation of financial statements.

General Fund

The total services of The Council except for the Housing Revenue Account and the Collection Fund, the net cost of which is met by Council Tax, Government Grants and NNDR.

Government Grants

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

Heritage assets

These are assets held by the council principally for their contribution to knowledge and culture, it does not relate to assets used in the delivery of services.

Housing Revenue Account (HRA)

A separate account that details the expenditure and income arising from the provision of council housing.

HRA Subsidy

Grant paid by Central Government to support the provision of rented housing.

Impairment

A reduction in the value of a fixed asset below its carrying amount on the balance sheet.

Income and Expenditure Account

The Income and Expenditure account combines the income and expenditure relating to all the Council's functions including the General Fund and the Collection Fund. It is structured on the basis of the private sector and thereby excludes calculations done due to statutory and non statutory practices e.g. gains and losses on the sale of losses on the sale of property, plant and equipment and statutory provision for the repayment of debt.

Infrastructure Assets

These are non-transferable assets, expenditure on which is recoverable only by continued use of the asset created. Examples of such assets are bus stations and car parks.

Intangible Assets

Intangible assets are those assets whereby access to the future economic benefits that it represents is controlled by the reporting entity, either through custody or legal protection. Examples include development expenditure and goodwill.

Infrastructure Assets

Property, plant and equipment that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure are highways and footpaths.

Interest Cost

For a defined benefit pension scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Investment Properties

Interest in land and/or buildings:

- in respect of which construction work and development have been completed and
- is held for its investment potential, any rental income being negotiated at arms length

Investments

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the Council. Investments should be classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment. Investments which do not meet the above criteria should be qualified as current assets.

Leasing

Method of financing the provision of various capital assets, usually in the form of an operating lease, which do not provide for the title to the asset to pass to the Council.

Liabilities

Amounts due to individuals or organisations which will have to be paid at some time in the future. Current liabilities are usually payable within one year of the balance sheet date.

Liquid Resources

Current investments that are readily disposable by the Council without disrupting its business and are readily convertible to cash.

Materiality

An item is material if its omission, non-disclosure or misstatement in financial statements could be expected to lead to a distortion of the view given by the financial statements.

Major Repairs Allowance

This is part of the Housing Subsidy calculation which provides a capital grant for Housing Revenue Account properties. It is used to match the depreciation charge on Housing Revenue Account dwellings.

Minimum Revenue Provision (MRP)

The minimum amount which must be charged to an Council's revenue accounts each year and set aside as a provision to meet the Council's credit liabilities.

National Non-Domestic Rate (NNDR)

Amounts payable to local authorities from non-domestic properties. The rate poundage is set nationally and amounts collected by local authorities are subject to arrangements as determined under the business rates retention scheme.

Net Book Value

Amount at which property, plant and equipment is included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Net Current Replacement Cost

Cost of replacing or recreating the particular asset in its existing condition and in its existing use, ie the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

Net Debt

The Council's borrowings less cash and liquid resources. Where cash and liquid resources exceed borrowings, reference should be to net funds rather than net debt.

Net Realisable Value

Open market value of the asset in its existing use (or open market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

Non Distributed Costs

These are overheads that are not apportioned to services to accord with CIPFA's Best Value Accounting Code of Practice.

Non-Operational Assets

Property, plant and equipment held by a local authority but not directly occupied, used or consumed in the delivery of service. Examples of non-operational assets are investment properties and assets that are surplus to requirements, pending sale or redevelopment.

Operating Leases

A lease other than a finance lease.

Operational Assets

Property, plant and equipment held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

Past Service Cost

For a defined benefit pension scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Post Balance Sheet Events

Events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.

Precept

Demands made upon the collection fund by other authorities (Staffordshire County, Police and Fire Authorities) for the services that they provide.

Principal

This is when the council is providing a service as part of its own core business.

Prior Year Adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring conditions or adjustments of accounting estimates made in prior years.

Property, plant and equipment

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

Provisions

Amounts set aside to meet liabilities or losses which are likely to be incurred but where the amount remains uncertain.

Prudence

The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets, the ultimate cash realisation of which can be assessed with reasonable certainty.

Public Works Loan Board (PWLB)

Central Government Agency which lends money to local authorities usually at interest rates which are more favourable than those found elsewhere.

Related Party

Two or more parties are related where one party has control or is able to influence the financial or operational policies of another.

Reserves

Sums set aside to meet future expenditure for specific purposes.

Revaluation Reserve

This is used to record the net gain from revaluations made after 1 April 2007.

Revenue Expenditure

Expenditure on the day-to-day running of the Council, including employee costs, running expenses and capital financing costs.

Revenue Expenditure Funded from Capital Under Statute (Formerly Deferred Charges)

Expenditure that is not capital in accordance with generally accepted accounting principles but which statute allows to be funded from capital resources.

Revenue Support Grant (RSG)

Grant paid to local authorities by Central Government to help finance its general expenditure. It is determined under the SSA system.

Scheme Liabilities

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

SeRCOP

SeRCOP (Service Reporting Code of Practice) provides guidance on local authority financial reporting to stakeholders below the Statement of Accounts level. It aims to ensure consistency in reporting across local authorities.

Settlement

An irrevocable action that relieves the employer (or the defined benefit pension scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements include:

- a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits;
- the purchase of an irrevocable annuity contract sufficient to cover vested benefits; and
- the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme.

Stocks

The amount of unused or unconsumed stocks held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises.

Termination Benefits

These are employee benefits payable as a result of either an entity's decision to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy in exchange for those benefits.

Useful Life

Period over which the local authority will derive benefits from the use of property, plant and equipment.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CANNOCK CHASE DISTRICT COUNCIL

We have audited the financial statements of Cannock Chase District Council for the year ended 31 March 2015 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account, the Collection Fund and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

This report is made solely to the members of Cannock Chase District Council, as a body, in accordance with Part II of the Audit Commission Act 1998 and as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Head of Finance and auditor

As explained more fully in the Statement of the Head of Finance's Responsibilities, the Head of Finance is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards also require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

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

Opinion on other matters

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

Matters on which we report by exception

We are required to report to you if:

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

We have nothing to report in these respects.

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

Respective responsibilities of the Authority and the auditor

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission in October 2014.

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

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2014, as to whether the Authority has proper arrangements for:

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

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

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2014, we are satisfied that, in all significant respects, Cannock Chase District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

Certificate

We certify that we have completed the audit of the financial statements of Cannock Chase District Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

James Cook

for and on behalf of Grant Thornton UK LLP, Appointed Auditor
Colmore Plaza
20 Colmore Circus
Birmingham
B4 6AT

23 September 2015

CANNOCK CHASE DISTRICT COUNCIL ANNUAL GOVERNANCE STATEMENT FOR 2014-15

1. Scope of Responsibility

- 1.1 Cannock Chase District Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. This statement explains how the Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2011, regulation 4(3), which requires all relevant bodies to prepare an annual governance statement.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the Council for the year ended 31 March 2015 and up to the date of approval of the Annual Governance Statement.

3. The Governance Framework

3.1 The 6 key principles of good governance together with the key elements of the systems and processes that supports these principles and an assessment of their adequacy is outlined below.

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

- The Council's vision and the intended outcomes for citizens and service users are outlined in the Corporate Plan. The Council's vision and its priorities are reviewed annually. The Council's priorities are approved following consultation and incorporated into the Corporate Plan and the Community Strategy, and reflect the Council's role in delivering the priorities set out in the Community Strategy.
- The Council has a performance management framework to ensure delivery of the corporate priorities. The priorities are cascaded through the authority via the Corporate Plan, the Priority Delivery Plans (which include Portfolio Delivery Plans), Delivering Change, service delivery plans and employees' personal development reviews.
- Forward-looking targets and performance indicators are established and monitored on a regular basis. Leadership Team, Cabinet and the Scrutiny Committee receive quarterly performance reports. They monitor and scrutinise the performance of services and the achievement of targets. Heads of Service and Service Managers are held to account for the performance of their service areas. A range of Policy Development Committees also assist in supporting the performance monitoring of Priority Delivery Plans. The Committees also review specific policy areas and explore community issues. Performance is also managed through service business plans and individual employee personal development reviews.
- The Council's budget is aligned to the Council's aims and objectives. The Council has a comprehensive budget strategy, medium term financial plan and robust budget monitoring process, which provides sound financial management and regular reporting of financial management information for both revenue and capital budgets.
- The Council has a number of mechanisms in place to ensure the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its services are delivered:
 - Continuous improvement is driven via the Corporate Plan, the Priority Delivery Plans and the Council's performance management framework. This provides monitoring reports to Leadership Team, Cabinet, the Scrutiny Committee and the Policy Development Committees;
 - The Council's Delivering Change process enables resources to be re-directed to meet Council priorities and requires services to identify and deliver year-on-year efficiency savings.
 - The Council has appropriate mechanisms (ie Financial Regulations and Contract Procedure Rules) in place to ensure that value for money is achieved through the procurement of goods and services.
 - From time to time, services are tested against other authorities using national benchmarking exercises, which include VFM comparators.
- Appropriate governance arrangements are put in place for each partnership eg the LSP. Service Level Agreements have been put in place to ensure adequate governance of the 7 services which are shared with Stafford Borough Council.

2. Members and officers working together to achieve a common purpose with clearly defined functions and roles

- The Council operates under the Leader and Cabinet model. The Council's Constitution defines the roles and responsibilities of the executive, non-executive, scrutiny and officer functions. The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. It includes the Scheme of Delegation which identifies those areas of decision-making and day-to-day operations that have been delegated to Senior Officers and those matters reserved for Members.
 - There is a Protocol for Officer / Member relations as part of the Constitution to assist in defining the separate roles and aid appropriate communication.
 - The Council has 3 statutory officers in place:
 - Head of Paid Service – the Chief Executive – overall responsibility for the day-to-day management of the Council
 - The s151 Officer – the Head of Finance – has overall responsibility for for the proper administration of the council's financial affairs and ensuring that public money is safeguarded at all times. The council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010) in that:
 - he is actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the council's financial strategy;
 - he is a member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the council's strategic objectives sustainably and in the public interest;
 - he leads the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and
 - The Head of Finance ensures that there is a robust financial framework and medium term financial strategy in place.

In delivering these responsibilities he directs a finance function that is resourced to be fit for purpose and includes staff that are professionally qualified and experienced.

 - The Monitoring Officer - the Head of Law & Administration at SBC has been appointed as the Monitoring Officer and is responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes, regulations are complied with. The Council also has in place a protocol to define the role of the Monitoring Officer. He reports to the Council, Executive and Committees with legal implications being referred to the Legal Shared Service, which employs qualified and experienced staff.
- A corporate Leadership Team which includes the 3 statutory officers is in place to support the Cabinet, the Scrutiny Committee and the Policy Development Committees, and to manage operational services.
- Members allowances are dealt with by an independent panel. The Council's Pay Policy details the arrangements for paying employees. Chief Officers' salaries have been determined through a Hay Evaluation process and other employees grades are determined through the job evaluation process / Single Status agreement.

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

- There are Codes of Conduct in place for Members and Employees. The Codes of Conduct have been approved and adopted by the Council and are available to all members and officers as part of the Constitution.
- The Codes of Conduct require Members and employees to declare specified outside interests, which could influence decision making.
- Any complaints about Members' conduct are dealt with by the Standards Committee. A procedure for handling complaints has been approved by Council. Complaints about employees conduct can be initiated through various mechanisms.
- Training is offered to Members annually on the Code and whenever changes are made to it. Employees are given a copy of the Code of Conduct as part of their induction process.
- The Council's values are in the process of being updated and will be finalised as part of the Corporate Plan for 2015-16 onwards.

4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- There is a Scrutiny Committee and a Health Scrutiny Committee in place to monitor and challenge the performance of the Council and partner organisations where appropriate. There is a Call-in process in place to challenge where appropriate decisions made by Cabinet.
- There is an Audit & Governance Committee in place, which is independent of the Cabinet and the Scrutiny Committee. The Committee's remit is to provide independent assurance on the adequacy of the risk management framework and the associated control environment. The Committee meets the key requirements of the CIPFA guidance on Audit Committees.
- Reports are prepared for the Cabinet which include all relevant information. All reports are consulted on with appropriate financial and legal officers and are accompanied by a comprehensive checklist signed off by the reports author. All reports that involve expenditure fully evaluate the financial implications of the proposal with any associated risks. Committee reports and minutes show reasons for decisions made.
- The Monitoring Officer ensures compliance with existing laws, regulations and established policies and procedures and is aware of and acts upon proposed changes to legislation. The Monitoring Officer will report to the full Council if they consider that any proposal, decision or omission would give rise to unlawfulness or maladministration. Such a report will have the effect of stopping the process or decision being implemented until the report has been considered. A solicitor attends all of the Council's main committee meetings.
- The Head of Finance ensures that the financial management of the Council is conducted in accordance with the Financial Regulations set out in the Constitution and that expenditure is lawful. The Head of Finance, with the assistance of the Internal Audit section, ensures the legality of financial transactions and compliance with Financial Regulations.
- There is a risk management policy and strategy in place. This provides for:-
 - the identification, prioritisation and control of strategic risks
 - monitoring of risk management action plans by the Leadership Team
 - regular reports to the Audit & Governance Committee on the progress in managing strategic risks; and
 - risk management implications are included in committee reports.

- There is a system of internal control in place. At the core of this is the Council's various policies, regulations and procedures eg Financial Regulations, Contract Procedure Rules, HR Policies, etc.
- Internal Audit review systems and their controls to provide assurance and recommendations for improvement. This work includes ensuring compliance with policies, procedures, laws and regulations. Internal Audit operates to an annual audit plan which is based on an assessment of risk to ensure that the areas of highest risk are reviewed.
- The Section 151 officer with the support of Internal Audit ensures that there are adequate financial control mechanisms in place to safeguard the Council's assets.
- The Council has in place a Confidential Reporting policy. The policy allows anyone to report concerns in confidence and not just employees. The Anti-Fraud & Corruption Policy includes a Fraud Response Plan and a Prosecution Policy. Procedures are in place for receiving and investigating complaints received.

5. Developing the capacity and capability of members and officers to be effective

Members:

- A formal Induction programme for Members takes place after each District Council election;
- In-house training is provided as and when necessary. Members attend external courses and conferences as appropriate.
- Members tend to assess their own skills and identify where training is required. For new issues, training is offered to Members as appropriate

Employees:

- Council services are provided by trained and experienced people. All posts have a detailed job description and person specification. Rigorous recruitment processes are in place followed up by induction training and on going training and development.
- Although no longer formally accredited through Investors in People the Council continues to maintain a comprehensive framework to ensure that it's employees are adequately trained, this includes:
 - An Induction Programme is in place;
 - The development needs of employees are identified annually through the Personal Development Review process;
 - The Training Officer identifies courses where appropriate for common skills gaps;
 - Career development is encouraged through the Personal Development Reviews and opportunities provided for training, mentoring, secondments. There are development graded posts for trainees in certain professions; and
 - A competency framework is in place and this outlines the knowledge and skills expected of the Council's managers.

6. Engaging with local people and other stakeholders to ensure robust local public accountability

- The Council's Communications Strategy puts in place a variety of mechanisms to communicate with the community and other stakeholders. These include the Council's website, Chase Matters, Community Forums, specific groups, the Housing Hometalk magazine and the use of Social Media.

- The authority is open and accessible to the community, service users and its employees. The Council is accessible via the Contact Centre, Reception, website. Engagement with the Community and stakeholders takes place through a variety of mechanisms:
 - Community Forums
 - Website
 - Social Media
 - Consultation Panel
 - Some specialist community groups in place eg for the disabled
- The Council is committed to openness and transparency in all its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so. Meetings are held in public except where confidential issues are discussed and the law permits private meetings. The Council complies with the guidelines on publishing transparent data.

3.2 As part of a senior management restructure the Chief Executive was made redundant in January 2015. A new post of Managing Director was created and the postholder has taken on the responsibilities of Chief Executive as referred to in the Governance Framework outlined above and elsewhere in this statement.

3.3 A key element of the Council's governance arrangements concerns safeguarding. Cannock Chase Borough Council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services.

We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council. We do this by:

- Having a Child & Adult Protection Policy and procedure in place endorsed by the Staffordshire Safeguarding Children Board and Staffordshire and Stoke Adult Safeguarding Partnership
- Having child & adult protection processes which give clear, step-by-step guidance if abuse is identified
- Safeguarding training programme in place for staff and members
- Carrying out the appropriate level of DBS checks on staff and volunteers
- Working closely with Staffordshire Safeguarding Children Board & Staffordshire & Stoke-on-Trent Adult Safeguarding Partnership

4. Review of effectiveness

4.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.

The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Chief Internal Auditor's annual report, and also by comments made by the external auditors and other review agencies and inspectorates. The process that has been applied in maintaining and reviewing the effectiveness of the governance framework is set out below.

4.2 **The Audit & Governance Committee** - monitors the effectiveness of risk management, reviews corporate governance issues, the work of Internal Audit and the anti fraud & corruption arrangements throughout the year.

4.3 **Internal Audit** – is responsible for reviewing the effectiveness of the Council's system of internal control and reporting on its adequacy. Internal Audit is a key source of assurance for the Annual Governance Statement and as such it is essential that the Internal Audit function operates in accordance with best practice:

- (i) Internal Audit operates in accordance with the Public Sector Internal Audit Standards.
- (ii) A review of the effectiveness of internal audit has been undertaken. This review has been undertaken via a self-assessment and a review by the Head of Governance. The review concluded that the system of internal audit is operating effectively and assurance can be taken from the work of Internal Audit.

Internal Audit reviews the internal control system following an audit plan based on an assessment of the potential risks for the various systems and procedures. The work undertaken on the annual audit plan for 2014-15 has been used to provide an independent view on the adequacy of the governance framework.

In their annual report to the Audit & Governance Committee, the Internal Audit section has independently assessed the Council's internal control environment as being satisfactory overall based on their work during the year. Internal Audit has identified the following issues for inclusion in the Annual Governance Statement:

- (i) Information Governance – whilst the Council has arrangements in place for key aspects of this (eg Data Protection, Freedom of Information and IT Security), there is a need to review these arrangements and develop them under the umbrella of an information governance framework. In order to give clarity to roles and responsibilities and to adopt a more pro-active stance, a member of Leadership Team needs to be identified as the Senior Information Risk Owner (SIRO). Further work needs to be done on embedding and raising awareness of the IT Security Policy and the IT Strategy needs to be finalised and implemented.

- (ii) Code of Governance – a review has been undertaken of the existing Code against the CIPFA/IFAC “Good Governance in the Public Sector” framework. This review concluded that whilst there is governance framework in place this does not meet in full the new requirements as there has been a shift in emphasis. There is now more emphasis on:
- Upholding ethical standards;
 - Information Governance and openness & transparency;
 - Checking the effectiveness of governance arrangements as opposed to compliance.

Where deficiencies in internal control were identified during reviews, assurance was provided that these had been or would be resolved in an appropriate manner. Such cases will continue to be followed-up as part of the routine operation of the Internal Audit function.

4.4 External Audit / Other Review Agencies - during the year the Council received the following key reports:

- (i) Audit Findings (dated 12 September 2014 and reported to Audit & Governance Committee 23 September 2014); and
- (ii) Annual Audit Letter (dated 22 October and reported to Audit & Governance Committee 18 November 2014).

The reports offered an unqualified opinion on the Council’s financial statements and its arrangements for value for money and effective use of resources. No significant concerns were identified.

4.6 Risk Management - during 2014/15 the Audit & Governance Committee received regular progress reports regarding the management of strategic risks. The strategic risk management process has been successful in reducing 1 red risk to an amber risk during the year.

There are currently no red risks for inclusion as significant governance issues. Two Amber Risks have been identified for inclusion through other assurance sources and are attributed accordingly.

4.7 Statements of Assurance from Heads of Service - assurances were sought from the Heads of Service as to the effectiveness of a number of aspects of the Governance Framework as it operates in their service areas. No significant governance issues have been identified.

4.8 Statements of Assurance from the Statutory Officers - assurances have been sought from the Head of Paid Service (ie Chief Executive), the Monitoring Officer (Head of Law & Administration at SBC) and the s151 Officer (Head of Finance) with regard to their responsibilities for governance. The following have been identified as significant governance issues:

- Budgetary issues relating to reductions in public expenditure
- Impact of Welfare Reform
- Capacity of Management

- 4.9 **Leadership Team** – in addition to the individual Heads of Service and Statutory Officers assurances, the members of Leadership Team have been consulted on the draft annual governance statement and the significant governance issues that should be included within it.
- 4.10 We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Audit & Governance Committee and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already address and those to be specifically addressed with new actions are outlined below.

5. Significant Governance Issues

- 5.1 All significant governance issues are included in the action plan below.

ISSUE	OFFICER RESPONSIBLE	TARGET DATE
Outstanding and Ongoing items from previous AGS		
Constitution - the review of the Constitution to reflect changes and best practice has not yet been completed. The work has been completed and is due to be approved by Council in August 2015.	Head of Law & Administration (Stafford Borough Council)	August 2015
Contract Procedure Rules & Financial Regulations - the work in reviewing and updating the Contract Procedure Rules and Financial Regulations is nearing completion. Training needs to be provided to support the launch of the new documents.	Legal Services Manager and Head of Finance	September 2015
Code of Governance – this is out of date (due to changes in the senior management structure) and in need of review to reflect recent updated guidance.	Head of Governance	January 2016
Employees' Code of Conduct – this has not been reviewed for some years and needs to be updated	Head of Human Resources, Head of Law & Administration and Head of Governance	March 2016

ISSUE	OFFICER RESPONSIBLE	TARGET DATE
<p>Key Management & Supervisory Controls – review to be undertaken with Leadership Team and service managers of all key supervisory/ management controls and key projects/significant pieces of work to consider their effectiveness, priority etc and ensure adequate resources are available to deliver them</p>	Leadership Team	Throughout 2015/16
<p>Public Service Reductions in the district of Cannock Chase - actions include:</p> <ul style="list-style-type: none"> • active approach to consultation on service changes; • negotiation on proposals; • understanding and identifying the impact across the district as a whole; and • working more closely with partners 	Managing Director	Ongoing
Issues for 2015/16		
<p>Welfare Reforms – managing the transition from Housing Benefit to Universal Credit (UC), which is due to commence in October 2015.</p> <p>Agreement to be reached with the Department of Work and Pensions, subject to funding, on the provision of assistance to claimants regarding:</p> <ul style="list-style-type: none"> • Personal Budgeting Skills (UC is paid directly to the claimant (whereas Housing Benefit is often paid to the landlord). • Access to IT facilities and skills (UC is expected to be claimed online). <p>Assistance with the claim process for the claimants that need the most support.</p>	Head of Finance	Ongoing

ISSUE	OFFICER RESPONSIBLE	TARGET DATE
<p>Budgetary Issues – arising from the Comprehensive Spending Review (CSR).</p> <p>Work will continue to prepare for the future with regard to identifying the level of resources likely to be available to the Council and in particular the impact of ongoing reductions in public expenditure.</p>	<p>Managing Director and Head of Finance</p>	<p>Ongoing</p>
<p>Information Governance – an information governance framework is to be established under the direction of a nominated SIRO. This will include a review of the existing arrangements for Data Protection, Freedom of Information, IT Security and the IT Strategy.</p>	<p>Head of Environmental Health</p> <p>Head of Technology</p>	<p>March 2016</p>
<p>Capacity of Management due to reductions needed to meet financial savings – this will be managed by:</p> <ul style="list-style-type: none"> • ensuring that all priorities in the Priority Delivery Plans are resourced appropriately; • where necessary, considering whether resources from other parts of the Council can be transferred for a period; • Leadership Tem maintaining an overview of performance through “managing the business” performance indicators; • Requests for additional projects may be refused or deferred until subsequent year(s). 	<p>Managing Director</p>	<p>Ongoing</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.

Signed:

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Leader of the Council

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Date

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Managing Director

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Date

on behalf of Cannock Chase District Council