Central Bedfordshire Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

This meeting will be filmed.*

please ask for Leslie Manning
direct line 0300 300 5132
date 19 July 2018

NOTICE OF MEETING

AUDIT COMMITTEE

Date & Time
Monday, 30 July 2018 10.00 a.m.

Venue at
Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the AUDIT COMMITTEE:

Cllrs M C Blair (Chairman), D J Lawrence (Vice-Chairman), N B Costin, P Downing, R Morris, D Shelvey and A Zerny

[Named Substitutes:

Cllrs D Bowater, F Firth, Mrs J G Lawrence and I Shingler]

All other Members of the Council - on request

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

***This meeting will be filmed by the Council for live and/or subsequent broadcast online and can be viewed at https://centralbedfordshire.public-i.tv/core/portal/home.**

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AGENDA

1. **Apologies for Absence**

   To receive apologies for absence and notification of substitute Members.

2. **Minutes**

   To approve as a correct record the minutes of the meeting of the Audit Committee held on 30 May 2018 **(copy to follow)**.

3. **Members' Interests**

   To receive from Members any declarations of interest.

4. **Chairman's Announcements and Communications**

   To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

   To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part 4G of the Constitution.

6. **Questions, Statements or Deputations**

   To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part 4G of the Constitution.

Reports

Item	Subject

7. **Presentation on LGSS Law Ltd**

   To receive a presentation on aspects of the operation of LGSS Law Ltd within Central Bedfordshire Council.

8. **External Audit Results Report 2017/18**

   To consider a report from Ernst & Young LLP which sets out the outcomes from the external audit of the Council's 2017/18 financial statements and the conclusion of work to review the Council's arrangements for securing value for money in the use of its resources. The report also sets out Ernst and Young's proposed audit opinion, key findings and any recommendations to consider prior to the approval of the 2017/18 accounts.

9. **CBC Audited Statement of Accounts 2017/18**

To present for approval the 2017/18 Statement of Accounts for Central Bedfordshire Council and the letter of representation to the external auditors.

10. **Annual Audit and Certification Fees 2018/19**

To consider a letter from Ernst & Young LLP to the Chief Executive setting out the proposed fees for the audit of the Council's 2018/19 financial statements, Value for Money conclusion and certification of claims and returns.

11. **Annual Counter Fraud Update**

To consider an update on the work of the Corporate Fraud Investigation Team.

12. **Local Government Pension Scheme Update**

To consider an update on the Local Government Pension Scheme (LGPS) fund performance and progress with pooling.

13. **Internal Audit Progress Report**

To consider an update on the progress of work by Internal Audit for 2017/18.

14. **Tracking of Internal Audit Recommendations**

To consider an update on the tracking of outstanding Internal Audit recommendations.

15. **Work Programme**

To consider the Audit Committee's work programme.

Central Bedfordshire

Presentation on LGSS Law Ltd

Audit Committee 30 July 2018

Purpose

This presentation to the Audit Committee summarises the background to the current arrangements and sets out the benefits achieved so far.

The main focus is on the services being provided to the Council.

It also provides some information on the company performance, as Central Bedfordshire Council is one of the shareholders.

Background

- Until April 2016 legal services had been provided to the Council mainly through an in-house team of 28 staff. These staff were expected to cover all main areas of legal work for the Council.
- The staffing cost of this team was c.£2.2m
- Additionally, c£800k of work was outsourced to third party suppliers to meet either capacity constraints or where there was insufficient in-house expertise.
- Cambridgeshire County Council (CCC) and Northamptonshire County Council (NCC) had entered into a Joint Committee arrangement to share certain services including finance, IT, HR and legal.
- This partnership has no separate legal identity and has since been joined by Milton Keynes Council, though this latter excludes legal services.
- From this partnership, legal services was subsequently spun off into a separate company, LGSS Law Ltd. CCC and NCC were the shareholders with 50% each.

Anticipated Benefits

- In April 2016 as part of the continuing efforts to secure efficiency savings and improve quality of service CBC went to market in a competitive tender exercise resulting in CBC joining LGSS Law Ltd for the provision of legal services to the Council.
- CBC became a 33% shareholder alongside CCC and NCC.
- 28 staff were transferred to the company under TUPE regulations.
- The principal benefits anticipated from this model were:
    - Cost saving of £240k in the first year of operation
    - Access to a wider pool of expertise and attraction of high quality staff into the company
    - Greater resilience and continuity from the above
    - Ability to bring into the shared service the majority of the legal services work going to third party providers
    - Maintained and improved service levels to internal clients

Key Differentiator

Unlike CCC and NCC, CBC has retained a client side resource to:

- retain a central budget for all “core” services (such as adult and children’s social care, monitoring officer services) to identify and track useage trends and anomalies
- analyse, challenge and validate core billing
- review the service levels and LGSS Law delivery against these and provide challenge where necessary
- support service users in adopting the ‘intelligent client’ role in commissioning legal services
- provide support to service users for ‘non-core’ costs charged to individual budget holders (capital projects, specialist advice on one-off matters)
- identify legal spend across the Council and channel this, where appropriate, through the shared service

Benefits Realisation

- In 2016/17 the budgeted cost savings were achieved (£240k)
- Client satisfaction returns at the end of each case show 100% satisfaction
- However, the TUPE staff survey was disappointing with the majority raising concerns about poor communication and working environment
- A further savings target of £75k for 2017/18 was not met in total, as there was a reported overspend of c£600k.
- It needs to be understood that this is not a straightforward comparison, the forecast savings in the Financial Case being based on a fixed volume. The volume of case work from Children's Services increased by c.£400k and more work was brought into LGSS Law then had been originally anticipated.
- The cost of legal work now going outside the arrangement has reduced from c£600k prior to LGSS Law being the provider, to c£300k currently.
- LGSS Law charge out rates compare very favourably with the market rates, so this work is being delivered more economically than previously.
- It may therefore be that the efficiency saving was met but was outweighed by these volume factors.

Service Issues

Whilst end of case surveys are running at 100% ‘satisfied’ or better, a more detailed drill down though the client side function and annual user survey shows:

- Higher than expected staff churn
- Instances of ineffective case handover
- Issues with capacity
- Issues with response times to client requests
- Higher than expected billing queries

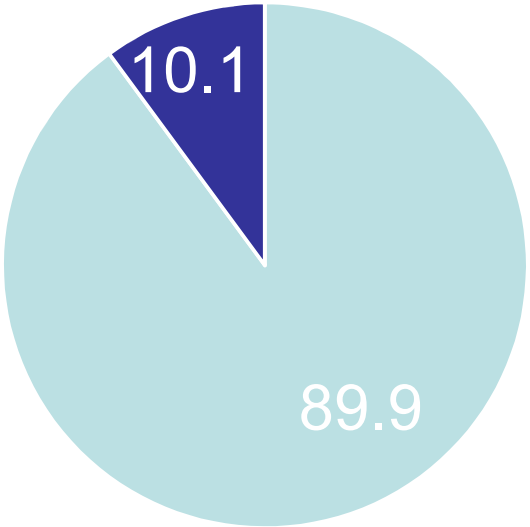
It should be noted that many of these were issues with the old in-house service, but that a key ‘value add’ for the shared service was to improve on this

A Service Improvement Plan has been developed with LGSS Law to drive up performance in these areas

Company Performance

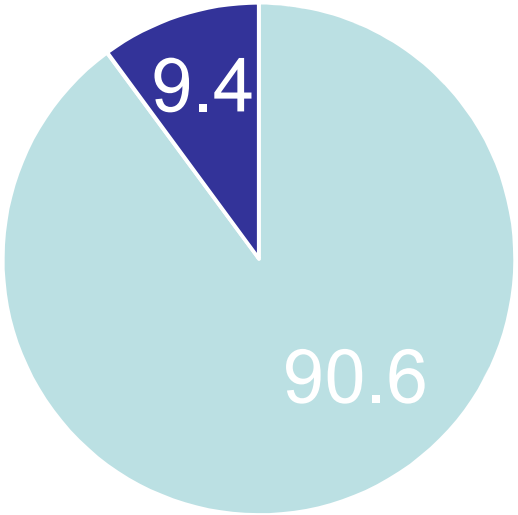
- Initially promising financial performance was not maintained in 2017/18.
- There are 3 principal reasons behind this:
  - Very considerable activity and resources were invested in trying to bring forward a merger with 3 London Councils. Whilst not successful to date, this project (reduced now to 2 Councils) will be reviewed again in the Autumn. The costs incurred to date have been written off.
  - Staff resourcing issues have led to the employment of more interim staff at higher cost than budgeted.
  - Problems with accuracy of billing to clients has led to additional resourcing being required to sort out queries.
- Whilst not an issue of profitability, there have been concerns over the level of debt owed by some of the shareholder councils.
- There have been significant changes and improvements made to the Governance of the company over recent months:
  - A new role of Executive Director of Finance and Operations is in post
  - Interim Executive Director for the professional practice side appointed
  - New Finance Manager in post
  - Company senior level structure under review
  - New Non-Executive Directors appointed by CCC and NCC

LGSS Law Turnover 2017/2018



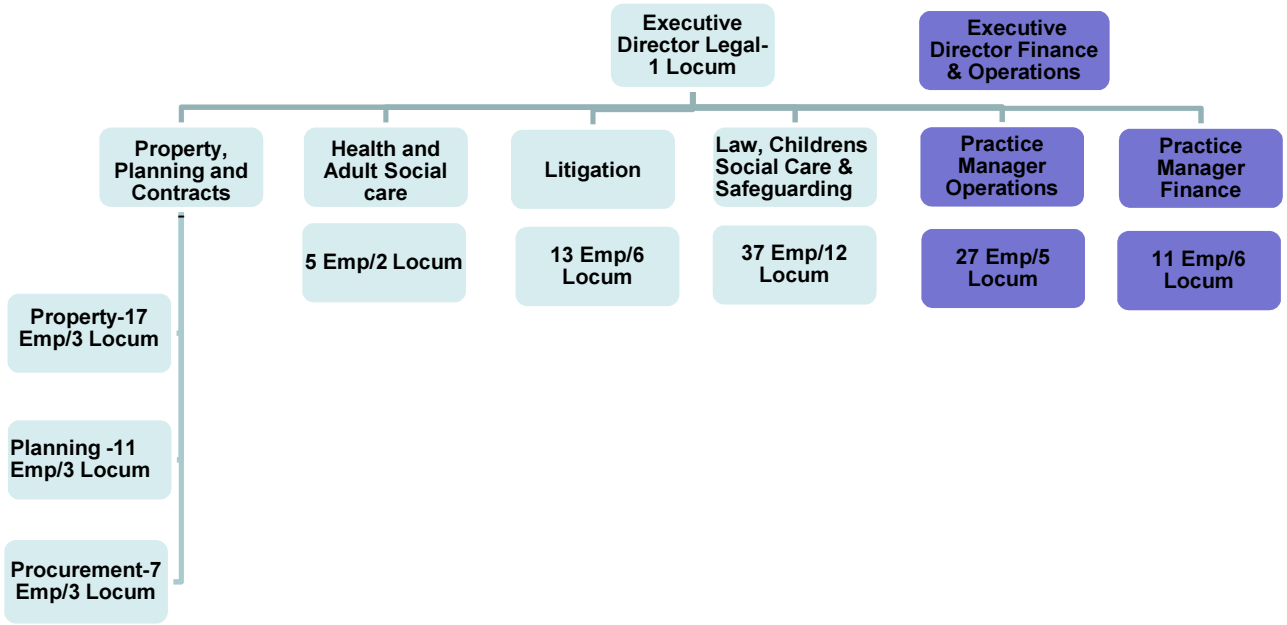
- Shareholder revenue
- Non shareholder revenue

LGSS Law Budget 2018/2019

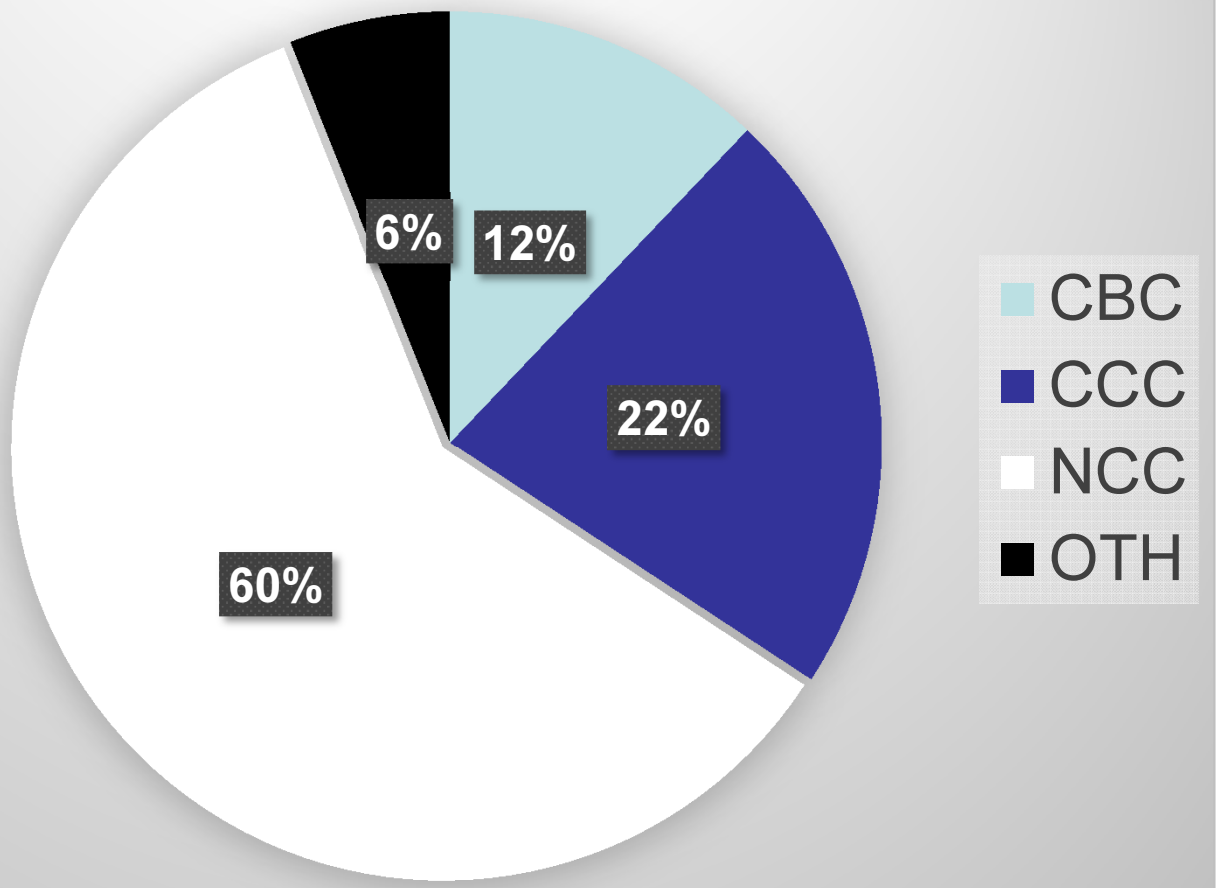


- Shareholder revenue
- Non shareholder revenue

LGSS Law Management structure



LGSS Law total outstanding debt



Conclusion

- The new arrangements to deliver legal services through LGSS Law Ltd have had some success to date
- Efficiency savings have been demonstrated and there is high client satisfaction
- Some issues have been encountered around service quality
- There have been some concerns regarding the financial performance of the company itself
- **New management is in place and all issues are being resolved and improvements are being made across the board.**

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Central Bedfordshire Council
Audit results report

Year ended 31 March 2018

24 July 2018

Building a better working world

24 July 2018

Dear Audit Committee Members

We are pleased to attach our Audit Results Report for the forthcoming meeting of the Audit Committee. This report summarises our preliminary audit conclusion in relation to the audit of Central Bedfordshire Council for 2017/18. We will issue our final report after the Audit Committee meeting scheduled for 30 July 2018.

We have substantially completed our audit of Central Bedfordshire Council for the year ended 31 March 2018.
Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form at Section 4, before the statutory deadline of 31 July 2018. We also have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources

This report is intended solely for the use of the Audit Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Audit Committee meeting on 30 July 2018.

Yours faithfully

Neil Harris

Associate Partner

For and on behalf of Ernst & Young LLP

Encl

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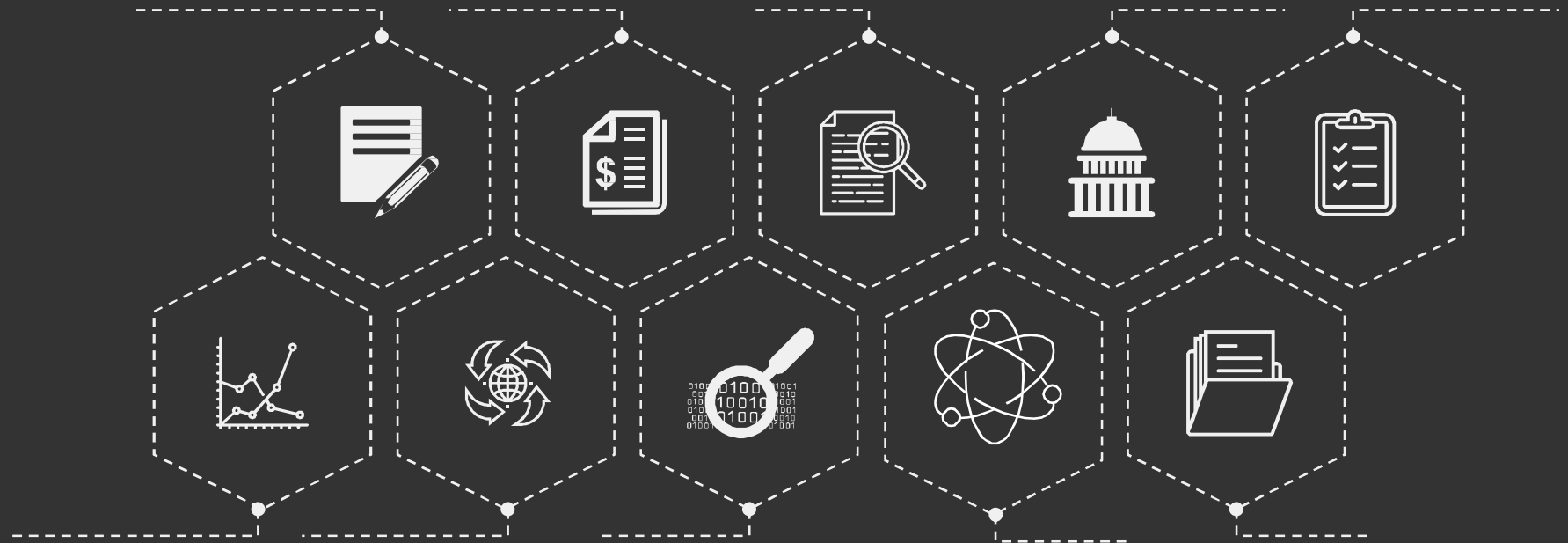


In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued "Statement of responsibilities of auditors and audited bodies". It is available from the via the PSAA website (www.PSAA.co.uk). The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment (updated February 2017)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Audit Committee and management of Central Bedfordshire Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit Committee, and management of Central Bedfordshire Council those matters we are required to state to them in this 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 Audit Committee and management of Central Bedfordshire Council for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.

01 Executive Summary

Executive Summary

Scope update

In our Audit Planning Report presented at the 8 January 2018 Audit Committee meeting and in the Audit Progress report presented at the 9 April Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan. We have provided an update on our materiality calculation below.

- Changes in materiality: In our Audit Committee Planning Report, we communicated that our audit procedures would be performed using a materiality of £11.5 million. We updated our planning materiality assessment using the draft accounts and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services, we have updated our overall materiality assessment to £12 million. This results in updated performance materiality, at 75% of overall materiality, of £9 million, and an updated threshold for reporting misstatements of £0.6 million.

Status of the audit

We have substantially completed our audit of Central Bedfordshire Council's financial statements for the year ended 31 March 2018 and have performed the procedures outlined in our Audit Planning Report. Subject to satisfactory completion of the following outstanding items, we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 4. However until work is complete, further amendments may arise:

- we are yet to conclude our audit procedures related to payroll and NNDR appeals
- completion of audit manager and associate partner review of the audit work completed
- review of the final version of the financial statements
- completion of subsequent events review
- receipt of the signed management representation letter

We will provide a verbal update on these matters at the Audit Committee meeting.

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack.

Executive Summary

Audit differences

At the time of writing, there is one unadjusted audit difference.

In calculating the scheme assets as at 31 March 2018, the actuary performs a roll forward technique based on asset data submitted to the by the Pension Fund at 31 December 2017. The reporting from the pension fund auditors highlighted a difference between the market value of the pension fund assets at 31 March 2018 was £2,174.6 million. The total difference of £9 million, when apportioned to Central Bedfordshire Council, is a difference of £2 million. Due to the size of the difference, we are not seeking an adjustment to the accounts but are reporting this as an unadjusted misstatement and asking for a representation from management to be included in their letter of representation.

We have identified a small number of disclosure amendments which have been adjusted by management.

At the time of writing, there are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit Committee.

Details can be found in Section 5 Audit Differences.

Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of Central Bedfordshire's financial statements This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of those charged with governance.

Executive Summary

Control observations

We have adopted a fully substantive approach, so have not tested the operation of controls.

In our testing of exit packages, we identified one case where the remuneration package was not authorised by the Service Director or Chief Executive as required by your policies.

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Planning Report we did not identify any significant risks related to these criteria.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have not yet performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission.
At the time of writing, we have no other matters to report.

Independence

Please refer to Section 10 for our update on Independence.

03 Areas of Audit Focus

Significant risk

Misstatements due to fraud or error/ management override

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

We have considered generic risk factors that could indicate how specific risks of management override manifests itself at the Council, such as the financial position and historic performance against budget. We have also considered the specific additional risks of management override as they relate to local government accounts.

Based on our consideration of the key areas susceptible to management override we have concluded that the area that management have the greatest opportunity to override controls is within the following areas:

- non system accruals where judgements and estimates are made
- inappropriate capitalisation of revenue expenditure
- Revenue items incorrectly identified as revenue expenditure funding by capital under statute (REFCUS) thus inappropriately funded from capital

We have added the items related to capital expenditure following a detailed consideration of the management override risk in a local government context and a challenging financial environment. The inappropriate capitalisation of revenue spend is a key way in which expenditure can be manipulated in order to improve the revenue position. We have therefore adjusted our audit approach to address this risk.

We have also performed our mandatory procedures, regardless of specifically identified fraud risks, including testing of journal entries and other adjustments in the preparation of the financial statements.

What are our conclusions?

- We have not identified any evidence of material management override.
- We have not identified any instances of inappropriate judgements being applied.
- We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business

Overall our audit work did not identify any material issues or unusual transactions to indicate any misreporting of the Council's financial position.

Significant Risk

Significant risk

Further details on procedures/work performed

We adopted a substantive approach. Having identified the areas most susceptible to management override, we developed additional procedures to ensure the appropriate level of audit assurance was obtained. These additional procedures consisted of:

- we increased our additions testing by applying a lower testing threshold to the additions balance to address the risk of inappropriate capitalisation of revenue expenditure.

- we increased our testing by applying a lower testing threshold to the REFCUS balance to address the risk of revenue items being incorrectly identified as REFCUS, thus inappropriately funded from capital,

For non system accruals where judgements and estimates are made, we identified the creditors account and other operating expenditure as the accounts on which additional audit focus was required. For these items we:

- Increased our sample testing of creditors and accruals, understood the reason for the accrual and any judgements made in its calculation and, where possible, agreed subsequent payment;
- Extended our testing of cut-off to cover two months post year end to verify that transactions are completely recorded in the correct period; and
- Increased our sample testing of other operating expenditure, agreeing to underlying documentation and third party evidence, where applicable.

In addition, to address the residual risk of management override we performed specific procedures which included:

- Using our analytics tools to analyse 100% of your journals data and to undertake focussed testing based on a detailed consideration of the risks and how these could manifest themselves within the journals population. We assessed the selected journal entries for evidence of management bias and evaluated for business rationale.
- identifying your most significant accounting estimates for evidence of management bias. The key estimates identified were property valuations, assessment of pension liabilities and the provision for NNDR appeals.
- Considering audit evidence of any significant unusual transactions and understanding the business rationale for these. We did not identify any significant unusual transactions as part of our audit work.

Significant risk

Risk of fraud in revenue and expenditure recognition

Gross Income: £592m

Gross Expenditure: £621m

What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

This risk is focused around those items of income and expenditure which are non-routine and involve more management estimation and judgment such as year-end income and expenditure accruals and provisions

What judgements are we focused on?

We have carefully considered the revenue and expenditure streams of the Council and considered each against the risk of fraud in revenue and expenditure recognition. In making this assessment, we have considered:

- Our assessment of the control environment at Central Bedfordshire Council relevant to opportunities and incentives to commit revenue recognition fraud
- The statutory framework in place to regulate local government finance
- The nature of the financial regime established in local government
- The nature of the financial transactions undertaken by Central Bedfordshire Council, and whether these present both the opportunity and incentive to engage in material revenue manipulation

We concluded that the risk of material misstatement arising from inappropriate revenue and expenditure recognition manifests itself in 'other service expenses'. Expenditure of £349 million was reported under this heading in 2017/18. It comprises a range of transactions, for example supplies and services and payments to contractors for services such as refuse collection but also items that are individually small and subject to individual invoice arrangements on a short term credit basis. Given the range of transactions included, we have concluded that there is a potential risk of manipulation in terms of recognition of expenditure and have tailored our audit testing to address this risk.

Areas of Audit Focus

Significant risk

Further details on procedures/work performed

To address this risk, we:

- Disaggregated 'other service expenses' into material expenditure streams and obtained an understanding of the streams to direct testing.
- Increased our testing of expenditure through to underlying documentation for reasonableness and business purpose.
- Tested the completeness and valuation of expenditure accruals, to gain assurance that there have been no material amounts of expenditure omitted from the financial statements.
- Tested expenditure cut-off through our unrecorded liabilities testing to gain assurance that there has been no material amounts of expenditure omitted from the financial statements and that expenditure has been accounted for in the correct period.
- Completed our journal entry testing within specific parameters to focus this testing on key risk area.

What are our conclusions?

Our audit work has not identified any material issues to indicate any misreporting of the Council's financial position.

Significant Risk

Pension liability valuation £430m

What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding the Local Government Pension Scheme (LGPS) in which it is an admitted body. The Council's current pension fund deficit is a highly material and sensitive item and the Code requires that this liability be disclosed on the Council's balance sheet.

The information disclosed is based on the IAS 19 report issued to the Council by the actuary. As with other councils, accounting for this scheme involves significant estimation and judgement and due to the nature, volume and size of the transactions we consider this to be a higher inherent risk.

What judgements are we focused on?

In our Audit Planning Report, we designated the pension liability valuation as an 'other area of audit focus'. However, following a consideration of the complexity and range of assumptions that contribute to the pensions liability, and the material nature of the sums involved, we have increased this to a significant risk.

We focused on aspects of the pension liability which could have a material impact on the financial statements, primarily:

- significant changes in assumptions made by the actuary; and
- the assessments of the actuary undertaken by PWC and the EY actuarial team.

What did we do?

- Liaised with the auditors of the Bedfordshire Pension Fund to obtain assurances over the information supplied to the actuary in relation to Central Bedfordshire Council;
- Assessed the work of the Pension Fund actuary, Hymans Robertson, including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by NAO for all Local Government sector auditors, and considering the review of this work undertaken by the EY actuarial team; and
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.

What are our conclusions?

In calculating the scheme assets as at 31 March 2018, the actuary performs a roll forward technique based on asset data submitted to the by the Pension Fund at 31 December 2017.

The reporting from the pension fund auditors highlighted a difference between the market value of the pension fund assets at 31 March 2018 was £2,174.6 million. The total difference of £9 million, when apportioned to Central Bedfordshire Council, is a difference of £2 million.

Due to the size of the difference, we are not seeking an adjustment to the accounts but are reporting this as an unadjusted misstatement and asking for a representation from management to be included in their letter of representation.

There are no other findings from our work.

Other Areas of Audit Focus

Property, plant and equipment (£1.3bn)

What is the risk?

Property, plant and equipment (PPE) represents a significant balance in the Council's accounts and are subject to valuation changes, impairment reviews and/or depreciation charges.
Material judgemental inputs and estimation techniques are required to calculate the year-end PPE balances held in the balance sheet.
As the Council's asset base is significant, and the outputs from the valuer are subject to estimation, there is a higher inherent risk PPE may be under/overstated or the associated accounting entries incorrectly posted.
ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of experts and assumptions underlying estimates.

What judgements are we focused on?

We focused on aspects of the dwellings (£431 million) and land and buildings (£504 million) valuations which could have a material impact on the financial statements, primarily:

- significant changes in the asset base;
- the assumptions and estimates used to calculate the valuation; and
- changes to the basis for valuing the assets.

What did we do?

To address this area of focus, we:

- Considered the work performed by the Council's valuers, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuers in performing their valuation;
- Considered the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for PPE. We have also considered if there are any specific changes to assets that have occurred and that these have been communicated to the valuer;
- Reviewed assets not subject to valuation in 2017/18 to confirm that the remaining asset base is not materially misstated;
- Considered changes to useful economic lives as a result of the most recent valuation; and
- Tested accounting entries have been correctly processed in the financial statements,

Other Areas of Audit Focus (PPE - continued)

Further details on procedures/work performed

Other procedures performed:

- We have also considered a range of trigger events that may lead us to undertake further work in specific areas related to the year-end valuation. As a result of this consideration we have obtained additional audit evidence to support the valuation of Dunstable Leisure Centre which has been undergoing significant redevelopment/refurbishment.

What are our conclusions?

Our audit work has not identified any material issues to indicate any misreporting of the Council's financial position.

Other Areas of Audit Focus

Earlier deadline for production and audit of the financial statements from 2017/18

What is the risk?

The Accounts and Audit Regulations 2015 introduced a significant change in statutory deadlines from the 2017/18 financial year. From that year the timetable for the preparation and approval of accounts will be brought forward with draft accounts needing to be prepared by 31 May and the publication of the audited accounts by 31 July.

These changes provide challenges for both the preparers and the auditors of the financial statements.

What did we do?

- Held discussions on the Council's proposals to bring forward the closedown timetable; and
- Engaged early with the Council to facilitate early substantive testing for 2017/18 and to explore further areas of audit work that can be brought forward to our interim visit.

What are our conclusions?

The Council has been well placed to meet the demands of the earlier deadline, having produced their financial statements in line with the statutory deadline in previous years.

There are areas where the Council can look to improve its arrangements to ensure the audit is completed in a shorter timeframe:

- Identifying additional areas for early substantive testing prior to the final audit visit;
- Reviewing how some working papers are presented for audit to facilitate a more efficient execution of audit procedures; and
- Reviewing how the team is used to respond to queries so that query response times can be improved.

Areas of Audit Focus

Other matters

IFRS 15 Revenue from Customers with Contracts: The applicable accounting framework is CIPFA's annual Code of Practice on Local Authority Accounting in the United Kingdom (which is IFRS based as adapted for Local Authorities). The 2018/19 Code will apply to accounting periods starting on or after 1 April 2018 but has not yet been published. The 2018/19 Code will determine how IFRS 15 Revenue from Customers with Contracts will be adopted by local government bodies.

Given the nature of the Council's income streams, it is unlikely that the future implementation of IFRS 15 will have a material impact on the financial statements of the Council. The vast majority of the Council's income streams are taxation or grant based, and are therefore outside the scope of IFRS15.

The following income streams which are within the scope of IFRS 15 may be considered material by the Council in making its assessment of the impact on IFRS 15 in its 2018/19 accounts:

- fees and charges for services under statutory requirements;
- sale of goods provided by the authority; and
- charges for services provided by a local authority

IFRS 9 Financial Instruments: The 2018/19 Code of Practice on Local Authority Accounting for the United Kingdom introduces IFRS 9 on financial instruments. The Council's view is that the impact of this standard on the Authority's financial statements will be immaterial. The Council will need to keep this standard under continued focus during 2018/19 because statutory overrides may be introduced by Central Government.

04 Audit Report

Draft audit report

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL

Opinion

We have audited the financial statements of Central Bedfordshire Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Authority Movement in Reserves Statement,
- Authority Comprehensive Income and Expenditure Statement,
- Authority Balance Sheet,
- Authority Cash Flow Statement,
- Related notes 1 to 45,
- Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and related notes HRA 1 to HRA 7; and
- Collection Fund and the related note

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 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Central Bedfordshire Council as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Audit Report

Our opinion on the financial statements

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

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

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014
In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, Central Bedfordshire Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception
We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Audit Report

Our opinion on the financial statements

Responsibility of the Director of Resources

As explained more fully in the Statement of the Director of Resource's Responsibilities set out on page 23, the Director of Resources 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 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director of Resources is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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.

Auditor's responsibilities for the audit of the financial statements

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

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

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 criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether the Central Bedfordshire Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Central Bedfordshire Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

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 Central Bedfordshire Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 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 National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

Audit Report

Our opinion on the financial statements

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.

Delay in certification of completion of the audit [include if due to Whole of Government Accounts
We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

Use of our report
This report is made solely to the members of Central Bedfordshire Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. 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.

Neil Harris (senior statutory auditor)
for and on behalf of Ernst & Young LLP, Appointed Auditor
Luton
x July 2018

The maintenance and integrity of the Central Bedfordshire Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

05 Audit Differences

Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

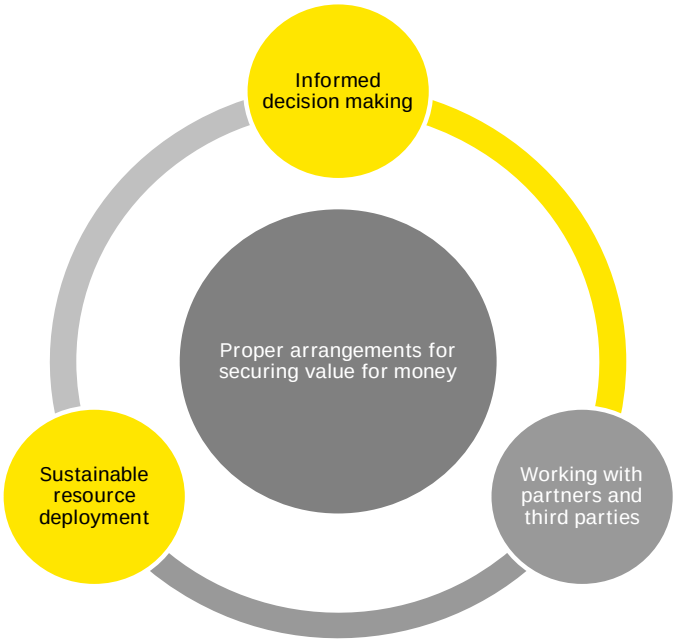
Summary of adjusted differences

We will highlight misstatements greater than £9 million which have been corrected by management that were identified during the course of our audit. At the time of writing this report, there are no such corrected misstatements.

There were a small number of disclosure amendments agreed with the Council during the audit. We do not consider these merit the attention of the Audit Committee.

06 Value for Money Risks

Value for Money



Background

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2017/18 this is based on the overall evaluation criterion:

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

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

Overall conclusion

We did not identify any significant risks around these criteria.

We therefore expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

07 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2017/18 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2017/18 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

This work is not yet complete. We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack.

Other reporting issues

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Council’s financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Related parties;
- External confirmations;
- Going concern;
- Consideration of laws and regulations; and
- Group audits

We have no matters to report in these areas.

08 Assessment of Control Environment

Assessment of Control Environment

Financial controls

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

Reliance on internal audit

We have reviewed Internal Audit reports issued to management during the period to March 2018 and considered whether their findings influenced the extent of our audit procedures.

09 Data Analytics

Use of Data Analytics in the Audit

Analytics Driven Audit

Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2017/18, our use of these analysers in the authority's audit included testing journal entries and employee expenses, to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis

We obtain downloads of all GL financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.

10 Independence

Confirmation

We confirm that there are no changes in our assessment of independence since our confirmation in our audit planning board report presented to the 8 January 2018 Audit Committee.

We complied with the FRC Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you and your Audit Committee consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Audit Committee on 30 July 2018.

We confirm we have undertaken non-audit work outside the PSAA Code requirements in relation to our work the certification of the housing benefit subsidy claim. We have adopted the necessary safeguards in our completion of this work.

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Authority, and its directors and senior management and its affiliates, including all services provided by us and our network to your Authority, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2017 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

Fee analysis

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2018.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements.

We have undertaken non-audit work related to the certification of the housing benefit subsidy claim under the PSAA contract.

	Final Fee 2017/18	Planned Fee 2017/18	Scale Fee 2017/18	Final Fee 2016/17
	£	£	£	£
Total Audit Fee – Code work	139,466	139,466	139,466	139,466
Other non-audit services*:				
Housing benefit subsidy claim	TBC	26,910	26,910	24,908
Teachers' Pensions return	n/a	n/a	n/a	10,000
Pooling of housing capital receipts return	n/a	n/a	n/a	4,000
Total non-audit fees	TBC	26,910	26,910	38,908
Total fees	TBC	TBC	TBC	178,374

We have yet to conclude our 2017/18 audit and are therefore not in a position to conclude on the final fee for 2017/18.

We will update the Audit Committee regarding any other non-audit services provided related to 2017/18 as these are confirmed.

11 Appendices

Appendix A

Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

		Our Reporting to you
Required communications	What is reported?	When and where
Terms of engagement	Confirmation by the Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit planning report presented to the 8 January 2018 Audit Committee
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Audit planning report presented to the 8 January 2018 Audit Committee
Significant findings from the audit	• Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Significant difficulties, if any, encountered during the audit • Significant matters, if any, arising from the audit that were discussed with management • Written representations that we are seeking • Expected modifications to the audit report • Other matters if any, significant to the oversight of the financial reporting process	Audit results report presented to the 30 July Audit Committee

Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Going concern	Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including: • Whether the events or conditions constitute a material uncertainty • Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements • The adequacy of related disclosures in the financial statements	No conditions or events were identified, either individually or together to raise any doubt about Central Bedfordshire Council's ability to continue for the 12 months from the date of our report.
Misstatements	• Uncorrected misstatements and their effect on our audit opinion • The effect of uncorrected misstatements related to prior periods • A request that any uncorrected misstatement be corrected • Material misstatements corrected by management	Audit results report presented to the 30 July Audit Committee
Subsequent events	• Enquiry of the audit committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.	Audit results report presented to the 30 July Audit Committee
Fraud	• Enquiries of the Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority • Any fraud that we have identified or information we have obtained that indicates that a fraud may exist • Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. • The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected • Any other matters related to fraud, relevant to Audit Committee responsibility.	Audit results report presented to the 30 July Audit Committee

Appendix A

Required communications	What is reported?	Our Reporting to you When and where
Related parties	Significant matters arising during the audit in connection with the Authority's related parties including, when applicable: • Non-disclosure by management • Inappropriate authorisation and approval of transactions • Disagreement over disclosures • Non-compliance with laws and regulations • Difficulty in identifying the party that ultimately controls the Authority	Audit results report presented to the 30 July Audit Committee
Independence	Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence. Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as: • The principal threats • Safeguards adopted and their effectiveness • An overall assessment of threats and safeguards • Information about the general policies and process within the firm to maintain objectivity and independence Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.	Audit planning report presented to the 8 January 2018 Audit Committee Audit results report presented to the 30 July Audit Committee
External confirmations	• Management's refusal for us to request confirmations • Inability to obtain relevant and reliable audit evidence from other procedures.	We have received all requested confirmations.
Consideration of laws and regulations	• Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur • Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations.

Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Significant deficiencies in internal controls identified during the audit	• Significant deficiencies in internal controls identified during the audit.	Audit results report presented to the 30 July Audit Committee
Written representations we are requesting from management and/or those charged with governance	• Written representations we are requesting from management and/or those charged with governance	Audit results report presented to the 30 July Audit Committee
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	• Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	Audit results report presented to the 30 July Audit Committee
Auditors report	• Any circumstances identified that affect the form and content of our auditor's report	Audit results report presented to the 30 July Audit Committee
Fee Reporting	• Breakdown of fee information when the audit planning report is agreed • Breakdown of fee information at the completion of the audit • Any non-audit work	Audit planning report presented to the 8 January 2018 Audit Committee Audit results report presented to the 30 July Audit Committee
Certification work	• Summary of certification work	Certification Report

Management representation letter

Management Rep Letter

[To be prepared on the entity's letterhead]

[Date]

Ernst & Young

This letter of representations is provided in connection with your audit of the Council financial statements Central Bedfordshire Council ("the Council") for the year ended 31 March 2018. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements of Central Bedfordshire Council as of 31 March 2018 give a true and fair view of its financial performance (or operations) and its cash flows for the year then ended in accordance with, for the Group and Council CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

We understand that the purpose of your audit of our Council financial statements is to express an opinion thereon and that your audit was conducted in e a true and fair view of the Council financial accordance with International Standards on Auditing, which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with, for the Group and Council the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the Council financial statements. We believe the Council financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 and are free of material misstatements, including omissions. We have approved the Council financial statements.

3. The significant accounting policies adopted in the preparation of the Council financial statements are appropriately described in the Council financial statements.

4. As members of management of the Council, we believe that the Council have a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 for the Council that are free from material misstatement, whether due to fraud or error.

5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

Management representation letter

Management Rep Letter

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the and Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the Council financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:
    - involving financial statements;
    - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
    - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
    - involving management, or employees who have significant roles in internal controls, or others; or
    - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
    - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
    - Additional information that you have requested from us for the purpose of the audit; and
    - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the Council financial statements.
3. We have made available to you all minutes of the meetings of the Council, and committees for the Cabinet and Audit Committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 30 July.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the year ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the Council's financial statements.
5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the Council financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

Management representation letter

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the Council financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and confirm there are no guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end which require adjustment of or disclosure in the Council financial statements or notes thereto.

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report and the Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

Yours faithfully,

_____
Director of Resources

_____
Chair of the Audit Committee

EY | Assurance | Tax | Transactions | Advisory

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Central Bedfordshire Council

AUDIT COMMITTEE Monday, 30 July 2018

2017/18 Statement of Accounts

Responsible Director: Charles Warboys, Director of Resources and Section 151 Officer, Charles.warboys@centralbedfordshire.gov.uk

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Purpose of this report

1. The report presents the 2017/18 Statement of Accounts for Central Bedfordshire Council. The annual accounts document is attached at Appendix A to the report.

RECOMMENDATIONS

Having considered the Audit Results Report from Ernst and Young LLP (agenda item 8) the Committee is asked to approve:

1. the 2017/18 Statement of Accounts as presented;
2. the publication of the Annual Governance Statement 2017/18 with the 2017/18 Statement of Accounts; and
3. the 2017/18 draft Letter of Representation, as set out at Appendix C, for submission to the Council's external auditor Ernst & Young LLP, and that the Chairman of the Audit Committee and the Section 151 Officer be authorised to sign it.

Overview and Scrutiny Comments/Recommendations

2. This report is not scheduled to be considered by Overview and Scrutiny as the Audit Committee provides independent scrutiny of the Authority's financial performance.

Background

3. The Accounts and Audit Regulations 2015 require that the annual accounts are published with the audit opinion and certificate no later than 31 July following the end of the financial year. In advance of this the accounts must have been approved by Members. Approval of the

accounts is therefore required at the July 2018 Audit Committee. The full set of annual accounts is attached at Appendix A.

4. Auditing standards require the external auditor to obtain appropriate written representation from the Council about the financial statements and governance arrangements. The Committee is therefore asked to approve the draft letter of representation to Ernst and Young LLP attached at Appendix C.

Statement of Accounts 2017/18

5. The Section 151 Officer, as required by the Accounts and Audit Regulations, certified the 2017/18 draft annual accounts on 30 May 2018. A presentation explaining key figures within the accounts was made to the Audit Committee at its May meeting. Public inspection of the accounts was also advertised and this concluded on 11 July 2018.

6. The Statement of Accounts 2017/18 have been subject to external audit examination by Ernst & Young LLP during the period June to July 2018. The Ernst & Young LLP's Audit Results Report (EY ARR) is at item 8 on this agenda. At the point of writing this report the audit is still ongoing.

7. The Audit Results Report outlines any audit differences impacting on the original draft version of the accounts that exceed £9m–a value calculated by the external auditors based on their level of materiality. At the time of writing this report no such difference exists.

8. The main item that has been adjusted for in the accounts relates to the inclusion of capital expenditure on the balance sheet in relation to the building of Lower Wilbury Farm School–a value of £5.954m. This had previously been accounted for as Revenue Expenditure Financed by Capital Under Statute (REFCUS) and therefore included as service expenditure in the CIES and the item excluded from our asset register. The school is being built as an additional site to Fairfield Lower School and as such is a CBC asset, it is due to open in September 2018. In addition to increasing Assets Under Construction on the balance sheet by £5.954m this has the impact of reducing the Deficit on the Provision of Services from £29.003m to £23.050m. As a result Total Comprehensive Income and Expenditure has increased to (£34.092m). Property, Plant and Equipment on the balance sheet has increased by £5.954m and a corresponding increase is seen in the Capital Adjustment Account (unusable reserves).

9. Following the external audit of the Bedfordshire Pension Fund it was identified that the reported asset position at 31 March 2018 as a whole was £16.629m lower than the actuary's estimate. Based on CBC's estimated share of scheme assets, the Council's proportion of this is £2.174m. This is a judgemental difference and is not material for CBC so this has not been adjusted in the statement of accounts. This has been referred to within the Letter of Representation, Appendix C to this paper.

10. At the time of writing the external audit process for 2017/18 is substantially complete and there are no issues identified that would prevent an unqualified audit opinion being issued. Work has yet to start in respect of the audit of the Whole of Government Accounts (WGA) return for 2017/18. It is planned to have the audit of this aspect completed by HM Treasury's deadline of 31 August 2018. The audit completion certificate cannot be issued until after the WGA audit is completed.

Changes made to the Statement of Accounts certified by Section 151 Officer on 30 May 2018

11. Appendix B sets out the changes made to the statement of accounts certified by the Section 151 Officer on 30 May 2018. The majority of the changes are presentational in nature reflecting various incorrect classifications of specific items. With the exception of the change in the classification of expenditure in relation to Lower Wilbury Farm School, none of the items impact on the financial position of the Council as reported at 31 March 2018.

Uncorrected misstatements below the audit reporting threshold

12. There were no misstatements below the audit reporting threshold identified during the audit that have not been adjusted in the statements.

Letter of Representation

13. Auditing standards require the External Auditor to obtain appropriate written representation from the Council about the financial statements and governance arrangements. The Committee is therefore asked to approve a draft letter of representation to Ernst & Young, attached at Appendix C.

Annual Governance Statement 2017/18

14. The finalised Annual Governance Statement 2017/18 (AGS) has been presented within the Statement of Accounts 2017/18. This has been amended slightly from the version the Audit Committee received and approved on 30 May 2018. Two additional paragraphs have been inserted in section 6 under the table relating to the work being undertaken on operational risk management and preparedness for compliance with the General Data Protection Regulations. The AGS was signed by both the Leader and the Chief Executive on 20 July 2018.

Reasons for decision

15. As required by the Accounts and Audit Regulations the annual accounts must be published with the audit opinion no later than 31 July. In advance

of this the accounts must have been approved by Members and to meet this requirement approval of the accounts is required at the 30 July 2018 Committee meeting.

Council Priorities

16. The effective management of the Council's financial resources and the associated risks supports the delivery of the Council's priorities.

Corporate Implications

Legal Implications

17. The Accounts and Audit Regulations 2015 require the Council to approve and publish annual accounts by 31 July following the end of the financial year.

Financial and Risk Implications

18. The annual accounts report the financial position of the authority at the end of the financial year and are prepared under the International Financial Reporting Standards, as interpreted by the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.

Equalities Implications

19. There are no equalities implications to this report.

Conclusion and next Steps

20. Following approval, in accordance with the Accounts and Audit Regulations 2015 and the completion of the external audit process, the Statement of Accounts 2017/18 and the public notice of the conclusion of the audit of accounts by Ernst & Young LLP will both be published.

21. The signed letter of representation will be provided to the auditors.

Appendices

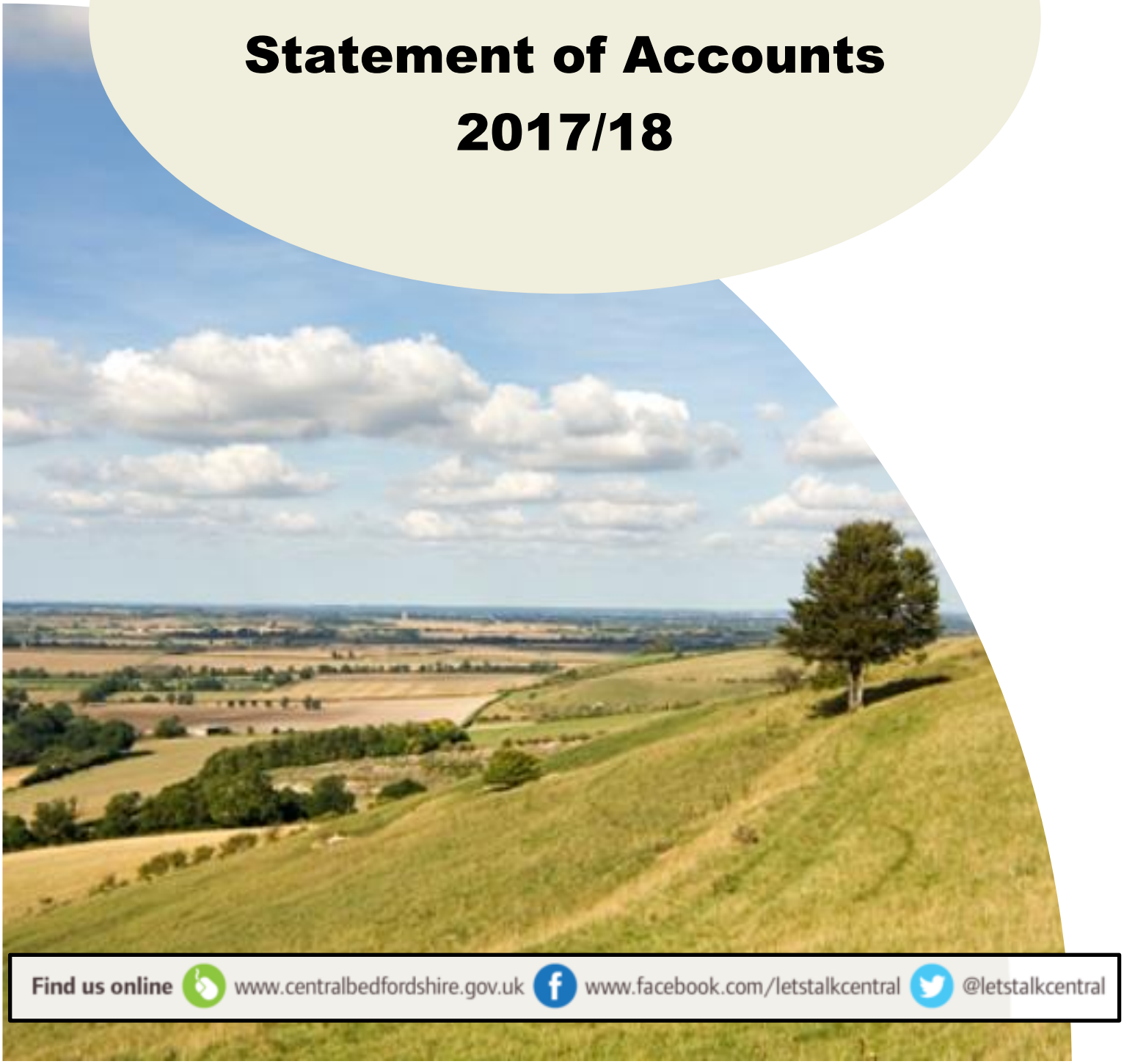
Appendix A: 2017/18 Statement of Accounts
Appendix B: Schedule of Changes
Appendix C: 2017/18 Letter of Representation

Background Papers

None

Central Bedfordshire

Central Bedfordshire Council Statement of Accounts 2017/18



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CENTRAL BEDFORDSHIRE COUNCIL

STATEMENT OF ACCOUNTS 2017/18

Contents

Director of Resources' Narrative Report

A. Background

This document presents the statutory financial statements for Central Bedfordshire Council for the period 1 April 2017 to 31 March 2018 and provides a summary of the overall financial position of the Council, giving a true and fair view.

The Council is required by statute to prepare a Statement of Accounts in accordance with proper practices in relation to accounts. The Statement of Accounts has been produced for the Council as a single entity based on International Financial Reporting Standards (IFRS) and prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 ("the Code").

The Statement of Accounts and the supporting notes explain the Council's finances during the financial year 2017/18 and its financial position at the year end. It follows approved accounting standards and is necessarily technical in parts. Comparative numbers are also provided for the financial year 2016/17.

B. About Central Bedfordshire

An Introduction to Central Bedfordshire

Central Bedfordshire is a unitary authority serving a growing population of 279,000 residents, which makes it the 13th largest unitary council population in England. It is a largely rural area with over half the population living in the countryside and the rest in a number of market towns.

The largest of these are Leighton Buzzard, Dunstable, Houghton Regis, Biggleswade, Flitwick and Sandy.

The area is generally prosperous, with above average levels of employment. However, there are pockets of deprivation and greater need in some areas.

The area has excellent transport links with the A1 and M1 running through it, three main rail lines and two international airports, Luton and Stansted, on our doorstep.

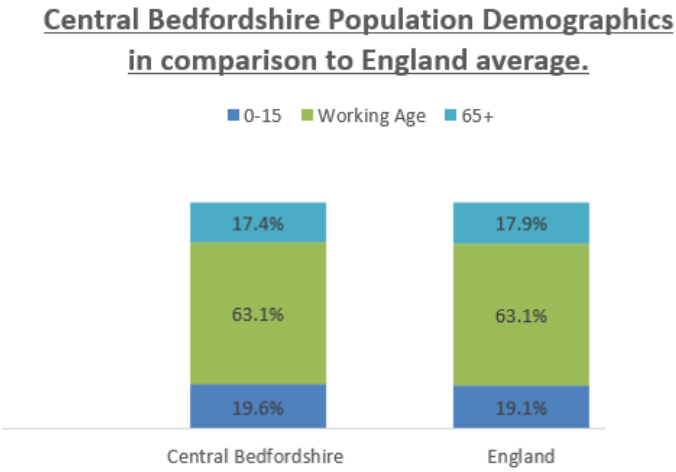
It is a relatively safe, green and affluent area which has attracted major investment. People living in Central Bedfordshire earn more than the national average; this is in part influenced by some residents commuting out of the area – primarily to Hertfordshire, Luton, London and Milton Keynes.

Key Facts about Central Bedfordshire

In considering Central Bedfordshire it is important to have regard to the following information:

A growing population

- The Council's population is predicted to grow to 301,250 by 2022.
- The Council submitted its Local Plan to Government on 30 April 2018, the plan runs until 2035 and provides for up to 20,000 new homes, in addition to the 23,000 that are already allocated or have planning permission.
- Central Bedfordshire's percentage working age population is on a par with the England average, however the percentage of the population aged 0-15 is higher than the England average and the percentage of the population aged 65+ is below the England average.



A strong business base

- In 2017 there were 15,680 active business enterprises in Central Bedfordshire, an increase of 3,035 between 2016 and 2017, 24% growth.
- Central Bedfordshire is home to world leading companies such as; B/E Aerospace, Lockheed Martin, Nissan Technical Centre Europe, Cranfield University, Whitbread, Amazon and the Jordan and Ryvita Company.
- As at January 2017 there had been 1,762 new small business start-ups. This is 88 fewer than in 2016.
- In September 2017, a business survey was conducted by the Council. Overall, two-thirds of businesses (66%) rated their local area as a good area to do business, giving it a score of 4 or 5 out of 5.

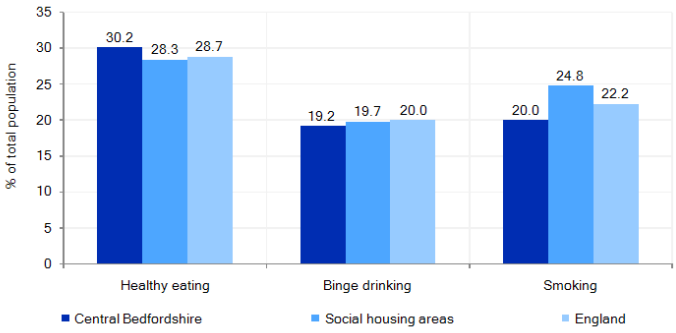
A great place to live and work

- 80% of residents are satisfied with their local areas as a place to live. The England average is 79%.
- The Council is investing in town centres via the Market Town Regeneration Fund. To date £2.5M has been allocated to seven locations to reinvigorate town centres, following a successful bidding round.
- The Council is part of the major project to establish a strategic railway connecting East Anglia with Central, Southern and Western England. The

Western Section is now funded to re-introduce passenger and freight services between Bedford and Oxford.

- The percentage of residents that eat healthily is higher than the England average, whilst the percentage of residents that binge drink or smoke is lower than the England average.

Figure: "Healthy eating" (consumptions of 5+ fruit and veg a day), binge drinking and smoking
Source: Health Survey for England 2006-2008



Economy

- In September 2017, 81.5% of people aged 16-64 were in work, significantly higher than the England average of 74.7%.
- The gross median weekly earnings of Central Bedfordshire residents in 2017 was £612.70, higher than comparators, and an increase of 3.7%, or £21.80, from the 2016 revised earnings of £590.90 (the Annual Survey of Hours and Earnings report).
- The UK House Price Index (HPI) shows that the average Central Bedfordshire house price in December 2017 was £315k, annual growth of 8.6%. The England average was £244k, with annual growth of 5%.
- In August 2017 10.8% of working age residents received housing benefit, the average in England is 16.3%.

Political Structure

The Council is run by councillors who are elected by the local community and are responsible for making decisions on their behalf about local services and spending. There are 59 elected Councillors and at 31 March 2018 the Conservative group held 52 seats. The remaining seats are held by four Independent Councillors, three of whom have formed an Independent Group, and the Labour and Liberal Democrat parties held two and one seats respectively.

Cllr James Jamieson is Leader of the Council, he was re-elected at the Full Council meeting held on Thursday 19 May 2016, for a period of four years. Cllr Richard Wenham is the Deputy Leader and Executive Member for Corporate Resources.

There were several changes to the Council Executive during 2017/18. Cllr Carole Hegley's portfolio was changed to Adults, Social Care & Housing Operations (HRA), Cllr Eugene Ghent was appointed as the Executive Member for Assets & Housing Delivery and Cllr Steven Dixon was appointed as the Executive Member for Families, Education and Children.

Governance Arrangements

Annual Governance Statement

To accompany the Narrative Report and Statement of Accounts, the Council prepares an Annual Governance Statement that sets out the arrangements that operate to ensure proper governance of the Council's affairs and the stewardship of resources at its disposal. It also outlines the arrangements that are in place to ensure that a sound system of internal control is maintained.

Our Services

The following core services are provided by the Council:

- **Adult Social Care** involves the provision of social work, personal care, protection or social support services to adults in need or at risk, or adults with needs arising from illness, disability, old age or poverty.
- **Children's** services provide care and protection where needed to help children and young people fulfil their potential. The Council supports schools and children's centres, helping disabled children and their families and providing fostering and adoption services.
- **Planning, regeneration and business** services help to support business growth, develop skills, drive employment, reinvigorate towns to attract investment and jobs as well as meeting housing need.
- **Waste and recycling** services organise alternate weekly bin collections for 116,000 households as well as running four recycling centres.
- **Highways** services keep roads and pavements in good shape by fixing problems quickly and efficiently as well as providing walking and cycling routes and promoting road safety.
- **Housing (Housing Revenue Account)** the Council owns and manages over 5,000 properties.
- **Community protection** services make sure that Central Bedfordshire is a safe place to live by tackling anti-social behaviour, supporting businesses to trade fairly and safely, and look after the environment.
- **Leisure, libraries and countryside** services provide opportunities to get fit, meet others, learn, access arts and culture and enjoy the great outdoors.
- **Other** services support the democratic process and keep the Council running effectively and efficiently making sure customers can access the services they need. These services are either provided directly by the Council or are commissioned from and delivered by other organisations. Most of these services are mandatory, meaning that the Council must provide them because it is under a statutory duty to do so. There has been no major change in statutory functions during 2017/18.

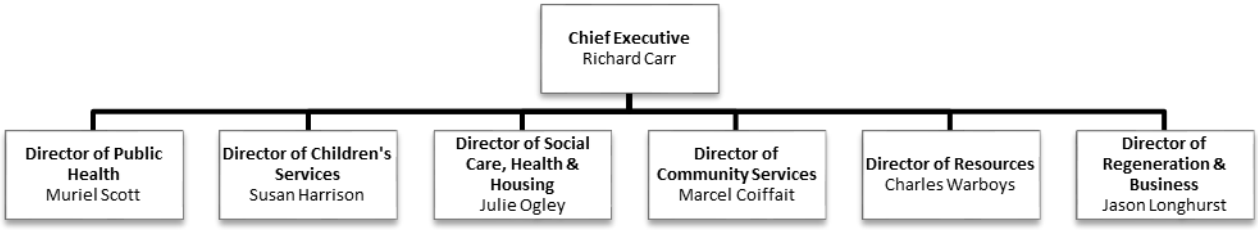
Planned future developments in service delivery include;

- Shared services – continuing to work more effectively with partners to deliver improved outcomes for the public and business.

- Waste – increasing recycling by using targeted leaflets, bin tags, vehicle branding and electronic media to encourage residents to recycle more and recycle the correct things thereby reducing the cost of disposal.
- Digitisation – to digitise the Council's services to enhance accessibility for the Council's residents, businesses and service users.

Management Structure

Delivering a diverse range of services relies on a well-structured management team. The Council's directorates are shaped around the services provided.



There has been no change to the structure since 2016/17. Since March 2016, the Council has been playing an active role in the Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Partnership (STP). This partnership comprises 12 health organisations and four local authorities working together to develop plans for future health and social care services that are sustainable and deliver better outcomes for local people.

Given the importance of health and social care to the Council and to our residents, the Chief Executive Officer assumed the role of Senior Responsible Officer for the STP in July 2017.

Another notable external appointment regarding members of our senior management team is the appointment of Julie Ogley as Vice President to the Association of Directors of Adult Social Services in England (ADASS). The association aims to further the interests of people in need of social care by prompting high standards of social care services and influencing the development of social care legislation and policy.

Employees

The Council employs approximately 4,000 staff (including those employed within schools) and employs some temporary / agency staff to deliver the various services. However the dependency on temporary resources is reducing with total spend in 2017/18 of £9.4M compared to £10.1M in 2016/17.

The Council invests in its staff and constantly looks to improve the working environment. A wellbeing programme is promoted including activities such as the workplace challenge, a national programme aimed at engaging workplaces in sport and physical activity.

2017/18 saw the continuance of our vacancy management programme. This has emphasised opportunities for internal applications and has increased the flexibility for staff to work in different areas. The Council is also committed to supporting those

entering the workforce and as at the end of 2017/18 there were 25 apprentices throughout the Council (this compares to 13 in 2016/17).

The Council's Five-Year Plan 2015–2020

The Council has adopted a Five-Year Plan for the period 2015–2020 to deliver a vision of making Central Bedfordshire a great place to live and work. The Council intends to respond to changes in demography and technology whilst accommodating ongoing regulatory change and central government public expenditure plans. Improving the health and happiness of residents are key aims of the plan.

Underpinning this vision are our priorities:

- Enhancing Central Bedfordshire
- Great Resident Services
- Improving Education and Skills
- Protecting the Vulnerable; Improving Wellbeing
- Creating Stronger Communities
- A More Efficient and Responsive Council

Our Five-Year Plan can be accessed on the Council's website at
http://www.centralbedfordshire.gov.uk/council/five-year/plan.aspx

C. The Council's Performance against Corporate Objectives

Enhancing Central Bedfordshire

We have an ambitious capital programme with a plan to invest up to £309M over the four years from 2017/18 to deliver some key infrastructure projects including roads, school buildings, leisure facilities and much more.

After years of planning, the A5-M1 Link road opened in 2017. Not only is this new road diverting HGVs away from the centre of towns and villages, it is also bringing new businesses and jobs to the area. We have secured funding from the Department of Transport to dual the A421 between junction 13 on the M1 and Milton Keynes, which is a joint project with Milton Keynes Council. We are also progressing plans for the new A6-M1 link road. It is anticipated that both projects will ease congestion in surrounding areas.

Five parks and open spaces across Central Bedfordshire were recognised in this year's Green Flag awards (nine in 2016/17). In October 2017, we opened the brand-new visitor centre at Houghton Hall Park, in Houghton Regis. The centre forms part of our wider project to restore the gardens, providing easy-access paths and innovative natural play equipment around the park, making Houghton Hall Park a great destination for all the family. Over the last year the site has recorded over 400 hours of volunteer time and 946 people engaged in events at the park.

Dunstable Leisure Centre was closed on 4 June 2017 for a £20.1M redevelopment. This is currently on track and is due to be opened in the winter of 2018/19. The redevelopment will provide a new gym and changing areas, three studios, martial arts room, meeting rooms, a new ground floor library, refurbished swimming pools and new changing rooms, along with space for adult day care and a new citizen's advice centre.

Artist's impression of the Dunstable Leisure Centre and Library redevelopment.

There are a number of exciting and ambitious schemes in place and in the pipeline to revitalise the market towns. The Market Town Regeneration Fund has seen the relaunch of markets and the unveiling of a mosaic heritage trail in three towns; Biggleswade, Sandy and Potton. A new Splash Park in Dunstable has also been completed.

In 2018 shops and businesses will also have their shopfronts and forecourts renovated. Town centre vacancy rates are a good way of indicating their success and prosperity, and will be monitored closely so that the Council can be certain the work it is doing is effective. The rate of vacant retail units in Central Bedfordshire at May 2018 stands at 7.7%. In May 2017, the rate was 7.17%, so this shows a slight increase over the last 12 months.

The mosaic unveiled in Sandy in July 2017 depicting the town's Roman past.

Great Resident Services

Performance in key services has continued to improve. A number of the Council's universal services were relatively well regarded from the outset of the Council in 2009 and have enjoyed increasing levels of satisfaction. The regular satisfaction survey of Central Bedfordshire residents was last run in 2016, the results showed that 70% of resident agree that the council supplies good quality services overall. This represents a slight decrease from 2014.

In 2017/18 124,886 tonnes of municipal waste were collected and disposed of (Residual Waste 66,149 tonnes, Recycling 53,484 tonnes and Reused 5,253 tonnes). This compares to 2016/17 where the total tonnage of Municipal Waste collected was almost 3,000 tonnes less at 121,995 tonnes (Residual Waste 64,489 tonnes, Recycling 53,202 tonnes and Reused 4,304 tonnes).

All four Household Waste Recycling Centres have been open for the full year, three of which have been developed – this has seen an increase in customer usage. These factors both increase the tonnage, and cost, against the previous year. In November 2017, a Behavioural Change Campaign designed to 'nudge' residents to recycle the right things slowed the growth of kerbside collected residual waste.

Satisfaction with highways maintenance, determined through the National Highways & Transport annual survey, was 52% in April 2017. An increase of 1% from 2016.

Participation in leisure centres – overall there has been a reduction due to the closure of Dunstable Leisure Centre on 4 June 2017 for redevelopment. All other leisure centres have seen an increase in attendance, circa 250,000 as seen in the table below. We reported satisfaction figures last year for leisure services however this was not possible for 2017/18 as the same residents' survey was not undertaken.

	Number of recorded users			
Leisure Centre	**2017/18**	**2016/17**	**Variance**	**Percentage**
Saxon	366,960	311,004	55,956	17.99%
Houghton Regis	188,265	135,306	52,959	39.14%
Flitwick	662,039	600,564	61,475	10.24%
Sandy	108,243	105,670	2,573	2.43%
Tiddenfoot	485,604	404,799	80,805	19.96%
Dunstable	41,806	363,233	-321,427	-88.49%
Total	**1,852,917**	**1,920,576**	-67,659	-3.52%

Improving Education and Skills

The Council's Children's Services was rated as 'Good' following a four-week thorough inspection process in June and July 2017. All councils undergo the same inspection process to ensure that services for children are rigorously monitored and that children are being effectively safeguarded. In December 2017, 87% of schools and academies

in Central Bedfordshire were rated as Good or Outstanding by OFSTED this compares to performance in December 2016 of 89%.

GCSE results in Central Bedfordshire improved in 2017 to 0.9 points above the national average (1.3 points below 2016).

The percentage of young people aged 16-17 who are in education or employment or training (EET) as at February 2017 in Central Bedfordshire has improved to 92.8% (from 90.4% in 2015/16), reflecting the effective support and interventions from the Council.

Learning new skills doesn't stop when children leave school, so the Council will support adults to obtain the skills they need to succeed, and will also ensure that it matches the provision of skills with those that are needed by employers.

Protecting the Vulnerable; Improving Wellbeing

Supporting vulnerable children and adults is the largest area of spend for the Council. As well as providing home care and residential care for older people we are focusing on helping people live independently for longer, with our flagship Priory View site in Dunstable a huge success with residents since it opened in 2016. Following this success, the Council is investing in a new Independent Living Scheme in Houghton Regis; this will include apartments for people aged 55 years and over, plus a range of amenities for the residents and the public.

Improvement has also been evident in our services for vulnerable children. Initially the Council saw a rapid rise in the number of looked after children and children on child protection plans, but has now stabilised the situation. The Council looks after over 300 children who cannot stay with their families. We continue to increase the number of local foster families who provide stable and nurturing environments for these children.

As at December 2017 children’s safeguarding referrals as a percentage of the child population was 2.3%, the same as at December 2016. The average age of customers admitted to a residential care home is 86.7 years as at December 2017. This is the highest since June 2016 (87.7 years) and is a positive indicator as this means the Council is being effective in helping people stay in their own homes for longer.

Creating Stronger Communities

The Council will do all it can to strengthen community spirit in Central Bedfordshire's towns and villages, nurturing a sense of place and belonging to build resilience and reduce social isolation.

A More Efficient and Responsive Council

The Council will be focused on cost effectiveness and efficiency in all that it does. Customers, the residents and businesses of Central Bedfordshire, will help to determine whether it is successful in this ambition. The Council will listen to their opinions, views and preferences in shaping its plans.

Whilst making it easier to access our services online, we also want to improve access to our face-to-face customer service. In 2017/18, we started a pilot to include customer services within our libraries, starting with Shefford Library following a decline in the number of people using our customer service centres.

The Council has achieved a sustainable financial position, having delivered savings of £118M since 2009 and has a robust plan to maintain financial stability in the years to come.

The Council intends to continue to work to ensure that provision of the best possible services and opportunities for residents of all ages. The Council will also continue to work together with big businesses who are now seeing Central Bedfordshire as the perfect place to locate, bringing money and jobs to the area.

D. Medium Term Financial Plan (MTFP) and Outlook

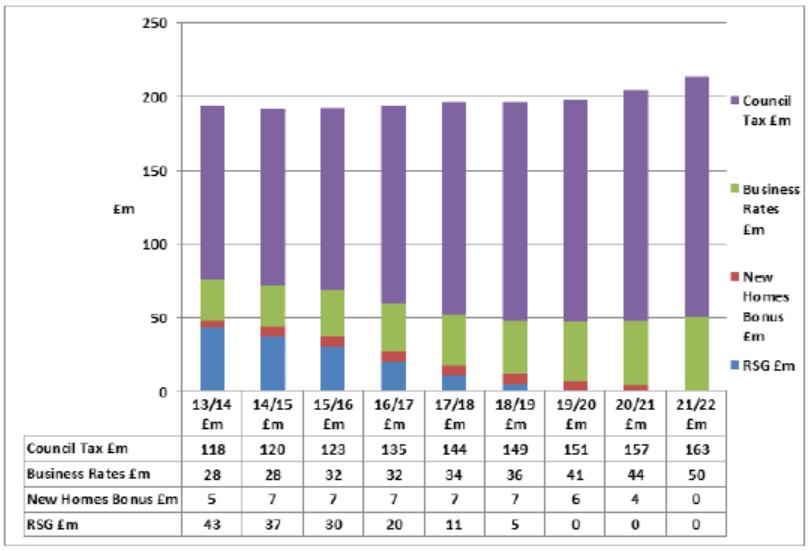
MTFP 2018/19–2021/22

The Council's Medium Term Financial Plan (MTFP) underpins the Five-Year Plan, by allocating resources to deliver Council services and strategic outcomes, whilst identifying adjustments to achieve a sustainable financial position over the next four years. The MTFP 2018–2022 was updated and approved by Council on 22 February 2018.

The MTFP for 2018–22 identified £13.8M of efficiencies required to produce a balanced budget for 2018/19 in light of the ongoing reduction in funding from Government and emerging cost pressures. A further £32.1M of efficiencies had been estimated as required over the three years from April 2019 to achieve the proposed MTFP.

Strategic and operational risks facing the Council are identified, reviewed and managed on a continuous basis in line with the Council's Risk Management Strategy. Local Government funding sources are forecast to change significantly over the Medium Term Financial Plan period 2018/19 to 2021/22.

The chart to the right shows how funding sources are forecast to change over the MTFP period, with 2013/14 to 2017/18 as comparators.



	13/14 £m	14/15 £m	15/16 £m	16/17 £m	17/18 £m	18/19 £m	19/20 £m	20/21 £m	21/22 £m
Council Tax £m	118	120	123	135	144	149	151	157	163
Business Rates £m	28	28	32	32	34	36	41	44	50
New Homes Bonus £m	5	7	7	7	7	7	6	4	0
RSG £m	43	37	30	20	11	5	0	0	0

Revenue MTFP 2018/19–2021/22 Budget Process

The Budget Strategy Review Process for 2018/19 built on that adopted in previous years with a series of "Budget Strategy Reviews" at an early stage. As per last year, given the ever-increasing pressures on local authority finances, a greater emphasis was placed on planning for the whole 4-year period of the MTFP.

A number of financial challenges and opportunities have emerged during 2017/18 which required a focus in the MTFP to mitigate growing pressures and to stabilise costs and service provision. These included;

- **Homelessness** – The Council is facing an increase in the numbers of homeless people, and although not yet on the same scale as neighbouring authorities, this is causing financial pressures, which will continue to grow unless addressed.
- **Learning Disabilities** – The number of people (both Children and Adults) diagnosed with learning disabilities is increasing significantly. The range of disabilities is broad and different responses are required for different conditions.
- **Special Educational Needs (SEN) Transport** – The cost of transporting Children with SEN is amongst the highest in the country.
- **An integrated Approach to Families requiring Council Support** – The Council is developing more integrated approach to dealing with a pilot to look at families that require a lot of Council (and partners') support in order to see if a more integrated approach could result in better outcomes.
- **Digitisation** – **P**rovides the Council with many opportunities to both improve services though customer self-service or process improvement whilst reducing transactional costs. There are a number of system changes planned over the next two years that will enable these opportunities.

There was an increased focus on what drives costs, and the degree to which these can be controlled or mitigated, together with a rigorous approach to reviewing pressures and efficiencies. Focus was on the major challenges and opportunities facing the Council over the four years to 2021/22.

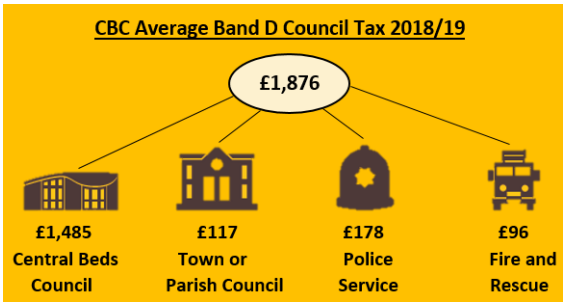
Council Tax

The 2017 Financial Settlement gave local authorities the option to raise a 6% Adult Social Care Precept over three years (2017/18–2019/20) which could be phased as either 2% each year or 3% for two years. CBC chose to increase the precept by 3% in 2017/18 and 2018/19.

The Council Tax base for 2018/19 grew by 1.88% due to housing growth within Central Bedfordshire and a reduction in the number of claimants of Local Council Tax Support (LCTS). Over the MTFP period Council Tax funding is forecast to rise from £148.6M in 2018/19 to £163.1M in 2021/22.

At the Council meeting on 22 February 2018 a Council Tax increase of 4.494% was agreed, comprising of a 1.494% general increase and a 3% Adult Social Care Precept

increase. The 2018/19 Average Band D Council Tax charge for Central Bedfordshire is £1,876, this is broken down in the diagram below.



Brexit

As part of the Council's MTFP process the impact of Brexit was considered. It is anticipated that this will result in economic volatility, but as yet this has not been possible to quantify.

Business Rates

The Business Rates Retention scheme was introduced in 2013/14. At the end of 2017/18 Central Bedfordshire exceeded the "Baseline Funding Level" set by Government for the year, and as a result of business rates' growth a levy is therefore payable, of £0.76M.

Business Rates growth has been forecast as a result of new businesses being attracted into the Central Bedfordshire area. Additional business rates income of: £1.8M in 2018/19, £4.1M in 2019/20, £3.4M in 2020/21 and £2.9M in 2021/22 has been included in the MTFP.

During 2017 the Government announced its aim to localise 75% of business rates from 2020/21 and implementation of the new needs assessment. The Fair Funding Review will set new funding baselines for every authority alongside the introduction of a 75% business rate retention system in 2021.

Reserves

A number of earmarked reserves are used to support the early years in particular of the MTFP. All use of reserves has been reversed back out over the life of the Plan, as it is not sustainable to rely on reserves as a source of longer term funding. Their use is in recognition of the lead in time for some efficiencies.

One of the key budget objectives is to maintain General Fund reserves to at least a risk assessed prudent minimum level. The 2017/18 outturn position is that General Fund reserves remain at £15.6M and Earmarked Reserves have increased by £12.1M to a total of £88.2M. A breakdown of Earmarked Reserves can be found in Note 10.

Capital Programme 2018/19 to 2021/22

The Council's Capital Programme was reviewed during 2017/18 and a number of changes were made.

From the Council's five-year plan there are a number of broad outcomes which capital investment plays a role in delivering:

- Improved town centres and facilities
- Great quality, appropriate and affordable housing
- Great infrastructure including transport and broadband
- Improved roads and pavements, parks and leisure
- Educational success
- Allowing people to live independently or in suitable specialist accommodation
- Operational efficiency

In order to deliver those outcomes and in common with the General Fund Revenue MTFP, the Capital Programme was built up thematically.

E. Financial Position

2017/18 Revenue Outturn

The net revenue budget for 2017/18 was set by the Council at £189.6M (£189.2M in 2016/17). This excludes the budget allocated to schools and also the Council's self-financing Housing Revenue Account (Landlord Business). The latter is reported under separate cover and schools are not included as the Dedicated Schools Grant received from the Government is passed directly through to schools.

The 31 March 2018 net revenue outturn that will be reported to the Executive Committee meeting of 12 June 2018, after movements in earmarked reserves, was £78k below budget (£52k below budget in 2016/17) and is shown in the following table. The outturn position reported to the Executive Committee is reconciled to the accounting statements via the Expenditure and Funding Analysis.

Core Service Expenditure	Budget £'000's	Outturn £000's	Initial Variance £000's	Reserve Adjustments £000's	Variance after reserve adjustments £000's
Net Revenue Expenditure					
Social Care, Health and Housing	72,850	72,056	(794)	1,237	443
Children's Services (excl. schools)	36,361	35,548	(813)	532	(281)
Community Services	49,892	57,850	7,958	(6,965)	993
Regeneration and Business Support	5,494	4,672	(822)	456	(366)
Public Health	60	(117)	(177)	177	0
Chief Executive's	1,345	1,293	(52)	(20)	(72)
Resources	11,533	12,938	1,405	(493)	912
Corporate Costs	12,048	465	(11,583)	9,876	(1,707)
Total Net Expenditure	**189,581**	**184,705**	**(4,878)**	**4,800**	**(78)**

Core Service Expenditure Funding	Budget £'000's	Outturn £000's	Initial Variance £000's	Reserve Adjustments £000's	Variance after reserve adjustments £000's
Financed by					
Revenue Support Grant	(10,599)	(10,599)	-	-	-
NNDR Collection Fund Deficit	585	585	-	-	-
Section 31 Grant	(1,851)	(1,851)	-	-	-
Retained Business Rates	(33,045)	(33,045)	-	-	-
Council Tax Collection Fund Surplus	(4,582)	(4,582)	-	-	-
Council Tax	(139,487)	(139,487)	-	-	-
Transitional Funding	(2,226)	(2,226)	-	-	-
Adult Social Care Support Grant	(869)	(869)	-	-	-
Contribution to Reserves	2,885	2,885	-	-	-
Renewable Energy NNDR	(391)	(391)	-	-	-
Total Funding	**189,581**	**189,581**			

Income Collection

97.94% (98%, 2016/17) of Council Tax and 98.53% (99.04%, 2016/17) of Business Rates due in the year were collected, which is a slight decrease on the previous year. The Council's collection rates are above the national average, Council Tax 97.2% (2016/17) and Business Rates 98.2% (2016/17).

97.32% (96.75%, 2016/17) of housing rents due in the year were collected, which is a slight increase on the previous year and reflects a reduction in former tenant arrears arising from rents due in the year.

Capital Outturn 2017/18

The Council's Capital Programme sets out expenditure plans for acquiring, constructing and improving buildings, roads and equipment that are used in delivering services. The Council derives benefit from such capital expenditure over many years. Capital net expenditure on capital assets amounted to £49.2M in the year ended 31 March 2018 (£84.9M in 2016/17).

The Capital Programme also includes £31.5M (£28.3M in 2016/17) of grants and other expenditure on projects that are capital in nature but do not create an asset to be recognised on the Council's Balance Sheet. The Council has authority under statute to finance such revenue expenditure from capital resources.

In 2017/18 the total Council Capital Programme expenditure was £70.7M (£108.45M in 2016/17), which was £56.3M (£39.4M in 2016/17) less than the budget.

The majority of the programme variance related to various scheme delays where expenditure will be incurred in 2018/19 and future years. The main reasons for the variance in budget are; £8.2M A421 M1 Junction 13, £7.8M Strategic Acquisitions, £3.4M Depot and Salt Barn North, £4.2M M1-A6 Scheme and £2.5M Extra Care Scheme.

Capital receipts received in year amounted to £48.6M (£10.3M in 2016/17), the highest achieved since the Council began in 2009. As a result, it has not been necessary for the Council to finance any of the 2017/18 capital expenditure by borrowing. Instead it has been funded by Government capital grant together with contributions from developers and outside agencies, capital receipts and revenue contributions. Funding from these sources totalled £70.7M (£64.6M in 2016/17).

The following table shows the Council's 2017/18 Capital outturn position and funding. The reported outturn position excludes s106 expenditure as it is fully funded by the s106 income. Further detail can be found in Note 36 to the Statement of Accounts.

Gross Capital Expenditure by Directorate	**Budget £'000's**	**Outturn £000's**	**Variance £000's**
Children's Services	13,084	18,582	5,498
Community Services	66,922	36,786	(30,136)
Regeneration and Business Support	19,631	4,658	(14,973)
Social Care, Health and Housing	10,955	3,171	(7,784)
HRA	16,472	7,519	(8,953)
Total Net Expenditure - reported	**127,064**	**70,716**	**(56,348)**
Total including s106		**80,685**	
Financed by			
Grants and Contributions	(53,377)	(40,269)	13,108
Revenue Contribution	(1,589)	(1,589)	0
Capital Receipts	(12,000)	(28,858)	(16,858)
Borrowing	(60,098)	0	60,098
Total Funding	**127,064**	**70,716**	**(56,348)**
Total including s106		**(80,685)**	

F. Financial Statements

Explanation of the Main Statements in the Accounts

Comprehensive Income and Expenditure Statement (CIES)

This statement, as set out on page 25, shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis (EFA) and the Movement in Reserves Statement.

Key items to note:

- Net cost of services has increased by £31.23M. This is largely due to approximately £20M increase in Community Services net expenditure as a result of the movement of IT from Chief Executive Directorate to Community Services, revaluation losses and increased depreciation of approximately £7M and an additional £3M spend on leisure services. Net expenditure on the Housing Revenue Account has increased by £14M due to a £16.7M revaluation loss (compared with £1.6M in 2016/17). This has had an impact on the overall position on the provision of services resulting in a deficit of £23.050M (deficit of £10.892M in 2016/17).
- Financing and investment income has remained broadly the same between years, as has taxation and non specific grants.
- Other Comprehensive Income and Expenditure has moved considerably between the years (£55.6M) largely due to the reduced deficit on revaluation of property, plant and equipment of £37.333M (£49.167M in 2017/18 compared to £86.5M in 2016/17) and the value of the defined pension asset £7.765M (compared with a liability of £85.042M in 2016/17 – a total movement of £92.807M).

The Movement in Reserves Statement (MIRS)

This Statement, as set out on page 26, 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 ‘unusable reserves’.

The Statement shows how the movements in year of the authority’s reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax (or rents) for the year. The Net Increase/Decrease line shows the statutory General Fund Balance and Housing Revenue Account Balance movements in the year following those adjustments.

Key items to note:

- Usable reserves have increased by £35.7M to a total of £138.4M (£102.7M in 2016/17). Of the usable reserves £79M has been set aside in earmarked reserves as it is destined for specific purposes. Note 10 to the Statement of Accounts has further information on these future projects.
- In contrast the unusable reserves have reduced by £1.6M to a total of £383.8M (£385.4M in 2016/17). The main reasons for this reduction are a £13.9M increase in the Pension Reserve deficit due to changes in the assumptions used to value the fund, which is offset by a £16M increase in the Revaluation Reserve (£279.9M in 2017/18 compared with £263.8M in 2016/17).

The Balance Sheet

The Balance Sheet, as set out on page 28, shows the value as at the Balance Sheet date of the Council's assets and liabilities. 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, i.e., those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example, the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).
- The second category of reserves is unusable reserves, i.e., those reserves that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example, the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line ‘Adjustments between accounting basis and funding basis under regulations’.

Key items to note:

- Short-term investments and cash have both increased; investments by £3.507M (from £1.007M in 2016/17 to £4.513M in 2017/18) and cash by £2.848M (from £4.263M in 2016/17 to £7.111M in 2017/18), the latter having been increased due to cash in transit as a result of timing differences.
- Assets held for sale has increased by £6.780M to a total of £6.786M (£0.006M in 2016/17). This is due to strategic decisions relating to the sale of land held by the Council for development in 2018/19.
- Due to the significant increase in capital receipts in 2017/18 there has been a substantial decrease in the need for short-term borrowing of £46.089M (from £73.430M in 2016/17 to £27.341M in 2017/18). Further information on our treasury management and borrowing practice is outlined later in this report.
- Grants Receipts in Advance – Capital has increased by £18.231M (from £42.927M in 2016/17 to £61.158M in 2017/18) largely as a result of £15.8M relating to New School Places.

The Cash Flow Statement

The Cash Flow Statement page 29 shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e., borrowing) to the Council.

Expenditure and Funding Analysis (EFA)

This note, as set out on page 53, shows how annual expenditure is used and funded from resources (government grants, council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices.

It also shows how this expenditure is allocated for decision making purposes between the Council's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Additional Information presented

This document also includes Supplementary Financial Statements:

- the Housing Revenue Account (HRA) Income and Expenditure Statement shows the costs in the year of providing housing services and the Movement on the HRA Statement shows adjustments made to the HRA in line with statutory requirements.
- the Collection Fund Statement separately summarises the transactions in relation to Council Tax and Non-Domestic Rates collected by the Council on behalf of those authorities responsible for services within the area and the way in which these monies have been distributed among the authorities to finance their expenditure.

Other statements published with but not part of the Statement of Accounts include the Annual Governance Statement which explains how the Council has complied with its corporate governance framework and provides information about the different elements of the framework, key issues and the main areas of work that have been progressed during 2017/18 and are being developed in 2018/19. A Glossary of key terms is also provided as an aid to readers of this document.

Group Accounts

The Code requires Local Authorities to consider all their interests and to prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures. The Council does not have material interests in any such bodies and accordingly is not required to prepare group financial statements.

Material assets acquired or liabilities incurred

The capital programme expenditure is summarised on pages 15 – 16 and movements in Property Plant and Equipment at Note 14. There were no material assets acquired or liabilities incurred during 2017/18.

Material and unusual charges or credits

Academy Transfers

There were seven schools that transferred to Academy status during 2017/18 as shown in the table below. This resulted in a net transfer of Property, Plant and Equipment non-current assets valued at £3.2M from the Council's Balance Sheet.

Previous name of school	Academy name
Caldecote VC Lower School	Caldecote Church of England Academy
Kensworth C of E Primary School	Kensworth Church of England Academy
Manshead School	Manshead CE Academy
St Mary's Catholic Primary School	St Mary's Catholic Primary School
St Vincent's Catholic Primary School	St Vincent's Catholic Primary School
Thomas Whitehead CE Primary School	Thomas Whitehead CE Academy
Totternhoe Lower School	Totternhoe CE Academy

Better Care Fund

The Better Care Fund (BCF) was established by the Government from 1 April 2015 to provide funds to local areas to support the integration of health and social care. Under a framework partnership arrangement between Central Bedfordshire Council (the "host") and NHS Bedfordshire Clinical Commissioning Group, a pooled fund was set up in 2015/16 for this purpose. Both parties jointly commission the services and agree to meet their proportionate share of transactional costs. The risk share agreement is on the basis of a 50:50 split, so any net surplus or deficit is shared on this basis. The arrangement with expenditure of £20.6M (£19.3M in 2016/17) is set out at Note 29.

The Council's Local Government Pension Scheme liability

The Council is a member of the Local Government Pension Scheme (LGPS) administered by Bedford Borough Council, which is open to all non-teaching employees of Central Bedfordshire Council. The CIPFA Code of Practice requires the Council to record in the Statement of Accounts, the assets and liabilities of the LGPS attributable to the Council and the cost of pensions. The underlying principle is that

the Council should account for retirement benefits when it is committed to making them, even though the cash payments may be many years into the future.

The liability for both statutory and discretionary pension benefits, measured in accordance with International Accounting Standard (IAS) 19, has increased over the year. At 31 March 2018, the Council's net liability reported by the Actuary to the LGPS was £430.4M (£416.5M in 2016/17). The fair value of LGPS assets increased over the year to £504.4M (£500.9M in 2016/17) and the value of the obligations to pay pension liabilities increased to £934.7M (£917.4M in 2016/17).

The net pension liability of £430.4M represents an estimate following IAS19 requirements and there is no direct link to funding or employers' contribution rates. The net liability is matched by the Pension Reserve, also shown in the Balance Sheet.

There are statutory arrangements for funding any LGPS deficit by increased employer contributions over the remaining working life of employees, as determined by the scheme's Actuary. The triennial actuarial valuation of the Bedfordshire LGPS determines the future contribution rates for employers and reflects different assumptions from those required by IAS19. The triennial valuation at 31 March 2016 certified a funding level of 71% for the Bedfordshire LGPS as a whole and 66% for this Council.

Further details of the LGPS can be found in Note 41 Defined Benefit Pension Scheme.

Treasury Management and Borrowing

The Council's treasury management and capital financing strategy is to defer borrowing wherever possible and maintain cash balances sufficient only for operational purposes. The value of the Council's cash and cash equivalents at 31 March 2018 was £7.111M (£4.263M 31 March 2017). The credit risk of banking failures is still present and diversification of investments between creditworthy counterparties is now increasingly important to mitigate investment risk where shareholders, bond holders and unsecured creditors are 'bailed in' to participate in any recovery process.

In the wider economy, the Bank of England has continued to maintain low interest rates and despite signs of a recovering economy with jobs growth, the Bank is not expected to raise rates until late 2018 at the earliest.

Within the Treasury Management Strategy, the Council approved an authorised borrowing limit for 2017/18 of £577.4M (£567.1M in 2016/17). Following a substantial increase in capital receipts in 2017/18 of £49.5M (£6.9M in 2016/17), the Council reduced the need for short term borrowing by circa £46M to £27.341M in 2017/18 (£73.430M in 2016/17).

At the end of the financial year, the Council had outstanding external borrowing in place of £274.3M (£347.8M in 2016/17) in respect of the funding of the capital programme and social housing.

Significant provisions or contingencies and material write-offs

There were £5.2M of provisions as at 31 March 2018 (£6.1M in 2016/17) the most significant being in respect of self-insurance arrangements and appeals in respect of business rates values. The Insurance Provision, which includes some liabilities in respect of the former Bedfordshire County Council which are managed on behalf of the Council and Bedford Borough Council, stood at £2.3M as at 31 March 2018 (£2.3M in 2016/17). A further £2.1M (£2.1M in 2016/17) reflects the Council's share of the total provision made within the Collection Fund of £4.3M (£4.3M in 2016/17) in respect of business rate appeals.

There were no significant General Fund income write-offs in the year.

Material events after the reporting date

The Statement of Accounts were authorised for issue by the Chief Finance Officer (Section 151 Officer) on 30 July 2018. 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 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

There are no events known to the Council which would need to be registered as events after the Balance Sheet date.

Significant changes in accounting policies

There were no material changes in accounting policies during 2017/18.

E. Conclusion

Through careful planning and management, Central Bedfordshire Council has been able to close its 2017/18 accounts showing a robust position, which will support the Council in meeting the financial challenges of 2018/19 and beyond.

Whilst a balanced budget has been set for 2018/19, the projections for future years indicate a relatively small gap between the Council's expected funding streams and the Council's expenditure. It is therefore essential that the Council continues with its programme to identify further savings opportunities to ensure future balanced budgets can be set.

Charles Warboys
Director of Resources & Section 151 Officer
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Bedfordshire
SG17 5TQ

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 ensure that one of its officers has the responsibility for the administration of those affairs. In this Council, the Director of Resources (Chief Finance Officer and s.151 Officer) has this responsibility.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts. The Audit Committee, under delegated authority from the Council, fulfils this role.

The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code).

In preparing this statement, the Chief Finance Officer has:

- Selected suitable accounting policies and applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with the Code of Practice.

The Chief Finance Officer 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 and Approval

The Statement of Accounts presents a true and fair view of the financial position of Central Bedfordshire Council at 31 March 2018 and its income and expenditure for the year ended 31 March 2018.

Councillor Mike Blair – Chair of Audit Committee

Charles Warboys – Director of Resources & Section 151 Officer

30 July 2018

Core Financial Statements 2017/18

Comprehensive Income and Expenditure Statement

This Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations: this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

	2016/17				2017/18	
Expenditure	**Income**	**Net**		**Expenditure**	**Income**	**Net**
£000	**£000**	**£000**		**£000**	**£000**	**£000**
103,622	(28,276)	75,346	Social Care, Health & Housing	107,535	(30,003)	77,532
84,951	(29,088)	55,863	Children's Services	82,751	(30,678)	52,073
80,581	(15,667)	64,914	Community Services	103,667	(18,779)	84,888
17,205	(7,274)	9,931	Regeneration & Business Support	21,917	(8,887)	13,030
17,753	(17,953)	(200)	Public Health	17,408	(17,460)	(52)
10,851	(1,702)	9,149	Chief Executives	1,532	(118)	1,414
78,779	(67,405)	11,374	Resources	78,628	(64,620)	14,008
2,492	(12,430)	(9,938)	Corporate Costs	3,227	(12,621)	(9,394)
118,187	(112,677)	5,510	Schools	109,899	(104,646)	5,253
21,376	(29,639)	(8,263)	Landlord Business (HRA)	35,250	(29,087)	6,163
535,796	**(322,110)**	**213,686**	**Cost of Services**	**561,814**	**(316,898)**	**244,916**
15,639	0	15,639	Other Operating Expenditure (Note 11)	12,442	(8,668)	3,774
36,842	(15,535)	21,307	Financing and Investment Income and Expenditure (Note 12)	34,594	(13,357)	21,237
11,046	(250,786)	(239,741)	Taxation and Non Specific Grant Income (Note 13)	6,577	(253,455)	(246,878)
599,323	**(588,432)**	**10,892**	**Surplus or Deficit on Provision of Services**	**615,427**	**(592,377)**	**23,050**
		(86,500)	Surplus or deficit on revaluation of Property, Plant and Equipment (Note 24)			(49,167)
		(128)	Surplus or deficit on revaluation of available for sale financial assets			(210)
		85,042	Remeasurement of the net defined benefit liability / asset (Note 41)			(7,765)
		(1,587)	**Other Comprehensive Income and Expenditure**			**(57,142)**
		9,305	**Total Comprehensive Income and Expenditure**			**(34,092)**

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 ‘unusable' 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. This is different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The ‘Net (increase) / decrease before transfers to Earmarked Reserves’ line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from Earmarked Reserves undertaken by the Council.

	General Fund Balance	Earmarked General Fund Reserves	Housing Revenue Account (HRA)	Earmarked HRA Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Un-applied Account	Total Usable Reserves	Unusable Reserves	Total Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2017	(15,569)	(54,442)	(2,000)	(21,571)	(6,474)	(200)	(2,459)	**(102,715)**	(385,373)	**(488,087)**
Movement in reserves during 2017/18										
Surplus or deficit on the provision of services	14,564		8,486					**23,050**		**23,050**
Other Comprehensive Income / Expenditure									(57,142)	**(57,142)**
Total Comprehensive Income and Expenditure	**14,564**	**0**	**8,486**	**0**				**23,050**	**(57,142)**	**(34,092)**
Adjustments between accounting basis and funding basis under regulations (Note 9)	(21,587)		(13,685)		(23,710)	0	244	**(58,738)**	58,738	**0**
Net Increase or Decrease before Transfers to Earmarked Reserves	**(7,023)**	**0**	**(5,199)**	**0**	**(23,710)**	**0**	**244**	**(35,689)**	**1,596**	**(34,092)**
Transfers to / from Earmarked Reserves (Note 10)	6,945	(6,945)	5,199	(5,199)				**0**	0	**0**
Increase or Decrease in 2017/18	**(78)**	**(6,945)**	**0**	**(5,199)**	**(23,710)**	**0**	**244**	**(35,689)**	**1,596**	**(34,092)**
Balance at 31 March 2018	**(15,647)**	**(61,387)**	**(2,000)**	**(26,770)**	**(30,184)**	**(200)**	**(2,216)**	**(138,404)**	**(383,776)**	**(522,180)**

	General Fund Balance	Earmarked General Fund Reserves	Housing Revenue Account (HRA)	Earmarked HRA Reserves	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Un-applied Account	Total Usable Reserves	Unusable Reserves	Total Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2016	(15,517)	(44,395)	(2,000)	(17,252)	(2,996)	(200)	(3,260)	**(85,619)**	(411,773)	**(497,392)**
Movement in reserves during 2016/17										
Surplus or deficit on the provision of services	20,130		(9,238)					**10,892**		**10,892**
Other Comprehensive Income / Expenditure									(1,587)	**(1,587)**
Total Comprehensive Income and Expenditure	**20,130**	**0**	**(9,238)**	**0**				**10,892**	**(1,587)**	**9,305**
Adjustments between accounting basis and funding basis under regulations (Note 9)	(30,229)		4,919		(3,478)	0	800	**(27,988)**	27,988	**0**
Net Increase or Decrease before Transfers to Earmarked Reserves	**(10,099)**	**0**	**(4,319)**	**0**	**(3,478)**	**0**	**800**	**(17,096)**	**26,401**	**9,305**
Transfers to / from Earmarked Reserves (Note 10)	10,047	(10,047)	4,319	(4,319)				**0**	0	**0**
Increase or Decrease in 2016/17	**(52)**	**(10,047)**	**0**	**(4,319)**	**(3,478)**	**0**	**800**	**(17,096)**	**26,401**	**9,305**
Balance at 31 March 2017	**(15,569)**	**(54,442)**	**(2,000)**	**(21,571)**	**(6,474)**	**(200)**	**(2,459)**	**(102,715)**	**(385,373)**	**(488,087)**

Balance Sheet

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

31 March 2017 £000		Note	31 March 2018 £000
1,309,583	Property, Plant and Equipment	14	1,312,204
12,185	Intangible Assets	15	11,334
5,279	Long Term Investments	16	5,489
491	Long Term Debtors	16	16
1,327,538	**Long Term Assets**		**1,329,043**
1,007	Short-term Investments	16	4,513
6	Assets Held for Sale	20	6,786
90	Inventories	17	0
44,726	Short Term Debtors	18	45,498
4,263	Cash and Cash Equivalents	19	7,111
50,093	**Current Assets**		**63,908**
(73,430)	Short-Term Borrowing	16	(27,341)
(59,791)	Short-Term Creditors	21	(56,606)
(6,101)	Provisions	22	(5,231)
(139,321)	**Current Liabilities**		**(89,178)**
(274,279)	Long Term Borrowing	16	(274,320)
(433,016)	Other Long-Term Liabilities	38 & 41	(446,116)
(42,927)	Grants Receipts in Advance - Capital	34	(61,158)
(750,222)	**Long Term Liabilities**		**(781,593)**
488,087	**Net Assets**		**522,180**
(102,715)	Usable Reserves	23	(138,404)
(385,373)	Unusable Reserves	24	(383,776)
(488,087)	**Total Reserves**		**(522,180)**

Cash Flow Statement

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

2016/17 £000		Note	2017/18 £000
10,892	Net (surplus) or deficit on the provision of services		23,050
(76,772)	Adjustment to surplus or deficit on the provision of services for noncash movements	25	(112,898)
55,851	Adjustment for items included in the net surplus or deficit on the provision of services that are investing or financing activities	25	97,813
(10,029)	**Net cash flows from operating activities**		**7,964**
17,026	Net cash flows from investing activities	26	(57,079)
(10,852)	Net cash flows from financing activities	27	46,267
(3,854)	**Net (increase) or decrease in cash and cash equivalents**		**(2,848)**
409	Cash and cash equivalents at the beginning of the reporting period		4,263
4,263	**Cash and cash equivalents at the end of the reporting period**	**19**	**7,111**

These financial statements replace the unaudited financial statements approved at the meeting of the Audit Committee on 30 May 2018.

Authorised for issue 30 July 2018

C Warboys

Director of Resources &
Section 151 Officer

Notes to the Core Financial Statements

Note 1 - Accounting Policies

i. General Principles

The Statement of Accounts summarises the Council's transactions for the financial year and its position at the year-end. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 and the Service Reporting Code of Practice (SeRCOP) 2017/18, supported by International Financial Reporting Standards (IFRS).

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. 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 date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- 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. Acquisitions and Discontinued Operations

When necessary, income and expenditure directly related to acquired or discontinued operations will be shown separately within the Comprehensive Income and Expenditure Statement under the heading of acquired or discontinued operations.

iv. 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 highly liquid investments that mature overnight from the Balance Sheet date 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.

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, i.e., in the current and future years affected by the change and do not give rise to a prior period adjustment.

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

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

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 Non-Current Assets during the year:

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

The Council is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisation. 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 amortisation 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. Council Tax and Non-Domestic Rates

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

Accounting for Council Tax and NDR

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

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

viii. Employee Benefits

- Benefits Payable During Employment

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

- Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's

decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service segment or, where applicable, to a corporate service segment at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council recognises 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 in 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 one of the three following pension schemes:

- the Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE);
- the Local Government Pensions Scheme, administered by Bedford Borough Council;
- the NHS Pension Scheme, administered by NHS Pensions.

All schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

However, the arrangements for the Teachers' and NHS schemes mean that liabilities for these benefits cannot ordinarily be identified specifically to the Council. The schemes are therefore accounted for as if it were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Children's and Education Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions and the Public Health line charged with contributions payable to the NHS Pension Scheme in the year.

The Local Government Pension Scheme

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

- The liabilities of the scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method, which is 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 and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on a high quality corporate bond each year end as prescribed by IAS19.

- The assets of the Fund attributable to the Council are included at their fair value:
  - quoted securities – current bid price;
  - unquoted securities – market value (professional estimate);
  - unitised securities – current bid price;
  - property – market value (professional estimate).

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

- Service cost comprising:
- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
- past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non-Distributed Costs;
- net interest on the net defined benefit liability (asset), i.e., net interest expense for the Council – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Re-measurements comprising:
- the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- contributions paid to the 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 transfers to and from the Pensions Reserve to remove the notional

debits and credits for retirement benefits and replace them with debits for the cash paid to the Pension Fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

ix. Events After the Reporting Period

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.

x. 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 that the Council has, 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.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive

Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

- Financial Assets

The Council holds two types of financial assets:

- 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 rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus 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 and losses that arise on the de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Available-for-Sale Assets

Available-for-Sale Assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, 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 amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g., dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices – the market price;
- other instruments with fixed and determinable payments – discounted cash flow analysis;
- equity shares with no quoted market prices – independent appraisal of company valuations.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

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

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available-for-Sale Financial Assets. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made (fixed or determinable payments) or fair value falls below cost, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, 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. Otherwise, the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

Any gains and losses that arise on the de-recognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised in the Available-for-Sale Reserve.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

xi. Government Grants and Contributions

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

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

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

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

xii. Heritage Assets

Any Tangible or Intangible Heritage Assets held by the Council are not of material financial value. They are therefore classified as Property, Plant and Equipment and are not disclosed separately in the accounting statements.

xiii. 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 (e.g., software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the Intangible Asset to the 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 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 re-valued 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. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted 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 any sale proceeds greater than £10K) the Capital Receipts Reserve.

xiv. Inventories

Any inventories held by the Council are not of material financial value. They are therefore not disclosed in the accounting statements.

xv. Leases

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

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

- The Council as Lessee

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 or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a rent-free period at the commencement of the lease).

- The Council as Lessor

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

xvi. Overheads and Support Services

The costs of overheads and support services are charged to service segments in accordance with the Council's arrangements for accountability and financial performance.

xvii. Property, Plant and Equipment

Assets that have physical substance and are held for use in the provision of services, for income generation or for administrative purposes on a continuing basis are classified as Property, Plant and Equipment.

- Recognition

Expenditure on the acquisition, creation or enhancement of tangible fixed assets is capitalised on an accruals basis, provided that it will yield future economic benefits or service potential to the Council for more than one financial year and the cost can be reliably measured. This will include costs and fees incurred on capital projects, which are under construction at the year end, where it can be shown that either a new asset will be created or an existing asset enhanced. All other expenditure on assets (i.e., repairs and maintenance) is charged to the Comprehensive Income and Expenditure Statement as an expense when it is incurred.

These also include assets under finance leases and private finance initiatives which have been capitalised and included in the Balance Sheet at a value that reflects the Council's obligation to meet future rental payments.

The Council sets a £2K de-minimis level for capital spending / capital accounting purposes and spending below this limit is charged to service revenue accounts within the Comprehensive Income and Expenditure Statement, unless the spending forms part of a larger capital scheme.

- 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 was 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 (i.e., it will not lead to a variation in the cash flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

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

- infrastructure, community assets and assets under construction – depreciated historical cost;
- dwellings – current value, determined using the basis of existing use value for social housing (EUV–SH);
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

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

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

Assets included in the Balance Sheet at current value are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Surplus or Deficit on the Provision of Services where they arise from the reversal of a loss previously charged to a service.

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

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

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

Impairment / Revaluation Losses

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

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

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

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

- Depreciation

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

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the Valuer;
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life of the asset;
- infrastructure – straight-line allocation over 30 years.

Where a financially material item of Property, Plant and Equipment (PPE) over £1M in Net Book Value has major components over £250K of the asset value, the components will be depreciated separately where the useful life is substantially different and the calculated depreciation can also be shown to be significantly different. Individual PPE assets with a Net Book Value of less than and including £1M will be classed as de-minimis and be excluded from the requirement to be componentised. Given that residential units are valued and reported individually, the Council does not componentise its HRA dwellings on the basis that the value for any single Council dwelling does not exceed £1M.

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 re-valued immediately before re-classification 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 previously losses 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 re-classified 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 re-classified as Assets Held for Sale.

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

Amounts received for a disposal in excess of £10K are categorised as capital receipts. A proportion of capital receipts relating to housing disposals is payable to the Government. The balance of receipts remains within 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 Non-Current Assets is fully provided for under separate arrangements for capital financing.

Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

xviii. Private Finance Initiatives (PFI) and Similar Contracts

In December 2003, Bedfordshire County Council entered into a PFI contract for the provision of new buildings, the refurbishment of existing buildings and associated facilities management at two schools (Samuel Whitbread Academy and Harlington Upper School). Given that the Council is deemed to control the services that are provided under its PFI scheme, ownership of the property, plant and equipment would ordinarily pass to the Council at the end of the contracts for no additional charge. However, the assets used to provide services at the schools are no longer recognised on the Council's Balance Sheet given that the two schools have converted to Academy status and the assets were written out of the Council's asset register at the point of transfer to the two Academy schools.

The original recognition of these assets at fair value (based on the cost to purchase the property, plant and equipment) was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the capital investment. This liability related to the PFI is held on the Balance Sheet as a long term liability and is being cleared over the contract term which expires in 2035.

The amounts payable to the PFI operators each year are analysed into five elements:

- fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement;
- finance cost – an interest charge of 7.2% on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- contingent rent – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator (the profile of write-downs is calculated using the same principles as for a finance lease);
- life-cycle replacement costs – proportion of the amounts payable is posted to the Balance Sheet as a prepayment and then recognised as additions to Property, Plant and Equipment when the relevant works are eventually carried out.

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

- Contingent Liabilities

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

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

- 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 there will be an inflow of economic benefits or service potential.

xx. Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by transferring amounts out of the General Fund Balance/Housing Revenue Account. 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 transferred back into the General Fund Balance/Housing Revenue Account 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, local taxation, retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant policies.

xxi. Revenue Expenditure Funded from Capital under Statute (REFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a Non-Current Asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the 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.

xxii. VAT

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

xxiii. Fair Value Measurement

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

a) in the principal market for the asset or liability, or

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

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

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

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

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

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

Note 2 - Accounting Standards Issued, Not Adopted

The Council is required to disclose information relating to the probable impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code of Practice.

There have been a number of changes to international accounting standards which have been adopted by the 2018/19 CIPFA Code of Practice but not by the 2017/18 Code. The Council will therefore adopt these changes from 1 April 2018.

The accounting changes introduced in the 2018/19 Code and relevant to the Council relate to:

- IFRS 9 Financial Instruments

- IFRS 15 Revenue from Contracts with Customers

- amendments to IAS 7 Statement of Cash Flows disclosure initiative.

It is not anticipated that any of these changes will have a material impact on the financial statements of the Council and transitional reporting requirements for IFRS 9 and IRFS 15 have been adopted such that the preceding year 2017/18 will not require to be restated.

It should be noted that on 1 April 2018 the Council irrevocably elected to present changes in the fair value of its long-term equity investment in the UK commercial property-based Lime Fund valued at £5.5M as other comprehensive income as permitted by IFRS 9. This means that the asset will retain the same measurement basis with fair value movements to be taken to a Financial Instruments Revaluation Reserve (currently Available for Sale Financial Instruments Reserve).

Note 3 - Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council has made the following critical judgements about complex transactions or those involving uncertainty about future events.

Uncertainty about future levels of government funding

There is a 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.

Deposits or investments with financial institutions

The Council has no deposits with any financial institutions that are in administration and has no evidence at the Balance Sheet date to suggest any treasury investment counterparties of the Council will enter into administration.

Controlling influence with other organisations

A number of Councillors represent the Council on the Boards of external organisations. The Council has determined that it does not have a controlling influence in any of these organisations.

Depreciation and componentisation

As financially material assets are re-valued or attract capital expenditure, the Council assesses these assets with a view to splitting them into their material components, where there may be a significant impact on how the asset is depreciated. Where the asset is not financially material or any component does not amount to over £250K, the asset is not split as any effect on depreciation is immaterial to the financial statements. Where a financially material item of Property, Plant and Equipment over £1.0M in value has major components over £250K of the asset value, the components will be depreciated separately where the useful life is substantially different and the calculated depreciation can also be shown to be significantly different.

Leases at peppercorn or minimal payments

The Council has a number of leases where the land element of the asset is leased at peppercorn or minimal rent. These leases may be of a significant length which may potentially render the lease a finance lease under accounting rules. However, where assets are valued in their existing use under accounting regulations, a key determinant of value is the amount of lease payments and as these are of immaterial rental amounts, the Council has not considered such agreements as finance leases.

Lease arrangements where the Council is the lessee or lessor are assessed to determine whether the lease is a finance lease or an operating lease. Lease arrangements which are not financially material are all treated as operating leases.

Heritage assets

Heritage Assets held by the Council are not financially material in value and therefore are not separately disclosed from Property, Plant and Equipment.

Inventories

Inventories held by the Council are not of a material financial value (£0.1M as at 31 March 2017). A separate disclosure note for this particular item has therefore been removed from the accounting statements for 2017/18.

Trading Operations

The Council has no Trading Operations of a material financial value (£4.7M gross turnover and net surplus of £0.3M in 2016/17). A separate disclosure note on Trading Operations has therefore been removed from the accounting statements for 2017/18.

Note 4 - Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

The preparation of financial statements requires Management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Balance Sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities for the next financial year are:

Property, Plant and Equipment Assets are valued by professional staff qualified by the Royal Institute of Chartered Surveyors (RICS). Nevertheless, there is an inherent element of subjectivity with any asset valuation.

The value of an asset and its estimated useful economic life determine the depreciation charged to the Comprehensive Income and Expenditure Statement. If the useful lives of all assets are overstated by 1 year, depreciation would increase by £2.1M.

Pension Liabilities

There are a large number of variable factors used when calculating future pension liabilities, e.g., mortality ratios and future economic conditions. An independent actuary estimates the values within the Balance Sheet.

If any of the factors used to calculate the net pension liability are incorrect, there would be an impact on the balance sheet and the Comprehensive Income and Expenditure Statement.

A 1% increase in the net pension liability would represent an increase of £4.3M charged to the Comprehensive Income and Expenditure Statement, reversed out to the Pension Reserve as per regulations.

Non-Domestic Rates (NDR) Appeals

The Council has set aside a provision to cover successful appeals lodged against NDR banding with the Valuations office, based on a professional estimate of outstanding appeals.

If the provision is incorrect, there would be an impact on the Collection Fund balance. Any impact would be split between the Council and preceptors, with 49% of this amount impacting the Council.

Note 5 - Material Items of Income and Expense

Where material items are not disclosed on the face of the Comprehensive Income and Expenditure Statement, the nature and amount of material items are set out below:

Totternhoe Lower School converted to an Academy in 2017/18 which resulted in a transfer of Property, Plant and Equipment non current assets valued at £3.3M from the Council's Balance Sheet.

Service Expenditure

The Council has made significant payments to the following contractors and providers that are not disclosed separately:

- **Ringway Jacobs Limited** – for the provision of highway maintenance work (£18.7m)
- **BIFFA Municipal Ltd** – for the provision of waste and recycling collection services (£11.4m)
- **Comensura Ltd** – for the supply of temporary agency staff (£9.2m)
- **Essex Partnership University NHS Trust** – for the provision of 0-5 health visiting and family nurse services and 5-19 school nursing (£7.4m)

Note 6 - Events After the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Director of Resources (Section 151 Officer) on 30 July 2018. 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 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no events known to the Council which would need to be registered as events after the Balance Sheet date.

Note 7 - Expenditure and Funding Analysis

2016/17 Net Expenditure Chargeable to the General Fund and HRA Balance	2016/17 Adjustments	2016/17 Net Expenditure in the Comprehensive Income and Expenditure Statement		2017/18 Net Expenditure Chargeable to the General Fund and HRA Balance	2017/18 Adjustments	2017/18 Net Expenditure in the Comprehensive Income and Expenditure Statement
£000	£000	£000		£000	£000	£000
75,654	(308)	75,346	Social Care, Health & Housing	79,867	(2,335)	77,533
54,378	1,486	55,864	Children's Services	37,149	14,924	52,073
45,977	18,937	64,913	Community Services	53,433	31,457	84,889
6,247	3,684	9,931	Regeneration & Business Support	4,527	8,503	13,030
(187)	(13)	(201)	Public Health	(117)	64	(53)
7,790	1,359	9,148	Chief Executives	1,293	122	1,414
11,490	(115)	11,375	Resources	12,976	1,033	14,009
2,792	(12,730)	(9,938)	Corporate Costs	2,850	(12,245)	(9,395)
(18,212)	23,722	5,510	Schools	(1,568)	6,821	5,253
(8,242)	(20)	(8,263)	Landlord Business (HRA)	(9,181)	15,345	6,164
177,685	**36,001**	**213,686**	**Net Cost of Services**	**181,228**	**63,688**	**244,916**
(177,737)	(25,057)	(202,794)	Other Income and Expenditure	(181,306)	(40,562)	(221,866)
(52)	**10,944**	**10,892**	**Surplus or Deficit on Provision of Services**	**(78)**	**23,126**	**23,050**
(79,164)			Opening Combined General Fund and HRA Balance	(93,582)		
(52)			Plus / less Surplus or Deficit on the General Fund and HRA Balance for the Year (Statutory basis)	(78)		
(14,366)			Transfers to/from other Reserves	(12,144)		
(93,582)			**Closing Combined General Fund and HRA Balance**	**(105,804)**		

Note 7a - Note to the Expenditure and Funding Analysis

	2017/18				
	Net Capital Statutory Adjustments	Net Pensions Statutory Adjustments	Other Statutory Adjustments	Other Differences	Total Adjustments
	£000	£000	£000	£000	£000
Social Care, Health & Housing	2,522	1,784	7	(6,647)	(2,335)
Children's Services	15,279	1,515	(82)	(1,789)	14,924
Community Services	29,069	1,505	0	883	31,457
Regeneration & Business Support	8,234	812	0	(543)	8,503
Public Health	0	64	0	0	64
Chief Executives	0	122	0	0	122
Resources	7	1,026	0	0	1,033
Corporate Costs	(714)	1,091	0	(12,622)	(12,245)
Schools	2,157	2,410	334	1,920	6,821
Landlord Business (HRA)	20,334	365	4	(5,358)	15,345
Net Cost of Services	**76,889**	**10,693**	**263**	**(24,157)**	**63,688**
Other Income and Expenditure	(52,889)	10,959	3,909	(2,541)	(40,562)
Difference between the Statutory Charge and the Surplus or Deficit in the Comprehensive Income and Expenditure Statement	**24,000**	**21,652**	**4,171**	**(26,698)**	**23,126**

	2016/17				
	Net Capital Statutory Adjustments	**Net Pensions Statutory Adjustments**	**Other Statutory Adjustments**	**Other Differences**	**Total Adjustments**
	£000	**£000**	**£000**	**£000**	**£000**
Social Care, Health & Housing	3,855	(123)	(5)	(4,034)	(308)
Children's Services	199	(106)	(127)	1,520	1,486
Community Services	21,794	(85)	(40)	(2,732)	18,937
Regeneration & Business Support	3,723	(53)	14	0	3,684
Public Health	0	(3)	(10)	0	(13)
Chief Executives	1,375	(25)	8	0	1,359
Resources	7	(63)	(60)	0	(115)
Corporate Costs	22	351	0	(13,103)	(12,730)
Schools	23,035	(198)	775	110	23,722
Landlord Business (HRA)	7,994	(22)	0	(7,992)	(20)
Net Cost of Services	**62,004**	**(327)**	**555**	**(26,231)**	**36,001**
Other Income and Expenditure	(37,230)	11,207	3,511	(2,545)	(25,057)
Difference between the Statutory Charge and the Surplus or Deficit in the Comprehensive Income and Expenditure Statement	**24,774**	**10,880**	**4,066**	**(28,776)**	**10,944**

Adjustments for Capital Purposes – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

- Other operating expenditure – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.

- Financing and investment income and expenditure – the statutory charges for capital financing i.e., Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.

-Taxation and non-specific grant income and expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non-Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

Net Change for Pensions Adjustments – net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

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

- For Financing and investment income and expenditure – the net interest on the defined benefit liability is charged to the CIES.

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

- For Financing and investment income and expenditure the other differences column recognises adjustments to the General Fund for the timing differences for premiums and discounts.

- The charge under Taxation and non-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for Council Tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

Note 8 - Expenditure and Income Analysed by Nature

2016/17 £000	Nature of Expenditure or Income	2017/18 £000
(111,917)	Fees, charges and other service income	(113,243)
(542)	*Support service recharge income	0
(620)	Interest and investment income	(346)
(174,003)	Income from local taxation	(185,551)
(282,742)	Government grants and contributions	(269,766)
164,096	Employee benefits expenses	172,140
542	*Support service recharge expenditure	0
344,678	Other service expenses	343,108
33,834	Depreciation, amortisation and impairment	51,351
21,927	Interest payments	21,583
11,386	Precepts and levies	11,929
517	Payments to Housing Capital Receipts Pool	512
3,736	Gain or loss on disposal of non-current assets	(8,668)
10,892	**Surplus or Deficit for Year**	**23,050**

*To conform with CIPFA's Code of Practice, support service recharges have not been included in this note in 2017/18 as these are reported against each directorate within the CIES. The figures for 2016/17 have been left unchanged from last year's published accounts.

Note 9 - Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Council in the year 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 balance is the statutory fund into which all the receipts of the Council are required to 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. For housing authorities, the balance is not available to be applied to funding Housing Revenue Account (HRA) services.

Housing Revenue Account Balance:

The Housing Revenue Account 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 an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have 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 be applied 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.

2017/2018	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Adjustments to the Revenue Resources						
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:						
Pension cost (transferred to (or from) the Pensions Reserve)	(20,906)	(746)				21,652
Financial Instruments (transferred to the Financial Instruments Adjustments Account)	0	0				0
Council tax and NDR (transfers to or from the Collection Fund)	(1,994)					1,994
Holiday pay (transferred to the Accumulated Absences reserve)	263	0				(263)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(59,686)	(22,837)			0	82,523
Total Adjustments to Revenue Resources	(82,323)	(23,583)	0	0	0	105,906

Adjustments between Revenue and Capital Resources						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	48,640	4,441	(53,081)			
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	(512)		512			
Posting of Housing Revenue Account resource from revenue to the Major Repairs Reserve		5,262		(5,262)		
Borrowing or liabilities met from the Housing Revenue Account		100				(100)
Statutory Provision for the repayment of debt (transfer to the Capital Adjustment Account)	5,161					(5,161)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	1,494	96				(1,590)
Total Adjustments between Revenue and Capital Resources	54,782	9,899	(52,568)	(5,262)	0	(6,851)
Adjustments to Capital Resources						
Use of the Capital Receipts Reserve to finance capital expenditure			28,858			(28,858)
Use of the Major Repairs Reserve to finance new capital expenditure				5,262		(5,262)
Application of capital grants to finance capital expenditure					244	(244)
Total Adjustments to Capital Resources	0	0	28,858	5,262	244	(34,364)
Total Adjustments	**(27,541)**	**(13,685)**	**(23,710)**	**0**	**244**	**64,692**

2016/2017	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserves
	£000	£000	£000	£000	£000	£000
Adjustments to the Revenue Resources						
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:						
Pension cost (transferred to (or from) the Pensions Reserve)	(10,555)	(325)				10,880
Financial Instruments (transferred to the Financial Instruments Adjustments Account)	(48)	0				48
Council tax and NDR (transfers to or from the Collection Fund)	(966)					966
Holiday pay (transferred to the Accumulated Absences reserve)	(555)	0				555
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(28,419)	(10,102)			0	38,521
Total Adjustments to Revenue Resources	(40,542)	(10,427)	0	0	0	50,969
Adjustments between Revenue and Capital Resources						
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	6,910	7,354	(14,263)			
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	(517)		517			
Posting of Housing Revenue Account resource from revenue to the Major Repairs Reserve		4,567		(4,567)		
Statutory Provision for the repayment of debt (transfer to the Capital Adjustment Account)	1,648					(1,648)
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	2,273	3,425				(5,698)

Total Adjustments between Revenue and Capital Resources	10,314	15,346	(13,746)	(4,567)	0	(7,346)
Adjustments to Capital Resources						
Use of the Capital Receipts Reserve to finance capital expenditure			10,268			(10,268)
Use of the Major Repairs Reserve to finance new capital expenditure				4,567		(4,567)
Application of capital grants to finance capital expenditure					800	(800)
Total Adjustments to Capital Resources	0	0	10,268	4,567	800	(15,636)
Total Adjustments	**(30,229)**	**4,919**	**(3,478)**	**0**	**800**	**27,988**

Note 10 - Transfers to/from Earmarked Reserves

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

	Balance at 1 April 2016	Transfers In 2016/17	Transfers Out 2016/17	Balance at 31 March 2017	Transfers In 2017/18	Transfers Out 2017/18	Balance at 31 March 2018
	£000	£000	£000	£000	£000	£000	£000
General Fund Reserves:							
Redundancy Reserve	(660)	(500)	772	**(388)**	0	388	**0**
Insurance Reserve	(4,054)	(1,536)	1,095	**(4,495)**	(865)	641	**(4,719)**
Corporate Reserve	(12,643)	(11,091)	0	**(23,734)**	(13,781)	6,730	**(30,785)**
Community Services Reserve	(4,812)	(3,117)	833	**(7,096)**	0	4,772	**(2,324)**
Dedicated Schools Grant Reserve	(3,110)	0	1,669	**(1,441)**	(767)	630	**(1,578)**
Children's Services Reserve	(878)	(260)	111	**(1,027)**	(531)	159	**(1,399)**
Outcome-based Commissioning	(2,486)	0	578	**(1,908)**	0	1,908	**0**
Social Care, Health and Housing Reserve	(1,289)	(194)	140	**(1,343)**	(5,265)	2,238	**(4,371)**
Public Health Reserve	(1,546)	(239)	0	**(1,785)**	(176)	0	**(1,961)**
Schools Reserve	(12,916)	0	1,692	**(11,224)**	0	2,076	**(9,148)**
Regeneration Reserve	0	0	0	**0**	(4,330)	427	**(3,903)**
Resources Reserve	0	0	0	**0**	(1,266)	68	**(1,198)**
Total General Fund	**(44,395)**	**(16,937)**	**6,890**	**(54,442)**	**(26,982)**	**20,037**	**(61,387)**
Housing Revenue Account Reserves:							
Independent Living Development Reserve	(9,004)	(7,190)	1,296	**(14,898)**	(5,602)	0	**(20,500)**
Strategic Reserve	(8,248)	0	1,575	**(6,673)**	0	532	**(6,141)**
Life Cycle Replacement Reserve	0	0	0	**0**	(129)	0	**(129)**
Total Housing Revenue Account	**(17,252)**	**(7,190)**	**2,871**	**(21,571)**	**(5,731)**	**532**	**(26,770)**
Total Earmarked Reserves	**(61,647)**	**(24,127)**	**9,761**	**(76,012)**	**(21,820)**	**9,676**	**(88,157)**

A number of presentational changes have been made to General Fund Earmarked Reserves in 2017/18 to bring the note more in line with outturn reporting:

- the Redundancy Reserve (£0.388M as at 31 March 2017) is now within the Corporate Reserve.
- the Outcome-based Commissioning (£1.908M as at 31 March 2017) has been included within the Social Care, Health and Housing Reserve.

- a Regeneration Reserve (£3.641M as at 31 March 2017) has been separated out from the Community Services Reserve.
- a Resources Reserve (£1.241M as at 31 March 2017) has been split out from the Corporate Reserve.

Note 11 - Other Operating Expenditure

2016/17 £000		2017/18 £000
10,705	Precepts	11,238
681	Levies	692
517	Payments to the Government Housing Capital Receipts Pool	512
3,736	Gains/losses on the Disposal of Non-Current Assets	(8,668)
15,639	**Total Other Operating Expenditure**	**3,774**

Note 12 - Financing and Investment Income and Expenditure

2016/17 £000		2017/18 £000
10,720	Interest payable and similar charges	10,624
11,207	Net interest on the net defined benefit liability (asset)	10,959
(353)	Interest receivable and similar income	(346)
(267)	Other investment income and expenditure	0
21,307	**Total**	**21,237**

Note 13 - Taxation and Non-Specific Grant Income

2016/17 £000		2017/18 £000
(142,800)	Council tax income	(152,065)
(31,204)	Non-domestic rates income and expenditure	(33,486)
(24,149)	Non-ringfenced government grants	(16,594)
(41,588)	Capital grants and contributions	(44,732)
(239,741)	**Total**	**(246,878)**

Note 14 - Property, Plant and Equipment

Movements to 31 March 2018

	Council Dwellings	Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation								
at 1 April 2017	449,370	521,414	39,005	362,382	4,681	26,269	28,671	**1,431,793**
Additions	7,436	12,540	4,632	11,715	233	305	17,742	**54,604**
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(6,897)	33,955	0	0	0	18,667	0	**45,725**
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(16,604)	(88)	0	(4,098)	0	592	0	**(20,198)**
Derecognition – disposals	(2,501)	(31,494)	(1,128)	0	1	(83)	(389)	**(35,593)**
Reclassifications and transfer	75	4,987	294	8,491	0	3,187	(17,165)	**(131)**
Assets reclassified (to)/from Held for Sale	0	(17,388)	0	0	0	0	0	**(17,388)**
at 31 March 2018	**430,879**	**523,926**	**42,803**	**378,490**	**4,915**	**48,937**	**28,859**	**1,458,810**
Accumulated Depreciation and Impairment								
at 1 April 2017	25	(17,722)	(20,481)	(82,610)	(710)	(713)	0	**(122,210)**
Depreciation charge	(5,131)	(9,870)	(2,808)	(13,008)	(30)	(389)	0	**(31,237)**
Depreciation written out to the Revaluation Reserve	3,442	0	0	0	0	0	0	**3,442**
Depreciation written out to the Surplus/Deficit on the Provision of Services	1,532	0	0	0	0	0	0	**1,532**
Derecognition – disposals	(2)	585	1,128	0	0	24	0	**1,735**
Reclassifications and transfers	0	462	6	0	(84)	(307)	0	**77**
Eliminated on reclassification to Held for Sale	0	54	0	0	0	0	0	**54**
at 31 March 2018	**(134)**	**(26,491)**	**(22,156)**	**(95,618)**	**(824)**	**(1,384)**	**0**	**(146,607)**

Net Book Value								
at 31 March 2018	**430,745**	**497,435**	**20,647**	**282,872**	**4,091**	**47,554**	**28,859**	**1,312,204**
at 31 March 2017	**449,395**	**503,693**	**18,524**	**279,772**	**3,971**	**25,557**	**28,671**	**1,309,583**

Movements to 31 March 2017

	Council Dwellings	Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£000	**£000**	**£000**	**£000**	**£000**	**£000**	**£000**	**£000**
Cost or Valuation								
at 1 April 2016	415,692	502,106	32,387	307,196	2,678	4,407	35,727	**1,300,193**
Additions	10,072	18,766	5,614	32,109	139	54	17,128	**83,882**
Revaluation increases/(decreases) recognised in the Revaluation Reserve	30,245	41,439	0	0	0	3,375	4,671	**79,729**
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(4,985)	(3,026)	0	0	0	314	0	**(7,697)**
Derecognition – disposals	(2,130)	(18,607)	(112)	0	(16)	0	0	**(20,865)**
Reclassifications and transfer	477	(19,264)	1,117	23,077	1,880	18,120	(28,855)	**(3,449)**
at 31 March 2017	**449,370**	**521,414**	**39,005**	**362,382**	**4,681**	**26,269**	**28,671**	**1,431,793**
Accumulated Depreciation and Impairment								
at 1 April 2016	(10)	(16,783)	(18,682)	(71,553)	(3)	172	0	**(106,859)**
Depreciation charge	(4,470)	(9,595)	(1,911)	(11,049)	(12)	(111)	0	**(27,147)**
Depreciation written out to the Revaluation Reserve	2,958	3,814	0	0	0	0	0	**6,771**
Depreciation written out to the Surplus/Deficit on the Provision of Services	1,529	464	0	0	0	0	0	**1,993**
Derecognition – disposals	22	2,944	66	0	0	0	0	**3,032**
Reclassifications and transfers	(3)	1,435	45	(9)	(695)	(774)	0	**0**
at 31 March 2017	**25**	**(17,722)**	**(20,481)**	**(82,610)**	**(710)**	**(713)**	**0**	**(122,210)**

Net Book Value								
at 31 March 2017	**449,395**	**503,693**	**18,524**	**279,772**	**3,971**	**25,557**	**28,671**	**1,309,583**
at 31 March 2016	**415,681**	**485,323**	**13,705**	**235,643**	**2,675**	**4,579**	**35,727**	**1,193,334**

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

- Council houses up to 60 years
- Operational buildings up to 50 years
- Infrastructure up to 30 years
- Vehicles up to 10 years
- Plant and equipment up to 10 years.

Capital Commitments:
As at 31 March 2018, the Council had entered into contracts for the construction or enhancement of Property, Plant and Equipment in 2017/18 and future years, budgeted to cost £14.0M. Similar capital commitments as at 31 March 2017 were £6.7m. The major commitments are:

- Dunstable Library and Leisure Centre - £10.1M
- Broadband Extension Project - £3.9M.

Note 15 - Intangible Assets

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

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 Council. The useful lives assigned to the major software suites used by the Council are 10 years as standard.

The carrying amount of Intangible Assets is amortised on a straight-line basis. The amortisation of £1.4M charged to revenue in 2017/18 (£1.0M in 2016/17) was charged to the IT administration cost centre and then absorbed as an overhead across all the service headings in the Cost of Services.

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

31st March 2017 Total £000		31st March 2018 Total £000
	Balance at start of year:	
18,708	Gross carrying amounts	23,206
(10,039)	Accumulated amortisation	(11,022)
8,670	**Net carrying amount at start of year**	**12,185**
	Additions:	
1,050	Purchases	544
3,449	Reclassifications and transfers	54
(983)	Amortisation for the period	(1,448)
12,185	**Net carrying amount at end of year**	**11,334**
	Comprising:	
23,206	Gross carrying amounts	23,804
(11,022)	Accumulated amortisation	(12,470)
12,185	**Total**	**11,334**

Note 16 - Financial Instruments

Financial Instruments

	Long-term 31 March 2017 £000	Long-term 31 March 2018 £000	Current 31 March 2017 £000	Current 31 March 2018 £000
Investments				
Loans and receivables	0	0	1,007	4,513
Available-for-sale financial assets	5,279	5,489	0	0
Total investments	**5,279**	**5,489**	**1,007**	**4,513**
Debtors				
Loans and receivables	491	16	0	0
Financial assets carried at contract amounts			28,437	27,835
Total included in Debtors	**491**	**16**	**28,437**	**27,835**
Borrowings				
Financial liabilities at amortised cost	(274,279)	(274,320)	(73,430)	(27,341)
Total included in Borrowings	**(274,279)**	**(274,320)**	**(73,430)**	**(27,341)**
Other Long Term Liabilities				
PFI and finance lease liabilities	(16,532)	(15,745)		
Total other long term liabilities	**(290,811)**	**(290,065)**		
Creditors				
Financial liabilities carried at contract amount			(47,790)	(45,588)
Total Creditors	**0**	**0**	**(47,790)**	**(45,588)**

Income, Expense, Gains and Losses

	2018				
	Financial Liabilities: Liabilities measured at amortised cost	Financial Assets: Loans and receivables	Financial Assets: Available-for-sale assets	Assets and Liabilities at Fair Value through Profit and Loss	Total
	£000	£000	£000	£000	£000
Interest expense	10,602	0	0	0	10,602
Fee expense	21	0	0	0	21
Total expense in Surplus or Deficit on the Provision of Services	**10,624**	**0**	**0**	**0**	**10,624**
Interest income	-	(91)	(255)	0	(346)
Total income in Surplus or Deficit on the Provision of Services	**0**	**(91)**	**(255)**	**0**	**(346)**
Gains on revaluation	-	-	(210)	-	(210)
Surplus/deficit arising on revaluation of financial assets in Other Comprehensive Income and Expenditure	**-**	**-**	**(210)**	**-**	**(210)**
Net (gain)/loss for the year	**10,624**	**(91)**	**(465)**	**0**	**10,068**

	2017				
	Financial Liabilities: Liabilities measured at amortised cost	Financial Assets: Loans and receivables	Financial Assets: Available-for-sale assets	Assets and Liabilities at Fair Value through Profit and Loss	Total
	£000	£000	£000	£000	£000
Interest expense	10,697	0	0	0	10,697
Fee expense	23	0	0	0	23
Total expense in Surplus or Deficit on the Provision of Services	**10,720**	**0**	**0**	**0**	**10,720**
Interest income	-	(66)	(274)	0	(339)
Total income in Surplus or Deficit on the Provision of Services	**0**	**(66)**	**(274)**	**0**	**(339)**
Gains on revaluation	-	-	(128)	-	(128)
Surplus/deficit arising on revaluation of financial assets in Other Comprehensive Income and Expenditure	**-**	**-**	**(128)**	**-**	**(128)**
Net (gain)/loss for the year	**10,720**	**(66)**	**(402)**	**0**	**10,252**

Note 16a - Financial Instruments - Fair Value

Financial Assets Measured at Fair Value

Recurring Fair Value Measurements - Available for sale:

	31 March 2017 £000	31 March 2018 £000
Lime Fund	5,279	5,489
Money Market Funds	6,000	3,960
Balance 31 March	**11,279**	**9,449**

The Fair Values of Financial Assets and Financial Liabilities that are not Measured at Fair Value (but for which Fair Value Disclosures are required)

Financial Liabilities

	31 March 2017		31 March 2018	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Financial Liabilities held at Amortised Cost	(347,709)	(417,881)	(301,660)	(360,097)
PFI and finance lease liabilities	(17,243)	(25,898)	(16,532)	(24,061)
Total	**(364,952)**	**(443,779)**	**(318,192)**	**(384,157)**

Financial Assets

	31 March 2017		31 March 2018	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Loans and Receivables	1,007	1,007	4,513	4,513
Long-Term Debtors	491	491	16	16
Total	**1,498**	**1,498**	**4,529**	**4,529**

Note 17 - Inventories

To streamline the production of the Statement of Accounts for 2017/18, the Council has decided to no longer account for its inventories given that they are not of a material financial value.

	Community Equipment Service	
	2016/17 £000	2017/18 £000
Balance outstanding at start of year	98	90
Written-off balances	(7)	(90)
Balance Outstanding at Year End	**90**	**0**

Note 18 - Debtors

31 March 2017 £000		31 March 2018 £000
7,602	Central Government Bodies	5,790
2,940	Other Local Authorities	4,120
2,403	NHS Bodies	1,865
31,781	Other Entities and Individuals	33,722
44,726	**Total Debtors**	**45,498**

*Debtors are presented net of an impairment allowance for the potential non-payment of debts.

Note 19 - Cash and Cash Equivalents

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

31 March 2017 £000		31 March 2018 £000
(3,981)	Cash and Bank balances	1,633
6,000	Short Term Investments	3,960
2,244	Short Term Deposits	1,517
4,263	**Total Cash and Cash Equivalents**	**7,111**

Note 20 - Assets Held for Sale

Current 31 March 2017 £000		Current 31 March 2018 £000
173	Balance outstanding at start of year	6
	Assets newly classified as held for sale:	
0	Property Plant and Equipment	17,335
(167)	Assets sold	(10,554)
0	Other Movements	0
6	**Balance Outstanding year end**	**6,786**

Note 21 - Creditors

31 March 2017 £000		31 March 2018 £000
(9,424)	Central Government Bodies	(7,910)
(4,842)	Other Local Authorities	(5,784)
(2,127)	NHS Bodies	(700)
(43,398)	Other Entities and Individuals	(42,212)
(59,791)	**Total Creditors**	**(56,606)**

Note 22 - Provisions

Current Provisions

2017/18	Outstanding legal cases	Insurance provision	Other provisions	Total
	£000	£000	£000	£000
Opening Balance	(713)	(2,334)	(3,053)	(6,101)
Increase in provision during year	(90)	(1,517)	(3,985)	(5,592)
Utilised during year	0	416	4,401	4,817
Unused Amounts Reversed	0	1,168	477	1,645
Closing Balance	**(803)**	**(2,267)**	**(2,161)**	**(5,231)**

Provisions are made where an event has taken place whereby the Council has 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.

For example, the insurance provision sets aside amounts required in order to meet potential claims that may be met by the Council within the agreed excess limits with the insurers. Where some or all of the payment required to settle a provision is expected to be recovered from a third party, this will only be recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

Outstanding Legal Cases:
The Council has provided for a number of specific ongoing legal cases.

Insurance Provision:
The Council has a number of injury and compensation claims in progress where the Council is alleged to be at fault. Provision is made for those claims where it is deemed probable that the Council may have to incur costs and make settlement where any payments will not be met by relevant insurance contracts.

Other Provisions:
Other provisions mainly includes the Council's share of Non Domestic Rates (NDR) valuation appeals (£2.108M). Under NDR retention, the Council has a percentage share of all business rates income net of any backdated reductions. Rate payers can

appeal a valuation and they have five years in which to do so from the date of the creation of the Rating List. This appeals provision has been calculated based on information provided by the Valuation Office and external bodies, combined with local knowledge of the Rating List.

Note 23 - Usable Reserves

Movements in the Council's Usable Reserves are detailed in the Movement in Reserves Statement.

Capital Receipts Reserve

31 March 2017 £000		31 March 2018 £000
(2,996)	Balance 1 April	(6,474)
(14,263)	Capital Receipts in year	(53,081)
517	Capital Receipts Pooled	512
10,268	Capital Receipts used for financing	28,858
(6,474)	**Balance 31 March**	**(30,184)**

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.

Major Repairs Reserve

31 March 2017 £000		31 March 2018 £000
(200)	Balance 1 April	(200)
(4,567)	Depreciation and Amortisation	(5,262)
4,567	Application to finance capital expenditure	5,262
(200)	**Balance 31 March**	**(200)**

The Council is required to maintain the Major Repairs Reserve, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have yet to be applied at the year-end.

Capital Grants Unapplied

31 March 2017 £000		31 March 2018 £000
(3,260)	Balance 1 April	(2,459)
0	Capital grants recognised in year	0
800	Capital grants and contributions applied	244
(2,459)	**Balance 31 March**	**(2,216)**

The Capital Grants Unapplied 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 be applied 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.

Note 24 - Unusable Reserves

The table below provides a breakdown of the Council's Unusable Reserves included in the Movement in Reserves Statement. Unusable Reserves have no immediate impact on the current resources available to the Council, but do illustrate potential long term financial resourcing implications.

31 March 2017 £000		31 March 2018 £000
(263,823)	Revaluation Reserve	(279,909)
(279)	Available for Sale Financial Instruments Reserve	(489)
(538,503)	Capital Adjustment Account	(536,228)
416,484	Pension Reserve	430,371
(1,814)	Collection Fund Adjustment Account	180
2,563	Accumulated Absences Account	2,300
(385,373)	**Total**	**(383,776)**

Revaluation Reserve

31 March 2017 £000		31 March 2018 £000
(180,575)	**Balance 1 April**	(263,823)
(66,788)	Upward revaluation of assets	(67,297)
(19,712)	Downward revaluation of assets and impairment losses not charged to the Surplus or Deficit on the Provision of Services	18,130
(86,500)	**Surplus or deficit on revaluation of non-current assets not charged to the Surplus or Deficit on the Provision of Services**	**(49,167)**
3,072	Difference between fair value depreciation and historical cost depreciation	3,725
180	Accumulated gains on assets sold or scrapped	29,355
3,252	**Amount written off to the Capital Adjustment Account**	**33,080**
(263,823)	**Balance 31 March**	**(279,909)**

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment and Intangible Assets.

The balance is reduced when assets with accumulated gains are:

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

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

Available for Sale Financial Instruments Reserve

31 March 2017 £000		31 March 2018 £000
(150)	Balance 1 April	(279)
(128)	Upward revaluation of investments	(210)
(279)	**Balance 31 March**	**(489)**

The Available for Sale Financial Instruments Reserve contains the gains made by the Council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are either:

- revalued downwards or impaired and the gains are lost; or
- sold and the gains are realised.

Capital Adjustment Account

31 March 2017 £000		31 March 2018 £000
(550,790)	**Balance 1 April**	(538,503)
27,147	Charges for depreciation and impairment of non-current assets	31,237
5,704	Revaluation losses on non-current assets	18,666
983	Amortisation of intangible assets	1,448
28,275	Revenue expenditure funded from capital under statute	25,538
18,000	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	44,413
80,109	Reversal of Items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement	121,302
(3,252)	Adjusting Amounts written out of the Revaluation Reserve	(33,080)
76,856	**Net written out amount of the cost of non-current assets consumed in the year**	88,222
(10,268)	Use of Capital Receipts Reserve to finance new capital expenditure	(28,858)
(4,567)	Use of Major Repairs Reserve to finance new capital expenditure	(5,262)
(42,388)	Capital Grants and Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(44,976)
(1,648)	Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(5,161)
(5,698)	Capital expenditure charged against the General Fund and HRA balances	(1,590)
(64,569)	**Capital financing applied in year:**	(85,847)
0	**Borrowing or liabilities met from the HRA**	(100)
(538,503)	**Balance 31 March**	**(536,228)**

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of Non-Current Assets and for financing the acquisition, construction or additions to those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or subsequent costs as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert current and 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 subsequent costs. 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 9 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

Pension Reserve

31 March 2017 £000		31 March 2018 £000
320,562	Balance 1 April	416,484
85,042	Remeasurements of the net defined benefit (liability)/asset	(7,765)
30,913	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	42,140
(20,033)	Employer's pensions contributions and direct payments to pensioners payable in the year	(20,488)
416,484	**Balance 31 March**	**430,371**

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs.

However, statutory arrangements require benefits earned to be financed given that 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.

Collection Fund Adjustment Account

31 March 2017 £000		31 March 2018 £000
(2,780)	Balance 1 April	(1,814)
966	Amount by which council tax and non-domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	1,994
(1,814)	**Balance 31 March**	**180**

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 and Business ratepayers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

Accumulated Absences Account

31 March 2017 £000		31 March 2018 £000
2,008	**Balance 1 April**	2,563
(2,008)	Settlement or cancellation of accrual made at the end of the preceding year	(2,563)
2,563	Amounts accrued at the end of the current year	2,300
555	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in year in accordance with statutory requirements	(263)
2,563	**Balance 31 March**	**2,300**

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

Note 25 - Cash Flow from Operating Activities

The cash flows for operating activities include the following items:

31 March 2017 £000		31 March 2018 £000
(345)	Interest received	(349)
10,613	Interest paid	10,529
10,268	**Total**	**10,180**

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

31 March 2017 £000		31 March 2018 £000
(27,147)	Depreciation	(31,237)
(5,704)	Impairment and downward valuations	(18,666)
(983)	Amortisation	(1,448)
(13,326)	(Increase)/decrease in creditors	3,491
(168)	Increase/(decrease) in debtors	388
(7)	Increase/(decrease) in inventories	(90)
(10,880)	Movement in pension liability	(21,652)
(18,000)	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	(44,413)
(556)	Other non-cash movements charged to the surplus or deficit on provision of services	729
(76,772)	**Total**	**(112,898)**

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

31 March 2017 £000		31 March 2018 £000
14,263	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	53,081
41,588	Any other items for which the cash effects are investing or financing cash flows	44,732
55,851	**Total**	**97,813**

Note 26 - Cash Flow from Investing Activities

31 March 2017 £000		31 March 2018 £000
84,860	Purchase of property, plant and equipment, investment property and intangible assets	54,926
4,005	Purchase of short-term and long-term investments	13,558
0	Other payments for investing activities	10
(14,263)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(53,081)
(3,505)	Proceeds from short-term and long-term investments	(10,049)
(54,071)	Other receipts from investing activities	(62,443)
17,026	**Net cash flows from investing activities**	**(57,079)**

Note 27 - Cash Flow from Financing Activities

31 March 2017 £000		31 March 2018 £000
(290,760)	Cash receipts of short-term and long-term borrowing	(395,100)
418	Cash payments for the reduction of outstanding liabilities relating to finance leases and on-Balance-Sheet PFI contracts	711
280,992	Repayments of short-term and long-term borrowing	441,280
(1,502)	Other payments for financing activities	(624)
(10,852)	**Net cash flows from financing activities**	**46,267**

Note 28 - Trading Operations

To streamline the production of the Statement of Accounts for 2017/18, the Council has decided to no longer separately account for its trading units given that they are not of a material financial value.

2016/17 £000	Car Parks	2017/18 £000
(1,684)	Income	0
1,242	Expenditure	0
(442)	**Net Surplus / Deficit for Year**	**0**

2016/17 £000	Building Control	2017/18 £000
(710)	Income	0
610	Expenditure	0
(100)	**Net Surplus / Deficit for Year**	**0**

2016/17 £000	Albion Archaeology	2017/18 £000
(2,035)	Income	0
2,210	Expenditure	0
175	**Net Surplus / Deficit for Year**	**0**

2016/17 £000	Leighton Buzzard Theatre	2017/18 £000
(228)	Income	0
328	Expenditure	0
100	**Net Surplus / Deficit for Year**	**0**

2016/17 £000	Trading Operations Total Income and Expenditure:	2017/18 £000
(4,657)	Income	0
4,390	Expenditure	0
(267)	**Net Surplus / Deficit for Year**	**0**

2016/17 £000	Analysis of Inclusion in The Comprehensive Income and Expenditure Statement:	2017/18 £000
(267)	Net surplus on trading operations	0
(267)	**Net surplus / deficit included in Financing and Investment Income and Expenditure**	**0**

Note 29 - Pooled Budgets and Partnership Arrangements

PARTNERSHIP ARRANGEMENTS

Better Care Fund:

Effective since April 2015, the Council has entered into a partnership arrangement with NHS Bedfordshire Clinical Commissioning Group in accordance with Section 75 of the National Health Service Act 2006. Central Bedfordshire Council provides financial management for this partnership arrangement.

The Better Care Fund (BCF) is a national policy initiative between local authorities, CCGs and NHS providers which has resulted in funds being used to jointly commission or deliver health and social care. Apart from the integrated equipment store arrangements, the terms of the Section 75 agreement means that contracts are stand-alone with the financial risk being retained by the lead body. In relation to the equipment store, the arrangement is hosted by the Council and accounted for as a pooled budget.

The Clinical Commissioning Group and Central Bedfordshire Council have signed a Framework Partnership Agreement relating to the BCF and commissioning of health and social care services. The agreement has established a Partnership Board with joint membership from each organisation. The Partnership Board determines which schemes are funded in the locality. Each partner then manages the contracts with their own providers of BCF services and each partner retains any financial risk relating to those contracts.

2016/17 £000	Better Care Fund	2017/18 £000
(10,313)	Authority Funding	(12,491)
(10,221)	Partner Funding	(10,404)
(20,534)	Total Pooled Funding	(22,895)
9,055	Authority Expenditure	10,147
10,221	Partner Expenditure	10,404
19,276	Expenditure	20,551
(1,258)	**Net Surplus/Deficit on the Pooled Budget**	**(2,344)**
(629)	**Authority Share of the Net Surplus / Deficit**	**(1,172)**

POOLED BUDGETS

Bedfordshire Community Equipment Service:

Central Bedfordshire Council (CBC) has entered into a pooled budget arrangement with Bedford Borough Council (BBC) and Bedfordshire Clinical Commissioning Group (BCCG) for the provision of community equipment services to meet the needs of people living in the geographical area. During 2017/18 the Council continued responsibility for hosting the pooled budget.

The partners contribute funds to the agreed budget equal to 21% (CBC), 13% (BBC) and 66% (BCCG) of the budget respectively. The same proportions are used to meet any deficit or share any surplus arising on the pooled budget at the end of each financial year.

The pooled budget is hosted by the Council on behalf of the three partners to the agreement.

2016/17 £000	Bedfordshire Community Equipment Service	2017/18 £000
(461)	Authority Funding	(434)
(1,617)	Partner Funding	(1,578)
(2,078)	Total Pooled Funding	(2,012)
2,078	Authority Expenditure	2,012
0	Partner Expenditure	0
2,078	Expenditure	2,012
0	**Net Surplus/Deficit on the Pooled Budget**	**0**
0	**Authority Share of the Net Surplus / Deficit**	**0**

Note 30 - Members' Allowances

The Council paid the following amounts to Members of the Council during the year:

31 March 2017 £'000		31 March 2018 £'000
1,065	Salaries	1,072
112	Expenses	115
1,177	**Total Members' Allowances**	1,188

Note 31 - Officers' Remuneration

Senior officers are defined by the Council as any officer at Director level or above. During 2017/18, this classification included the Chief Executive and six Directors.

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

Senior Officer Remuneration

2017/18		Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Pension Contribution	Total
		£0	£0	£0	£0	£0
Chief Executive (R Carr)	**2017/18**	184,944	0	0	44,756	**229,700**
	2016/17	183,113	1,457	0	45,595	**230,165**
Director of Children's Services (S Harrison)	**2017/18**	147,915	0	0	35,795	**183,710**
	2016/17	146,450	748	0	36,466	**183,664**
Director of Social Care, Health & Housing (J Ogley)	**2017/18**	147,915	0	0	35,795	**183,710**
	2016/17	146,450	1,699	0	36,466	**184,615**
Director of Resources (C Warboys)	**2017/18**	124,230	0	0	30,064	**154,294**
	2016/17	117,050	1,073	0	29,145	**147,268**
Director of Community Services (M Coiffait)	**2017/18**	124,230	0	0	30,064	**154,294**
	2016/17	117,050	528	0	29,145	**146,723**
Director of Improvement & Corporate Services (D Broadbent-Clarke)	**2017/18**	0	0	0	0	**0**
	2016/17	34,050	167	63,287	0	**97,504**
Director of Regeneration & Business Support (J Longhurst)	**2017/18**	121,200	0	0	29,330	**150,530**
	2016/17	115,550	2,685	0	28,772	**147,007**
Director of Public Health (M Scott)	**2017/18**	40,617	0	0	6,413	**47,030**
	2016/17	101,182	2,994	0	25,734	**129,910**
Total	**2017/18**	**891,051**	**0**	**0**	**212,217**	**1,103,268**
	2016/17	**960,895**	**11,351**	**63,287**	**231,323**	**1,266,856**

Deb Broadbent-Clarke, Director of Improvement & Corporate Services, left the Council on 30th June 2016.

Muriel Scott, Director of Public Health, is funded by Central Bedfordshire Council, Bedford Borough Council and Milton Keynes Council. She is formally employed by Bedford Borough Council and Central Bedfordshire Council was recharged 40% of her salary and other remuneration in 2017/18 as shown in the above table. The figures shown for 2016/17 reflect her full salary and other remuneration, the Council's recharge in 2016/17 was £52,671.

There were no other payments in either year to senior employees in relation to bonuses.

In 2017/18 we further reviewed the items to include within this note against the Code, which says that expenses allowance should include those sums that are chargeable to United Kingdom income tax. As none of the expenses relating to Senior Officers is subject to this there is nil to show in 2017/18. 2016/17 figures have not been updated to reflect this review.

The table below shows the Council's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions):

Officer Remuneration

	Number of Employees	
	2016/17	**2017/18**
£50,001 to £55,000	51	45
£55,001 to £60,000	58	51
£60,001 to £65,000	36	28
£65,001 to £70,000	21	30
£70,001 to £75,000	8	8
£75,001 to £80,000	6	7
£80,001 to £85,000	3	4
£85,001 to £90,000	6	4
£90,001 to £95,000	1	2
£95,001 to £100,000	4	0
£100,001 to £105,000	3	3
Total	**197**	**183**

Exit Packages

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 (£)	
	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18
£0-£20,000	22	32	5	5	27	37	116,000	230,000
£20,001 - £ 40,000	6	3	0	0	6	3	155,000	87,000
£40,001 - £ 60,000	1	3	1	1	2	4	90,000	194,000
£60,001 - £200,000	1	1	2	1	3	2	312,000	131,000
Total	**30**	**39**	**8**	**7**	**38**	**46**	**673,000**	**642,000**

The table above shows all exit packages that have been charged to the Council's Comprehensive Income and Expenditure Statement in the current year and includes all benefits on termination, e.g., redundancy, pay in lieu of notice, severance and actuarial strain.

Note 32 - 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 returns:

2016/17 £000		2017/18 £000
139	Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	139
36	Fees payable in respect of other services provided by external auditors during the year	41
175	**Total**	**180**

Note 33 - Dedicated Schools Grant

The Council's expenditure on schools is funded by the Dedicated Schools Grant (DSG), provided by the Department for Education (DfE). DSG is ring-fenced and can only be applied to meet expenditure properly included within the Schools Budget, as defined in the School and Early Years Finance (England) Regulations 2017. The Schools Budget includes elements for a range of educational services provided on a Council-wide basis and for the Individual Schools Budget, which is divided into a budget share for each school.

Details of how DSG received was used are as follows:

Notes	DSG Receivable for 2017/18	Central Expenditure £000	Individual Schools Budget £000	Total £000
A	Final DSG for year before Academies recoupment			203,595
B	Academy figure recouped for year			(102,840)
C	Total DSG after academy recoupment			**100,755**
D	Plus: Brought forward from previous year			1,443
F	Agreed initial budgeted distribution in year	**16,473**	**85,725**	**102,198**
G	In year adjustments	5,580	(6,154)	(574)
H	Final budget distribution for year	**22,053**	**79,571**	**101,624**
I	Less: Actual central expenditure	(20,475)		(20,475)
J	Less: Actual ISB deployed to schools		(79,571)	(79,571)
L	**Carry forward to 2018/19**	**1,578**	**0**	**1,578**

Notes	DSG Receivable for 2016/17	Central Expenditure £000	Individual Schools Budget £000	Total £000
A	Final DSG for year before Academies recoupment			195,435
B	Academy figure recouped for year			(92,506)
C	Total DSG after academy recoupment			**102,929**
D	Plus: Brought forward from previous year			3,109
F	Agreed initial budgeted distribution in year	**22,324**	**83,713**	**106,038**
G	In year adjustments	(1,721)	649	(1,071)
H	Final budget distribution for year	**20,604**	**84,363**	**104,966**
I	Less: Actual central expenditure	(19,162)		(19,162)
J	Less: Actual ISB deployed to schools		(84,363)	(84,363)
L	**Carry forward to 2017/18**	**1,442**	**0**	**1,442**

A Final DSG figure before any amount has been recouped from the Council including the early years block adjustment.

B Figure recouped from the Council by the DfE for the conversion of maintained schools into academies.

C Total figure after DfE academy recoupment.

D Figure brought forward from previous year as agreed with the DfE.

E Any amount which the Council decided after consultation with the Schools Forum to carry forward to the following year rather than distribute in year.

F Budgeted distribution of DSG, adjusted for carry-forward, as agreed with the Schools Forum.

G Changes to the initial distribution, for example, adjustments for exclusions, or final early years block adjustment.

H Budgeted distribution of DSG as at the end of the financial year.

I Actual amount of central expenditure incurred.

J Amount of ISB actually distributed to schools.

K Any contribution from the Council which will have the effect of substituting for DSG in funding the Schools Budget.

L Carry-forward to following year.

Note 34 - Grant Income

The Council credited the following grants, taxes, contributions and donations to the Comprehensive Income and Expenditure Statement:

Grant Income Credited to Taxation and non-specific Grant Income and Expenditure

31 March 2017 £000		31 March 2018 £000
(20,152)	Revenue Support Grant	(10,599)
(1,730)	NDR Section 31 Grant	(3,734)
(2,234)	Transition Grant	(2,226)
(33)	Council Tax Annex Grant	(35)
(13,729)	New School Places Programme	(14,287)
(7,898)	New Woodside link road to M1	(2,677)
(4,336)	Highways Structural Maintenance	(4,306)
(2,236)	Schools Capital Maintenance	(2,050)
(1,186)	Local Broadband Infrastructure	(2,874)
(3,077)	Section 106 developer contributions	(9,969)
0	Highways Integrated schemes	(1,237)
(2,402)	Special School Provision	0
(1,400)	Stratton Park Phase 5 & 6	0
(1,150)	A421-M1 Junction 13 – Milton Keynes Magna Park	(743)
(4,175)	Others (individually less than £1M)	(4,446)
0	Schools Devolved Formula Capital	(1,007)
0	Houghton Hall Park Renaissance	(1,137)
(65,737)	**Total**	**(61,326)**

Credited to Services

31 March 2017 £000		31 March 2018 £000
(102,929)	Dedicated Schools Grant	(100,755)
(58,446)	Housing Benefit Subsidy Grant	(56,618)
(12,909)	Public Health Grant	(12,591)
(11,725)	New Homes Bonus Grant	(10,854)
(5,055)	Better Care Fund Grant	(6,956)
(3,866)	Pupil Premium Grant (EFA)	(3,551)
(2,523)	Post-16 - Education Funding Agency Grant	(1,403)
(2,097)	Early Intervention Grant	(490)
(1,330)	Adult & Community Learning Grant	(1,361)
(9,620)	Others (individually less than £1M)	(6,669)
(1,886)	Private Finance Initiative (PFI) Grant	(1,886)
(3,444)	EFA (UIFSM/Primary PE&Sports/Year 7 Catch-Up Premium)	(3,800)
(1,175)	Asylum Seeker Grant	(1,506)
(217,005)	**Total**	**(208,440)**

Grants Receipts in Advance (Capital Grants) - Long Term Liabilities

31 March 2017 Restated £000		31 March 2018 £000
(38,507)	Section 106 developer contributions	(41,017)
(547)	New School Places Programme	(15,765)
(1,102)	Better Care Fund	(1,865)
(2,771)	Others (individually less than £1M)	(2,511)
(42,927)	**Total**	**(61,158)**

Note 35 - 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 significant funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties.

Members:

Members of the Council have direct control over the Council's financial and operating policies. The total of Members' allowances paid in 2017/18 is shown in Note 30.

A number of Councillors are school governors and are appointed Town and Parish Council Members, although they do not control or significantly influence any of these public bodies given the nature of governance arrangements in place.

A list of Councillor and Senior Officer relationships with companies / organisations that have had material financial transactions in 2017/18 with the Council is provided below. Contracts were entered into in full compliance with the Council's standing orders. Material financial transactions for this purpose are defined as those over £1.0M. If however the transactions are below £1.0M, but significant in relation to the total income and expenditure of the Related Party, they have been included within this disclosure.

Councillor	**Organisation**	**Relationship**	**2017/18 Expenditure by the Council £'000**
D. Bowater	South Essex Partnership	CBC-appointed Governor	8,032
S. Dixon	Willmott Dixon which is wholly owned by Hardwicke Investments	Shareholder	2,319
P. Hollick	South Beds Dial-A-Ride	Member	193
D. Shelvey	Bedfordshire Multi Academy Trust	Director	3,941

Officer	Organisation	Relationship	2017/18 Expenditure by the Council £'000
C. Warboys	LGSS Law Ltd	CBC appointed Non Executive Director	2,423

Other Public Bodies:

The Council hosts a partnership arrangement with NHS Bedfordshire Clinical Commissioning Group in respect of the Better Care Fund (BCF). Established in April 2015, it provides funds to local areas to support the integration of health and social care. The agreement has established a Partnership Board with joint membership from each organisation. The Partnership Board determines which schemes are funded in the locality. Each partner then manages the contracts with their own providers of BCF services and each partner retains any financial risk relating to those contracts.

The Council also hosts a pooled budget arrangement with NHS Bedfordshire Clinical Commissioning Group and Bedford Borough Council for the provision of Community Equipment Services.

Further details of these two partnership and pooled budget arrangements are included in Note 29.

Pension Fund:

The Council participates in the Local Government Pension Scheme (LGPS), administered locally by Bedford Borough Council. Details of payments made to the Bedfordshire Pension Fund for employer's superannuation contributions are shown in Note 41.

Entities Controlled or Significantly Influenced by the Council:

Whilst there are no groups controlled or significantly influenced by Central Bedfordshire Council, since 1st April 2016, the Council has held a one-third ownership of LGSS Law Ltd which is a Local Authorities Trading Company (LATC). Established by Cambridgeshire County Council and Northamptonshire County Council, the company's main objective is to provide legal services to the public sector. Total payments of £2.423M were made to LGSS Law Ltd in 2017/18 for legal services, undertaking the role of the Council's Monitoring Officer and disbursements.

Note 36 - Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases and PFI contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the 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 as follows:

Capital Expenditure and Capital Financing

31 March 2017 £000		31 March 2018 £000
475,810	Opening Capital Financing Requirement	524,446
	Capital Investment:	
83,882	Property Plant and Equipment	54,604
1,050	Intangible Assets	544
28,275	Revenue Expenditure Funded from Capital Under Statute	25,538
113,206	**Total Capital Spending**	80,686
	Sources of Finance:	
(10,268)	Capital receipts	(28,858)
(42,388)	Government Grants and other contributions	(44,976)
(4,567)	Major repairs reserve	(5,262)
	Sums set aside from revenue:	
(5,698)	- Direct revenue contributions	(1,590)
0	- Borrowing or liabilities met from the HRA	(100)
(1,648)	- Minimum revenue provision	(5,161)
(64,569)	**Total Sources of Finance**	(85,947)
524,446	**Closing Capital Financing Requirement**	**519,185**

Explanation of movements in year

31 March 2017 £000		31 March 2018 £000
48,637	Increase/(decrease) in underlying need to borrow (unsupported by government financial assistance)	(5,261)
48,637	**Increase/(decrease) in Capital Financing Requirement**	**(5,261)**

Note 37 - Leases

Council as Lessee

Finance Leases:
At 31 March 2018, the Council has not taken any finance leases.

Operating Leases:
The Council has use of a number of buildings and land in delivering services by entering into operating leases, with various lease lengths from 1 to 99 years. Most are less than 25 years and many are annual, those that are 99 years are very limited in number and immaterial in value.

Authority as Lessee - Operating Leases

The future minimum lease payments due under non-cancellable operating leases in future years are set out below:

31 March 2017 £'000		31 March 2018 £'000
200	Not later than one year	189
410	Later than one year and not later than five years	307
254	Later than five years	234
865	**Total**	**730**

The expenditure charged to services in the CIES during the year in relation to these leases was:

31 March 2017 £'000		31 March 2018 £'000
200	Minimum lease payments	189
200	**Total**	**189**

Council as Lessor

Finance Leases:
The Council has no leased out assets whereby the Council would be lessor, that meet the definition of a finance lease.

Operating Leases:
The Council leases out property (as landlord) under operating leases for the following purposes:

- for the provision of community services, such as sports facilities, tourism services and community centres;
- for economic development purposes to provide suitable affordable accommodation for local businesses;
- for agricultural purposes.

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

Authority as Lessor - Operating Leases

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

31 March 2017 £'000		31 March 2018 £'000
1,341	Not later than one year	1,279
4,076	Later than one year and not later than five years	3,990
22,873	Later than five years	22,178
28,290	**Total**	**27,447**

Note 38 - Service Concession Arrangements

In December 2003, Bedfordshire County Council entered into a contract with Bedford Education Partnership Ltd for the provision of new buildings, the refurbishment of existing buildings and associated facilities management at two schools (Samuel Whitbread Academy and Harlington Upper School) which have both since converted to Academy status.

The contract specifies minimum standards for the services to be provided by the contractor, with deductions from the fee payable being made if facilities are unavailable or performance is below the minimum standards. The contractor took on the obligation to construct new buildings, refurbish existing buildings and maintain them in a minimum acceptable condition and to procure and maintain the plant and equipment needed to operate the schools.

The buildings and any plant and equipment installed in them at the end of the contract will be transferred to the Academies for nil consideration. The Council only has rights to terminate the contract if it compensates the contractor in full for costs incurred and future profits that would have been generated over the remaining term of the contract.

Property, Plant and Equipment:

The assets used to provide services at the schools are not recognised on the Council's Balance Sheet, given that the two schools have converted to Academy status and the assets were written out of the Council's asset register at the point of transfer.

Payments:

The Council makes an agreed payment each year to Bedford Education Partnership Ltd which is increased each year by inflation linked to the Retail Price Index (RPI) and can be reduced if the contractor fails to meet availability and performance standards in any year but which is otherwise fixed until the contract expires on 31 December 2035. The payment was £4.769M in 2017/18 (£4.557M in 2016/17).

Movement in PFI Liabilities

2017/18	Schools PFI	Total
	£000	£000
Balance outstanding at start of year	(17,243)	(17,243)
Payments during the year	711	711
Balance outstanding at year-end	**(16,532)**	**(16,532)**

2016/17	Schools PFI	Total
	£000	£000
Balance outstanding at start of year	(15,733)	(15,733)
Payments during the year	(1,510)	(1,510)
Balance outstanding at year-end	**(17,243)**	**(17,243)**

Payments due under PFI schemes - 2017/18

Reimbursement of Capital Expenditure	Schools PFI	Total
	£000	£000
Payable within one year	(787)	(787)
Payable within two to five years	(2,008)	(2,008)
Payable within six to ten years	(4,347)	(4,347)
Payable within eleven to fifteen years	(5,640)	(5,640)
Payable within sixteen to twenty years	(3,750)	(3,750)
Total	(16,532)	(16,532)

Interest	Schools PFI	Total
	£000	£000
Payable within one year	(1,564)	(1,564)
Payable within two to five years	(5,657)	(5,657)
Payable within six to ten years	(7,057)	(7,057)
Payable within eleven to fifteen years	(5,976)	(5,976)
Payable within sixteen to twenty years	(5,043)	(5,043)
Total	(25,297)	(25,297)

Payment for Services	Schools PFI	Total
	£000	£000
Payable within one year	(1,375)	(1,375)
Payable within two to five years	(7,075)	(7,075)
Payable within six to ten years	(8,014)	(8,014)
Payable within eleven to fifteen years	(8,418)	(8,418)
Payable within sixteen to twenty years	(4,142)	(4,142)
Total	(29,024)	(29,024)

Note 39 - Termination Benefits

The Council terminated the contracts of 46 employees in 2017/18, incurring direct redundancy costs of £642K (38 employees and £673K in 2016/17) – see Note 31 for the number of exit packages and total cost per band. These costs have been incurred as part of the Council's drive to reduce operating costs:

- £36K paid to 8 officers in Social Care, Health & Housing
- £191K paid to 8 officers in Children's Services
- £167K paid to 12 officers in Community Services
- £36K paid to 3 officers in Regeneration
- £113K paid to 3 officers in Resources
- £37K paid to 3 officers in Public Health
- £62K paid to 9 officers for Schools.

Note 40 - Pension Schemes Accounted for as Defined Contribution Schemes

The Council does not participate in any defined contribution schemes.

Teachers' Pension Scheme

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

The Scheme is a multi-employer defined benefit scheme. The Scheme is unfunded and the DfE uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. Valuations of the notional fund are undertaken every four years.

The Scheme has in excess of 8,700 participating employers and consequently the Council is not able to identify its share of the underlying financial position and performance of the Scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2017/18, the Council paid £5.179M to Teachers' Pensions in respect of teachers' retirement benefits, representing 16.38% of pensionable pay. The comparative figures

for 2016/17 were £5.573M and 16.49% respectively. There were no contributions remaining payable at the year-end.

The Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the teachers' scheme. These costs are accounted for on a defined benefit basis and detailed in Note 41.

The Council is not liable to the Scheme for any other entities' obligations under the plan.

Public Health Staff

Under the new arrangements for Public Health, staff performing public health functions were compulsorily transferred to the Council on 1 April 2013 on the abolition of the Primary Care Trusts (PCTs) nationally. The transferred staff retained access to the NHS Pension Scheme. The Scheme provides specified benefits upon retirement towards which the Council makes contributions based on a percentage of members' pensionable salaries. The Scheme is administered by the Department of Health (DoH).

The Scheme is a multi-employer defined benefit scheme. The Scheme is unfunded and the DoH uses a notional fund as the basis for setting employer contribution rates. Valuations of the fund are undertaken every four years.

The Scheme has over 1.35M active members employed in a wide variety of organisations. The Council is unable to identify its share of the underlying financial position and performance of the Scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2017/18, the Council paid £43K to the NHS Pension Scheme in respect of the retirement benefits of public health staff (£50K in 2016/17). There were no contributions remaining payable at the year-end.

The Council is not liable to the Scheme for any other entities' obligations under the plan.

Note 41 - Defined Benefit Pension Scheme

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

The Council participates in one post-employment scheme: the LGPS, administered locally by Bedford Borough 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.

There are no other schemes other than the LGPS.

Arrangements for the award of discretionary post-retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

The Bedfordshire Pension Fund is operated under the regulatory framework for the LGPS and the governance of the Scheme is the responsibility of the pensions committee of Bedford Borough Council. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the committee and consist of the Chief Finance Officer and resources of the appointed Investment Fund managers.

The principal risks to the Council of the Scheme are the longevity assumptions, statutory changes to the Scheme, structural changes to the scheme (i.e., large-scale withdrawals from the Scheme), changes to inflation, bond yields and the performance of the equity investments held by the Scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the Accounting Policies Note 1.

Discretionary Post-retirement Benefits:

Discretionary post-retirement benefits on early retirement are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made.

There are no plan assets built up to meet these pension liabilities.

Transactions Relating to Post-employment Benefits:

The Council recognises the cost of retirement benefits in the reported cost of service when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund and Housing Revenue Account 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.

General Fund Transactions

2016/17 LGPS £000		2017/18 LGPS £000
Comprehensive Income and Expenditure Statement		
Cost of Services		
	Service cost comprising:	
19,320	Current service cost	30,981
386	(Gain) / loss from curtailments	200
	Financing and Investment Income and Expenditure	
11,207	Net interest expense	10,959
30,913	**Total charged to Surplus and Deficit on Provision of Services**	**42,140**

Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement

£000		£000
	Re-measurement of the net defined benefit liability comprising:	
(60,208)	Return on plan assets (excluding the amount included in the net interest expense)	9,250
(2,695)	Actuarial gains and losses arising on changes in demographic assumptions	(19)
147,945	Actuarial gains and losses arising on changes in financial assumptions	(16,996)
115,955	**Total charged to the Comprehensive Income and Expenditure Statement**	**34,375**

2016/17 LGPS		2017/18 LGPS
Movement in Reserves Statement		
£000		**£000**
(30,913)	Reversal of net charges made to the Surplus or Deficit on the Provision of Services	(42,140)
	Actual amount charged against the general fund balance for pensions in the year:	
20,033	Employers' contributions payable to scheme	20,488

2016/17 LGPS £000	Pensions Assets and Liabilities Recognised in the Balance Sheet	2017/18 LGPS £000
(917,401)	Present value of the defined obligation	(934,731)
500,917	Fair value of plan assets	504,360
(416,484)	**Net (liability) / asset arising from the defined benefit obligation**	**(430,371)**

2016/17 LGPS £000	Movement in the Value of Scheme Assets	2017/18 LGPS £000
427,099	Opening fair value of scheme assets	500,917
14,915	Interest income	13,011
	Re-measurement gain / (loss):	
60,208	- The return on plan assets, excluding the amount included in the net interest expense	(9,250)
20,033	Contributions from employer	20,488
5,069	Contributions from employees into the scheme	5,126
(26,407)	Benefits / transfers paid	(25,932)
500,917	**Closing value of scheme assets**	**504,360**

2016/17 LGPS £000	Movements in the Fair Value of Scheme Liabilities	2017/18 LGPS £000
(747,661)	Opening balance at 1 April	(917,401)
(19,320)	Current service cost	(30,981)
(26,122)	Interest cost	(23,970)
(5,069)	Contributions from scheme participants	(5,126)
	Re-measurement gains and losses:	
2,695	- Actuarial gains / (losses) from changes in demographic assumptions	19
(147,945)	- Actuarial gains / (losses) from changes in financial assumptions	16,996
(386)	Gains / (losses) on curtailments	(200)
26,407	Benefits / transfers paid	25,932
(917,401)	**Balance as at 31 March**	**(934,731)**

LGPS - Pension Scheme - Assets comprised of:

Fair value of scheme assets

2016/17				2017/18		
Quoted	**Unquoted**	**Total**		**Quoted**	**Unquoted**	**Total**
£000	**£000**	**£000**		**£000**	**£000**	**£000**
18,446	**0**	**18,446**	**Cash and cash equivalents**	**21,719**	**0**	**21,719**
			Bonds			
0	43,444	43,444	UK Government bonds	0	40,267	40,267
0	**43,444**	**43,444**	**Subtotal Bonds**	**0**	**40,267**	**40,267**
			Real estate			
0	46,030	46,030	UK Property	0	45,429	45,429
0	**46,030**	**46,030**	**Subtotal Real estate**	**0**	**45,429**	**45,429**
			Private equity			
0	0	0	Private equity	0	1,394	1,394
0	**0**	**0**	**Subtotal Private equity**	**0**	**1,394**	**1,394**
			Investment funds			
15,111	252,198	267,309	Equities	15,995	242,939	258,934
42,379	0	42,379	Bonds	39,961	0	39,961
83,309	0	83,309	Other	96,656	0	96,656
140,799	**252,198**	**392,997**	**Subtotal Investment funds**	**152,612**	**242,939**	**395,551**
159,245	**341,672**	**500,917**	**Total Assets**	**174,332**	**330,029**	**504,360**

Basis for Estimating Assets and Liabilities:

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.

Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the Bedfordshire Pension Fund being based on the latest full valuation of the Scheme as at 1 April 2016.

The significant assumptions used by the actuary have been:

2016/17	LGPS	2017/18
	Long term expected rate of return on assets	
2.6%	Bonds	2.7%
2.6%	Real estate	2.7%
2.6%	Private equity	2.7%
2.6%	Investment funds	2.7%
	Mortality assumptions	
	Longevity at retirement for current pensioners	
22.4	Men	22.4
24.5	Women	24.5
	Longevity at retirement for future pensioners	
24.0	Men	24.0
26.2	Women	26.2
	Other assumptions	
2.7%	Rate of inflation	2.7%
2.7%	Rate of increase in salaries	2.7%
2.4%	Rate of increase in pensions	2.4%
2.6%	Rate for discounting scheme liabilities	2.7%

Impact of assumptions on the obligation:

Increase by 1%	LGPS	Decrease by 1%
£000	Assumption	£000
36,656	Longevity	(36,656)
20,096	Rate of inflation	(20,096)
20,096	Rate of increase in salaries	(20,096)
157,214	Rate of increase in pensions	(157,214)
(179,100)	Rate for discounting scheme liabilities	179,100

Note 42 - Contingent Liabilities

Following a decision by the Secretary of State for Communities and Local Government to restructure local government within Bedfordshire and the creation of the two unitary authorities, Bedford Borough Council (BBC) and CBC, a 'Disaggregation Agreement' was signed which sets out how assets and liabilities relating to the former Councils are to be split. As part of the terms of this agreement, the Council is required to pay over to BBC a percentage share of net proceeds from the sale of Local Development Framework (LDF) property managed by CBC in the event of its disposal. Events of this nature may occur in the future however the amounts and timing of which are both uncertain. This requirement runs until 31 March 2050.

Note 43 - Contingent Assets

Following a decision by the Secretary of State for Communities and Local Government to restructure local government within Bedfordshire and the creation of the two unitary authorities, BBC and CBC, a 'Disaggregation Agreement' was signed which sets out how assets and liabilities relating to the former Councils are to be split. As part of the terms of this agreement, the Council is entitled to a percentage share of net proceeds, in the form of a capital receipt, from the sale of LDF property managed by BBC in the event of its disposal. Events of this nature may occur in the future, however the amounts and timing of which are both uncertain. This requirement runs until 31 March 2050.

Note 44 - 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 the counterparty to a financial asset might fail to meet its contractual obligations, causing a loss to the Council;
- liquidity risk – the possibility that the Council might not have the cash available to make its contracted payments on time;
- market risk – the possibility that an unplanned financial loss might arise for the Council as a result of changes in market variables such as interest rates or equity prices.

The Council's overall risk management programme includes focus on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the

Resources Directorate's treasury team, under policies approved by the Council in the annual Treasury Management Strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

Credit Risk:

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, which will be the lowest published long-term credit rating assigned by the international rating agencies of Moody's, Standards & Poor's, and Fitch – a minimum long-term rating of BBB+ (or Moody's equivalent of Baa1) for UK counterparties: AA+ (or Moody's equivalent of Aa1) for non-UK sovereigns. The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of non-recovery applies to all of the Council's deposits, but there was no evidence at the 31 March 2018 that this risk was likely to crystallise.

The Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The Council has a total of £14.503M customer balances which have been invoiced at year end. This is analysed in the table 'Credit Risk - Debtors' shown later in this Note.

The Council's experience of customer debtor balance write offs equated to 1.6% of the year end total in 2017/18, which compares to 1.8% in 2016/17.

Credit Risk - Debtors	**31 March 2017**	**31 March 2018**
	£000	**£000**
Less than three months	7,765	9,677
Three to six months	855	1,232
Six months to one year	1,710	775
More than one year	2,737	2,819
	13,067	14,503

Liquidity Risk:

The Council has a cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the Council has ready access to borrowings from the money markets and the Public Works Loan Board (PWLB). There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the Council will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The Council sets limits on the proportion of its fixed rate borrowing during specified periods. This strategy is to ensure that no more than 50% of loans are due to mature within any one year period through the careful planning of new loans taken out. The maturity analysis of financial liabilities is analysed in the table 'Liquidity Risk' shown later in this Note.

Liquidity Risk	31 March 2017	31 March 2018
	£000	£000
Less than one year	72,280	26,200
Between one and two years	0	0
Between two and five years	0	46,469
More Than 5 Years	100,246	82,178
More Than 10 years	175,314	146,813
	347,840	301,660

Interest Rate Risk

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

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

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

Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Comprehensive Income and Expenditure.

The Council has a number of strategies for managing interest rate risk and aims to keep a maximum of 50% of its borrowings in variable rate loans. During periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses. The risk of loss is ameliorated by the fact that a proportion of government grant payable on financing costs will normally move with prevailing interest rates or the Council's cost of borrowing and provide compensation for a proportion of any higher costs.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update budget monitoring quarterly during the year. This allows any adverse changes to be mitigated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31 March 2018, if interest rates had been 1% higher with all other variables held constant, the financial effect is outlined in the table 'Market Risk - Interest Rate Risk' shown later in this Note. The impact of a 1% fall in interest rates would be the same movement as above but in reverse for variable rated borrowing.

Market Risk - Interest Rate Risk	**31 March 2018**
	£000
Increase in interest payable on variable rate borrowings	711
Increase in interest receivable on variable rate investments	(100)
Impact on Surplus or Deficit on the Provision of Services	**611**
Share of overall impact debited to the HRA	**102**
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	**(37,496)**

Price Risk

The Council does not invest in equity shares but does hold units to the value of £5.489M in a property fund with Aviva Investors (the "Lime Fund"). The Council is consequently exposed to losses arising from movements in the price of the units.

As the shareholdings have arisen in the acquisition of specific interests, the Council is not in a position to limit its exposure to price movements by diversifying its portfolio. Instead it only acquires shareholdings in return for "open book" arrangements with the company concerned so that the Council can monitor factors that might cause a fall in the value of specific shareholdings.

The units held are all classified as 'Available-for-Sale' and as all movements in price are unrealised until sale, when they would become realised, the impact of gains and

losses are recognised in the Available-for-Sale Financial Instruments Reserve. A general shift of 5% in the price of units (positive or negative) would result in a £274K gain or loss being recognised in the Available-for-Sale Financial Instruments Reserve for 2017/18 (the actual cumulative unrealised gain for the Lime Fund stood at £489K as at 31/03/2018).

Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies. As a result, there is no exposure to losses arising from movements in exchange rates.

Note 45 - Trust Funds

The Council acts a custodian trustee for four trust funds. The funds are not assets of the Council and therefore they have not been included in the Council's Balance Sheet.

Funds for which the Council acts as custodian trustee:

2017/18

Fund	Income £000	Expenditure £000	Assets £000	Liabilities £000
LW Williams Fund	0	0	10	0
Adult Social Care Customer Fund	0	0	31	0
LuDun Fund	0	0	130	0
Linsell House Bequest	0	9	12	0
Total	**0**	**9**	**183**	**0**

2016/17

Fund	Income £000	Expenditure £000	Assets £000	Liabilities £000
LW Williams Fund	0	0	10	0
Adult Social Care Customer Fund	0	0	30	0
LuDun Fund	0	0	130	0
Linsell House Bequest	0	2	21	0
Total	**0**	**2**	**191**	**0**

Supplementary Financial Statements 2017/18

Housing Revenue Account Income and Expenditure Statement

31 March 2017 £000		31 March 2018 £000
	Expenditure	
5,234	Repairs & Maintenance	5,865
7,427	Supervision & Management	8,256
405	Rents, Rates, Taxes and other charges	432
7,994	Depreciation, impairments and revaluation losses of non-current assets	20,334
135	Debt Management Costs	145
86	Movement in the allowance for bad debts	132
21,280	**Total Expenditure**	**35,164**
	Income	
(27,257)	Dwelling rents	(26,998)
(553)	Non-dwelling rents	(552)
(967)	Charges for services and facilities	(1,302)
(862)	Contributions towards expenditure	(260)
(29,639)	**Total Income**	**(29,112)**
(8,359)	**Net Expenditure or Income of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement**	**6,052**
96	HRA Services Share of Corporate & Democratic Core	111
(8,263)	**Net Expenditure of HRA Services**	**6,164**
(5,246)	(Gains)/loss on sale of HRA Fixed Assets	(1,938)
3,975	Interest Payable and Similar Charges	3,937
(52)	HRA Interest and Investment Income	(59)
347	Net interest on the defined benefit liability/asset	381
0	Capital Grants and Contributions	0
(9,238)	**(Surplus) or Deficit for Year on HRA Services**	**8,486**

Movement on the HRA Statement

31 March 2017 £000	Movement on the HRA Statement	31 March 2018 £000
(2,000)	Balance on the HRA at the end of the previous year	(2,000)
(9,238)	(Surplus) or Deficit on the HRA Income and Expenditure Statement	8,486
4,919	Adjustments between accounting basis and funding basis under statute	(13,685)
(4,319)	Net (increase) or decrease before transfers to or from reserves	(5,199)
4,319	Transfer to/(from) reserves	5,199
0	(Increase) or decrease on the HRA for the year	0
(2,000)	**Balance on the HRA at the end of the current year**	**(2,000)**

31 March 2017 £000	Adjustment between accounting basis	31 March 2018 £000
(7,994)	Transfers to/(from) the Capital Adjustment Account	(20,234)
5,246	Gain or (loss) on sale of non-current assets	1,938
(325)	Contributions to or (from) the Pension Reserve	(746)
4,567	Transfers to/(from) Major Repairs Reserve	5,262
3,425	Capital expenditure funded by the HRA	96
4,919	**Net additional amount required by statute to be debited or (credited) to the HRA Balance for the year**	**(13,684)**

31 March 2017 £000	Transfer to/from Reserves	31 March 2018 £000
7,190	Transfers to earmarked reserves	5,731
(2,871)	Transfers from earmarked reserves	(532)
4,319	**Total Transfers**	**5,199**

Notes to the HRA Account

HRA 1 Housing Stock

The number and types of dwelling in the Council's housing stock:

Property Type	Stock at 01/04/2017	Additions	Sales	Demolished	Stock at 31/03/2018
Low rise flats	1,331	2	(7)	(3)	1,327
Medium rise flats	593	1	(1)	0	593
High rise flats	0	0	0	0	0
Houses & bungalows	3,295	10	(29)	0	3,276
Total	5,219	13	(33)	(3)	5,196

HRA 2 Balance Sheet Values of HRA Assets

Value at 31/03/2017		Value at 31/03/2018
£000	**Operational assets**	**£000**
449,395	Council dwellings	430,745
6,879	Other land & buildings	6,819
456,274		**437,564**

As at 31 December 2017, the vacant possession value of the Council's dwellings is estimated at £977.6M. The lower Balance Sheet value of £430.7M shown above reflects its existing use as tenanted council housing at less than market rents.

HRA 3 Capital Expenditure and Financing

The Council spent £7.5M on HRA capital projects in 2017/18 (2016/17 £10.2M). This spending was financed from the following sources:

31 March 2017 £000		31 March 2018 £000
	Sources of funding	
(3,359)	Capital Receipts	(2,257)
(4,567)	Major Repairs Reserve	(5,262)
(10,163)	**Total funding**	**(7,520)**

HRA 4 Capital Receipts

The total receipts from the sale of HRA assets in the year were as follows:

Total Capital Receipts Generated during the year

31 March 2017 £000		31 March 2017 £000
(7,323)	Council Houses	(4,441)
(31)	Sale of Land	0
(7,354)	**Total**	**(4,441)**

HRA 5 Depreciation and Impairment

Depreciation and impairment is only charged to the HRA in respect of operational assets. The charges for 2017/18 were as follows:

Depreciation and Impairment of Non-Current Assets

31 March 2017			31 March 2018	
Depreciation £000	Impairment £000		Depreciation £000	Impairment £000
(4,470)	(3,456)	Council Dwellings	(5,131)	(15,072)
(97)	29	Other Land and Buildings	(131)	0
(4,567)	**(3,427)**	**Total**	**(5,262)**	**(15,072)**

HRA 6 Rent Arrears

The amount of rent arrears and the aggregate Balance Sheet impairment allowance in respect of uncollectable debts:

	31 March 2017 £000	31 March 2018 £000
Current Tenant Arrears	437	437
Former Tenant Arrears	513	625
Gross Rent Arrears	**950**	**1,062**
Bad Debt Provision	(575)	(685)
Total	**375**	**377**

HRA 7 The HRA share of contributions to / from the Pensions Reserve

The Council recognises the share of pension fund net assets and liabilities attributable to the HRA within appropriations in the net operating costs for the service. Appropriate adjustments are made so as to ensure that the sum required to be funded by housing rents is equal to the actual contributions paid to the Pension Fund in the year. The following adjustments have been made through the Movement on the HRA Statement balance in the year.

Transactions relating to retirement benefits

31 March 2017 £000		31 March 2018 £000
599	Current Service Cost	1,078
347	Net interest expense	381
946	**Total charged to Comprehensive Income and Expenditure Statement**	**1,459**
(621)	Employer's contributions payable to the Pension Fund and retirement benefits payable direct to pensioners	(713)
325	**Movement on Pension Reserve**	**746**

Collection Fund

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

31 March 2017				31 March 2018		
Business Rates £000	**Council Tax £000**	**Total £000**	**Collection Fund**	**Business Rates £000**	**Council Tax £000**	**Total £000**
			INCOME:			
	168,175	168,175	Council Tax Receivable		178,296	178,296
85,200		85,200	Business Rates Receivable	85,936		85,936
85,200	**168,175**	**253,375**	**Total amounts to be credited**	**85,936**	**178,296**	**264,232**
			EXPENDITURE:			
			Apportionment of Previous Year Surplus/Deficit:			
2,728		2,728	Central Government	597		597
2,673	(4,071)	(1,398)	Central Bedfordshire Council	586	(4,582)	(3,996)
0	(459)	(459)	Police and Crime Commissioner for Bedfordshire	0	(507)	(507)
55	(256)	(202)	Bedfordshire Fire and Rescue Service	12	(283)	(271)
			Precepts, demands and shares:			
(42,712)		(42,712)	Central Government	(40,510)		(40,510)
(41,858)	(130,486)	(172,344)	Central Bedfordshire Council	(39,700)	(139,492)	(179,192)
0	(15,625)	(15,625)	Police and Crime Commissioner for Bedfordshire	0	(16,294)	(16,294)
(854)	(8,731)	(9,585)	Bedfordshire Fire and Rescue Service	(810)	(9,105)	(9,915)

	(10,705)	(10,705)	Parishes		(11,238)	(11,238)
			Charges to Collection Fund:			
(105)	0	(105)	Write-offs of uncollectable amounts	(264)	0	(264)
(546)	(739)	(1,285)	Increase/(decrease) in allowance for impairment	(608)	(647)	(1,255)
(215)		(215)	Increase/(decrease) in allowance for appeals	44		44
(345)		(345)	Transitional Protection Payments Payable	(2,141)		(2,141)
(312)		(312)	Charge to General Fund for allowable collection costs for non-domestic rates	(306)		(306)
			Other transfers to General Fund in accordance with non-domestic rates regulations			
(392)		(392)	Renewable Energy	(364)		(364)
(81,883)	**(171,072)**	**(252,955)**	**Total amounts to be debited**	**(83,464)**	**(182,148)**	**(265,612)**
3,317	**(2,897)**	**420**	**(Surplus)/Deficit arising during the year**	**2,472**	**(3,852)**	**(1,380)**
(7,202)	**7,270**	**68**	**(Surplus)/Deficit b/f at 1 April 2017**	**(3,885)**	**4,373**	**488**
(3,885)	**4,373**	**488**	**(Surplus)/Deficit c/f at 31 March 2018**	**(1,413)**	**521**	**(892)**

Notes to the Collection Fund

The Collection Fund is required by statute to show the transactions of the billing authority in relation to Council Tax and Non-Domestic Rates (NDR). The Collection Fund shows how the transactions have been distributed to the Council and its major preceptors: Central Government; Bedfordshire Police Authority; and Bedfordshire Fire and Rescue Service. Town and Parish precepts form part of the amount due to be collected from Council Taxpayers within Central Bedfordshire.

The transactions of the Collection Fund are wholly prescribed by legislation. Billing authorities have no discretion to determine which receipts and payments are accounted for within the Fund and which are outside.

Council Tax Base

The tax base is derived by estimating the number of domestic properties in each Council Tax band, applying reliefs and exemptions and multiplying the result by the weighting factor applicable to each tax band. This result is then reduced by 1% to allow for non-collection and other reductions such as discounts and appeals.

Note 1 - Council Tax Income

2017/18

Band	Valuation band limits	Calculated no. of dwellings	Ratio to Band D	Equated no. of dwellings
	£	No.		No.
A	Upto and including - 40,000	9,839	6/9	6,559
B	40,001 - 52,000	23,309	7/9	18,129
C	52,001 - 68,000	32,550	8/9	28,933
D	68,001 - 88,000	22,060	9/9	22,060
E	88,001 - 120,000	15,032	11/9	18,372
F	120,001 - 160,000	8,152	13/9	11,775
G	160,001 - 320,000	4,735	15/9	7,892
H	More than - 320,001	360	18/9	720
			Adjustment	(16,336)
			Council tax base	98,104

2016/17

Band	Valuation band limits	Calculated no. of dwellings	Ratio to Band D	Equated no. of dwellings
	£	No.		No.
A	Upto and including - 40,000	9,721	6/9	6,481
B	40,001 - 52,000	23,018	7/9	17,903
C	52,001 - 68,000	32,356	8/9	28,761
D	68,001 - 88,000	21,762	9/9	21,762
E	88,001 - 120,000	14,917	11/9	18,232
F	120,001 - 160,000	8,021	13/9	11,586
G	160,001 - 320,000	4,692	15/9	7,820
H	More than - 320,001	352	18/9	704
			Adjustment	(17,303)
			Council tax base	95,946

The amount of Council Tax required by Central Bedfordshire (including Town and Parish Councils but excluding Bedfordshire Police and Fire) is arrived at by dividing the net budget requirement of the Council by the tax base, to arrive at the Band D equivalent as follows: 2017/18: £150,729,918 / 98,104 = £1,536.43 (2016/17: £141,191,233 / 95,945 = £1,471.59).

The Council has to reflect balances held in respect of its own share of Council Tax and Non-Domestic Rates (NDR) debt. The remaining balances are reflected within the Balance Sheet as debtors or creditors with major preceptors and the Government depending on whether the cash paid over to them is more or less than their attributable share of Council Tax or NDR due for the year, net of any provision for bad debts.

The Collection Fund Surplus / (Deficit) at the year-end is split as follows:

	31 March 2017			31 March 2018		
	Council Tax £000	Business Rates £000	Total £000	Council Tax £000	Business Rates £000	Total £000
Central Bedfordshire Council	3,727	(1,904)	1,823	444	(693)	(249)
Central Government	0	(1,942)	(1,942)	0	(707)	(707)
Police & Crime Commissioner for Bedfordshire	415	0	415	49	0	49
Bedford Fire & Rescue Service	232	(40)	192	27	(14)	13
Total	4,373	(3,885)	488	520	(1,414)	(894)

The total non-domestic rateable value was £216.6M as per the Valuation Office's schedule dated 29 January 2018 (£213.5M at 31 December 2016).

The 2017/18 national non-domestic rate multiplier set for the year by the Government was 47.9p (49.7p in 2016/17) and 46.6p for small businesses (48.4p in 2016/17).

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CENTRAL BEDFORDSHIRE COUNCIL

Opinion

We have audited the financial statements of Central Bedfordshire Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Comprehensive Income and Expenditure Statement
- Movement in Reserves Statement
- Balance Sheet
- Cash Flow Statement
- Related notes 1 to 45
- Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Accounts Statement and related notes HRA 1 to HRA 7
- Collection Fund and the related note.

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 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Central Bedfordshire Council as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the authority and group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

- the Director of Resources & Section 151 Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

- the Director of Resources & Section 151 Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the statement of accounts, other than the financial statements and our auditor's report thereon. The Director of Resources & Section 151 Officer is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

Arrangements to secure economy, efficiency and effectiveness in the use of resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, Central Bedfordshire Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;

- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Responsibility of the Director of Resources & Section 151 Officer

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 23, the Director of Resources & Section 151 Officer is responsible for the preparation of the Statement of Accounts, which includes the Authority 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 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director of Resources & Section 151 Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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.

Auditor's responsibilities for the audit of the financial statements

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

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

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 criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether Central Bedfordshire Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that

necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Central Bedfordshire Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

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, Central Bedfordshire Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 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 National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

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.

Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Council's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

Use of our report

This report is made solely to the members of Central Bedfordshire Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. 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.

Neil Harris (senior statutory auditor)
for and on behalf of Ernst & Young LLP, Appointed Auditor
Luton
30 July 2018

The maintenance and integrity of the Central Bedfordshire Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.
Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

CENTRAL BEDFORDSHIRE COUNCIL

ANNUAL GOVERNANCE STATEMENT 2017/18

1.0 Executive Summary

Senior Management and Members are committed to ensuring a sound system of governance (including the system of internal control) is in place to help the Council deliver effective and efficient services to the residents of Central Bedfordshire.

Each year the Council is required to produce a Governance Statement (AGS) which is the result of a review of how those governance arrangements have been working.

This statement has been considered and approved by the Council's Audit Committee on 30th May 2018.

Opinion on Governance Arrangements

Overall, we are of the view that the arrangements continue to be appropriate and fit for purpose, section 3 of the statement outlines how we have arrived at this.

There are a number of key Strategic and Governance areas where the Council intends to take steps over the coming year to further enhance our arrangements, these are detailed in section 6 below. We will monitor the implementation of these matters as part of the Council's Performance Management arrangements and report progress as part of our next annual review.

……	……
J JAMIESON **LEADER OF THE COUNCIL**	**R CARR** **CHIEF EXECUTIVE**
Dated	**Dated**
……	……

2.0 What is Corporate Governance?

Good Governance in the Public Sector to us means:

> **'Achieving our intended outcomes whilst acting in the public interest at all times.'**

Corporate governance generally refers to the systems, processes, culture and values by which the authority directs and controls its activities and through which it engages with and leads the community. The framework enables the authority to monitor the achievement of its strategic priorities and to consider whether those priorities have led to the delivery of appropriate services and value for money. The governance framework is described in our Code of Corporate Governance ("Local Code" - http://www.centralbedfordshire.gov.uk/council/transparency/internal-audits/audit-risk.aspx

The system of internal control is a significant part of the corporate 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 risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised, the impact should they be realised and to manage them efficiently, effectively and economically.

The governance framework has been in place at Central Bedfordshire Council for the year ended 31 March 2018 and up to the date of the approval of the statement of accounts.

This section of the Annual Governance Statement describes the key elements of the systems and processes that make up the authority's governance arrangements.

2.2 Our Governance Arrangements

The Council's governance framework contributes to the delivery of the Council's vision and values and the key elements of the processes and systems that comprise the framework are as follows:

- Strategic leadership provided by Members including the development and review of the Council's visions, priorities and values. These detail the Council's vision of its purpose and intended outcomes for residents and service users to all;
- Key policies are defined in the "Policy Framework" within the Budget and Policy Framework Procedure Rules in the Council's Constitution. This framework is reviewed periodically to ensure it remains fit for purpose strategically and that it is aligned to corporate priorities;
- Business planning processes which ensure that services are delivered in line with the Council's vision and values and representing the best use of all Council resources;

- Measuring performance and achievement of objectives through the mechanism of the Council's performance management system;
- A written Constitution specifying the roles and responsibilities of elected Members and Officers with protocols for effective communication;
- The Council has adopted arrangements to promote high standards of ethical governance and includes Codes of Conduct defining the standards of behaviour for both Members and Officers and a Member/Officer Protocol as part of the Constitution. Further guidance is provided in the Council's Ethical Handbook;
- The Schemes of Delegation to Members and Officers within the Constitution sets out the principles, processes and controls for decision makers. Codes of Financial and Procurement Governance set out the constraints within which Officers may work and these Codes are supported by more detailed procedure rules;
- Embedded internal systems to ensure Members are presented with the appropriate information to make decisions, including corporate implications with advice on legal, risk management and financial considerations. Member level decisions are based on reports and are recorded;
- An Audit Committee to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process;
- Statutory Officers to support and monitor the Council's governance arrangements, ensure compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful;
- Policies for confidential reporting (whistleblowing) and an Anti-Fraud Strategy are in place to support the governance within the Council. There is a corporate complaints process with separate procedures for Children's Services and Adult Social Care where complaints procedures are governed by Regulations. There are also formal processes for registering complaints in respect of the Council's Housing Landlord functions and for receiving, evaluating and investigating complaints against Members;
- A consultation strategy to ensure the Council consults with and engages the diverse communities of Central Bedfordshire, allowing them to input to the planning of services provided for them and the review of those services as appropriate;
- A system of Overview and Scrutiny Committees with responsibility for key areas and who receive reports on keys issues including budget monitoring, performance and efficiency information and provides independent checks and balances on the exercise of functions and responsibilities by the Council.

3.0 REVIEW OF EFFECTIVENESS

The Council's review of the Governance Framework and the effectiveness of the system of internal control comprises:

- The completion of self-assurance statements by directors;
- Annual report and opinion on the Internal Control environment prepared by

the Head of Internal Audit and Risk[1]. This report draws on the outcome of audit reviews undertaken throughout 2017/18 and is informed by the comments of external auditors and inspectors. The report is designed to provide assurance on the effectiveness of internal controls;

- the work undertaken by the external auditor reported in their annual audit and inspection letter.
- other work undertaken by independent inspection bodies.
- Peer reviews

(1) Central Bedfordshire Council's Vision

The Council's overall objective is to create Central Bedfordshire as a "great place to live and work" and the Council's medium term plan identifies the following priorities:

- Enhancing Central Bedfordshire.
- Great residents' services.
- Improving education and skills.
- Protecting the vulnerable and improving wellbeing.
- Creating stronger communities.
- An efficient and responsive Council.

The Council's Budget and Policy Framework contains specific plans, policies and strategies driving delivery of the Council's priorities and key work programmes. Further work is being undertaken this year to narrow the focus of these priorities and ensure there are SMART delivery plans and appropriate governance and accountability.

The Council has adopted a set of organisational values that describe the type of organisation we want to be and the principles that will guide us in achieving our priorities and vision. These set out the way the Council will work and interact with its customers, members and staff.

The Council's values are:

Respect and Empowerment

– we will treat people as individuals who matter to us.

Stewardship and Efficiencies

– we will make the best use of the resources available to us.

Results Focused

– we will focus on the outcomes that make a difference to people's lives, and

Collaborative

– we will work closely with our colleagues, partners and customers to deliver on these outcomes.

[1] The role of Chief Internal Auditor within Central Bedfordshire Council is undertaken by the Head of Internal Audit and Risk

(2) Service Quality

The Council has used regular performance reporting to ensure a sustained focus on those things that matter most to local people.

At a strategic level, the Senior Management review reports on the performance of the Council on a monthly basis. They also review the Medium Term Plan progress or status report on a quarterly basis. This report is presented to the Executive with any specific issues addressed through the Overview and Scrutiny Committees.

Directorates provide operational level performance data via the Council's website the latest details of which are:
http:/centralbedfordshireperformance.inphase.com

The Head of Paid Service, Monitoring Officer and Chief Finance Officer also met on a regular basis as statutory officers to consider and address any corporate issues or matters of probity that may benefit from their collective input and approach.

(3) Key Roles and Responsibilities

The Council's Constitution sets out how the Council operates and sets out clearly what matters are reserved to full Council and those powers which have been delegated to committees and officers, Executive and Members.

(4) Codes of Conduct and standards of behaviour of Officers and Members

Central Bedfordshire Council continues to promote high standards of ethical governance. Complaints about the Council's Members is regularly reviewed via the performance reports to Senior Management and bi-annually at General Purposes Committee which has responsibility for overseeing the arrangements for the Code of Conduct.

The Council's Ethical Handbook contains additional Codes relating to Gifts and Hospitality, Planning and Licensing Good Practice, Confidential Reporting (Whistleblowing) and guidance for Members on Property and Transactions and Commercial Property Management.

(5) Decisions, processes and controls

The Scheme of Delegation within the Constitution sets out the powers delegated to various Officers as well as the limits, processes and controls for those powers.

The Code of Financial Governance sets out the limits within which officers may make decisions on spending, within the budget approved by the Council. The Code is supported by detailed procedure rules which are maintained on the Council's intranet.

The Code of Procurement Governance defines the procurement process and references the relevant levels of authority dependent upon financial thresholds. The Code is supported by detailed procedure rules which are maintained on the Council's intranet. The rules are promoted to staff through bespoke training courses. They are also embedded in a Procurement Tool Kit which is made available to all members of staff who are involved in procurement, and is available as an interactive version on the Intranet. A two-page pictorial summary of the rules is also made available.

The Council has a Risk Management Strategy and Policy Statement. The Strategic Risk register has been regularly reviewed and refreshed during the year. Senior Management have received regular risk reports during the year, which have also been presented to the Audit Committee.

Committee reports require officers to set out the risk management considerations in terms of current and potential risks and how they will be managed and mitigated.
It is recognised that the transparency and robustness of operational risk management arrangements would benefit from improvement and work to progress this will continue over the coming year.

(6) Audit Committee

The Audit Committee provides independent assurance of the adequacy of the Council's control environment and oversees the financial reporting process.

The Audit Committee met regularly during 2017/18, considering reports, including the annual Internal Audit Report from the Chief Internal Auditor, the Council's Senior Finance Officers and the External Auditor as well as other officers as and when appropriate. The Chair of the Audit Committee presents an annual report to Council detailing the work of the Committee in the preceding year.

(7) Compliance with relevant laws and regulations

The Council continues to have access to a team of professional legal staff with specialist knowledge of its functions via LGSS Law ltd, a firm wholly owned by the Council, Cambridgeshire County Council and Northamptonshire County Council. LGSS Law ltd have advised on relevant laws, regulations and constitutional issues to ensure that the Council acts lawfully.

All reports considered by the Executive, the Council's regulatory committees and by Overview and Scrutiny Committees include advice on the legal implications and risks of the proposed decisions. These reports are reviewed by a senior legal adviser to ensure that the legal implications have been accurately reflected.

The Monitoring Officer or, as appropriate, a senior lawyer attends meetings of the Council, the Executive and regulatory committees to advise on legal issues as they arise.

(8) Counter Fraud, Whistle-blowing and complaints

There is a Confidential Reporting Policy in place and the revised Counter-Fraud and Corruption Strategy was approved in April 2018 - http://www.centralbedfordshire.gov.uk/schools-portal/finance/regulations/procedures.aspx

The Council welcomes feedback and has a three stage complaints process for customers with separate statutory procedures for Children's Services and Adult Social Care.

(9) Development and Training for Officers and Members

We have offered a range of Learning and Development opportunities with a focus on providing a wealth of on-demand resources (e-learning, webinars, e-books etc) linked to the Corporate Vision, Values and Priorities. These are designed to provide individuals with the skills to do their job and to support them and the organisation in meeting their objectives and statutory requirements in the context of the Council and local government.

The Member Development Programme has supported all Members and has provided essential updates and training sessions.

(10) Channels of Communication

Central Bedfordshire Council has continued to enhance its communication with the public, staff and other stakeholders during 2017/18. It has maintained presence on social media and continued to provide the quarterly community magazine, and weekly staff and Member bulletins.

(11) Equality and Diversity

The Council has continued to promote equality of opportunity and eliminate unlawful discrimination, harassment and victimisation and foster good relations during 2017/18. Equality Impact Assessments have been conducted for the development of relevant strategies, policies and services and the Council's Equality Forum have been available to quality assure any significant Council Strategies and Policies.

(12) Partnership governance

The Council's Constitution includes a detailed Partnerships Protocol that sets out the arrangements and principles for established and future public and private sector partnerships.

The Protocol prescribes the key requirements to ensure accountability (internally amongst partners and externally to communities), value for money, leadership, decision-making, scrutiny and risk management.

All partnerships are required to have detailed terms of reference that fully set out all of the arrangements and key partnerships review these on an annual basis to ensure they are fit for purpose and aligned to the Partnership's future work programme.

(13) Internal Audit

The Internal Audit plan is prioritised by a combination of the key internal controls, assessment and review on the basis of risk and the Council's corporate governance arrangements, including risk management. All Internal Audit reports included an assessment of the adequacy of internal control and prioritised action plans to address any identified weaknesses. These were submitted to service managers and senior management as appropriate.

The internal audit function is monitored and reviewed regularly by the Audit Committee. The Committee also reviews progress in implementing high risk recommendations made in audit reports.

A self-assessment review is undertaken annually by the Head of Internal Audit and Risk against compliance with the Public Sector Internal Audit Standards 2013 on the effectiveness of the Internal Audit function. No issues of concern were raised as a result of this review.

(14) LGA Peer Review

Our recent LGA Corporate Peer Review (May 2017) was overwhelmingly positive and concluded "Central Bedfordshire Council is an impressive council" and the review has resulted in a series of actions being progressed which are detailed in the feedback report – available here:
http://centralbeds.moderngov.co.uk/documents/s74230/Appendix%201%20-%20Corporate%20Peer%20Challenge%20-%20Feedback%20Report.pdf

The review focused on partnerships and in particular on:

1. Understanding of the local place and priority setting
2. Leadership of Place
3. Financial planning and viability
4. Organisational leadership and governance
5. Capacity to deliver

The main conclusions were:

- Sound financial management is well understood across the Council and has allowed us to avoid some of the more draconian service reductions that others have implemented.

- Strong partnership working is evident in some contexts with a desire for even stronger external collaboration specifically on Central Bedfordshire specific issues.

(15) Best Value Inspection comparison review

In light of the well-publicised difficulties of a neighbouring Local Authority, the opportunity was used to undertake a self-assessment against the published Best

Value Inspection Report for Northamptonshire County Council. This self-assessment has confirmed the findings of the LGA Peer review above in that Central Bedfordshire is financially stable, well governed and well placed to continue to provide effective services to our citizens, albeit in ongoing challenging circumstances. The full self-assessment and presentation of the key findings are an item on the Agenda of the May 2018 meeting of the Audit Committee.

4.0 ANNUAL AUDIT REPORT FOR 2017/18

The Council's Head of Internal Audit submitted his opinion on the overall adequacy and effectiveness of the Council's internal control environment to the Audit Committee on 30th May 2018. The Internal Audit work programme included reviews of the fundamental financial systems and other assurance work on other non fundamental systems.

The Head of Internal Audit reported that his opinion was that overall the Council's system of internal control, governance framework and risk management arrangements were Adequate. In general, the key controls in place were adequate and effective such that reasonable assurance can be placed on the operation of the Council's functions.

Nine of the fundamental system reviews received Adequate Assurance audit opinion, only Swift Financials has received a Limited Opinion and it is expected that all of the key issues will be resolved as part of the coming software replacement or upgrade project.

The majority of audit reviews of areas other than the fundamental systems have received Adequate Assurance opinions. Where weaknesses in the current processes have been identified actions have been agreed with management to address these issues and Internal Audit has continued to track the implementation of high priority recommendations throughout the year and report to the Audit Committee.

5.0 PREVIOUS SIGNIFICANT GOVERNANCE ISSUES

The significant governance issues identified in the 2016/17 Annual Governance Statement were:

- New EU Regulations relating to data protection will be effective as from May 2018 and this will require updating of processes and procedures to ensure compliance
- Future challenges arising from significant government cuts in funding

Both of these issues are ongoing:

- New EU Regulations relating to data protection will be effective as from May 2018 and this has required the updating of processes and procedures to ensure compliance. The action plan for management of this issue included regular reviews of the Council's current and planned compliance supported

by legal advisors and an officer working group. A programme for raising awareness and implementation of necessary improvements has been carried out together with updates to senior management and assurances for Audit Committee. It is considered that by May 2018 the Council will have achieved full compliance and therefore it has not been entered onto the Strategic Risk Register

- Central Bedfordshire does continue to face significant future challenges arising from a significant reduction in Central Government funding with the Revenue Support Grant being completely phased out by 2019/20. The Council is mitigating this by being prudent in its medium term financial plan and continues to consider longer term planning. The Council is pursuing a significant transformation programme throughout the organisation to ensure that modern, efficient and effective ways of working are in place to support all service provision whilst continuing to drive down costs and seek out appropriate opportunities. There is a particular focus across the Council on the digitisation of services to provide better customer access and enhance the customer experience. Staff are being enabled to work in an agile manner, from any location. Resources have been set aside to assist with the transformation programme.

6.0 2017/18 Significant Strategic and Governance Issues:

The following are the key areas where the Council intends to take steps over the coming year to further enhance our strategic approach and governance arrangements.

Key Improvement Area	**Lead**	**Target**
Respond to the learning points from the LGA Corporate Peer Review	Richard Carr, Chief Executive	July 2018
Shaping the Educational Landscape Programme	Sue Harrison, Director of Children's Services	September 2018
Operational Risk Management (1)	Charles Warboys, Director of Resources	April 2019
Respond to the learning points from the Best Value report self-assessment.	Charles Warboys, Director of Resources	September 2018 - January 2019
The Council faces a number of strategic issues which will require senior management and Member attention during the year including: Growth Agenda (Housing, Local Plan, Growth Corridor); Ageing Population; Health and Social Integration (STP) Digitisation	All Directors	March 2019

Key Improvement Area	Lead	Target
Major System implementations and processes eg SAP S4 Hana, Acolaid, Swift.	All Directors	Individual Implementation dates to be confirmed.
GDPR compliance (2)	Stephan Conaway, Chief Information Officer	May 2018

1. Operational Risk Management
   Directorates are currently working on compiling their Directorate (DMT) level risks. Once complete and subject to ongoing review this will facilitate improved reporting of key operational risk to both Senior Management and Audit Committee on a quarterly basis.

2. GDPR compliance
   The Council undertook a gap analysis in the summer of 2017 using the Information Commissioner's Office readiness assessment and have been progressing the resulting action plan since. There is still some work to finalise in relation to the Information Asset Registers / mapping organisational information flows and associated Privacy Notices.

7.0 Strategic Risks

The Council's Strategic Risk Management regime is subject to regular monitoring by senior management and reported through to Audit Committee for oversight.

The following Strategic risks which remain from the 2016/17 period have an impact on governance:

- Failure to deliver major transformation programme within Children's Services.

- Risk of failure to deliver community cohesion in the context of the demographic growth in Central Bedfordshire. Some settlements will experience considerable expansion and we need to manage potential resentment, secure equal access to facilities and enhance a sense of community.

- Fragility of Partners/Failure of Partners: Central Bedfordshire's vision cannot be delivered in isolation. All partners, including Police, Probation, Health, the Voluntary Community Sector, independent care providers and Town and Parish Councils are experiencing significant changes and pressures. These include budgetary pressures, transfer of responsibilities, geographical factors, confusing accountabilities, increasing complexities, fragility and volatility. There is an increased risk that services to our public will be compromised and that increased costs will fall on the Council.

- The political and economic uncertainty around potential changes in laws, regulations, government policy or funding arising from the UK leaving the European Union and other significant international events, which may impact on Council objectives.

- Failure to deliver adequately on the diverse range of change projects that currently make up the transformation programme.

8.0 COMPLIANCE WITH CIPFA CODE OF PRACTICE ON MANAGING THE RISK OF FRAUD AND CORRUPTION

To help Councils recognise and address their fraud risks, CIPFA published a Code of Practice on Managing the Risk of Fraud and Corruption in December 2014. This sets out five principles that organisations should adhere to:

- Acknowledge responsibility
- Identify risks
- Develop a Strategy
- Provide resources
- Take action

The Code includes a requirement for organisations to include a statement within their Annual Governance Statement about their adherence to this Code. A detailed review of the Council's arrangements against the Code has been undertaken to address any gaps identified and action has been taken to address any issues identified. The Confidential Reporting Policy has been updated to support compliance with the Code. There is an annual report to the Audit Committee on the Council's anti-fraud work.

Having considered all the principles and the Anti-Fraud and Corruption Strategy approved during the period, we are satisfied that, the organisation has adopted a response that is appropriate for its fraud and corruption risks and commits to maintain its vigilance to tackle fraud.

Glossary

ACCOUNTING PERIOD

The period of time covered by the accounts, normally a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

ACCRUALS

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March.

ACQUISITIONS

The Council spends funds from the Capital Programme to buy or enhance assets such as land and buildings.

ACTUARIAL GAINS AND LOSSES

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

· events have not coincided with the actuarial assumptions made for the last valuation; or

· the actuarial assumptions have changed.

ACTUARIAL VALUATION

The Actuary reviews the assets and liabilities of the Pension Fund and reports to the Council on the Fund's financial position and recommended employers' contribution rates every three years.

ACTUARY

An independent and appropriately qualified adviser who carries out statutorily required pension fund valuations.

AGENCY SERVICES

Provided by or for another local authority or public body where the cost of carrying out the service is reimbursed.

AMORTISATION

The routine decrease in value of an intangible asset, or the process of paying off a debt over time through regular payments. A corresponding concept for tangible assets is known as depreciation. The idea of amortisation is to spread the cost of an asset over the period of its 'useful life'.

ASSET

An item having value to the Council in monetary terms. Assets are categorised as either current or non-current:

- a current asset will be consumed or cease to have material value within the next financial year (e.g., cash and stock);
- a non-current asset provides benefits to the Council and to the services it provides for a period of more than one year and may be tangible, e.g., a community centre, or intangible, e.g., computer software licences.

ASSET REGISTER

A record of Council assets including land and buildings, housing, infrastructure, vehicles, plant and equipment. This is maintained for capital accounting and property management purposes. It is updated annually to reflect new acquisitions, disposals, revaluations and depreciation.

AUDIT OF ACCOUNTS

An independent examination of the Council's financial affairs.

AVAILABLE-FOR-SALE FINANCIAL ASSET

A non-derivative financial asset that is not classified as Loans and Receivables. The asset needs to be immediately available for sale and is valued at the lower of its current carrying value or fair value less costs to dispose. Available-for-Sale financial assets include equity investments and other investments traded in an active market.

BAD DEBTS

Debts owed to the Council which are considered to be irrecoverable and are written off.

BALANCE SHEET

A statement of the recorded assets, liabilities and other balances at the end of the accounting period.

BALANCES

The amount of money left over at the end of the financial year after allowing for all expenditure and income that has taken place. These are also known as financial reserves. They comprise of the General Fund balance, the Collection Fund balance, the Housing Revenue Account balance and Schools Reserve Account balance.

BILLING AUTHORITY

A local authority charged by statute with responsibility for the collection of and accounting for Council Tax and Non-Domestic Rates (NDR) in their area. These are district councils, borough councils and unitary authorities.

BORROWING

Using cash provided by another party to pay for expenditure, on the basis of an agreement to repay the cash at a future point, usually incurring interest charges over and above the original principal amount.

BUDGET

The forecast of net revenue and capital expenditure over the accounting period.

CAPITAL ADJUSTMENT ACCOUNT

An account that reflects the difference between the cost of non-current assets consumed and the capital financing set aside to pay for them.

CAPITAL EXPENDITURE

Expenditure on the acquisition of a fixed asset, which will be used in providing services beyond the current accounting period, or expenditure which adds to and not merely maintains the value of an existing fixed asset.

CAPITAL FINANCING

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

CAPITAL FINANCING REQUIREMENT (CFR)

The CFR is the capital investment funded from borrowing which has yet to be repaid and is the basis for the Minimum Revenue Provision (MRP).

CAPITAL PROGRAMME

The capital schemes the Council intends to carry out over a specific period of time.

CAPITAL RECEIPT

The proceeds from the disposal of land or other fixed assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the Government but they cannot be used to finance revenue expenditure.

CAPITAL RESERVES

Capital reserves represent resources earmarked to fund capital schemes as part of the Council's capital investment strategy.

CAPITALISATION

Costs are capitalised to the extent that they create or improve any non-current asset with a useful economic life greater than one year.

CASH EQUIVALENTS

Investments that are readily convertible to known amounts of cash with an insignificant risk of change in value.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

The professional accountancy body which represents at national level the interests of local government and public service finance. The Institute produces advice, codes of practice and guidance to local authorities.

CIPFA CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING

The Code specifies the principles and practices of accounting to give a “true and fair” view of the financial position and transactions of a local authority.

COLLECTION FUND

A separate fund that records the income and expenditure relating to Council Tax and Non-Domestic Rates (NDR).

COMMUNITY ASSETS

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

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The account of the Council that reports the net cost for the year of the functions for which it is responsible and demonstrates how that cost has been financed from precepts, grants and other income.

CONSISTENCY

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

CONTINGENT ASSET

A contingent asset is a possible asset arising from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council’s control.

CONTINGENT LIABILITY

A contingent liability is either:

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

COUNCIL TAX

A local tax, based upon the value of domestic property, set by local authorities in order to meet their budget requirement.

CREDITOR

Amount owed by the Council for work done, goods received or services rendered within the accounting period, but for which payment has not been made by the end of that accounting period.

CURRENT ASSET

An asset that is intended to be sold within the normal operating cycle; the asset is held primarily for the purpose of trading or the Council expects to realise the asset within 12 months of the Balance Sheet date.

CURRENT LIABILITY

An amount which will become payable or could be called in within one year of the Balance Sheet date; examples are creditors and cash overdrawn.

CURRENT VALUE

The price that would be received from the sale of operational property, plant and equipment assets or paid to transfer a liability based on existing use value in an orderly transaction between market participants at the measurement date.

DEBTOR

An amount owed to the Council for works done, goods received or services rendered within the accounting period, but for which payment has not been received by the end of that accounting period.

DEFINED BENEFIT PENSION SCHEME

A pension scheme in which a pensioner's benefits are specified, usually relating to their length of service and salary, and are independent of the contributions payable, and the benefits are unrelated to the performance of the investments of the scheme.

DEPRECIATED HISTORICAL COST

The valuation of non-current assets at their original cost less depreciation charged to date.

DEPRECIATED REPLACEMENT COST

Relating to non-current assets, the current replacement costs adjusted for depreciation. This method of valuation is used when it is not practical to estimate the open market value for the existing use of a specialised property, such as highways and footpaths.

DEPRECIATION

The measure of the cost of wearing out, consumption or other reduction in the useful economic life of the Council's fixed assets during the accounting period, whether from use, the passage of time or obsolescence through technological or other changes.

EFFECTIVE RATE OF INTEREST

The rate of interest that will discount the estimated cash flows over the life of a financial instrument to the amount in the Balance Sheet at initial measurement.

EMPLOYEE BENEFITS

All forms of consideration given by the Council in exchange for services rendered by employees.

EXCEPTIONAL ITEM

An item which derives from events or transactions that falls within the ordinary activities of the Council and which needs to be disclosed separately by virtue of its size or incidence to give fair presentation of the accounts from year to year. Such an item will always be explained in a Note to the Statement of Accounts.

EXISTING USE VALUE FOR SOCIAL HOUSING (EUV-SH)

A vacant possession valuation of Council dwellings adjusted to reflect the continuing occupation by a secure tenant. A further adjustment is made to reflect the difference between open market rented property and social rented property.

EXPENDITURE AND FUNDING ANALYSIS

A report which brings together the Council's performance on the basis of expenditure measured under proper accounting practices with statutorily defined charges to the General Fund (including the HRA). It also shows how annual expenditure is allocated for decision making purposes between the Council's directorates.

EXTRAORDINARY ITEMS

Material items that are not within the Council's ordinary activities and are not expected to recur.

FAIR VALUE

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction.

FINANCE LEASE

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. Under this type of lease, the organisation paying the lease is treated as if it owns the goods and is required to include such finance leased assets on the Balance Sheet.

FINANCIAL INSTRUMENT

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. The term 'financial instrument' covers both financial assets and financial liabilities and includes both the most straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex ones such as derivatives and embedded derivatives.

FINANCIAL LIABILITY

An obligation to transfer economic benefits controlled by the Council. Examples include borrowings, financial guarantees and amounts owed to trade creditors.

FINANCING ACTIVITIES

Activities that result in changes in the size and composition of the principal received from or repaid to external providers of finance.

FORMULA GRANT

Central Government subsidy to local authorities comprising two elements: Revenue Support Grant and redistributed Non-Domestic Rates.

GENERAL FUND

The Council's main revenue account that covers the net cost of all services. Day-to-day transactions are conducted through this account, with the exception of those relating to the Housing Revenue Account (HRA), Collection Fund or any other trust funds held by the Council. The accumulated credit balance on the General Fund is needed as a cushion against unforeseen expenditure.

GOING CONCERN

The concept that the Statement of Accounts is prepared on the assumption that the Council will continue in operational existence for the foreseeable future.

GOVERNMENT GRANTS

Grants made by Central Government towards either revenue or capital expenditure in return for past or future compliance with certain conditions relating to the activities of the Council. These grants may be specific to a particular scheme or may support the revenue spend of the Council in general.

GROSS EXPENDITURE

The total cost of providing the Council's services before deducting income from Central Government grants, or fees and charges for services.

HISTORICAL COST

The amount originally paid for a non-current asset.

HOUSING BENEFITS

A national system of financial assistance to individuals towards meeting certain housing costs administered by local authorities and subsidised by Central Government.

HOUSING REVENUE ACCOUNT (HRA)

A separate account to the General Fund, which includes the income and expenditure arising from the provision of housing accommodation by the Council.

IMPAIRMENT

A reduction in the value of a fixed asset to below its recoverable amount, the higher of the asset's fair value less costs to sell and its value in use.

INCOME

The gross inflow of economic benefits or service potential during the financial year when those inflows or enhancements of assets or decreases of liabilities result in an increase in reserves. Income includes both revenue arising in the course of ordinary activities and gains such as the revaluation of non-current assets.

INFRASTRUCTURE ASSETS

Fixed assets belonging to the Council that cannot be transferred or sold, on which expenditure is only recoverable by the continued use of the asset created. Examples are highways, footpaths and bridges.

INSURANCE RESERVE

The Insurance Reserve is used to cover liabilities under policy excesses and to finance any claims for small risks not insured externally. In addition, the Council carries a substantial amount of self insurance financed from this Reserve.

INTANGIBLE ASSETS

An intangible (non-physical) item may be defined as an asset when access to the future economic benefits it represents is controlled by the reporting entity. This Council’s intangible assets comprise computer software licences.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

The international accounting standards that govern the treatment and reporting of income and expenditure under which the Council has compiled its financial statements.

INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)

International Accounting Standards (IAS) adapted to meet public sector requirements.

INVESTMENT PROPERTY

Land or buildings that are held solely for their investment potential, i.e., to earn rental income or for capital appreciation or both.

LESSEE

The party that leases an asset that is owned by another party.

LESSOR

The owner of an asset which is leased to another party.

LIABILITY

A liability is where the Council owes payment to an individual or another organisation.

- A current liability is an amount which will become payable or could be called in within the next accounting period, e.g., creditors or cash overdrawn.
- A deferred liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period of time.

LIQUID RESOURCES

Current asset investments that are readily disposable by the Council without disrupting its business and are either:

- readily convertible to known amounts of cash at or close to the carrying amount; or
- traded in an active market.

LOANS AND RECEIVABLES

Financial assets with fixed or determinable payments and are not quoted in an active market.

MAJOR REPAIRS RESERVE (MRR)

The Major Repairs Reserve records amounts set aside from the Housing Revenue Account (HRA) which can be used to fund either future capital expenditure or the repayment of borrowing.

MATERIALITY

The concept that the Statement of Accounts should include all amounts which, if omitted, or mis-stated, could be expected to lead to a distortion of the financial statements and ultimately mislead a user of the Statement of Accounts.

MINIMUM REVENUE PROVISION (MRP)

The minimum amount which must be charged to the revenue account each year in order to provide for the repayment of loans and other amounts borrowed by the Council.

NET ASSETS

The amount by which assets exceed liabilities (same as ‘net worth’).

NET BOOK VALUE

The amount at which fixed assets are included in the Balance Sheet, i.e., their historical costs or current value less the cumulative amounts provided for depreciation.

NET PRESENT VALUE (NPV)

The difference between the present value of cash inflows and the present value of cash outflows (including initial cost) over a period of time. NPV is used in capital budgeting to analyse the profitability of a potential investment or project.

NET REALISABLE VALUE

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

NET REVENUE EXPENDITURE

Gross expenditure less fees and charges for services and specific grants but before the deduction of revenue support grants and national business rates.

NET WORTH

The total funds, balances and reserves (both usable and unusable reserves) held by the Council.

NON-CURRENT ASSETS

An asset that does not meet the definition of a current asset and yields benefit to the Council for a period of more than one year.

NON-DISTRIBUTED COSTS

These are overheads for which no user now benefits and as such are not apportioned to services. An example is the extra pension costs caused by early retirement.

NON-DOMESTIC RATES (NDR)

The Non-Domestic Rate is a levy on businesses, based on a national rate in the pound set by Central Government and multiplied by the assessed rateable value of the premises they occupy. It is collected by the Council on behalf of itself, Central Government and major preceptors.

NON-OPERATIONAL ASSETS

Tangible non-current assets held by the Council but not directly occupied, used or consumed in the delivery of services. Examples are investment properties, assets under construction or assets surplus to requirement pending sale or redevelopment.

OPERATING ACTIVITIES

The activities of the Council that are not investing or financing activities.

OPERATING LEASE

A lease where the ownership of the fixed asset remains with the lessor. An operating lease is commonly used to acquire equipment on a relatively short-term basis and the lease term is short compared to the useful life of the asset or piece of equipment being leased.

OPERATIONAL ASSETS

Non-current assets held and occupied, used or consumed by the Council in the pursuit of its strategy and in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

OUTTURN

Refers to actual income and expenditure or balances as opposed to budgeted amounts.

PENSION RESERVE

The Pensions Reserve is a specific accounting mechanism used to reconcile the payments made for the year to various statutory pension schemes in accordance with those schemes' requirements and the net change in the Council's recognised liability under International Accounting Standard 19 (IAS), Retirement Benefits, for the same period. A transfer is made to or from the Pensions Reserve to ensure that the charge to the General Fund balance reflects the amount required to be raised in taxation. The Reserve is normally at the same level as the pensions liability carried on the top half of the Balance Sheet.

POOLED BUDGET

Partners contribute a set amount of money to form a separate budget. The purpose and scope of the budget is agreed at the outset and then used to pay for relevant services and activities.

POST-EMPLOYMENT BENEFITS

Post-employment benefits cover not only pensions but also other benefits payable post-employment such as life insurance and medical care.

POST-BALANCE SHEET EVENT

Events both favourable and unfavourable which occur between the Balance Sheet date and the date on which the Statement of Accounts is authorised for issue.

PRECEPT

The levy made by precepting authorities by billing authorities, requiring the latter to collect income from Council Tax on their behalf.

PRECEPTING AUTHORITIES

Those authorities that are not billing authorities (i.e., do not collect Council Tax) precept upon the billing authority, who then collect on their behalf – Bedfordshire

Police Authority, Bedfordshire Fire & Rescue Service and the Parishes that precept upon Central Bedfordshire Council.

PRIOR YEAR ADJUSTMENT

Material adjustments applicable to previous years arising from changes in accounting policies or from the correction of fundamental errors. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

PRIVATE FINANCE INITIATIVE (PFI)

A contract between the Council and a private company where the private sector makes a capital investment in the assets required to deliver improved services, and operates and maintains that property for a specified period of time. The private sector operator is paid for its services over the period of the arrangement, which is typically 25 years.

PROPERTY, PLANT AND EQUIPMENT (PPE)

Tangible assets (i.e., assets with physical substance) that are held for use in the production or supply of goods and services and which are expected to be used for longer than a single financial year.

PROVISION

An amount put aside in the accounts for future liabilities or losses which are certain or very likely to occur but the amounts or dates of when they will arise are uncertain.

PUBLIC WORKS LOAN BOARD (PWLB)

A Central Government Agency, which provides loans for one year and above to authorities at interest rates only slightly higher than those at which the Government can borrow itself.

QUALIFIED VALUER

A person conducting asset valuations who holds a recognised and relevant professional qualification and has sufficient current local and national knowledge of the particular market, and the skills and understanding to undertake the valuation competently.

RECEIPT IN ADVANCE

Receipt that will be matched to expenditure in a future financial year.

RELATED PARTIES

For the Council's purposes, related parties are deemed to include the Council's Members, the Chief Executive, its Directors and their close family and household members. These are considered to have the potential to control or significantly influence the Council.

RELATED PARTY TRANSACTIONS

The Statement Of Recommended Practice requires the disclosure of any material transactions between the Council and related parties to ensure that stakeholders are aware when these transactions occur and the amount and implications of such.

RESERVES

The accumulation of surpluses, deficits and appropriations over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Council. Some capital reserves such as the Capital Adjustment Account cannot be used to meet current expenditure.

RESIDUAL LIFE

The assumed remaining life of a non-current asset used in calculating the depreciation charge.

RESIDUAL VALUE

The net realisable value of an asset at the end of its useful life.

REVALUATION RESERVE

This records unrealised net gains from asset revaluations since 1 April 2007.

REVENUE CONTRIBUTIONS TO CAPITAL OUTLAY (RCCO)

The use of revenue monies to pay for capital expenditure – also known as Direct Revenue Funding (DRF).

REVENUE EXPENDITURE

The day-to-day expenses of providing services, e.g., salaries, wages, materials, supplies and services.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE (REFCUS)

Expenditure which ordinarily would be revenue, but is statutorily defined as capital. Examples of REFCUS include grants of a capital nature to voluntary organisations and back pay expenditure capitalised under Secretary of State Direction.

REVENUE SUPPORT GRANT (RSG)

A grant paid by Central Government to authorities, contributing towards the general cost of their services.

RIGHT TO BUY

The Council is legally required to sell council homes to tenants at a discount, where the tenant wishes to buy their home.

SECTION 151 OFFICER

A term used to describe the Chief Finance Officer whose responsibilities are set out in the Statement of Responsibilities for the Statement of Accounts.

SERVICE REPORTING CODE OF PRACTICE (SeRCOP)

CIPFA's Service expenditure Reporting Code of Practice which provides guidance on financial reporting to stakeholders and establishes 'proper practice' with regard to consistent financial reporting.

SHORT TERM COMPENSATED ABSENCES

Short term compensated absences are periods during which an employee does not provide services to the employer, but benefits continue to be paid.

SLIPPAGE

A delay in the progress of a capital scheme from the start date and payment flows originally allowed for in the approved Capital Programme.

STOCKS

Items of raw materials and stores the Council has procured and holds in expectation of future use. Examples are consumable stores, raw materials and products and services in intermediate stages of completion.

TRUST FUNDS

Funds administered by the Council for such purposes as prizes, charities, specific projects and on behalf of minors.

USABLE CAPITAL RECEIPTS RESERVE

Proceeds of non-current assets sales available to meet future capital investment. These capital receipts are held in this reserve until such time they are used to either fund new capital expenditure or repay any outstanding debt on fixed assets.

USEFUL ECONOMIC LIFE (UEL)

The period over which the Council will benefit from the use of a non-current asset.

VALUE ADDED TAX (VAT)

An indirect tax levied on most business transactions and on many goods and some services. Input tax is VAT charged on purchases. Output tax is VAT charged on sales.

WHOLE OF GOVERNMENT ACCOUNTS (WGA)

An HM Treasury scheme to amalgamate the accounts of all UK local authorities and public bodies into a national consolidated set of accounts. Each body has to return a pro forma based on their audited published accounts and identify their major transactions with the other public sector bodies.

WRITE-OFF

Income is recorded in the Council's accounts on the basis of amounts due. When money owing to the Council cannot be collected, the income due is either reduced or written off.

Contact Details

Contact us…

If you have any questions on these Financial Statements or require further copies, please contact the Council as follows:

For the attention of:

Director of Resources
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ

By telephone: 0300 300 6147 or 4559 (c/o Sarah Michael, Head of Corporate Finance)

By email: sarah.l.michael@centralbedfordshire.gov.uk
maria.fuller@centralbedfordshire.gov.uk

For general enquiries of the Council please contact:

Phone: 0300 300 8000

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Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Go to the web: www.centralbedfordshire.gov.uk

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		Changes made to the Statement of Accounts certified by Chief Finance Officer 30th May 2018.
Statement of Accounts Page No	**Section / Note**	**Comment –** **Comparison of published unaudited Statement of Accounts with Audited CBC Accounts 2017/18**
13	Narrative Statement – Reserves	Narrative has been added to the end of the paragraph to provide the total value of Earmarked Reserves (£88.2M) and that a breakdown of Earmarked Reserves can be found in Note 10.
17	Narrative Statement – CIES	The narrative has been updated as a result of changes made to the main statements – £5.954m capital expenditure on Lower Wilbury Farm School incorrectly treated as revenue expenditure. • Net Cost of Services has increased by £31.23m rather than £37.243m • Deficit for 2017/18 is £23.050m rather than £29.062m • Removed reference to increase in Regeneration & Business Support expenditure as no longer material.
18	Narrative Statement – The Movement in Reserves Statement	Updated to reflect the correct year the value for the Revaluation Reserve relates to, this should have been 2017/18 not 2016/17. The narrative has been updated as a result of changes made to the main statements – £5.954m capital expenditure on Lower Wilbury Farm School incorrectly treated as revenue expenditure. • Unusable reserves change due to REFCUS – reduction between years of -£1.6m, previously £7.6m, to a total of £383.8m • Removed reference to CAA as variance between years no longer material.
22	Narrative Statement – Material events after the reporting date	Date the Statement of Accounts was authorised for issue by the Director of Resources has been included.
25	Comprehensive Income and Expenditure Statement	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Expenditure for Regeneration & Business Support has been reduced to £21,917k from £27,871k • Net expenditure for Regeneration & Business Support has reduced to £13,030k from £18,984k • Cost of Services Expenditure has reduced to £561,814k from £567,768k • Net Cost of Services has reduced to £244,916k from £250,870k • Expenditure Deficit on Provision of Services has reduced to £615,427k from £621,380k • Net Deficit on Provision of Services has reduced to £23,050k from £29,003k

		• Total Comprehensive Income and Expenditure has increased to £34,092k from £28,139k.
26-27	Movement in Reserves Statement	Updated to reflect the corresponding note numbers for particular line items where further detail can be located. 2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • General Fund Balance - deficit reduced to £14,564k from £20,518k • General Fund Balance - Adjustments between accounting basis amended to (£21,587k) from (£27,541k) • Total Usable Reserves - deficit on the provision of services reduced to £23,050k from £29,003k • Total Usable Reserves - Adjustments between accounting basis amended to £58,738k from £64,692k • Unusable Reserves - Adjustment between accounting basis amended to £58,738k from £64,692k • Unusable Reserves - net decrease before transfer to reserves reduced to £1,596k from £7,550k • Unusable Reserves - Balance at 31 March 2018 increased to £383,776k from £377,822k • Total Reserves - Balance at 31 March 2018 increased to £522,180k from £516,226k.
28	Balance Sheet	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Property, Plant and Equipment increased to £1,312,204k from £1,306,250k • Long Term Assets increased to £1,329,043k from £1,323,089k • Net Assets increased to £522,180k from £516,226k • Unusable Reserves increased to £383,776k from £377,822k • Total Reserves increased to £522,180k from £516,226k.
29	Cash Flow Statement	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Net (surplus) or deficit on the provision of services has reduced to £23,050k from £29,003k • Net cash flows from operating activities has reduced to £7,964k from £13,918k • Net cash flows from investing activities has reduced to £57,079k from £63,033k Certification of s.151 Officer added below the Cash Flow Statement.
46	Note 1 – Accounting Policies, PFI and Similar	Narrative updated to reflect that the assets used to provide services at the two schools, under the PFI arrangement, are no longer recognised on the balance sheet as the schools have converted to Academy status, and the assets have been written out of the Council's asset register.

	Contracts	
52	Note 5 – Material items of Income and Expense	Disclosure added in relation to material items of contract expense – presentational change only. **Service Expenditure** The Council has made significant payments to the following contractors and providers that are not disclosed separately: • **Ringway Jacobs Limited** – for the provision of highway maintenance work (£18.7m) • **BIFFA Municipal Ltd** – for the provision of waste and recycling collection services (£11.4m) • **Comensura Ltd** – for the supply of temporary agency staff (£9.2m) • **Essex Partnership University NHS Trust** – for the provision of 0-5 health visiting and family nurse services and 5-19 school nursing (£7.4m)
52	Note 6 – Events after Balance Sheet Date	Date the Statement of Accounts was authorised for issue by the Director of Resources has been included.
53	Note 7 – Expenditure and Funding Analysis	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Regeneration & Business Support – adjustments has reduced to £8,503k from £14,457k • Regeneration & Business Support – net expenditure in the CIES has reduced to £13,030k from £18,984k • Net Cost of Services – adjustments has reduced to £63,688k from £69,642k • Net Cost of Services – net expenditure in the CIES has reduced to £244,916k from £250,870k • Surplus or Deficit on the Provision of Services – adjustments has reduced to £23,126k from £29,080k • Surplus or Deficit on the Provision of Services – net expenditure in the CIES has reduced to £23,050k from £29,003k.
54	Note 7a – Note to the Expenditure and Funding Analysis	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Regeneration & Business Support – Net Capital Statutory Adjustments has reduced to £8,234k from £14,188k • Regeneration & Business Support – Total Adjustments has reduced to £8,503k from £14,457k • Net Cost of Services – Net Capital Statutory Adjustments has reduced to £76,889k from £82,843k • Net Cost of Services – Total Adjustments has reduced to £63,688k from £69,642k

		• Difference between the statutory charge – Net Capital Statutory Adjustments has reduced to £24,000k from £29,954k • Difference between the statutory charge – Total Adjustments has reduced to £23,126k from £29,080k.
58	Note 8 – Expenditure and Income Analysed by Nature	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Other service expenses has reduced to £343,108k from £349,062k • Surplus or Deficit for Year has reduced to £23,050k from £29,003k.
65-66	Note 14 – Property, Plant and Equipment	2017/18 values have been updated to reflect the change in the classification of capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure (£5,954k) and reclassification of capital expenditure on Dunstable Leisure Centre redevelopment (£6,773k) which had been treated as Land and Buildings rather than Assets Under Construction: • Land and Buildings – Additions decreased by £6,773k to £12,540k • Assets Under Construction – Additions increased by £12,367k (£5,594k + £6,773k) to £17,742k • Total Property, Plant and Equipment – Additions increased to £54,604k from £48,650k as a result of the inclusion of Lower Wilbury Farm School on the balance sheet • Land and Buildings – Balance as at 31 March 2018 decreased to £523,926k from £530,699k • Assets Under Construction – Balance as at 31 March 2018 increased to £28,859k from £16,133k • Total Property, Plant and Equipment – Balance as at 31 March 2018 increased to £1,458,810k from £1,452,856k • Land and Buildings – Net Book Value at 31 March 2018 reduced to £497,435k from £504,208k • Assets Under Construction – Net Book Value at 31 March 2018 increased to £28,859k from £16,133k • Total Property, Plant and Equipment – Net Book Value at 31 March 2018 increased to £1,312,204k from £1,306,250k.
76	Note 24 – Unusable Reserves	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Capital Adjustment Account has increased to £536,228k from £383,776k • Total has increased to £383,776k from £377,822k.
78	Note 24 – Capital Adjustment Account	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure funded from capital under statute: • Revenue expenditure funded from capital under statute has reduced to £25,538k from £31,492k

		• Reversal of items relating to capital has reduced to £121,302k from £127,256k • Net written out amount has reduced to £88,222k from £94,175k • Balance 31 March has increased to £536,228k from £383,776k.
82	Note 26 – Cash Flow from Investing Activities	2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure: • Purchase of property, plant and equipment has increased to £54,926k from £48,972k • Net cash flows from investing activities has reduced to £57,079k from £63,033k.
86	Note 31 – Officers' Remuneration	2017/18 Expenses Allowances for each Director have been reduced to nil following a review that identified the mileage that had been included is not subject to income tax and therefore does not need to be disclosed. This has adjusted the total remuneration for each Director. Total Remuneration for 2017/18 now reads £1,103,268 not £1,108,150. A note has been added to the bottom of the note on page 87 to reflect this. 2016/17 figures have not been updated.
92	Note 34 – Grants Receipts in Advance	2016/17 values have been restated to reflect comparative information for the New School Places Programme and Better Care Fund grants as receipts in advance in 2017/18 are above the £1m threshold for individual reporting. The values for 2016/17 had previously been included in 'Others' for that year and not separately disclosed. There is no change to the bottom-line figure – presentational.
95	Note 36 – Capital Expenditure and Capital Financing	Typing error on 2016/17 comparative figures. The increase/(decrease) in Capital Financing Requirement changed to read £48,637k not £50,565k to agree to the signed 2016/17 Statement of Accounts. 2017/18 values have been adjusted to reflect the change in the classification of £5,954k capital expenditure on Lower Wilbury Farm School which had previously been treated as revenue expenditure funded from capital under statute: • Property, Plant and Equipment has increased to £54,604k from £48,650k • Revenue Expenditure Funded from Capital Under Statute has reduced to £25,538k from £31,492k. There is no change to the bottom line for this note. 2017/18 values included for the change in the underlying need to borrow have now been included, this now reads as £5,261k. This was previously omitted.
98	Note 38 – Service Concession	Typing error with regards who the PFI contract is with, this now correctly reads Bedford Education Partnership Ltd rather than Bedfordshire Education Partnership Ltd.

	Arrangements	
107	Note 42 – Contingent Liabilities	This previously highlighted that there were no material contingent liabilities however this has been reworded to reflect that as part of the disaggregation agreement CBC may need to pay Bedford Borough Council (BBC) a percentage share of net proceeds on the sale of farm land. Timing and value associated with such events are uncertain.
107	Note 43 – Contingent Assets	This previously highlighted that there were no material contingent assets however this has been reworded to reflect that as part of the disaggregation agreement CBC may receive a percentage share of net proceeds on the sale of farm land from BBC. Timing and value associated with such events are uncertain.
115	HRA 2 – Balance Sheet Values of HRA Assets	Typing error on 2016/17 comparative figures. Balance as at 31 March 2017 for Council dwellings changed to read £449,395k not £409,665k and the total has been changed to read £456,274k not £416,544k to agree with the signed 2016/17 Statement of Accounts.

Ernst & Young
400 Capability Green
Luton
LU1 3LU

30 July 2018

Management Representation Letter

Dear Sirs

This letter of representations is provided in connection with your audit of the financial statements of Central Bedfordshire Council ("the Council") for the year ended 31 March 2018. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Central Bedfordshire Council as of 31 March 2018 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

2. We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18. We have approved the financial statements.

3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, that are free from material misstatement, whether due to fraud or error.

5. There is one unadjusted audit difference identified during the current audit and pertaining to the latest period presented – value £2.174m. A difference was identified by the auditor in relation to the reported asset position of the Bedfordshire Pension Fund as at 31 March 2018. This is a judgemental difference based on the use of estimates and is not material for the Council, you have not asked us to correct for this difference and no adjustment has been made to the statement of accounts.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.

2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:

   - involving financial statements;

   - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;

   - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be

fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;

- involving management, or employees who have significant roles in internal controls, or others; or

- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:

   - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;

   - Additional information that you have requested from us for the purpose of the audit; and

   - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

3. We have made available to you all minutes of the meetings of the Council and committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 19 July 2018.

4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of noncompliance, including all covenants, conditions or other requirements of all outstanding debt.

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 42 to the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

F. Accounting Estimates

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

2. Accounting estimates recognised or disclosed in the financial statements:

   - We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.

   - The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.

   - The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.

   - No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

G. Reserves

1. We have properly recorded or disclosed in the financial statements the useable and unusable reserves.

H. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of Property, Plant and Equipment, NDR appeals and Pension Liabilities and have adequately considered the qualifications of the specialists

in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

I. Property Valuation and Business Rates Appeals Estimates

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

2. We confirm that the significant assumptions used in making the valuation of Property estimate appropriately reflects our intent and ability to utilise these assets on behalf of the entity.

3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

J. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

K. Expenditure Funding Analysis

1. We have reviewed the requirements (as set out in the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18), in relation to the preparation of the Expenditure Funding Analysis, and confirm that the requirements to prepare the Expenditure Funding Analysis and related notes have been correctly reflected in the financial statements.

2. We confirm that the financial statements reflect the operating segments reported internally to the Council.

Yours faithfully,

_____

Director of Resources & Section 151 Officer

I confirm that this letter has been discussed and agreed at the Audit Committee on 30 July 2018

_____

Chairman of the Audit Committee

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ

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Richard Carr
Chief Executive
Central Bedfordshire Council
Monks Walk, Chicksands, Shefford
Bedfordshire
SG17 5TQ

25 April 2018

Ref: 19/CBC/18-19 Fee
Your ref:

Email: NHarris2@uk.ey.com

Dear Richard

Annual Audit 2018/19

We are writing to confirm the audit work that we propose to undertake for the 2018/19 financial year at Central Bedfordshire Council.

From 2018/19, new arrangements for local auditor appointment set out in the Local Audit and Accountability Act 2014 apply for principal local government and police bodies. These audited bodies are responsible for making their own arrangements for the audit of the accounts and certification of the housing benefit subsidy claim. Public Sector Audit Appointments Ltd (PSAA) has appointed auditors for bodies that have opted into the national scheme. Appointments were made for the duration of the five-year appointing period, covering the audits of the accounts for 2018/19 to 2022/23. Appointments for all bodies that had opted into the appointing person scheme before 9 March 2017 were confirmed, following consultation, in December 2017.

Indicative audit fee

For the 2018/19 financial year, PSAA has set the scale fee for each audited body that have opted into its national auditor appointment scheme. Following consultation on its Work Programme and Scale of Fees, PSAA has reduced the 2018/19 scale audit fee for all opted-in bodies by 23 per cent from the fees applicable for 2017/18.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

- Audit of the financial statements
- Value for money conclusion
- Whole of Government accounts.

For Central Bedfordshire Council our indicative fee is set at the scale fee level. This indicative fee is based on certain assumptions, including:

- The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year
- Officers meeting the agreed timetable of deliverables;
- We can rely on the work of internal audit as planned;
- Our accounts opinion and value for money conclusion being unqualified;
- Appropriate quality of documentation is provided by Central Bedfordshire Council;
- There is an effective control environment; and
- Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

As we have not yet completed our audit for 2017/18, our audit planning process for 2018/19 will continue as the year progresses. Fees will be reviewed and updated as necessary, within the parameters of our contract.

Summary of fees

	Indicative fee 2018/19 £	Planned fee 2017/18 £	Actual fee 2016/17 £
Total Code audit fee	107,389	139,466	139,466
Certification of housing benefit subsidy claim	N/a	26,910	24,908
Non audit work			
Teachers' Pensions	N/a	N/a	10,000
Pooling of housing capital receipts	N/a	N/a	4,000

The appointment of an auditor to certify the Council's 2018/19 housing benefit subsidy claim is not covered by the PSAA appointment, hence is shown as not applicable here.

Any additional work that we may agree to undertake (outside of the Code of Audit Practice) will be separately negotiated and agreed with you in advance.

Billing

The indicative audit fee will be billed in 4 quarterly instalments of £26,847.

Audit plan

Our plan is expected to be issued in December 2018. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant risks identified in relation to the value for money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Director of Resources and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Audit Committee.

We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me as your Engagement Lead. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely

Neil Harris
Associate Partner
For and on behalf of Ernst & Young LLP

cc. Charles Warboys, Director of Finance
Michael Blair, Chair of Audit Committee

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Central Bedfordshire Council

AUDIT COMMITTEE – 30 July 2018

ANNUAL COUNTER FRAUD UPDATE

Report of, Charles Warboys, Director of Resources
(charles.warboys@centralbedfordshire.gov.uk)

Advising Officer: Gary Muskett, Head of Revenues and Benefits
(gary.muskett@centralbedfordshire.gov.uk)

Purpose of this report

1. The purpose of the report is to provide the Committee with an update on the work of the Corporate Fraud Investigation Team (CFIT).

RECOMMENDATIONS

The Committee is asked to:

1. **Consider and comment on the implications of the issues raised in this report.**

Background

2. The Council is committed to providing an effective Anti-Fraud Service which is supported by efficient policies and sanctions for those that offend. Counter fraud is the responsibility of everyone in the Council and by ensuring that effective measures are in place to prevent, detect, investigate and report fraud we can ensure that public money is spent where it should be, on services for the community.

3. Failure to report fraud will see money leaving the Council by way of fraud and error and failure to tackle this effectively could lead to loss of revenue for the Council.

4. It is therefore important to demonstrate that resources are focused on fraud reduction and to identify, investigate and rectify administrative weaknesses in order to assure Members of the quality and integrity of investigations.

5. The CFIT was formed in May 2015 and is based within the Revenues and Benefits service. The officers appointed to this team are all from the former Benefits Fraud Investigation Team. The team consists of 3 full time investigators and is supported by a Team Leader and Senior

Manager who both also have other responsibilities within the service area. All staff on the team are fully trained counter fraud officers, holding their Professionalism in Security accreditation from Portsmouth University. Investigators have attended advanced investigative interviewing training to build on and improve their current skills.

6. The CFIT works closely with the Internal Audit Team, with CFIT focussing primarily on customer facing fraud and the Internal Audit Team dealing with internal related fraud within the Council.

Corporate Fraud Work Programme

7. 2017/18 was the second full year of operation for the CFIT and has seen the CFIT team continue to be more proactive and involved in fraud investigations not previously undertaken by the Council, such as Direct Payments in Adult Social Care.

8. The work programme for the team, which is jointly delivered by the CFIT and Internal Audit, is used to underpin the work of the team during the year. The plan was refreshed in April 2017 and the main work areas for 2017/18 were as follows:

9. **Local Council Tax Support (LCTS)**

Local Council Tax Support is funded directly by the Council therefore any reduction or withdrawal of a claim can be viewed as a direct saving to the Council. LCTS discrepancies were investigated in conjunction with Housing Benefit investigations as both claims are usually linked by entitlement and very similar qualifying criteria based on the claimant's personal circumstances. However, post the creation of the DWP Single Fraud & Investigation Service (SFIS) the CFIT now only investigate LCTS fraud and targets resources towards high risk cases that can provide direct savings.

During 2017/18 over £36,000 was directly saved related to this type of fraud and this figure does not include savings for future years had the fraud not been stopped.

There are some difficulties investigating this type of fraud as some benefits are administered by the DWP, Income Support for example, which automatically entitle claimants to a maximum LCTS award although there is still no official route for the Council to overturn the DWP benefit award.

The DWP has recognised this issue along with the other advantages of a Council's CFIT working jointly with DWP's SFIS where there is a linked interest. The DWP has therefore put in place a legal framework for joint working and it is being rolled out to Councils who have

agreed to work collaboratively. As we have agreed we expect joint working to start this Autumn.

10. **Housing Fraud**

Housing fraud arises when people occupy social housing, or attempt to obtain housing unlawfully and can include:

- Failing to use a property as the principal home; subletting or abandoning the property, or selling the keys to a third party.
- Providing false information in a Housing application to a tenancy
- Wrongful tenancy assignment and succession where the property is no longer occupied by the original tenant
- False application for homelessness support.
- False Right to Buy application

There has been growing interest from other Registered Social Landlords (RSLs) for the CFIT to investigate tenancy fraud referred to us by the RSL or from the public. We are in the early stages of agreeing a formal Service Level Agreement for the CFIT to provide Local RSLs with access to a specialist investigative service in return for **100% nomination rights to any property recovered or equivalent property,** as a result of the investigative work undertaken by the CFIT.
(NB: subject to the priorities of the respective RSL)

11. **Blue Badge Fraud**

Blue Badge fraud is where a badge is misused or obtained unlawfully and can include:

- Using a Blue Badge when the disabled person is not present in the car
- Using the Blue Badge of a deceased person
- Providing false information on an application form
- Selling a Blue Badge

In November 2017, another successful Blue Badge targeted enforcement day was carried out in Dunstable, Leighton Buzzard, Ampthill, Flitwick, Biggleswade and Potton resulting in a number of prosecutions. One of these resulted in a woman being ordered to pay £230 by Luton Magistrates Court in May this year, after pleading guilty to an unauthorised use of a Blue Badge that had been issued to her disabled partner. Another case saw a person being ordered to pay £525 after pleading guilty for the same offence relating to her daughter's Blue Badge.

The level of fine issued by the Magistrates for these offences will often differ depending on the income of the person found guilty.

We currently have 2 cases that are either with Legal or are about to go to Legal for prosecution action. Also in the last financial year 14

warning letters have been issued to badge holders explaining they must not give their badge to friends and family to use.

12. **Care home fees, Direct Payments for Care & Disabled Facilities Grants**

These frauds are where income and or capital are not declared or the circumstances declared are false. We will continue to accept referrals and give advice as and when needed.

13. **School Admissions**

School Admissions fraud is where the parent declares a home address which is false and they live elsewhere.
Although there is no monetary loss it can mean another child's place is taken by a child not entitled to it.
This year investigations have resulted in 6 school places withdrawn or refused. Looking at this type of fraud we have in some cases found the matter is about Council Tax evasion as opposed to a school admission fraud. The Council Tax issues have been followed up.

14. **Council Tax and Business Rates**

Council Tax and Business Rates are of very significant monetary value to the Council. Fraud in these areas can be where for example the person or business liable to pay puts forward the name of a false tenant or occupier in order to evade payment. It also includes falsely claiming discounts such as the Single Person Discount or trying to avoid the Empty Homes Premium.

15. **School Transport**

School transport fraud is where a parent declares a false address in order to obtain free transport. We have only investigated one such case in 2016/17; however, this one case did save over £6,000.

Proactive Counter Fraud Work

16. The work of the CFIT has been widely publicised internally via the staff newsletter "Staff Central" and presentations given to Departmental Team meetings across the Council and we are seeing more and more ad-hoc enquires from across the Council which we will continue to encourage.

17. Plans for both an internal and external pro-active anti-fraud campaign will continue and over the next 12 months; CFIT will concentrate on the following areas:

I. Continue our work on Council Tax Single Person Discounts with a rolling programme of reviews, rather than carrying out a major review

every 2 or 3 years as was the previous practice. The rolling review will start this summer.

II. Right to Buy fraud within the Council's own Housing stock which has already seen promising results from the team's intervention in the application process.

III. Expansion of Right to Buy fraud investigations to other Registered Social Landlords (RSL's).

IV. Housing tenancy fraud, such as illegal sub-letting, in the Council's own Housing stock which may also be expanded to include other RSL's.

18. Below are examples of some of the recent cases that the CFIT have investigated and in some cases prosecuted. Every effort will always be made to maximise the recovery of any losses to Central Bedfordshire Council by:
    - Asking for realistic court costs
    - Instituting recovery proceedings under Proceeds of Crime legislation where the defendant has realisable assets (i.e. property or capital) and is in a position to settle the debt promptly.

Case Studies

1. **Case – Care home Payments**

Mrs X had been receiving payments towards her care home fees – the application had been made by her husband Mr X.
Anonymous information received alleging that Mr X had failed to declare Mrs X owned a second property.

The matter was investigated and the property and owner identified. The information established by the investigating officer was put to Mr X at an Interview Under Caution, at which he admitted that his wife owned a property in Luton – this had not been declared on the application.

Bank statements were subsequently obtained which showed rental payments in respect of this property – these had not been declared on the application. Mr X was billed for over £60k for care home fees and respite care payments received that he was not entitled to. To date £55k has been repaid.

We successfully prosecuted M X for fraud by false representation: He now has a criminal conviction against him and the case was publicised in the local press. A custodial sentence was considered however deemed not appropriate as it would impact on his ability to visit his wife.

2. **Case – Local Council Tax Support and Council Tax Single Person Discount**

Miss G was receiving Local Council Tax Support and had been for about 5 years. She was also in receipt of the Council Tax Single Person Discount. She had declared she was single.

The investigation commenced following an anonymous allegation that Miss G had an undeclared partner living with her.

Initial checks gave a name of a potential partner- Mr E- however there was a lack of financial data linking him to Miss G's address. Miss G was therefore interviewed in her home, at which time she denied that Mr E had ever lived with her and that he lived at his mother's address.

Mr E's mother was therefore interviewed and she stated her son was not living with her - he was living with his partner - Miss G: She had visited them both at the claim address.

We established the employer of Mr E and made contact. We subsequently established Mr E's fulltime earnings were being paid into Miss G's bank account – and this went back over a number of years.

Ms G was invited to attend a formal Interview Under Caution but did not attend.

Her Council Tax Support and Council Tax Single Person Discount were removed from 2014 resulting in an arrears bill for over £1k, which has been repaid, and a Housing Benefit over payment of £11k which is in the process of being recovered.

3. Case - Council Tax

The owner of a property was being billed for Council Tax relating to a past period, which included an empty property Levy charge (150% charge).

Mr W refused to pay the Levy: He declared that during the time of the charge his partner had been resident in it and it was never empty. The property in question being next door to the one he lives in. This property had since been sold to new owners.

A Revenues Officer from the Debt Recovery Team, referred the case for investigation.

The owner's partner was initially contacted and she provided some documentary proof to show she had resided at the property in question.
As this contradicted the evidence uncovered the investigating officer contacted the new owner of the property: The new owner stated at the time of purchase there was no staircase, no bathroom, no kitchen, no furnishings and holes in the roof.

Not only did the investigation confirm the Levy charge as correct, the matter of the owner's Single Person Discount for this past period was also investigated. This placed the partner as living with him earlier than he had declared therefore his Single Person Discount was removed from this earlier date.
In all, this represented arrears bills for over £2,700 which have been repaid.

4. Case - Council Tax Single Person Discount

Fraud referral received from the Council's Empty Homes Officer - could Mr T be receiving a Council Tax Single Person Discount (since 2003) for an address he was not living in: Their records had Mr T living with his wife and disabled son.
The matter was investigated and established that he had not lived at the property since 2003. The Council Tax Single Person Discount was removed from this time resulting in an arrears bill for over £2,900 which has been repaid.

The Empty Homes Officer continued to assist Mr T in getting his empty property in a fit state for sale.

5. Case - Direct Payment (Adult Social Care)

Referral received from Direct Payments Team – had Mr X undeclared capital. The application had been made by a family member Miss A.

Initial checks identified Mr X also received Council Tax Support, so this matter was also included in the investigation.

As the investigation progressed it became apparent that the situation was complex, was Miss A financially abusing Mr X by potentially stealing his capital?

Therefore, other interested parties were involved such as the SOVA team and the Police.

The investigation established that Mr X had a significant amount of undeclared capital in an offshore bank account.

The Direct Payments and Local Council Tax Support have been stopped and Mr X has been billed for in excess of £34k. Half of this has been repaid and legal proceedings are being considered to recover the balance.

Miss A is no longer involved in the financial affairs of Mr X.

6. Case - Housing Application

Fraud referral received from the Housing Register team - suspected false Housing Application being made by Miss H.

Miss H was already living in a 2-bedroom social housing property.

She applied for a 4-bedroom property on the grounds her property was overcrowded – this was refused. Miss H subsequently declared that another adult was living with her at the property and always had.

The investigation established that it appeared the other adult was not at the property with her. She was therefore invited to attend an Interview Under Caution: She was unable to attend due to a Community Service Order.

Enquiries with Bedfordshire Police confirmed that Miss H had been convicted for theft.

Miss H had failed to notify Housing of her conviction. As a result of this information Miss H was suspended from the Housing Register for 12 months. Miss H did eventually attend an Interview Under Caution. The information established from the investigation was put to her and Miss H admitted to providing misleading and false information – she said on her part the information she provided was more of a figure of speech.

This resulted in Miss H being suspended from the Housing Register for 2 years and a saving to the Authority of £36k. (See the explanation on page 10 of how the £36k has been calculated).

7. **Case – Housing**

Mrs X applied for a succession of a tenancy on a Council house following the death of her husband. Anonymous allegation received that Mrs X had never lived in the Council house and was now sub-letting it.

Investigation indicated that she was living at another address – although at one time had lived at the Council house for a couple of months.

Mrs X was invited to attend an Interview Under Caution and the evidence was put to her. She denied she didn't live at the property and she denied the sub-letting. She said a friend was staying for a week only and had left.

At the end of this interview she agreed to hand back the keys – which she did 2 weeks later. This resulted in a saving to the Authority of £93k. (See the explanation on page 10 of how the £36k has been calculated).

8. **Case – Blue Badge**

This case was identified during a targeted enforcement day to ensure that Blue Badges being used in Central Bedfordshire were valid and being used correctly.

During this day, we checked 96 Blue Badges and out of these discovered 6 instances where the badge holder wasn't present, and so took further action. One of these related to Mrs X. Her car was spotted displaying a Blue Badge belonging to a child parked on double yellow lines, for at least 90 minutes. When Mrs X returned to her car we approached her, when it was confirmed the disabled child was not with her. Mrs X said she was picking up medicine for her child.

We successfully prosecuted Mrs X and she was sentenced to pay a fine and costs of £525.

She now has a criminal conviction against her and the case was publicised in the local press.

Decision: Whether or not to progress a prosecution

On every case where we believe we have established fraud we consider whether or not to progress prosecution action. Each case is considered in accordance with the same code used by the Crown Prosecution Service (CPS):

- Is there sufficient evidence for a realistic prospect of conviction - as a criminal case the evidential standard is "beyond reasonable doubt" as opposed to "balance of probabilities" - and
- whether it is in the *public interest*

There would be significant financial cost and reputational damage should a case be taken to court and lost.

Summary of Results in 2017/18 (16/17 in brackets)

Description	Number	VFM Saving*	Real Saving / Income
Council Tax			
Council Tax Single Person Discounts, & exemptions removed. General liability change	45 (53)		£36,782 CTAX (£66,265)
Local Council Tax Support	20 (26)		£36,577 (£24,200)
Council Tax Benefit	3 (3)		£6,231 recoverable over-payments (£19,000)
Housing Benefit			
Housing Benefit cancelled / reduced	18 (21)		£70,174 (£121,600) recoverable over-payments
Housing			
Tenancy	4 (4)	£372,000* (£93,000 x 4) £72,000 (4 x £18,000)	
Housing application	9 (15)	£324,000* (9 x £36,000) £270,000 (15 x £18,000)	
Adult Social Care – Direct Payment	1 (0)		£20,303 (0)
Care Home Fees	1 (0)		£75,201 (0)
Schools Admissions	6 (6)		No monetary loss

Blue Badge	22 (12)		£12,650 (£575 x 22) (£6,900)
TOTAL		**£696,000** **(£575,700)**	**£257,918** **(£241,304)**

The "value for money" saving and "real" savings for 2017/18 increased compared to 2016/17 as a result of resources being focussed on higher value frauds and a change in the way the "value for money" savings are calculated. This is explained below.

***Value for Money Savings –**

The savings figures declared in this report are based on methodology and calculations produced by the Cabinet Office in support of the National Fraud Initiative. The updated figures include:

• **Social Housing Tenancy fraud** - Notional £93,000 (previously £18,000). The increase in the notional savings recognises the future losses prevented from recovering the property. Previously the calculation only considered one year's loss of a fraudulent tenancy but is now based on an average four-year tenancy. This includes temporary accommodation for genuine applicants, legal costs to recover property, re-let cost and rent foregone during the void period between tenancies.

Social Housing Application fraud – Notional £36,000 (previously £8,000). The increase in the notional savings recognises the future losses prevented by not letting the property to an ineligible individual and with the potential of having to place a genuine prospective tenant from the waiting list in expensive temporary accommodation. There is no allowance in this calculation for past value fraud and therefore the notional loss is less than that of social housing tenancy fraud.

Blue Badge Fraud – Notional £575 per badge (previously £500). The notional saving reflects lost revenue from parking and congestion charging. Estimate based on published research and considers 3 key factors:
• average cost per year of blue badge fraud
• duration of fraudulent activity
• prevalence of fraud amongst all blue badges cancelled through NFI

19. The savings in the table above compare with a total cost for the CFIT of £160k. In addition to the duty the Council has of protecting the public purse, this shows that there is a real financial saving associated with the operation of the CFIT.

20. 21. **Options for consideration**

None

22. **Reasons for decision**
N/a

23. **Reason for urgency**

None

Council Priorities

24. The activities of the Corporate Fraud Investigation Team are crucial to protecting public money and the finances of the Council. Good anti-fraud management ensures we adopt a planned and proactive approach to the identification of fraud that threatens the delivery objectives, protection of assets, or the financial wellbeing of the Council.

Corporate Implications

Risk Management

25. Work carried out within the scope of this report reduces the risk of financial loss and adverse publicity to the Council through fraud.

Legal Implications

26. Investigations by the CFIT may have legal implications depending upon what action is taken or decided against in respect of those investigations

Financial Implications

27. There are no financial implications arising directly from the recommendation in this report, although an adequate and effective internal counter fraud function provides the Council with assurance on the proper, economic, efficient and effective use of Council resources in delivery of services. The issues set out in the report demonstrate that the council is taking appropriate action to protect the public purse.

Equalities Implications

28. There are no equalities implications arising from this report.

Conclusion and next Steps

29. During 2017/18 there were 11 prosecutions for fraudulent use of Blue Badges, as well a prosecution for a fraudulent Housing application, a Council Tax Support application and a failure to declare rental income on a 2nd property on a financial assessment for care home fees.

The CFIT will continue to review all relevant fraud referrals received, in order to maximise the savings to the Council and the overall public purse.

Appendices

30. None.

Background Papers

31. None.

Central Bedfordshire Council

AUDIT COMMITTEE Monday, 30 July 2018

Local Government Pension Scheme Update

Advising Officers: Director of Resources, Charles Warboys. (charles.warboys@centralbedfordshire.gov.uk) and Denis Galvin, Assistant Director of Finance (denis.galvin@centralbedfordshire.gov.uk) Tel: 0300 300 6083

Purpose of this report

1. To provide an update on the governance of the Local Government Pension Scheme (LGPS).

RECOMMENDATIONS
The Committee is asked to:

1. Consider and comment upon the issues raised within the report.

Overview and Scrutiny Comments/Recommendations

1. This report is for information only and has not been made to any Overview and Scrutiny Committee. Due to the significant values of assets and liabilities and the importance of the LGPS to the Council this Committee receives regular reports on the governance and performance of the Local Government Pension Scheme.

Background

2. The Local Government Pension Scheme (LGPS) in England and Wales is a funded public sector pension scheme with approximately 5.3 million members. The scheme, which currently invests some £217 Billion in assets, is the largest defined benefit scheme in the UK and one of the largest in the world.

3. The regulations for the scheme are determined by Parliament and developed by the Department of Communities and Local Government. The scheme is administered locally for participating employers by ninety one funds across England and Wales.

4. The Bedfordshire Pension Fund, is administered by Bedford Borough Council, which is responsible for the pensions of Local Government employees across Bedfordshire, including Luton Borough Council and Central Bedfordshire Council.

5. Participation in the LGPS is open to public sector employers providing some form of service to the local community. Whilst the majority of members will be local authority employees (and ex-employees), the majority of participating employers are those providing services in place of (or alongside) local authority services such as academy schools, contractors, housing associations and charities.

6. The reduction in the numbers of CBC employees since 2013 is due in part to schools converting to academy status and therefore they are no longer employees of CBC.

7. The Academy becomes a separate employer within the Fund and therefore reported separately (but still in the Fund totals).

Table 1 LGPS Bedfordshire and CBC Membership at 31/3/13 and 31/3/18

	Fund	**Fund**	**CBC**	**CBC**
	31 March 2013	**31 March 2018**	**31 March 2013**	**31 March 2018**
Active	17,442	22,275	3,948	4,671
Deferred	21,142	30,160	6,755	4,176
Pensioners	13,158	16,436	4,131	1,101
Total	**51,742**	**68,871**	**14,834**	**9,948**

Draft Fund Account and Net Asset Statement

8. The draft Fund Account and Net Asset Statement for the year ended 31 March 2018 shows that the value of the Fund at 31 March 2018 was £2,175 million, an increase of £101 million since 31 March 2017. During the year the Fund rebalanced its portfolio moving £36 million from All World Equities and investing in Absolute Return Multi Asset Funds in mid July 2017. In addition the Fund made its first investment in Standard Life Capital Secondary Opportunities Fund III (Private Equity) totalling £9.3 million. See table 2.

Table 2

2016/2017 £000		2017/2018 £000
	Contributions and Benefits	
108,936	Contributions	117,314
12,848	Transfers in from other pension funds	40,883
88	Other Income	67
121,872		**158,264**
-86,415	Benefits	-90,278
-7,552	Payments to and on account of leavers	-7,980
27,905	**Net additions/(withdrawals) from dealings with members**	**60,006**
-7,890	Management Expenses	-8,302
	Returns on Investments	
8,363	Investment income	10,138
-125	Taxes on income	-80
312,643	Profit and losses on disposal of investments and changes in value of investments	39,157
320,881	**Net return on investments**	**49,215**
340,896	Net increase/(decrease) in the Fund during the year	100,919
1,732,814	Net assets of the Fund at 1 April	2,073,710
2,073,710	**Net assets of the Fund at 31 March**	**2,174,629**

Regulatory and Governance Changes

Border to Coast

9. The Border to Coast Pensions Partnership has created the entity which is seeking to become an FCA-authorised alternative investment fund manager (AIFM); Border to Coast Pensions Partnership Ltd ("the Company" or "Border to Coast").

10. Border to Coast is a wholly owned private limited company registered in England and Wales founded to carry out the asset pooling obligations set out by the Government. The Company has 12 equal shareholders who are the administering bodies of the 12 pension funds that are its customers (see below). The Company strives to be a customer-focused organisation with a strong oversight framework allowing regular interaction with its customers.

11. The Company will operate and offer investment funds for its closed book of customers to invest into based on the customers own allocation strategy. The five-year business plan outlines assets under management totalling approximately £43 billion (based on asset values as of 31st March 2017).

12. To deliver its services, the Company's revenue model will be Cost Recovery and Border to Coast will charge its 12 customers fees equal to operating costs in order to function.

13. BCPP comprises the following funds:

- Bedfordshire Pension Fund
- Cumbria Pension Fund
- Durham Pension Fund
- East Riding Pension Fund
- Lincolnshire Pension Fund
- North Yorkshire Pension Fund
- Northumberland Pension Fund
- South Yorkshire Pension Fund
- Surrey Pension Fund
- Teesside Pension Fund
- Tyne and Wear Pension Fund
- Warwickshire Pension Fund

Oversight of the Company

14. The Administering Authorities of the LGPS funds that have established Border to Coast, and are its customers, have formed a Joint Committee made up of elected member representatives from each Administering Authority. The Joint Committee's role is to review the investment performance and capability on a quarterly basis. Border to Coast's delivery of services and its performance as a company against its strategic objectives is overseen by shareholder representatives both on an ongoing basis and formally once a year at its Annual General Meeting.

15. Border to Coast is managed and directed by its Board of Directors comprised of the Chairman and both executive and independent non-executive directors including the Chief Executive and Chief Operating Officers. The Chief Risk Officer also attends Board meetings. The Board's responsibilities are set out in the Company's Articles of Association, and subject to these articles, the directors are responsible for the management of the Company's business and implementation of the Strategic Plan. Day-to-day management of the Company is delegated to the Chief Executive Officer.

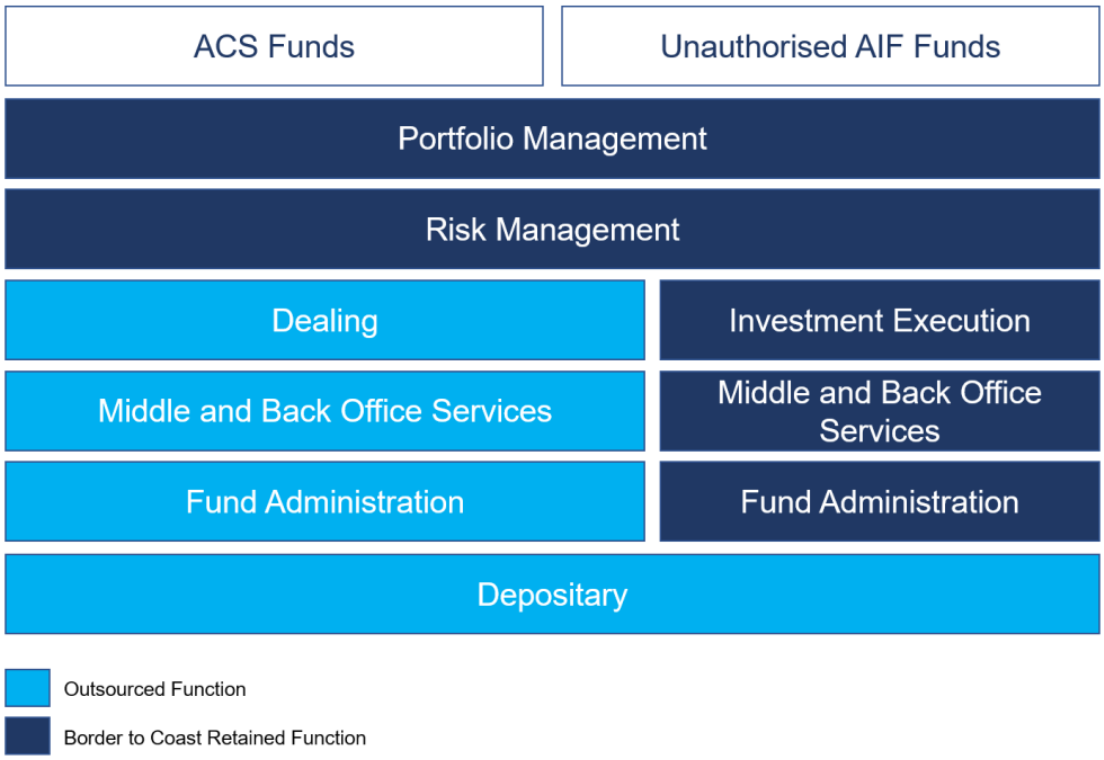
Delivering the Operating Model

16. In order to successfully deliver its business strategy and customer services, Border to Coast has designed a split in-house and outsourced operating model. Border to Coast, as the AIFM, will provide

portfolio and risk management of the funds it manages with its own investment and risk teams in-house. These teams will be supported by the appointed TPA to which the Company has outsourced trade execution, the performance of middle and back office activities and fund administration for the listed financial instruments held in its funds.

17. As part of the phased approach to implementation and fund/sub-fund launches, those funds covering listed instruments will be the first offered by Border to Coast. Following the initial listed instruments sub-funds under the ACS, Border to Coast will be offering a range of funds covering non-listed and alternative assets as unauthorised AIF's. Portfolio and risk management for these funds will be carried out in-house but it has been decided that, whilst the alternative funds are being migrated/launched over the course of the 5-year plan, core middle and back office processing, valuations and fund accounting will also be retained in-house by the Company and not outsourced.

18. These activities will be retained until the Company assess that the non-listed portfolios and their operational requirements reach 'critical mass'. This decision will be based on portfolio complexity, size, number of investments and the complexity of the operational support required. At this stage Border to Coast will look to outsource these supporting services. An overview of how the Border to Coast operating model will initially be split is given in the diagram below:



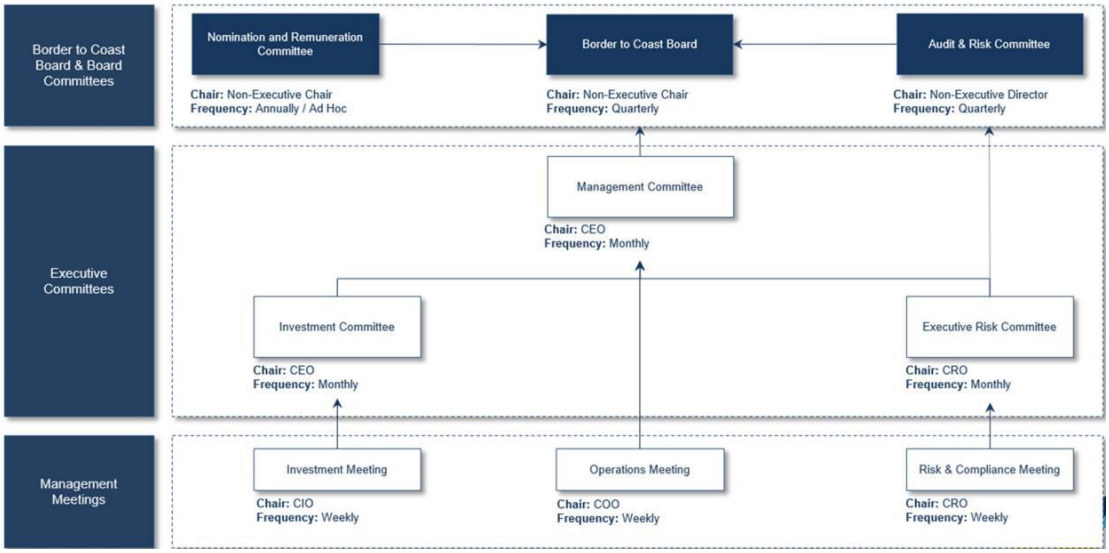
Governance

19. Border to Coast has designed and built its governance structure to meet, and account for, its regulatory responsibilities and industry best practice for organisations of its scale. Good governance is at the core of how Border to Coast does business. In this regard, the Board believes that corporate governance facilitates “effective, entrepreneurial and prudent management that can deliver the long-term success of the company”.

20. The Board is committed to maintaining high standards of corporate governance and believes that a sound corporate governance framework enables efficient and effective decision making with clear accountabilities, contributing to achieving the Company’s objectives and delivering long-term and sustainable value to its customers and shareholders. The Board’s intention is to achieve general adherence to the UK Corporate Governance Code (“the Code”), notwithstanding business size and closed shareholding.

21. Governance of Border to Coast will be led by the Board which is informed and supported by the Nomination & Remuneration and the Audit & Risk Committees. The Border to Coast Board will delegate executive management of the business to the Management Committee, from whom it will receive ongoing reporting.

22. The three layers of Border to Coast’s governance structure is outlined in the diagram below:



23. The Board is responsible for exercising day-to-day control over Border to Coast and will take the lead role in setting and overseeing the tone of cultures and behaviours at Border to Coast. The Management Committee’s role is to support the Chief Executive Officer in managing

the output and the escalations from Border to Coast's Executive Committees and report these into the Board.

24. The Management Committee will meet at least monthly and will be chaired by the Chief Executive Officer. The Management Committee has a direct reporting line from the regular Operations Meeting, chaired by the Chief Operating Officer, that sits every week.

25. The other executive committees (Investment and Executive Risk) will be responsible for managing operational and functional matters and are supported, and reported into, by regular Management Meetings. This structure of regular meetings reporting upwards

Cap on Exit payments

26. As previously reported to Committee, there has been no movement from the Government on changes to the various exit payment reforms that the Government were in the process of introducing prior to the General Election. It is understood that parliamentary time and government legal support is in short supply for this area and nothing is expected to be issued until later in the year.

Task Force on Climate-related Financial Disclosures

27. The Pension Fund joined with other investors, investment managers and other organisations to support the development of Climate related final disclosures after this was highlighted by the Institute Investors Group on Climate Change. This was completed in time for the One Planet Summit held in Paris and two year anniversary of the Paris Agreement on 12 December 2017.

Markets in Financial Instruments Directive II (MIFID II)

28. The Markets in Financial Instruments Directive is the EU legislation that regulates firms who provide services to clients linked to 'financial instruments' (shares, bonds, units in collective investment schemes and derivatives), and the venues where those instruments are traded.

29. This directive came into force on 3 January 2018. The Fund has chosen to opt up and be classified as professional clients under Markets in Financial Instruments Directive II.

Actuarial Valuation and Employer Contributions

30. The actuarial review was covered in detail in the report to the Audit Committee in January 2017. The next actuarial review is not due until 2019.

CBC Certified Employer Contribution Rates

31. The CBC employer contribution is stated below including the annual lump sum for deficit recovery.

Table 3 – CBC Certified Employer Contribution Rates

Year	Future Current Service Rate % of pay	Lump Sum for deficit recovery £M	Total Rate %
2014/15	14.0	6.662	24.4
2015/16	14.0	7.212	24.9
2016/17	14.0	7.450	24.9
2017/18	**16.9**	**5.903**	**24.2**
2018/19	**16.9**	**7.073**	**25.2**
2020/21	**16.9**	**8.296**	**26.5**

32. The increase in the current cost of accrual (current service rate) from 14% of pay to 16.9% reflects the change in discount rate and the actual take up of the 50:50 membership option which has, in common with the LGPS as a whole, been much less than was originally assumed. The increase in contribution rates continues to be stabilised for the majority of public sector employers.

33. The outcome of the initial modelling exercise suggested that the contributions would need to increase by more than the 0.5% p.a. steps that had applied in previous years. Further modelling took place to assess the appropriateness of a funding strategy for the councils assuming larger increases of +1% of pay p.a. The certified rates for the Council have been based on the later modelling results which generated an appropriate likelihood of achieving a fully funded position over a 20 year period.

34. CBC must pay the lump sum deficit recovery to the pension fund annually. This sum assumes a contribution from maintained schools. As schools convert to Academies, they no longer contribute to the CBC total and so the share of the element that CBC pays increases accordingly.

35. On conversion, the Academy pays toward its own deficit, but the total amount chargeable to CBC is fixed until the next triennial valuation. Effectively CBC overpays until the reset which is adjusted at that point.

36. There are two cost capping mechanisms in place for the LGPS which may lead to changes to the accrual rate or contribution rates from 2019. The caps only apply to future service costs and are independent of investment market conditions. Work on the two cost caps is already underway separately for the Scheme Advisory Board and HM Treasury.

Admitted Body Application/Employer Update

37. Bedford College merged with Tresham College, a college in Northamptonshire on 1 August 2017. Bedford College requested Secretary Of State approval to transfer all pension liability to Bedfordshire Pension Fund (BPF). Approval was received in December 2017, with 138 active and 460 deferred members transferred from the Northamptonshire Pension Fund to the Bedfordshire Pension Fund in December 2017, and 222 pensioners records transferred in February 2018. The Funds' actuaries are now calculating the asset value to be transferred.

38. It was anticipated that the transfer of assets would be completed within the financial year 2017/2018, however the process of reconciling membership numbers between 2016 and the transfer date has taken longer than anticipated. Northamptonshire Pension Fund made an interim payment of £9,000,000 on 27 March 2018. Both the Fund and the Director of Finance at College are actively working with Northamptonshire Pension Fund to expedite matters.

39. Totternhoe Lower in Central Bedfordshire Council joined Diocese St Albans Multi Academy Trust from 1 February 2018.

Pension Fund Performance to 31 March 2018

40. The Fund value ended the quarter slightly lower than the previous quarter due to a reduction in the value of equities following market volatility during February 2018 resulting from concerns of trade tariffs to/from the US. This reduction was offset by an increase in the level of cash held at the end of the quarter.

41. The market value of the Fund and cash holdings at 31 March 2018 was £2,151.5 million, a decrease of £42.1 million from £2,193.6 million held at 31 December 2017 and an increase of £424.1 million since the 31 March 2016 (the date of the last triennial valuation) value of £1,727.4

million. The positive performance since the triennial valuation has primarily come from the equities asset class.

42. The Pension Fund net investment return for the quarter ending 31 March 2018 was -2.8% which is behind the benchmark return of -0.2%.

43. The performance for the preceding 12 months was 2.3% behind the benchmark return of 4.0% per annum (pa).

44. The performance over the preceding 3 year period was 10.4% pa which is ahead of the benchmark return of 7.1% pa.

45. The performance over the preceding 5 year period was 7.2% pa which is ahead of the benchmark return of 6.3% pa. The Fund value ended the quarter higher having experienced additional positive equity performance in sterling terms with some regional markets hitting all-time highs during the quarter. Property the fixed interest markets returned a positive return.

Asset allocation.

46. At its meeting on 22 November 2016 the Pension Committee considered the results of Asset Liability Modelling to ensure that it has the appropriate asset allocation. The current asset allocation is shown at Table 4.

47. The commitment to property of £25 million, agreed at the Pension Fund Committee on 11 March 2014, has not been further committed from that reported at the last Committee with £27 million still being held in cash by the investment manager. Officers are meeting with CBRE at the beginning of August to discuss the matter further.

48. A further drawdown to the Standard Life Opportunities Fund III was completed during the quarter, with the investment in Private Equity now standing at £8.1 million as at 31 March 2018. The commitment of £25 million to Pantheon Real Assets Strategic Opportunities Fund was approved by the Committee during March 2018 and the first drawdowns have followed in the next quarter.

Table 4 Bedfordshire Fund Investment Asset classes and values at 31 March 2018					
Asset class	**31 Dec 17**	**31 Dec 17**	**31 Mar 18**	**31 Mar 18**	**Bench mark**
	£M	**%**	**£M**	**%**	**%**
UK Equities	204.0	9.3	190.7	8.9	9
Overseas and Global Equities	916.2	41.8	871.8	40.5	41
Total Equities	**1120.2**	**51.1**	**1062.5**	**49.4**	**50**
Government Bonds	65.8	3.0	66.0	3.1	
Index Linked Gilts	110.8	5.1	111.0	5.1	
Absolute return Bonds	175.5	8.0	175.1	8.1	
Total Bonds	**352.1**	**16.1**	**352.1**	**16.3**	**18**
Property – (Indirect))	199.7	9.1	190.7	8.9	10
Multi Asset Absolute Return	423.8	19.3	418.1	19.4	20
Private Equity	4.5	0.2	8.1	0.4	
Cash	93.3	4.2	120.0	5.6	2
Total Fund	**2193.6**	**100**	**2151.5**	**100**	**100**

Liabilities

49. The Fund monitors its valuation position with a regular report from the Actuary called Navigator. The Navigator report has been reviewed and is presented in a new format to provide greater clarity and focus. The funding level as at 31 March 2018 stood at 71%, equal to that at the 31March 2016, and an increase from the estimated deficit reported in December from £799 million to £883 million at 31 March 2018. The most significant movement is the reduction in investment returns, relating to prevailing market conditions.

Opportunistic Investments

50. The Fund's investment strategy includes allocations to active managers. In particular, the absolute return managers have flexibility to adapt their asset allocations as they see fit within the parameters of their respective mandates, with a view to generating positive absolute returns irrespective of prevailing market conditions.

51. The Committee also pay close attention to the valuations of asset classes and markets, taking advice from its investment consultant regarding opportunities within markets. Notable examples are the training sessions that the Panel have received on alternative credit assets, with a view to potentially evolving the Fund's bond allocation, and the decision to invest in Standard Life's SOFIII fund.

52. Any appropriate opportunities are then considered in the context of the Fund's overall investment strategy. The Fund's "opportunistic" allocation gives it considerable flexibility to capture any opportunities.

53. The Funds Investment Consultants, Hymans Robertson have advised the Pensions Committee that private debt was currently looking relatively expensive, with the representative from one of our Fund Managers at the last Pensions Panel meeting also having indicated that now was not the right time to invest in private debt. However private debt was considered a better long term investment than gilts as the interest rate was floating so they might become more attractive in the future.

54. The Fund is able to invest up to 2% in Opportunistic Investments, 1% of which had been allocated to the Standard Life SOF III.

55. The Fund Administrator commented that there was still an opportunity for a further 1% opportunistic investment, which would be in the region of £20 million.

Council Priorities

56. This report provides information about the Local Government Pension (LGPS). The LGPS has been subject to significant changes over recent years as central government strives to ensure that public sector pension schemes provide value for money. This objective is in line with the Council's own value for money priority.

Corporate Implications

Legal Implications

57. There are no specific legal implications as this report is made for information purposes. The LGPS in England and Wales is operated in line with various regulations made by the Secretary of State for Communities and Local Government in exercise of the powers conferred by the Superannuation Act 1972 and the Public Service Pensions Act 2013.

Financial and Risk Implications

58. There are no specific financial implications as this report is made for information purposes.

59. LGPS contributions are a significant proportion of the Council's overall employment costs and as such the governance and performance of the scheme merits regular monitoring by this Committee.

Equalities Implications

60. There are no specific implications for equalities as this report is made for information purposes.

Conclusion and next Steps

61. The LGPS continues to be subject to considerable change and the current focus relates to the management of investments. The Fund and its employers also continue to address the operational issues arising from the implementation of the 2014 scheme for LGPS benefits.

Appendices

None

Background Papers
None

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Central Bedfordshire Council

AUDIT COMMITTEE **30 July 2018**

Internal Audit Progress Report

Report of Charles Warboys, Director of Resources

Contact Officer: Clint Horne, Head of Internal Audit and Risk

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Purpose of this report:
This report provides a progress update on the status of Internal Audit work for 2018/19.

RECOMMENDATIONS
The Committee is asked to:

1. Consider and comment on the contents of the report.

Overview and Scrutiny Comments/Recommendations

1. This report is not scheduled to be considered by Overview and Scrutiny, as it is the responsibility of the Audit Committee.

Background

2. Management is responsible for the system of internal control and should set in place policies and procedures to help ensure that the system is functioning correctly. Internal audit reviews, appraises and reports on the efficiency, effectiveness and economy of financial and other management controls.

3. The Audit Committee is the governing body charged with monitoring progress on the work of Internal Audit.

4. The Audit Committee approved the 2018-19 Internal Audit Plan in April 2018. This report provides an update on progress made against the plan up to the end of June 2018.

Progress on the 2018/19 Audit Plan

Fundamental System Audits

5. The approach taken last year on the Fundamental audits is largely continued this year with detailed substantive testing undertaken on a prioritised risk basis. Any recommendations made in previous years will also been followed up. Three reviews are solely walk through testing on the material workflows to verify key controls as previously documented. Most of these are now in progress.

Other Audit Work

6. Internal Audit continues to be engaged in key projects and will have an ongoing advisory role in the SAP S4 Hana work that is working towards implementation for the next financial year. Work also continues to be undertaken on grant certification.

7. In addition to the Fundamental System audit reviews the following audits have been completed since the last update:

    - Democratic Governance (Adequate)
    - Public Health – contributions to other Directorates (Adequate)
    - Cyber Security (Limited)
    - Treasury Management (Draft Report – Adequate)
    - Ethics – Declarations of Interests, Gifts & Hospitality (Draft Report – Adequate)
    - Joint Procurement Arrangements (Draft Report –Adequate)

8. A number of other reviews are currently progressing, which are shown within Appendix A. The outcomes will be reported to a future committee meeting.

Schools

9. Since the May report a further 4 school audits have now been completed, with a further school at Draft report stage:

    Chiltern School - Adequate
    Clipstone Brook Lower – Adequate
    Swallowfield Lower – Limited
    Pulford Lower – Adequate
    Beaudesert Lower (Draft Report) - Adequate

Other Matters of Interest

10. A review of our audit approach and documentation has resulted in revised templates for our Internal Audit report and scoping documentation. The change to scoping documentation should aid with the efficiency of the audit process and the new report style is intended to be briefer and easier to read for report recipients.

Performance Management

11. The status of the current audit plan is shown on Appendix A.

12. The Internal Audit Charter requires Internal Audit to report its progress on some key performance indicators. The indicators include both CBC audit activities and school audit activity.

Activities for 1 April 2018 – 30th June 2018

KPI	Definition	Current Year		Previous Year	Annual target
		Actual	Target	Actual	
KPI01	Percentage of total audit days completed.	20%	20%	76%	80%
KPI02	Percentage of the number of planned reviews completed.	16%	20%	72%	80%
KPI03	Percentage of audit reviews completed within the planned time budget, or within a 1 day tolerance.	92%	75%	79%	75%
KPI04	Time taken to respond to draft reports: Percentage of reviews where the first final draft report was returned within 10 available working days of receipt of the report from the Auditor.	69%	80%	71%	80%
KPI05	Time taken to issue a final report: Percentage of reviews where the final report was issued within 10 available working days of receipt of the response agreeing to the formal report.	100%	80%	93%	80%
KPI06	Overall customer satisfaction.	90%	80%	91%	80%

13. Analysis of indicators:

KPI01 - As at the end of June, Internal Audit has delivered a total of 253 productive audit days, which is 20% of the total 1260 planned days for the year.

KPI02 - This KPI measures planned work completed and currently 16% of the plan is complete, which includes from the finalisation of work in progress at the start of the year.

KPI03 - 92% of planned reviews have been completed either within the planned time budgets, or within a 1 day tolerance.

KPI04 - This indicator measures the time taken for Internal Audit to receive a response from the auditee to the draft report. During the period up to the end of June 69% of draft reports were responded to within the target set.

KPI05 - This indicator measures the percentage of final reports issued by Internal Audit within ten working days of receipt of agreed response from the auditee, currently 93%.

KPI06 – We have implemented a new electronic satisfaction survey and data has been taken on a 12-month rolling basis to help smooth out the anomalies of small sample sizes. A 'satisfactory' response to all questions would provide an average score of 75%.
24 responses have been received for customer satisfaction surveys over the last 12 months and all have been either satisfied or very satisfied.

Council Priorities

14. The activities of Internal Audit are crucial to the governance arrangements of the organisation and as such are supporting all of the priorities of the Council.

Corporate Implications

Legal Implications

15. None directly from this report.

Financial Implications

16. None directly from this report. However, sound systems assist in preventing loss of resources (by other wastage or fraud), thereby improving effectiveness and efficiency.

Equalities Implications

17. None directly from this report.

Conclusion and next Steps

18. Internal Audit has continued to support the drive to strengthen internal control within Central Bedfordshire Council. Work is progressing to deliver the revised plan by the year end.

19. A further update on audit progress will be presented to the next Audit Committee.

Appendices

20. Appendix A – Progress on Audit Activity

Background Papers

21. None.

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Priority	Audit Title	2018/19 Days	Risk	Position as at June 30th	Opinion
Audits in Progress at Year End					
Fundamental	Accounts Payable-Purchase Ledger (including feeder systems)		STR0001	Complete	Adequate
Fundamental	Payroll		STR0001	Complete	Adequate
Fundamental	SWIFT Financials - Key Control walk throughs		STR0001	Complete	-
High	Academy of Central Bedfordshire		Consultancy	Complete	-
Low	Democratic Governance		Governance/Operational	Complete	Adequate
Medium	Review of Public Health Contributions to other		Governance/Operational	Complete	Adequate
Medium	Chiltern School		Governance/Operational	Complete	Adequate
High	Cyber Security		STR0008/STR00033	Complete	Limited
Medium	European Regional Development Fund - Procurement 17-18		Operational	Complete	Adequate
Medium	Clipstone Brook Lower		Governance/Operational	Complete	Adequate
Medium	Swallowfield Lower		Governance/Operational	Complete	Limited
Medium	Pulford Lower		Governance/Operational	Complete	Adequate
High	Treasury Management		STR0001	Draft Report Issued	Adequate
Low	Ethics - Declarations of Interests, Gifts and Hospitality - Officers		Governance	Draft Report Issued	Adequate
Medium	Joint Procurement Arrangements		STR009	Draft Report Issued	Adequate
Medium	Beaudesert Lower		Governance/Operational	Draft Report Issued	Adequate
High	SAP Access and Security		STR0008/STR00033	Field Work Complete	
Medium	Houghton Regis Lower		Governance/Operational	Field Work Started	
		120			
Fundamental Systems					
Fundamental	Accounts Payable/Purchase Ledger (including feeder system	35	STR0001		
Fundamental	Accounts Receivable/Sales Ledger	30	STR0001	Field Work Started	
Fundamental	Main Accounting Systems (MAS)	30	STR0001	Scoping	
Fundamental	Cash And Banking (Non Invoiced Income)	20	STR0001	Scoping	
Fundamental	Housing Benefits - Key Control walk throughs	10	STR0001	Field Work Started	
Fundamental	Council Tax - Key Control walk throughs	10	STR0001	Field Work Started	
Fundamental	Non Domestic Rates (NDR)	35	STR0001	Field Work Started	
Fundamental	Payroll	35	STR0001	Field Work Started	
Fundamental	SWIFT Financials - Key Control Walk throughs	5	STR0001		
Fundamental	Housing Rents including tenant arrears	25	STR0001	Field Work Started	
Assurance Audits - Corporate					
Medium	Data Quality	15	STR0013		
Medium	Information Governance	20	STR0013		
Medium	Ethical Governance	20	Governance		
Medium	Corporate Governance Reviews	15	Governance		
Medium	Contracts Management	25	Governance	Scoping	
Medium	Partnership Governance	15	Governance/STR0009		
Medium	Risk Management	0	Governance		
Assurance Audits - Resources					
Medium	Budgetary Control	15	STR0001		
Medium	Debt Management Arrangements	15	STR0001		
Medium	Capital Programme	15	STR0001	Scoping	
Medium	Learning & Development Centralisation	15	Operational	Field Work Started	

Priority	Audit Title	2018/19 Days	Risk	Position as at June 30th	Opinion
Assurance Audits - Children's Services					
Medium	Schools General - School Improvement	70	Governance/Operational		
Medium	School Build Commissioning	15	Operational	Field Work Started	
Low	Children's Homes Facilities Mgmt	10	Operational		
Medium	Themed Reviews	15	Operational		
Assurance Audits - Social Care, Health and Housing					
Medium	Homelessness	15	STR0039		
Medium	Procurement	15	Fraud / Operational	Scoping	
Low	HMO Licensing	10	STR0039		
Medium	Direct Payments	15	STR0037 / Opoerational		
Assurance Audits - Community Services					
Medium	Section 38 Agreements	10	STR0001 / Operational		
Medium	Highways - assurance on client assurance arrangements	15	STR0001		
Medium	School Transport	15	STR0001/Operational	Field Work Started	
IT Reviews					
Fundamental	IT Disaster Recovery	15	STR0008		
Low	IT Customer Service - Problem Resolution	15	STR0008	Fieldwork Complete	
Medium	ICT audits (ICT Plan to be determined by Contractors)	50	STR0008/STR00033		
Assurance Audits - Regeneration and Business Support					
Medium	S106 Follow-up	10	Operational		
Medium	Albion Archeology	12	Operational		
Low	Broadband Project	10	Project Governance / Operational	Scoping	
Assurance Audits - Public Health					
Medium	Public Health compliance with best practice	15	Operational		
Special Investigations					
Medium	National Fraud Initiative (NFI)	20	Fraud	Ongoing throughout year	
Medium	Special Investigations	40	Fraud	Ongoing throughout year	
Low	Highest risks resulting from Annual Fraud Risk Assessment	30	Fraud		
Ad Hoc Consultancy etc.					
Fundamental	Risk Management Activities	35	All Risk	Ongoing throughout year	
Medium	Major projects - Consultancy	80	Governance	Ongoing throughout year	
Medium	Supporting Annual Governance Statement	6	Governance	Ongoing throughout year	
Medium	Audit of Individual Grants	20	STR0001	Ongoing throughout year	
Medium	General Advice	20		Ongoing throughout year	
Medium	Head of Audit Chargeable Against Plan	60		Ongoing throughout year	
Medium	Assurance Mapping Review	5		Ongoing throughout year	
Low	Benchmarking Exercise	5		Ongoing throughout year	
Medium	General Fraud Awareness	5		Ongoing throughout year	
Medium	Fraud Investigations Procedure Manual	6		Ongoing throughout year	
Low	IDEA development	6		Ongoing throughout year	
Medium	Contingency	65		Ongoing throughout year	
		1260			

Central Bedfordshire Council

AUDIT COMMITTEE 30 July 2018

Tracking of Internal Audit Recommendations

Report of Charles Warboys, Director of Resources

Contact Officer: Clint Horne, Head of Internal Audit and Risk

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Purpose of this report:
This report summarises the high priority recommendations arising from Internal Audit reports and sets out the progress made in their implementation.

RECOMMENDATIONS
The Committee is asked to:

1. Note the update
2. Advise officers on the future reporting of outstanding audit recommendations.

Overview and Scrutiny Comments/Recommendations

1. This report is not scheduled to be considered by Overview and Scrutiny, as this is the responsibility of the Audit Committee.

Background

2. The Audit Committee typically considers this update as a standing agenda item at the quarterly meetings, however, on this occasion there is nothing new to report since the last update provided at the April meeting. There have been no further high priority actions falling due in that time and the actions previously reported now have future agreed implementation dates.

3. There have been previous discussions at the Audit Committee about how increasingly there are less high priority recommendations being shown in audits, which in itself can be viewed as a positive. However, the ongoing effect Internal Audit has on the Council's system of Governance, Risk and Control remains of importance. Therefore, Internal Audit is proposing to undertake routine follow up of all audit recommendations / action plans moving forward. Clearly Internal Audit is not directly involved in implementing any agreed actions, that is a

management responsibility, however tracking their implementation is still considered a useful measure and therefore we will be looking to introduce a summary measure in the near future regarding implementation of agreed actions.

Council Priorities

4. An effective internal audit function will indirectly contribute to all of the Council's priorities.

Corporate Implications

Legal Implications

5. None directly from this report.

Financial Implications

6. None directly from this report.

Equalities Implications

7. None directly from this report.

Conclusion and next Steps

8. Internal Audit is proposing to undertake routine follow up of all audit action plans moving forward and will be looking to introduce a summary measure in the near future regarding implementation of agreed actions.

Appendices
None

Background Papers
None.

Central Bedfordshire Council

AUDIT COMMITTEE 30 July 2018

Work Programme

Advising Officers:

Leslie Manning, Committee Services Officer
(leslie.manning@centralbedfordshire.gov.uk)

Purpose of this report

The purpose of this report is to assist the Audit Committee in discharging its responsibilities by providing a proposed work programme for consideration.

RECOMMENDATION

That the Committee considers the proposed work programme attached at Appendix A.

Overview and Scrutiny Comments/Recommendations

1. This report is not scheduled to be considered by Overview and Scrutiny as the Audit Committee provides independent scrutiny of the Authority's financial performance.

Background

2. To assist the Audit Committee a work programme is attached at Appendix A to this report. The work programme contains the known agenda items that the Committee will need to consider.

3. Additional items will be identified as the municipal year progresses. The work programme is therefore subject to change.

Council Priorities

4. The activities of the Audit Committee are crucial to the governance arrangements of the organisation.

Corporate Implications

Legal Implications

5. There are no legal implications.

Financial Implications

6. There are no financial implications.

Equalities Implications

7. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8. Report authors will be encouraged to work with the Corporate Policy Advisor (Equality & Diversity) in order to ensure that relevant equality implications are identified.

Conclusion and next Steps

9. This report will assist the Audit Committee in discharging its responsibilities. Any amendments approved by the Committee will be incorporated in the work programme.

Appendices

Appendix A – Audit Committee Work Programme

Background Papers

None

Appendix A

Audit Committee Work Programme

2018/19 Municipal Year	
30 May 2018	• CBC Unaudited Statement of Accounts 2017/18 (presentation) (CW/DG) • Annual Governance Statement 2017/18 (SR) • 2017/18 Internal Audit Annual Audit Opinion (CH) • Northamptonshire CC Best Value Inspection – Summary of Findings etc (presentation and report) (DG) • Work Programme (LM)
30 July 2018	• Presentation on LGSS Law Ltd (CW) • External Audit Results Report 2017/18 (NH) • CBC Audited Statement of Accounts 2017/18 (CW/DG) • Annual Audit and Certification Fees 2018/19 (NH) • Annual Counter Fraud Update (GM) • Local Government Pension Scheme Update (DG) • Tracking of Internal Audit Recommendations (CH) • Internal Audit Progress Report (CH) • Work Programme (LM)
19 November 2018	• Certification of Claims and Returns Annual Report 2017/18 (NH) • Annual Audit Letter for the Year ended 31 March 2018 (NH) • Audit Planning Report (NH) • GDPR Review (SD) • Local Government Pension Scheme Update (DG) • Risk Update Report (CH) • Tracking of Internal Audit Recommendations (CH) • Internal Audit Progress Report (CH) • Work Programme (LM)

11 March 2019	• External Audit Progress Report (NH) • Annual Review of Risk Based Verification (RBV) Policy for Housing Benefit and Local Council Tax Support Assessments (GM) • Statement of Accounts 2018/19 (SP) • Risk Update Report (CH) • Tracking of Internal Audit Recommendations (CH) • Internal Audit Progress Report (CH) • Work Programme (LM)