



Communities Directorate

21 September 2015

Joint Governance Committee

Date: 29 September 2015

Time: 6:30pm

Venue: Council Chamber, Civic Centre, Shoreham-by-Sea

Adur District Council: Councillors Rod Hotton (Chairman), Fred Lewis, Ann Bridges, Emily Hilditch, David Donaldson, James Butcher, Paul Graysmark and Barry Mear

Worthing Borough Council: Councillors Elizabeth Sparkes (Chairman), Paul Yallop, Joan Bradley, Michael Cloake, Alex Harman, Lionel Harman, Louise Murphy and Bob Smytherman

Agenda

Part A

1. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

2. Minutes

To approve the minutes of the Joint Governance Committee meeting held on 4th June 2015, copies of which have been previously circulated.

3. Public Question Time

To receive any questions from members of the public.

(Note: Public Question Time will operate for a maximum of 30 minutes.)

4. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

5. ISA260 Reports for ADC, WBC and JSC

To consider reports by the External Auditors, copy attached as item 5.

6. Revised Statement of Accounts 2014/15 ADC, WBC and Joint Strategic Committee

To consider a report by the Director for Digital & Resources, copy attached as item 6.

7. Annual Treasury Management Report 2014/15 ADC & WBC

To consider a report by the Director for Digital & Resources, copy attached as item 7.

8. Internal Audit Progress Report

To consider a report by the Acting Head of Internal Audit, copy attached as item 8.

9. Recording of Council Meetings

To consider a report by the Director for Communities and the Director for Digital & Resources, copy attached as item 9.

10. Public Speaking Time at Worthing Planning Committee

To consider a report by the Planning Services Manager, copy attached as item 10.

11. Local Government Ombudsman's Annual Review 2015

To consider a report by the Director for Customer Services, copy attached as item 11.

12. Unsigned minutes - authority to sign

To consider a report by the Director for Communities, copy attached as item 12.

Part B - Not for Publication – Exempt Information Reports

None

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The agenda and reports are available on the Councils website, please visit www.adur-worthing.gov.uk

Adur District Council

Audit Committee Summary

For the year ended 31 March 2015

Audit Results Report – ISA (UK and Ireland) 260

September 2015



Building a better
working world

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Section 1

Executive summary

Executive summary – key findings

Audit results and other key matters

The Audit Commission's Code of Audit Practice (the Code) requires us to report to those charged with governance – the **Joint Governance Committee** – on the work we have carried out to discharge our statutory audit responsibilities together with any governance issues identified. This report summarises the findings from the 2014/2015 audit which is substantially complete. It includes the messages arising from our audit of your financial statements and the results of the work we have undertaken to assess your arrangements to secure value for money in your use of resources.

Financial statements

- ▶ As of 29 September 2015, we expect to issue an unqualified opinion on the financial statements. Our audit results demonstrate, through the few matters we have to communicate, that the Council has prepared its financial statements adequately.

Value for money

- ▶ We expect to conclude that you have made appropriate arrangements to secure economy, efficiency and effectiveness in your use of resources.

Whole of Government Accounts

- ▶ We expect to issue an unqualified confirmation to the National Audit Office (NAO) regarding the Whole of Government Accounts submission.

Audit certificate

- ▶ The audit certificate is issued to demonstrate that the full requirements of the Audit Commission's Code of Audit Practice have been discharged for the relevant audit year. We expect to issue the audit certificate at the same time as the audit opinion.

Section 2

Extent and progress of our work

Extent and purpose of our work

The Council's responsibilities

- ▶ The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Council reports publicly on the extent to which it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.
- ▶ The Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Purpose of our work

- ▶ Our audit was designed to:
 - ▶ Express an opinion on the 2014/2015 financial statements and the consistency of other information published with them
 - ▶ Report on an exception basis on the Annual Governance Statement
 - ▶ Consider and report any matters that prevent us being satisfied that the Council had put in place proper arrangements for securing economy, efficiency and effectiveness in the use of resources (the Value for Money conclusion)
 - ▶ Discharge the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice

In addition, this report contains our findings related to the areas of audit emphasis and any views on significant deficiencies in internal control or the Council's accounting policies and key judgments.

As a component auditor, we also follow the NAO group instructions and report the results on completion of the WGA work through the Assurance Statement to the NAO and to the Council.

This report is intended solely for the information and use of the Council. It is not intended to be and should not be used by anyone other than the specified party.

Section 3

Addressing audit risks

Addressing audit risks – significant audit risks

We identified the following audit risks during the planning phase of our audit, and reported these to you in our Audit Plan. Here, we set out how we have gained audit assurance over those issues.

A significant audit risk in the context of the audit of the financial statements is an inherent risk with both a higher likelihood of occurrence and a higher magnitude of effect should it occur and which requires special audit consideration. For significant risks, we obtain an understanding of the entity's controls relevant to each risk and assess the design and implementation of the relevant controls.

Audit risk identified within our audit plan	Audit procedures performed	Assurance gained and issues arising
<p>Significant audit risks (including fraud risks)</p> <p>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.</p>	<ul style="list-style-type: none"> ➤ Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; ➤ Reviewed accounting estimates for evidence of management bias; and ➤ Evaluated the business rationale for any significant unusual transactions. 	<p>We found no evidence that controls had been over-ridden by management, that estimates reflected any management bias, and we did not identify any unusual transactions.</p>

Section 4

Financial statements audit – issues and findings

Financial statements audit – issues and misstatements arising from the audit

Progress of our audit

- ▶ The following areas of our work programme remain to be completed. We will provide an update of progress at the Joint Governance Committee meeting:
 - ▶ Receipt of a Letter of Representation
 - ▶ Receipt of bank confirmation from Lloyds Bank.
 - ▶ HRA Disclosures
 - ▶ Collection Fund Disclosures
 - ▶ Lease and Rent Contracts
 - ▶ Reserves
 - ▶ Payroll Analytical Procedures
 - ▶ Whole of Government Accounts
- ▶ Subject to the satisfactory resolution of the above items, we propose to issue an unqualified audit report on the financial statements.

Uncorrected misstatements

- ▶ We have not identified any uncorrected misstatements.

Corrected misstatements

- ▶ Our audit identified a number of further misstatements which our team have highlighted to management for amendment. These have been corrected during the course of our work and further details are provided at Appendix A.

Other matters

- ▶ As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to communicate to you significant findings from the audit and other matters that are significant to your oversight of the Authority's financial reporting process including the following:
 - ▶ Qualitative aspects of your accounting practices; estimates and disclosures;
 - ▶ Matters specifically required by other auditing standards to be communicated to those charged with governance. For example, issues about fraud, compliance with laws and regulations, external confirmations and related party transactions;
 - ▶ Any significant difficulties encountered during the audit; and
 - ▶ Other audit matters of governance interest

Throughout the course of the audit, we found the officers to be slow to respond to our queries, resulting in testing taking significantly longer to complete than expected. While we maintained a log of outstanding queries, which was shared and discussed with officers on a weekly basis, staff shortages and sickness meant these could not be resolved in a timely manner.

The authority also re-stated the CIES late in the audit process, requiring us to revisit several areas of testing.

This resulted in additional fee being charged, as reflected in the fee table below.

Financial statements audit – application of materiality

Our application of materiality

- ▶ When establishing our overall audit strategy, we determined a magnitude of uncorrected misstatements that we judged would be material for the financial statements as a whole.

Item	
<p>Planning Materiality and Tolerable error</p>	<p>We determined planning materiality to be £1.075 million (2014: £0.999 million), which is 2% of gross expenditure reported in the accounts of £47.8 million adjusted certain items within other operating expenditure and financing and investment expenditure.</p> <p>We consider gross expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Council.</p> <p>We set a tolerable error for the audit. Tolerable error is the application of planning materiality at the individual account or balance level. It is set to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds planning materiality. The level of tolerable error drives the extent of detailed audit testing required to support our opinion.</p> <p>We have set tolerable error at the upper level of the available range because there were no corrected significant errors in the Council's 2013/2014 financial statements and no uncorrected errors.</p>
<p>Reporting Threshold</p>	<p>We agreed with the Audit Committee that we would report to the Committee all audit differences in excess of £53.8 thousand (2014: £50 thousand).</p>

We evaluate any uncorrected misstatements against both the quantitative measures of materiality discussed above and in light of other relevant qualitative considerations.

Financial statements audit – internal control, written representations and whole of government accounts

Internal control

- ▶ 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.
- ▶ We have tested the controls of the Council only to the extent necessary for us to complete our audit. We are not expressing an opinion on the overall effectiveness of internal control.
- ▶ We have reviewed the Annual Governance Statement and can confirm that:
 - ▶ It complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
 - ▶ It is consistent with other information that we are aware of from our audit of the financial statements.
- ▶ 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.

Request for written representations

- ▶ We have requested a management representation letter to gain management's confirmation in relation to a number of matters.
- ▶ **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 are specified by the National Audit Office.
- ▶ We are currently concluding our work in this area and will report any matters that arise to the Audit Committee.

Section 5

**Arrangements to
secure economy,
efficiency and
effectiveness**

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Adur District Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Criteria 1 – arrangements for securing financial resilience

- ▶ 'Whether the Authority has robust systems and processes to manage financial risks and opportunities effectively, and to secure a stable financial position that enables it to continue to operate for the foreseeable future'
- ▶ We identified one risk in our audit plan in relation to this criterion. The Council faces a significant financial management challenge over the coming years, including managing:
 - ▶ the implications of the current economic climate;
 - ▶ the significant reductions in the level of future central government funding;
 - ▶ the impact of the funding changes set out in the Local Government Finance Act 2012 and elsewhere; and
 - ▶ increases in demand for services linked to significant demographic changes such as the ageing population and rising birth rate.

Findings

The 2014/15 outturn showed an overspend against budget of £399k (4.1%), reducing already low levels of reserves.

We considered the Council's arrangements for setting the 2015/16 budget were appropriate. Budget papers clearly identified the financial pressures faced and the Council has identified savings needed to deliver a balanced budget.

We also considered medium term financial planning and note that it recognises the on-going uncertainty caused by changes to funding and makes sensible assumptions about their impact. However, we note that considerable savings, additional income is required over the medium term to ensure a balanced budget. While 2015/16 plans are in place, and production of 2016/17 plans is underway, there is still much work to do to identify the savings required in the medium term.

Conclusion

- We have yet to conclude our assessment of whether the Council has proper arrangements to ensure it is financially resilient for the foreseeable future. We will update the Committee at the 29 September meeting.

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Adur District Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Criteria 2 – arrangements for securing economy, efficiency and effectiveness

- ▶ 'Whether the Authority is prioritising its resources within tighter budgets, for example by achieving cost reductions and by improving efficiency and productivity'
- ▶ We did not identify any significant risks in relation to this criteria.

Our work did not identify any other matters relating to aspects of your corporate performance and financial management framework which are not covered by the scope of the two specified criteria.

Section 6

Independence and audit fees

Independence and audit fees

Independence

- ▶ We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated May 2015.
- ▶ We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Audit Commission's Code and Standing Guidance. 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 confirm that we are not aware of any relationships that may affect the independence and objectivity of the firm that we are required by auditing and ethical standards to report to you.
- ▶ We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Joint Governance Committee on 29 September 2015.

- ▶ We confirm that we have met the reporting requirements to the Joint Governance Committee, as 'those charged with governance' under International Standards on Auditing (UK and Ireland) 260 – Communication with those charged with governance. Our communication plan to meet these requirements were set out in our Audit Plan of May 2015.

Audit fees

- ▶ The table below sets out the scale fee and our final proposed audit fees.

	Proposed final fee 2014/2015	Scale fee 2014/2015	Variation comments
	£	£	
Audit Fee: Code work	TBC	64,163	Slow response to queries, restatement of CIES, VFM Significant Risk.
Certification of claims and returns	13,480	13,480	N/A
Non-Audit work	0	0	N/A

- ▶ Our proposed final fee differs from the scale fee as a result of slow responses from officers in relation to our queries, resulting from staff sickness and shortages. Significant additional time was spent discussing and reviewing these queries which led to delay in completion of audit procedures. A late adjustment to the CIES was also processed by finance staff, requiring us to revisit several areas of testing to ensure sufficient work had been done. Additional work was also required in relation to the Value for Money significant risk identified in our Audit Plan.
- ▶ We confirm that we have not undertaken any non-audit work outside of the Audit Commission's Audit Code requirements.

Section 7

Appendix

Appendix A – corrected audit misstatements

- ▶ The following misstatements, greater than £53.8 thousand, have been identified during the course of our audit and in our professional judgement warrant communicating to you.
- ▶ These items have been corrected by management within the revised financial statements

Disclosures

Disclosure	Description of misstatement
1. Disclosure errors	<p>We identified the following disclosure misstatements within the accounts:</p> <ul style="list-style-type: none">- The Explanatory Foreword and Movement in Reserves Statement referred to a Prior Year Adjustment, and a third balance sheet has been included in the accounts disclosing restated balances. No such prior period adjustment has been made. The reference and third balance sheet has therefore been removed.- The signage in the Movement in Reserves statement was inconsistent with the CIES and Balance Sheet. The statement was amended to ensure consistency.- A number of minor adjustments were made to Accounting Policies and disclosure notes.
2. Debtors	<p>We identified a credit balance within debtors which, upon review should have been disclosed as a Creditor. An adjustment of £602,222 was therefore made. As this was a credit balance in debtors, both debtors and creditors increase by this amount.</p>

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ED None

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Worthing Borough Council

Audit Committee Summary

For the year ended 31 March 2015

Audit Results Report – ISA (UK and Ireland) 260

September 2015



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Section 1

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Executive summary – key findings

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Financial statements

- ▶ As of 21 September 2015, we expect to issue an unqualified opinion on the financial statements. We identified a number of errors this year which management have amended. The Joint Committee needs to improve the financial statement production process to reduce these errors in future years.

Value for money

- ▶ We have yet to conclude our work on your arrangements to secure economy, efficiency and effectiveness in your use of resources and will update you at the 29 September Committee meeting.

Whole of Government Accounts

- ▶ We do not expect to report any significant matters to the National Audit Office (NAO) regarding the Whole of Government Accounts submission.

Audit certificate

- ▶ The audit certificate is issued to demonstrate that the full requirements of the Audit Commission's Code of Audit Practice have been discharged for the relevant audit year. We expect to issue the audit certificate at the same time as the audit opinion.

Section 2

Extent and progress of our work

Extent and purpose of our work

The Council's responsibilities

- ▶ The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Council reports publicly on the extent to which it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.
- ▶ The Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Purpose of our work

- ▶ Our audit was designed to:
 - ▶ Express an opinion on the 2014/15 financial statements and the consistency of other information published with them
 - ▶ Report on an exception basis on the Annual Governance Statement
 - ▶ Consider and report any matters that prevent us being satisfied that the Council had put in place proper arrangements for securing economy, efficiency and effectiveness in the use of resources (the Value for Money conclusion)
 - ▶ Discharge the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice

In addition, this report contains our findings related to the areas of audit emphasis and any views on significant deficiencies in internal control or the Council's accounting policies and key judgments.

As a component auditor, we also follow the NAO group instructions and report the results on completion of the WGA work through the Assurance Statement to the NAO and to the Council.

This report is intended solely for the information and use of the Council. It is not intended to be and should not be used by anyone other than the specified party.

Section 3

Addressing audit risks

Addressing audit risks – significant audit risks

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Audit risk identified within our audit plan	Audit procedures performed	Assurance gained and issues arising
<p>Significant audit risks (including fraud risks)</p> <p>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.</p>	<ul style="list-style-type: none"> ➤ Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; ➤ Reviewed accounting estimates for evidence of management bias; and ➤ Evaluated the business rationale for any significant unusual transactions. 	<p>We found no evidence that controls had been over-ridden by management or that estimates reflected any management bias, and we did not identify any unusual transactions.</p>

Section 4

Financial statements audit – issues and findings

Financial statements audit – issues and misstatements arising from the audit

Progress of our audit

- ▶ The following areas of our work programme remain to be completed. We will provide an update of progress at the Joint Governance Committee meeting:
 - ▶ Receipt of a Letter of Representation
 - ▶ Receipt of bank confirmation from Lloyds Bank.
 - ▶ Review of Financial Instrument disclosure.
 - ▶ Payroll Analytical Procedures
 - ▶ Whole of Government Accounts
- ▶ Subject to the satisfactory resolution of the above items, we propose to issue an unqualified audit report on the financial statements.

Uncorrected misstatements

- ▶ We have not identified any uncorrected misstatements.

Corrected misstatements

- ▶ Our audit identified a number of misstatements which our team have highlighted to management for amendment. These have been corrected during the course of our work and further details are provided at Appendix A.

Other matters

- ▶ As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to communicate to you significant findings from the audit and other matters that are significant to your oversight of the Authority's financial reporting process including the following:
 - ▶ Qualitative aspects of your accounting practices; estimates and disclosures;
 - ▶ Matters specifically required by other auditing standards to be communicated to those charged with governance. For example, issues about fraud, compliance with laws and regulations, external confirmations and related party transactions;
 - ▶ Any significant difficulties encountered during the audit; and
 - ▶ Other audit matters of governance interest

Throughout the course of the audit, we found the officers to be slow to respond to our queries, resulting in testing taking significantly longer to complete than expected. While we maintained a log of outstanding queries, which was shared and discussed with officers on a weekly basis, staff shortages and sickness meant these could not be resolved in a timely manner.

The authority also re-stated the CIES late in the audit process, requiring us to revisit several areas of testing.

This resulted in an additional fee being proposed, as reflected in the fee table below.

Financial statements audit – application of materiality

Our application of materiality

- ▶ When establishing our overall audit strategy, we determined a magnitude of uncorrected misstatements that we judged would be material for the financial statements as a whole.

Item	
<p>Planning Materiality and Tolerable error</p>	<p>We determined planning materiality to be £1.5 million (2014: £1.6 million), which is 2% of gross expenditure reported in the accounts of £72.05 million, adjusted for certain items within other operating expenditure and financing and investment expenditure.</p> <p>We consider gross expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Council.</p> <p>We set a tolerable error for the audit. Tolerable error is the application of planning materiality at the individual account or balance level. It is set to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds planning materiality. The level of tolerable error drives the extent of detailed audit testing required to support our opinion.</p> <p>We have set tolerable error at the upper level of the available range because there were no corrected significant errors in the Council's 2013/14 financial statements and no uncorrected errors.</p>
<p>Reporting Threshold</p>	<p>We agreed with the Audit Committee that we would report to the Committee all uncorrected audit differences in excess of £75,500 (2014: £81,400).</p>

We evaluate any uncorrected misstatements against both the quantitative measures of materiality discussed above and in light of other relevant qualitative considerations.

Financial statements audit – internal control, written representations and whole of government accounts

Internal control

- ▶ 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.
- ▶ We have tested the controls of the Council only to the extent necessary for us to complete our audit. We are not expressing an opinion on the overall effectiveness of internal control.
- ▶ We have reviewed the Annual Governance Statement and can confirm that:
 - ▶ It complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
 - ▶ It is consistent with other information that we are aware of from our audit of the financial statements.
- ▶ 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.

Request for written representations

- ▶ We have requested a management representation letter to gain management's confirmation in relation to a number of matters.
- ▶ **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 are specified by the National Audit Office.
- ▶ We are currently concluding our work in this area and will report any matters that arise to the Audit Committee.

Section 5

Arrangements to secure economy, efficiency and effectiveness

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Worthing Borough Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Criteria 1 – arrangements for securing financial resilience

- ▶ 'Whether the Authority has robust systems and processes to manage financial risks and opportunities effectively, and to secure a stable financial position that enables it to continue to operate for the foreseeable future'
- ▶ We identified one risk in our audit plan in relation to this criteria. The Council faces a significant financial management challenge over the coming years, including managing:
 - ▶ the implications of the current economic climate;
 - ▶ the significant reductions in the level of future central government funding;
 - ▶ the impact of the funding changes set out in the Local Government Finance Act 2012 and elsewhere; and
 - ▶ increases in demand for services linked to significant demographic changes such as the ageing population and rising birth rate.

Findings

The 2014/15 outturn showed an underspend against budget of £122k (0.9%), resulting in additional contribution to reserves. We note that the Council appropriately identified and took action to address forecast overspends.

We considered the Council's arrangements for setting the 2015/16 budget were appropriate. Budget papers clearly identified the financial pressures faced and the Council has identified savings needed to deliver a balanced budget.

We also considered medium term financial planning and note that it recognises the on-going uncertainty caused by changes to funding and makes sensible assumptions about their impact. However, we note that considerable savings and additional income are required over the medium term to ensure a balanced budget. While 2015/16 plans are in place, and production of 2016/17 plans is underway, there is still much work to do to identify the savings required in the medium term.

Conclusion

- We have yet to conclude our assessment of whether the Council has proper arrangements to ensure it is financially resilient for the foreseeable future. We will update the Committee at the 29 September meeting.

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Worthing Borough Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Criteria 2 – arrangements for securing economy, efficiency and effectiveness

- ▶ 'Whether the Authority is prioritising its resources within tighter budgets, for example by achieving cost reductions and by improving efficiency and productivity'
- ▶ We did not identify any significant risks in relation to this criteria.

Our work did not identify any other matters relating to aspects of your corporate performance and financial management framework which are not covered by the scope of the two specified criteria.

Section 6

Independence and audit fees

Independence and audit fees

Independence

- ▶ We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated May 2015.
- ▶ We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Audit Commission's Code and Standing Guidance. 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 confirm that we are not aware of any relationships that may affect the independence and objectivity of the firm that we are required by auditing and ethical standards to report to you.
- ▶ We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Joint Governance Committee on 29 September 2015.

- ▶ We confirm that we have met the reporting requirements to the Joint Governance Committee, as 'those charged with governance' under International Standards on Auditing (UK and Ireland) 260 – Communication with those charged with governance. Our communication plan to meet these requirements were set out in our Audit Plan of May 2015.

Audit fees

- ▶ The table below sets out the scale fee and our final proposed audit fees.

	Proposed final fee 2014/2015	Scale fee 2014/2015	Variation comments
	£	£	
Audit Fee: Code work	TBC	62,876	Slow response to queries, restatement of CIES, VFM Significant Risk.
Certification of claims and returns	7,731	7,731	N/A
Non-Audit work	0	0	N/A

- ▶ Our proposed final fee differs from the scale fee as a result of slow responses from officers in relation to our queries, resulting from staff sickness and shortages. Significant additional time was spent discussing and reviewing these queries which led to delay in completion of audit procedures. A late adjustment to the CIES was also processed by finance staff, requiring us to revisit several areas of testing to ensure sufficient work had been done. Additional work was also required in relation to the Value for Money significant risk identified in our Audit Plan.
- ▶ We confirm that we have not undertaken any non-audit work outside of the Audit Commission's Audit Code requirements.

Section 7

Appendix

Appendix A – corrected audit misstatements

- ▶ As we found significantly more errors this year, we consider it appropriate to report all misstatements greater than £75.500 that we have identified during the course of our audit or which, in our professional judgement warrant communicating to you The following misstatements, greater than £75.5 thousand, have been identified during the course of our audit and in our professional judgement warrant communicating to you.
- ▶ These items have been corrected by management within the revised financial statements

Disclosures

Disclosure	Description of misstatement
1. Disclosure errors	<p>We identified a number of disclosure errors throughout the financial statements. These have all been amended by the Council, and include:</p> <ul style="list-style-type: none"> - Explanatory Foreword made reference to Prior Year Adjustments. None have been made. Disclosure therefore updated. - The Capital Grant Receipts column was removed from the Movement in Reserves Statement as all balances were nil. - The signage of balances in the Movement in Reserves statement is inconsistent with other areas of the statements. This has been revised. - The statements include a third balance sheet at 1/4/13. There were no Prior Period Adjustments and therefore this is not required. The blank Prior Period Adjustment note has also been removed. - A number of minor adjustments were made to Accounting Policies. - Note 48 Defined Benefit Pension Plan was amended to ensure consistency with Notes 7 and 25. - Note 51 Nature and extent of risks arising from Financial Instruments repeated the information contained in note 16 and was therefore not required and has been removed.
2. Related Party Transactions	<p>We identified a Worthing Councillor had an interest in a company to which £19,215 had been paid in year. IAS24 requires this to be disclosed. We therefore requested the Related Party Transaction note to be updated.</p> <p>In addition, declarations of interest had not been received from three members.</p>

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Adur & Worthing Joint Committee

Audit Committee Summary

For the year ended 31 March 2015

Audit Results Report – ISA (UK and Ireland) 260

September 2015



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Section 1

Executive summary

Executive summary – key findings

Audit results and other key matters

The Audit Commission's Code of Audit Practice (the Code) requires us to report to those charged with governance – the **Joint Governance Committee** – on the work we have carried out to discharge our statutory audit responsibilities together with any governance issues identified. This report summarises the findings from the 2014/15 audit which is substantially complete. It includes the messages arising from our audit of your financial statements and the results of the work we have undertaken to assess your arrangements to secure value for money in your use of resources.

Financial statements

- ▶ As of 29 September 2015, we expect to issue an unqualified opinion on the financial statements. We identified a number of errors this year which management have amended.

Value for money

- ▶ We expect to conclude that you have made appropriate arrangements to secure economy, efficiency and effectiveness in your use of resources.

Audit certificate

- ▶ The audit certificate is issued to demonstrate that the full requirements of the Audit Commission's Code of Audit Practice have been discharged for the relevant audit year. We expect to issue the audit certificate at the same time as the audit opinion.

Section 2

Extent and progress of our work

Extent and purpose of our work

The Joint Committee's responsibilities

- ▶ The Joint Committee is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Joint Committee reports publicly on the extent to which it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.
- ▶ The Joint Committee is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Purpose of our work

- ▶ Our audit was designed to:
 - ▶ Express an opinion on the 2014/15 financial statements and the consistency of other information published with them
 - ▶ Report on an exception basis on the Annual Governance Statement
 - ▶ Consider and report any matters that prevent us being satisfied that the Joint Committee had put in place proper arrangements for securing economy, efficiency and effectiveness in the use of resources (the Value for Money conclusion)
 - ▶ Discharge the powers and duties set out in the Audit Commission Act 1998 and the Code of Audit Practice

In addition, this report contains our findings related to the areas of audit emphasis and any views on significant deficiencies in internal control or the Joint Committee's accounting policies and key judgments.

This report is intended solely for the information and use of the Joint Committee. It is not intended to be and should not be used by anyone other than the specified party.

Section 3

Addressing audit risks

Addressing audit risks – significant audit risks

We identified the following audit risks during the planning phase of our audit, and reported these to you in our Audit Plan. Here, we set out how we have gained audit assurance over those issues.

A significant audit risk in the context of the audit of the financial statements is an inherent risk with both a higher likelihood of occurrence and a higher magnitude of effect should it occur and which requires special audit consideration. For significant risks, we obtain an understanding of the entity's controls relevant to each risk and assess the design and implementation of the relevant controls.

Audit risk identified within our audit plan	Audit procedures performed	Assurance gained and issues arising
<p>Significant audit risks (including fraud risks)</p>	<p>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.</p> <ul style="list-style-type: none"> ➤ Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; ➤ Reviewed accounting estimates for evidence of management bias; and ➤ Evaluated the business rationale for any significant unusual transactions. 	<p>We found no evidence that controls had been over-ridden by management or that estimates reflected any management bias, and we did not identify any unusual transactions.</p>

Section 4

Financial statements audit – issues and findings

Financial statements audit – issues and misstatements arising from the audit

Progress of our audit

- ▶ The following areas of our work programme remain to be completed. We will provide an update of progress at the Joint Governance Committee meeting:
 - ▶ Receipt of a Letter of Representation
 - ▶ Receipt of bank confirmation from Lloyds Bank.
- ▶ Subject to the satisfactory resolution of the above items, we propose to issue an unqualified audit report on the financial statements.

Uncorrected misstatements

- ▶ We have not identified any uncorrected misstatements.

Corrected misstatements

- ▶ Our audit identified a number of misstatements which our team have highlighted to management for amendment. These have been corrected during the course of our work and further details are provided at Appendix 1.

Other matters

- ▶ As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to communicate to you significant findings from the audit and other matters that are significant to your oversight of the Authority's financial reporting process including the following:
 - ▶ Qualitative aspects of your accounting practices; estimates and disclosures;
 - ▶ Matters specifically required by other auditing standards to be communicated to those charged with governance. For example, issues about fraud, compliance with laws and regulations, external confirmations and related party transactions;
 - ▶ Any significant difficulties encountered during the audit; and
 - ▶ Other audit matters of governance interest

Throughout the course of the audit, we found the officers to be slow to respond to our queries, resulting in testing taking significantly longer to complete than expected. While we maintained a log of outstanding queries, which was shared and discussed with officers on a weekly basis, staff shortages and sickness meant these could not be resolved in a timely manner.

This resulted in a proposed an additional fee being charged, as reflected in the fee table below.

Financial statements audit – application of materiality

Our application of materiality

- ▶ When establishing our overall audit strategy, we determined a magnitude of uncorrected misstatements that we judged would be material for the financial statements as a whole.

Item	
<p>Planning Materiality and Tolerable error</p>	<p>We determined planning materiality to be £641,000 (2014: £503,000, which is 2% of gross expenditure reported in the accounts of £29.2 million adjusted for certain items within other operating expenditure and financing and investment expenditure.</p> <p>We consider gross expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Joint Committee.</p> <p>We set a tolerable error for the audit. Tolerable error is the application of planning materiality at the individual account or balance level. It is set to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds planning materiality. The level of tolerable error drives the extent of detailed audit testing required to support our opinion.</p> <p>We have set tolerable error at the upper level of the available range because there were no corrected significant errors in the Joint Committee's 2013/14 financial statements and no uncorrected errors.</p>
<p>Reporting Threshold</p>	<p>We agreed with the Audit Committee that we would report to the Committee all uncorrected audit differences in excess of £32,000 (2014: £25,000).</p>

We evaluate any uncorrected misstatements against both the quantitative measures of materiality discussed above and in light of other relevant qualitative considerations.

Financial statements audit – internal control, written representations and whole of government accounts

Internal control

- ▶ It is the responsibility of the Joint Committee 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 Joint Committee has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.
- ▶ We have tested the controls of the Joint Committee only to the extent necessary for us to complete our audit. We are not expressing an opinion on the overall effectiveness of internal control.
- ▶ We have reviewed the Annual Governance Statement and can confirm that:
 - ▶ It complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
 - ▶ It is consistent with other information that we are aware of from our audit of the financial statements.
- ▶ 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.

Request for written representations

- ▶ We have requested a management representation letter to gain management's confirmation in relation to a number of matters.

Section 5

Arrangements to secure economy, efficiency and effectiveness

Arrangements to secure economy, efficiency and effectiveness

The Code of Audit Practice (2010) sets out our responsibility to satisfy ourselves that Adur & Worthing Joint Committee has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Joint Committee's corporate performance management and financial management arrangements, we have regard to the following criteria and focus specified by the Audit Commission.

Approach

- ▶ 'Our work was limited to reviewing:
 - ▶ the Annual Governance Statement, and
 - ▶ reviewing the results of any work undertaken by the Audit Commission and other regulatory bodies or inspectorates to consider whether it impacts on our audit responsibilities.
 - ▶ undertaking other local risk-based work, as appropriate, or any work mandated by the Commission.

- ▶ To update our understanding of the Joint Committee's arrangements in respect of the above key areas, we:
 - ▶ reviewed relevant minutes and documents; and
 - ▶ discussed the underpinning arrangements and outcomes with officers.

Findings

- As reported on a previous slide, the Annual Governance Statement was consistent with our understanding of the design and operation of the Joint Committee's internal control framework throughout the year.
- There were no relevant findings from other regulators or inspections.
- We did not identify the need to undertake any further work.

Conclusion

We have concluded that there are no matter arising from our work that we need to report and we plan to issue an unqualified VFM conclusion.

Section 6

Independence and audit fees

Independence and audit fees

Independence

- ▶ We confirm there are no changes in our assessment of independence since our confirmation in our **Audit Plan dated May 2015**.
- ▶ We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Audit Commission's Code and Standing Guidance. 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 confirm that we are not aware of any relationships that may affect the independence and objectivity of the firm that we are required by auditing and ethical standards to report to you.
- ▶ We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Joint Governance Committee on 29 September 2015.

- ▶ We confirm that we have met the reporting requirements to the Joint Governance Committee, as 'those charged with governance' under International Standards on Auditing (UK and Ireland) 260 – Communication with those charged with governance. Our communication plan to meet these requirements were set out in our Audit Plan of May 2015.

Audit fees

- ▶ The table below sets out the scale fee and our final proposed audit fees.

	Proposed final fee 2014/2015	Scale fee 2014/2015	Variation comments
	£	£	
Audit Fee: Code work	TBC	22,547	Slow response to queries.
Non-Audit work	0	0	N/A

- ▶ Our proposed final fee differs from the scale fee as a result of slow responses from officers in relation to our queries, resulting from staff sickness and shortages. Significant additional time was spent discussing and reviewing these queries which led to delay in completion of audit procedures.
- ▶ We confirm that we have not undertaken any non-audit work outside of the Audit Commission's Audit Code requirements.

Section 7

Appendix

Appendix A – corrected audit misstatements

- ▶ As we found significantly more errors this year, we consider it appropriate to report all misstatements greater than £32,000 that we have identified during the course of our audit or which, in our professional judgement warrant communicating to you.
- ▶ These items have been corrected by management within the revised financial statements

Disclosures

Disclosure	Description of misstatement
1. Comprehensive Income & Expenditure Statement – Cultural & Related Services	We found both gross income and gross expenditure balances to be overstated by £1.197m, due to incorrect treatment of internal recharges. This had no impact on the net expenditure figure disclosed.
2. Balance Sheet – Creditors	We found a grant which should have been classified as a Receipt in Advance had been incorrectly recorded as a Creditor. Grant Receipts in Advance was therefore understated by £74,560 while Creditors was overstated by the same amount.
3. Related Party Transactions	<p>We identified a Worthing Councillor had an interest in a company to which £19,215 had been paid in year. IAS24 requires this to be disclosed. We therefore requested the Related Party Transaction note to be updated.</p> <p>In addition, declarations of interest had not been received from three members.</p>
4. Disclosure Errors	<p>We identified a number of disclosure errors throughout the financial statements. These have all been amended by the Joint Committee, and include:</p> <ul style="list-style-type: none"> - A third balance sheet has been included for the year ended 31/3/13 these figures have been brought forward into the movement in reserves statement and are disclosed as 'Restated' in the draft accounts. These figures have not been restated. The note has therefore been updated. - Draft statements omitted a disclosure note analysing the Adjustments between Accounting and Funding Basis Under Regulation. This has been added to the final version. - Finance & Investment Income & Expenditure on the face of the CIES is a material balance, yet no supporting note had been disclosed. A note has been added to the final version of the statements. - We requested a small number of amendments to accounting policies. - Additional disclosure was added to the Financial Instruments note to show how it reconciles to the Trade & Other Payables note.

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STATEMENT OF ACCOUNTS 2014/15 FOR JOINT STRATEGIC COMMITTEE, ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL

REPORT BY SARAH GOBEY, CHIEF FINANCIAL OFFICER

1.0 SUMMARY

1.1 The audits of the Joint Strategic Committee's, Adur District Council's and Worthing Borough Council's 2014/15 Statements of Accounts are complete. The External Auditor's Report to those Charged with Governance (ISA 260), elsewhere on the agenda, contains the External Auditor's recommendations and the "Key Message" section of this report summarises the findings arising from their audit. At the time of going to print, there are no qualification issues to report. The 2014/15 financial statements have been adjusted in respect of the External Auditor's findings as at 18th September 2015. This report seeks approval of the three sets of amended Statements of Accounts for the financial year ended 31st March, 2015 and the letters of representation which are attached as appendix 1

2.0 BACKGROUND

2.1 The Accounts and Audit (England) Regulation 2011, section 8 sets out the requirements of signing, approval and publication of the statement of accounts.

2.2 The Chief Financial Officer (CFO) has complied with Paragraph 8.2 of the regulations which states, "*the responsible financial officer of a larger relevant body must, no later than 30th June immediately following the end of a year, sign and date the statement of accounts, and certify that it presents a true and fair view of the financial position of the body at the end of the year to which it relates and of that body's income and expenditure for that year.*"

2.3 In accordance with Paragraph 8.4, the CFO has also re-certified "*the presentation of the statement of accounts before the relevant body approves it*".

2.3 Following the approval of the statement of accounts in June 2015, the three sets of accounts have been audited. The audit has revealed some minor disclosure, presentational and other errors, which required correction to ensure that the accounts presented are of a high standard. The changes identified, up to 18th September 2015, have been discussed, agreed and adjusted for, within the three sets of accounts circulated to members. Any significant amendments affecting the certification agreed after 18th September 2015 will be amalgamated into the three sets of accounts before publication. All the Auditor's findings identified to date are contained in the Auditor's 2014/15 External Auditor's Report to those Charged with Governance (ISA 260), elsewhere on this agenda.

3.0 AGREED AMENDMENTS TO THE 2014/15 STATEMENT OF ACCOUNTS

- 3.1 As the External Auditor's Report to those Charged with Governance (ISA 260) (elsewhere on this agenda) explains, there are no qualification issues arising from the audit of the three sets of the 2014/15 Statement of Accounts to report.
- 3.2 It is proposed that the Adur District Council Worthing Borough Council and Joint Committee's Statements of Accounts 2014/15 be approved by this committee. The audit may not be completely finalised by the date of this meeting. However, it must be completed by the 30th September 2015.
- 3.3 Due to the publishing timetable requirement for this Committee it may be necessary to issue a final version of the External Auditor's report, if this does occur the Report will be represented to Committee at the next meeting.
- 3.4 There are no unadjusted items this year for any of the statements of accounts at the time of drafting this report,

4.0 ANNUAL GOVERNANCE STATEMENT

- 4.1 The Committee will be aware that approval was given to the draft Annual Governance Statements for 2015 at its meeting on the 4th June 2015. Following the approval the External Auditor's have conducted their review of the Statements as part of the annual audit of accounts. This has now been incorporated into the Statement of Accounts prior to publication.

5.0 LEGAL

- 5.1 The three sets of Statements of Accounts have been prepared in accordance with statutory instrument number 817, the Accounts and Audit (England) Regulations 2011 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2014/15, based on International Financial Reporting Standards (IFRS).

6.0 FINANCIAL IMPLICATIONS

- 6.1 The three sets of Statements of Accounts reflect the 2014/15 outturn position, the transfers to and from reserves and carry forward of balances, in the '*Revenue and Capital Outturn for Joint, Adur and Worthing 2014/15*' approved by the Joint Strategic Committee at its meeting of 7th July, 2015.

6.0 FINANCIAL IMPLICATIONS

6.2 Reconciliation of 2014/15 Revenue Outturn to 2014/15 Comprehensive Income and Expenditure Accounts

The difference between the Adur, the Worthing and the Joint 2014/15 Revenue Outturn and the 2014/15 Comprehensive Income & Expenditure Account is made up of the following:

Adur District Council		2014/15
	£'000	£'000
Outturn 2014/15		
General Fund		10,691
HRA		(432)
Reported 2014/15 Outturn Net Spend		10,259
Income from council tax and NDR	(7,589)	
Government Grants and Contributions not included in outturn report	(4,922)	
Net income from Taxation	(12,511)	(12,511)
Payments to DCLG for housing capital receipts pool	279	
Gain/loss on disposal and de-recognition of assets	991	
Parish Council Precepts	365	
Other Operating Expenditure not included in Outturn	1,635	1,635
Adjustments to remove statutory items to represent accounts on an IFRS basis		
MRP and HRA set aside included in outturn and not included in Comprehensive I&E Statement		(2,568)
Net impact of accounting for pensions under IAS19		1,730
Revenue funded from capital under statute		899
Capital Expenditure charged to revenue		(777)
Net depreciation, impairment, and revaluations		4,185
Transfer to the Major Repairs Allowance		(2,201)
HRA – Reserve movements included in the HRA outturn		286
Other minor adjustments		(43)
2014/15 Comprehensive Income and Expenditure - Deficit on provision of services		894

6.0 FINANCIAL IMPLICATIONS

Worthing Borough Council		2014/15
	£'000	£'000
Reported 2014/15 Outturn Net Spend		14,670
Income from council tax and NDR	(9,545)	
Government Grants and Contributions not included in the outturn	(4,411)	
Net income from Taxation	(13,956)	(13,956)
Gain/loss on disposal and de-recognition of assets	149	
Other Operating Expenditure not included in Outturn	149	149
Adjustments to remove statutory items to represent accounts on an IFRS basis		
MRP and HRA set aside included in outturn and not included in Comprehensive I&E Statement		(1,078)
Net impact of accounting for pensions under IAS19		1,816
Revenue funded from capital under statute		1,237
Capital Expenditure charged to revenue		(341)
Net depreciation, impairment, and revaluations		(66)
Other minor adjustments		2
2014/15 Comprehensive Income and Expenditure - Deficit on provision of services		2,433

Joint Strategic Committee		2014/15
		£'000
Reported 2014/15 Outturn Net Spend		25,075
Expenditure netted off income in outturn report		10
Recharged to other joint services	(3,432)	
Recharged to Adur	(8,700)	
Recharges to Worthing	(12,956)	
Capital grants and contributions	(1,073)	
Net income from Taxation	(26,161)	(26,161)
Gain/loss on disposal and de-recognition of assets	23	
Other Operating Expenditure not included in Outturn	23	23
Adjustments to remove statutory items to represent accounts on an IFRS basis		
Net impact of accounting for pensions under IAS19		3,820
Net depreciation, impairment, and revaluations		1,452
Use of grants and contributions reserves		47
2014/15 Comprehensive Income and Expenditure - Deficit on provision of services		4,246

7.0 PUBLICITY

- 7.1 Section 10 of the 2011 Regulations deals with the “*Notice of public rights*”. As required, the Joint Strategic Committee, Adur District Council and Worthing Borough Council gave notice by advertisement and on the respective websites of the matters set out in paragraph (2), section 10 of the 2011 regulations. The date appointed under regulation 21 for the exercise of rights of electors, was Tuesday 28th July 2015.
- 7.2 Section 11 of the 2011 Regulations deals with the “*Notice of conclusion of audit*”. “*As soon as reasonably possible after conclusion of an audit, a larger relevant body must give notice by advertisement and on its website stating that the audit has been concluded and that the statement of accounts is available for inspection by local government electors and including –*
- (a) a statement of the rights conferred on local government electors by section 14 (inspection of statements of accounts and auditors’ reports) of the 1998 Act;
 - (b) the address at which and the hours during which those rights may be exercised; and
 - (c) details of where the statement of accounts can be found on the body’s website.”

8.0 LEGAL IMPLICATION

- 8.1 The formal approval of the accounts enables the Councils to comply with the Account and Audit Regulations 2011.

9.0 CONCLUSION

- 9.1 The Accounts and Audit Regulations 2011 place requirements on authorities in completing, approving and publishing their annual Statement of Accounts. The Joint Strategic Committee, Adur District Council and Worthing Borough Council have complied with these requirements.
- 9.2 Members’ are asked to approve the amended Adur District Council Worthing Borough Council and Joint Strategic 2014/15 Statement of Accounts, as at the date of this meeting and authorise the Chairpersons to approve the final version of the three statements of accounts. Publication will take place when the External Auditors have signed their opinion on the 2014/15 accounts and the audit has been concluded.

10.0 RECOMMENDATIONS

10.1 The Committee is recommended to:

- approve the amended Adur District Council, Worthing Borough Council and Joint Strategic Committee Statements of Accounts for the financial year ended the 31st March, 2015, attached and
- agree the letters of representation at Appendix 1 which will be signed by the Joint Chairmen of the Joint Governance Committee.

Local Government Act 1972 Background Papers:

Accounts and Audit (England) Regulations 2011

<http://www.legislation.gov.uk/uksi/2011/817/contents/made>

http://www.legislation.gov.uk/uksi/2015/234/pdfs/uksi_20150234_en.pdf

CIPFA Code of Practice on Local Authority Accounting in United Kingdom 2014/15 –
Based on International Financial Reporting Standards

CIPFA Guidance Notes for Practitioners 2014/15 Accounts

2014/15 External Auditor's Report to those Charged with Governance (ISA 260)

7 July 2015 Joint Strategic Committee – “Joint Revenue Outturn 2014/15”

<http://www.adur-worthing.gov.uk/media/media,134734,en.pdf>

4 June 2015 Joint Governance Committee – “The Annual Governance Statements
2014/15 – review and approval”

<http://www.adur-worthing.gov.uk/media/media,134055,en.pdf>

Contact Officer:

Report author: Jo-Anne Chang-Rogers

Title: Finance Manager

Location: Worthing Town Hall

Telephone number: 01903 221232

e-Mail address: jo-anne.chang-rogers@adur-worthing.gov.uk

SCHEDULE OF OTHER MATTERS

1.0 COUNCIL PRIORITY

Matter considered and no issues identified

2.0 SPECIFIC ACTION PLANS

2.1 Matter considered and no issues identified

3.0 SUSTAINABILITY ISSUES

3.1 Matter considered and no issues identified

4.0 EQUALITY ISSUES

4.1 Matter considered and no issues identified

5.0 COMMUNITY SAFETY ISSUES (SECTION 17)

5.1 Matter considered and no issues identified

6.0 HUMAN RIGHTS ISSUES

6.1 Matter considered and no issues identified

7.0 REPUTATION

7.1 The External Auditor's Audit Results Report – ISA (UK and Ireland) 260 is a publicly available document and as such the findings on the report have an impact on the Councils reputation with regard to financial Governance.

8.0 CONSULTATIONS

8.1 Matter considered and no issues identified

9.0 RISK ASSESSMENT

9.1 Matter considered and no issues identified

10.0 HEALTH & SAFETY ISSUES

10.1 Matter considered and no issues identified

11.0 PROCUREMENT STRATEGY

11.1 Matter considered and no issues identified

12.0 PARTNERSHIP WORKING

12.1 This report contains details of the Statement of Accounts for the Adur and Worthing Partnership.

ATTACHMENTS

Adur District Council 2014/15 Statement of Accounts

Worthing Borough Council 2014/15 Statement of Accounts

Joint Strategic Committee 2014/15 Statement of Accounts

Adur District Council Annual Governance Statement

Worthing Borough Council Annual Governance Statement

Joint Strategic Committee Annual Governance Statement

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

Our Ref: SG/GPR19bb ADC LoR 2015/
Your Ref:

29th September, 2015

Dear Ms. Handy,

ADUR DISTRICT COUNCIL - AUDIT FOR THE YEAR ENDED 31 MARCH 2015

This representation letter is provided in connection with your audit of the financial statements of Adur District Council (“the Council”) for the year ended 31 March 2015. 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 financial position of Adur District Council as of 31 March 2014 and of its expenditure and income for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

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 (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Page 1

Kate Handy,
Audit Director,
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19 Threefield Lane
SOUTHAMPTON SO14 3QB

A. FINANCIAL STATEMENTS AND FINANCIAL RECORDS

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, and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and are free of material misstatements, including omissions. 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 2014/15 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.

B. FRAUD

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud
2. 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.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

C. COMPLIANCE WITH LAWS AND REGULATIONS

1. We have disclosed to you all known actual or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. 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 as agreed in terms of the audit engagement.
 - 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, held through the year to the most recent meeting.
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.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

D. INFORMATION PROVIDED AND COMPLETENESS OF INFORMATION AND TRANSACTIONS

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 non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. 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 the Note 49 to the financial statements all guarantees that we have given to third parties.

F. SUBSEQUENT EVENTS

1. As described in Note 6 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. 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.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

G. ACCOUNTING ESTIMATES

- 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.

H 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.

Yours sincerely,

SARAH GOBEY
Chief Financial Officer
Email: sarah.gobey@adur-worthing.gov.uk
Direct Dialling No: (01903) 221221

I confirm that this letter has been discussed and agreed at the Joint Governance and Audit Committee on 29 September 2015.

COUNCILLOR ROD HOTTON
Chairman
Governance & Audit Committee

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

Our Ref: SG/GP WBC LoR 2015/
Your Ref:

29th September, 2015

Dear Ms Handy,

WORTHING BOROUGH COUNCIL - AUDIT FOR THE YEAR ENDED 31 MARCH 2015

This representation letter is provided in connection with your audit of the financial statements of Worthing Borough Council (“the Council”) for the year ended 31 March 2015. 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 financial position of Worthing Borough Council as of 31 March 2015 and of its expenditure and income for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

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:

Page 1

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

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 (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.
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, and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and are free of material misstatements, including omissions. 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 2014/15 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.

B. FRAUD

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud
2. 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.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

C COMPLIANCE WITH LAWS AND REGULATIONS

1. We have disclosed to you all known actual or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. 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 as agreed in terms of the audit engagement.
 - 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, held through the year to the most recent meeting.
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 non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

E. 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 the Note 49 to the financial statements all guarantees that we have given to third parties.

F. SUBSEQUENT EVENTS

1. As described in Note 6 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. 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.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

H 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.

Yours sincerely,

SARAH GOBEY
Chief Financial Officer
Email: sarah.gobey@adur-worthing.gov.uk
Direct Dialling No: (01903) 221221

I confirm that this letter has been discussed and agreed at the Governance and Audit Committee on 29 September 2015.

COUNCILLOR ELIZABETH SPARKES
Chairman of Audit Committee

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

Our Ref: SG/GPJoint LoR 2015/
Your Ref:

29th September, 2015

Dear Kate,

**ADUR AND WORTHING JOINT STRATEGIC COMMITTEE
AUDIT FOR THE YEAR END 31ST MARCH 2015**

This representation letter is provided in connection with your audit of the financial statements of Adur & Worthing Joint Committee ("the Committee") for the year ended 31 March 2015. 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 financial position of Adur & Worthing Joint Committee as of 31 March 2015 and of its expenditure and income for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

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:

Page 1

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

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 (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.
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, and of its expenditure and income of the Committee in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and are free of material misstatements, including omissions. 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 Committee 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 2014/15 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.

B. FRAUD

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud
2. 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.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Committee's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Committee.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

C. COMPLIANCE WITH LAWS AND REGULATIONS

1. We have disclosed to you all known actual or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

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 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
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5. We have disclosed to you, and the Committee has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

E. 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..

F. SUBSEQUENT EVENTS

1. As described in Note 6 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. ACCOUNTING ESTIMATES

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
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 - 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.

Kate Handy,
Audit Director,
Ernst & Young
Wessex House
19 Threefield Lane
SOUTHAMPTON SO14 3QB

G. ACCOUNTING ESTIMATES

- No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

H 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.

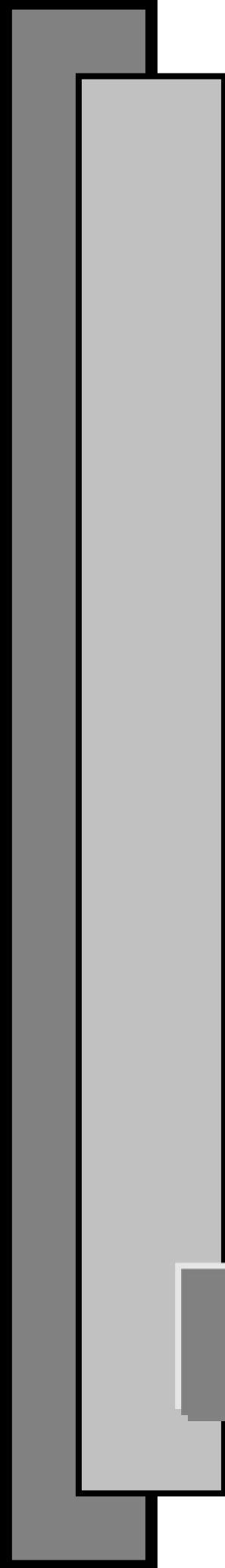
Yours sincerely,

SARAH GOBEY
Chief Financial Officer
Email: sarah.gobey@adur-worthing.gov.uk
Direct Dialling No: (01903) 221221

I confirm that this letter has been discussed and agreed at the Governance and Audit Committee on 29 September 2015.

COUNCILLOR ROD HOTTON
Chairman
Audit Committee

COUNCILLOR ELIZABETH SPARKES
Chairman
Audit Committee



Adur
District
Council



***Statement of
Accounts
2014/2015***

A D U R D I S T R I C T C O U N C I L

S T A T E M E N T O F A C C O U N T S

for the year ended 31st March, 2015

C O N T E N T S

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EXPLANATORY FOREWORD

INTRODUCTION

This is an explanatory foreword to the Statement of Accounts for the year ended 31 March 2015.

The accounts shown on the following pages have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014-15 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) supported by the International Financial Reporting Standards (IFRS) and are in respect of the financial year ended 31 March 2015.

Unlike previous years there are no significant new areas which are relevant to this authority.

The CIPFA Guidance states, in general terms, that a number of areas have been revised “to take account of issues arising from practitioner queries raised through, for example, CIPFA’s Technical Enquiry Service.”

In more specific terms, updates, revisions and changes listed include:

- LAAP Bulletin 86 (Update) *Componentisation of Property, Plant and Equipment*
- The Carbon Reduction Commitment Energy Efficiency Scheme – Module 2 has been updated for the consequences of the accounting requirements for the second phase of the scheme, which commenced in April 2014 and runs until March 2019.
- Module 3 includes changes to section 3.4 of the Code on the presentation of financial statements to reflect the amendments to IAS 1 in respect of the new requirements for comparative information and clarification regarding the complete list of financial statements.
- Within Example Financial Statements, a new section C has been added to include CIPFA’s updated *How to Tell the Story*, which is intended to help CFOs and other senior staff present the financial statements to members and other key stakeholders.

The significant Accounting Policies are included as Note 1 to these accounts.

The Annual Governance Statement is included at the end of this document for information.

The Statements are listed and explained in the next section.

EXPLANATION OF ACCOUNTING STATEMENTS

The Statement of Accounts consists of:

Page No:

Statement of Responsibilities

13

This statement sets out the respective responsibilities of the Council and the Chief Financial Officer in respect of the Council’s accounts. This statement confirms that the accounts give a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the given financial year.

EXPLANATORY FOREWORD

EXPLANATION OF ACCOUNTING STATEMENTS

Page No:

Movement in Reserves Statement

14-15

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' and "unusable reserves".

Comprehensive Income and Expenditure Statement

16

This statement provides a summary of the resources generated and consumed by the council in the year that have contributed to the changes in resources shown in the Movement in Reserves Statement (MiRS).

The Balance Sheet

17

This statement summarises the Council's assets and liabilities as at 31st March 2015 in its top half. The bottom half of the statement sets out the reserves split into the 2 categories of 'usable' and 'unusable' Reserves.

The Cash Flow Statement

18

This statement summarises the flows of cash and cash equivalents of the Council that have taken place over the financial year.

Notes to the Accounts

19-104

Housing Revenue Account (HRA)

105-111

The HRA accounting statements comprise of the Comprehensive Income and Expenditure Statement and the Statement of Movement on the HRA balance. The former reports the economic cost in the year of providing housing services. The latter reconciles the reported surplus or deficit in the year with the HRA balance at the end of the year. The HRA is a ring-fenced account subject to statutory regulation under Schedule 4 of The Local Government and Housing Act 1989. The HRA is accounted for separately from other funds of the Council so that rents cannot be subsidised from council tax (or vice versa). From 1 April 2012 the HRA became "self-financing" where formerly it was subject to a complicated system of government subsidy and allowances. Since that date, special arrangements were put in place for accounting for debt charges and interest receivable to ensure an equitable and transparent apportionment between the HRA and General Fund. These arrangements reflect the "two-pool split" of debt between HRA and General Fund at 1 April 2012, as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA). Full particulars are contained in the HRA Treasury Management Strategy for 2014/15, which was agreed as Appendix 6 of the "Housing Revenue Account - Budget 2014/15" Report approved by the Adur Cabinet at its meeting on 4 February 2014, and available on the Council's website via the following link:

<http://www.adur-worthing.gov.uk/media/media,120961,en.pdf>

EXPLANATORY FOREWORD

EXPLANATION OF ACCOUNTING STATEMENTS

Page No:

112-115

Collection Fund

The Council is required to maintain a separate Collection Fund to receive monies as a billing authority in relation to the Council Tax and Non-Domestic Rates and accounts for their distribution to preceptors (West Sussex County Council and The Police and Crime Commissioner) and the Council's own General Fund. Last year was the first year of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the District. It does, however, also increase the financial risk due to non-collection and the volatility of the NDR tax base.

The scheme allows the Council to retain a proportion of the total NDR received. The Adur share is 40% with the remainder paid to the precepting bodies - West Sussex County Council (10%) and Department of Communities and Local Government (50%).

WORKING IN PARTNERSHIP

Government initiatives have placed great emphasis on partnership working for future service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Adur District and Worthing Borough Councils embarked on an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, now includes all of the services that were intended to operate as shared Adur and Worthing services with a net cost of services of £24.1m. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget and statement of accounts.
- As each service moves across to the Joint Strategic Committee their respective budgets and spend are pooled.
- The joint budgets/expenditure are recharged back to Adur and Worthing Councils.

For 2014/15 a separate statement of accounts is required to be produced for the Joint Strategic Committee for Adur and Worthing Councils. From 2015/16 onwards, there is no requirement to produce such a statement. A copy is available on request from the Chief Financial Officer, Town Hall, Chapel Road, Worthing, BN11 1HB.

EXPLANATORY FOREWORD

COUNCIL PRIORITIES

The Councils have agreed three priorities which set out its aspirations for the district.

- ◆ **Supporting Wealth Generators**
- ◆ **Cultivating Enterprising Communities**
- ◆ **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet <http://www.adur-worthing.gov.uk/media/media,134526,en.pdf>.

Budget and resource allocation is targeted towards improving services in each of these areas.

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

The most recent budget strategy for this council has been compiled in the context of the Government's Comprehensive Spending Review and the 2015/16 local government settlement. The Councils agreed a budget strategy to meet this challenge through 3 major work streams – major service reviews, efficiency reviews and base budget reviews. As a result significant savings were identified as part of the 2015/16 budget round.

The Adur District Council budget strategy has taken account of risks such as:

- income generated by the Council may be affected by the recession;
- withdrawal of funding by partners, potentially losing funding for key priorities;
- the inflation allowance in non-pay budgets could result in higher than expected costs

The Council has a working balance and other earmarked reserves to help mitigate these risks.

Further details around the MTFPs for both councils are contained in the "Outline Forecast 2016/17 To 2020/21 And Budget Strategy", which was reported to 7th July 2015 Joint Strategic Committee.

The link for this report is <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee,133764,en.html>

FINANCIAL OVERVIEW

A comprehensive summary of the financial performance of the Partnership authorities – Adur District Council, Worthing Borough Council and the Joint Strategic Committee – is contained in the 7th July 2015 Joint Strategic Committee report "Joint Revenue Outturn 2014/15". This is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

EXPLANATORY FOREWORD

FINANCIAL OVERVIEW

The financial activities of the Council can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the Council in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the District over a number of years.

SUMMARY OF REVENUE SPEND

A more detailed summary of the Council's financial results for 2014/15 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the Council did not contain expenditure within the original budget levels. This was due to one-off expenditure incurred by Adur Building Services gearing up for the volume of new business associated with the new east side Adur Homes HRA contract and improvements works on HRA properties for re-letting. In 2014/15 Adur District Council reported an overspend of £399,020 against a budget of £9,629,140.

The most significant items which contributed to the position were as follows:

	£000s
Underperformance in the building maintenance business unit	360
Fall in income from investment properties	103
The impact of job evaluations	144
Increasing grant income from grants for the loss of income attributable to changes in Non domestic Rates	(206)
Reduction in the cost of borrowing largely associated with delays in the capital investment programme	(188)
Other changes	186
	399

Where such items were identified when the 2015/16 budget was being prepared, an allowance for any impact on future years was built into the budget.

The Housing Revenue Account reported a positive underspend of £426,000. The most significant underspend was due to a reduction in estimated finance costs related to borrowing.

The major variations are explained in more detail in the 7th July 2015 Joint Strategic Committee report "Joint Revenue Outturn for 2014/15". <http://www.adur-worthing.gov.uk/media/media,124885,en.pdf>. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Overall, therefore, the Council has had a difficult year from a financial perspective. The Council maintained and improved services and delivered on major capital investments, but was unable to contain spend within approved budgets.

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

How the money was spent and how services were funded

SUMMARY FINAL REVENUE OUTTURN			
CABINET MEMBER PORTFOLIOS	CURRENT ESTIMATE 2014/15	OUTTURN 2014/15	UNDER/ OVERSPEND
	£000s	£000s	£000s
CM for Environment	3,200	3,110	(90)
CM for Health & Wellbeing	1,110	972	(138)
CM for Customer Services	1,180	1,113	(67)
Leader	547	549	2
CM for Regeneration	1,848	1,845	(3)
CM for Resources	1,933	3,602	1,669
Support Service Holding Accounts	1,016	2	(1,014)
Transfers from HRA to non portfolio Adur Homes (nonHRA)	(7)	-	7
TOTAL CABINET MEMBERS	10,827	11,193	366
Credit Back Depreciation	(1,366)	(1,334)	32
Minimum Revenue Provision	964	851	(113)
Additional Non Ring Fenced Grants	-	(21)	(21)
Financial Instrument Adjustment	-	2	2
	10,425	10,691	266
Transfer to/from reserves:			
Contribution to/from reserves	(796)	(663)	133
Revenue Contributions To Capital Expenditure	-	-	-
Transfer from reserves to fund specific expenditure (carry forwards)	-	-	-
Capacity Issue Reserve	-	-	-
Net Overspend to be funded from General Fund working balance	-	(399)	(399)
Total Budget requirement before External Support from Government	9,629	9,629	-

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

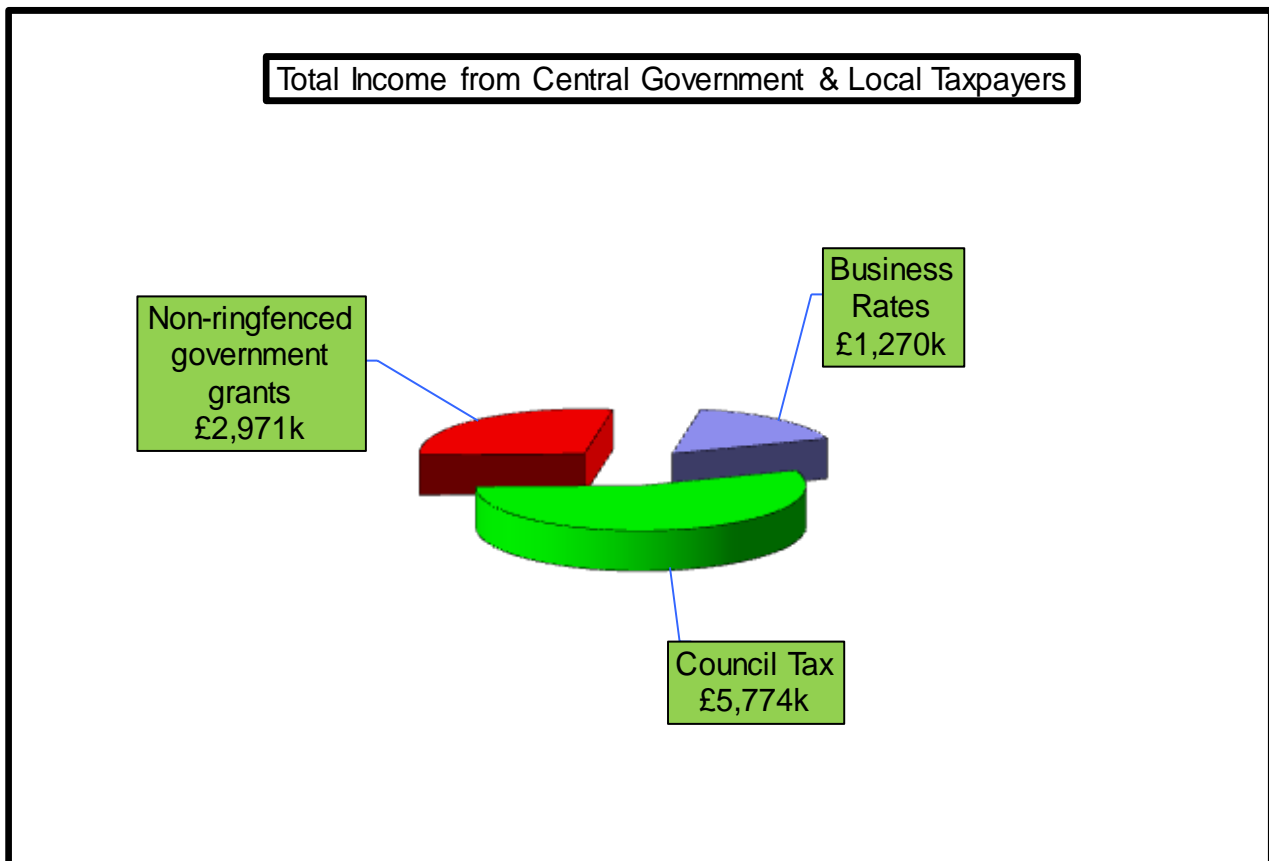
Funding from Central Government Support

The Council's share of Revenue Support Grant is £1.83m for the financial year 2014/15.

Funding from Local Taxpayers

The Council collected £32.15m of Council Tax relating to 2014/15, this represented 97.62% of the total Council Tax due to be collected. In addition, Council Tax Benefit totalled £4.6m. This is collected by Adur District Council on behalf of the following preceptors in the proportions detailed: West Sussex County Council 77.66%, Sussex Police and Crime Commissioner 9.123% and Adur District Council 17.21%.

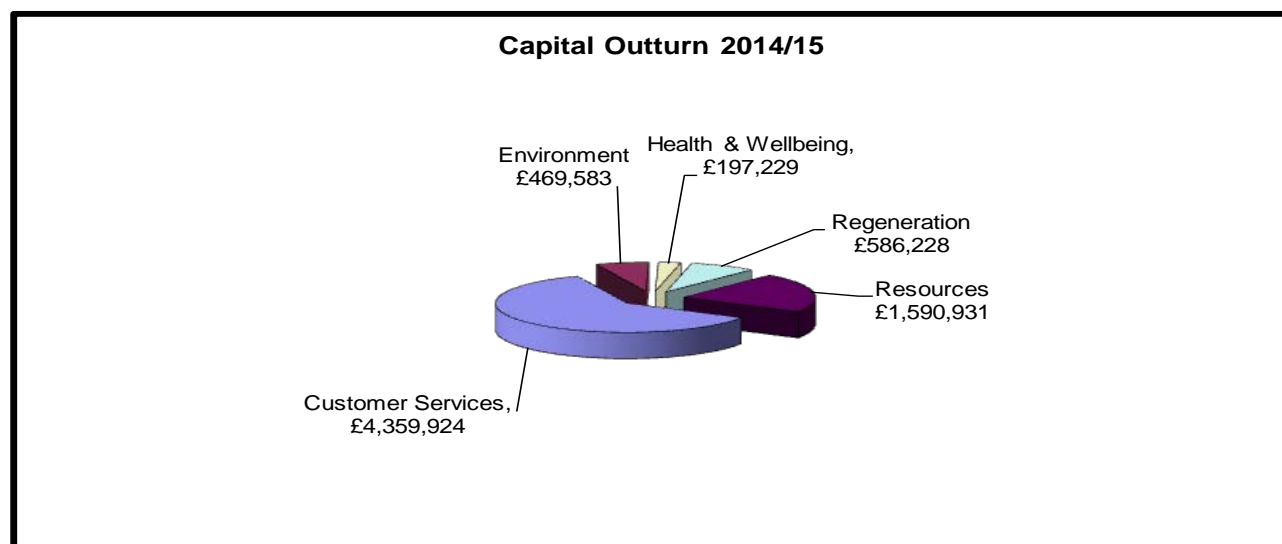
The Council also collects non-domestic rates from local businesses. In 2014/15 the government introduced a business rate retention scheme which changed how business rates are administered nationally. Of the £17.98m collected, after allowing for exemptions, reliefs and provisions, the Council keeps 40%, 10% is paid to the County Council and the remaining 50% is paid over to the government's national pool.



EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Council's aims and objectives over more than one year. The Council plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.



The capital investment programme for all Adur Portfolios was originally estimated at £10,670,930. Subsequent approvals and re-profiling of budgets to 2014/15 produced a total current budget of £9,659,290. Actual expenditure in the year totalled £7,203,895, a reduction of £2,455,395 on the current estimate, comprising of net slippage of £2,025,790 and a net underspend of £429,605. The major factors contributing to the re-profiling and slippage were:

1. Schemes where the Council does not have direct control over the scheme progress. For example where the scheme is managed by another authority, or mandatory grant schemes where the spend is demand led and the Council has no control over when the grants will be paid.
2. Additional works being identified after the scheme has commenced which either require additional financial resources or additional time.
3. Some schemes are delayed by adverse weather or other environmental problems.
4. Officer capacity has resulted in some schemes being unable to commence or complete within the financial year.

The re-profiling of schemes was on-going throughout the year and in total 32 schemes did not complete as planned in 2014/15.

Expenditure in 2014/15 was financed as follows:

	2014/15
	£'000
Government grants	534
Other contributions	164
Revenue Contributions	4,237
Borrowing	2,269
TOTAL	7,204

EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

The Council's asset values have been increased as a result of the above capital investment. The Council plans to invest £21,164,040 in its capital assets over the next 3 years, £9,411,170 in 2015/16, £6,394,520 in 2016/17 and £5,358,350 in 2017/18. The capital investment will be financed from a mix of funding including capital receipts, capital grants, revenue contributions, use of reserves, specific one-off external contributions and prudential borrowing.

POST EMPLOYMENT BENEFITS

Employees of the Council have the option to become members of the Local Government Pensions Scheme, administered by West Sussex County Council. This scheme is funded and provides defined benefits to members (retirement lump sums and pensions), earned by employees as they worked for the Council. The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund and comply fully with the requirements of IAS19.

To comply with these relevant accounting standards, the Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against council tax is based on the cash payable in the year. Therefore the cost of post employment/retirement benefits shown in Note 48 are notional and are reversed out of the General Fund via the Movement in Reserves Statement.

ACHIEVEMENTS IN 2014/15

The Revenue and Capital transactions recorded in these statements supported all the Councils' activities and objectives in 2014/15. Substantial achievements were made in the following areas:

Rethinking Parks - The Councils were successful in their bid to the DCLG's Transformation Challenge Award to fund a project to review how communities can be more engaged in the management and ownership of Parks. The project is being delivered in partnership with The Conservation Volunteers and in addition to engaging communities, will seek to achieve physical and mental health outcomes.

West Sussex Transit Site - In partnership with the County Council, other District and Borough Councils, Sussex Police and the Homes and Communities Agency, funding, planning permission and construction of a Gypsy and Traveller Transit Site took place in 2014/15 in readiness for the Site to open in April 2015. This initiative follows several years of dealing with Unauthorised Encampments that were both costly and had a negative impact on the community and the Councils' reputation.

Think Family - Adur and Worthing Councils are one of the key lead agencies delivering the West Sussex version of the national Troubled Families project: Think Family. The first phase of Think Family ended in March 2015 with targets for intervention achieved and West Sussex emerging as one of the most successful programmes. Adur and Worthing Councils continue to be one of the lead delivery agencies for the new expanded Think Family 2 programme, and have led the way in West Sussex in delivering community based interventions through the Think Family neighbourhoods' initiative.

EXPLANATORY FOREWORD

ACHIEVEMENTS IN 2014/15

Adur Homes - As part of a review of the Adur Homes Service a new Adur Homes Business Plan was produced in 2014 that sets out the priorities for the service and the opportunities going forward that the new Housing Revenue Account funding arrangements offer, particularly with regard to new housing development by the Council. To support the implementation of the Business Plan a new governance structure has been introduced: the Adur Homes Management Board, made up of Members, Tenants representatives and officers.

Adur Civic Presence – The Shoreham Centre is being expanded to provide better community facilities and a new Civic Presence for Adur District Council.

Adur Community Leisure - Adur's leisure facilities are run by Impulse Leisure through ACL. 2014/15 saw strong performance with user numbers remaining high at all of the leisure venues. Of particular note is the continuing strength of visitor numbers to Wadurs Swimming Pool, which is operating at close to capacity. Similarly demand for Lancing Leisure Centre remains high and the Centre has benefited from a substantial refurbishment of its cafe and lounge facilities funded by Impulse.

Customer Services – This joint service supports 160,000 residents, 70,000 households, and 7,000 businesses, as well as supporting the visitor economy and enquiries from customers outside our geographical boundaries. In 2014/15 it has focused on procurement of replacement omni-channel technologies and enterprise telephony, improved management information and knowledge. We will become more effective advocates for customers across the business. A Customer and Commercial Board has been established by the Director for Customer Service which identifies new business and service efficiency opportunity.

Street Naming and Numbering - The service won GOLD standard awards for both Adur and Worthing and has been named as "Best in the South East".

Benefits - the CenSus partnership continued to provide financial support to approximately 5,500 households in the District awarding almost £25m of assistance with an average turn-around time to process items of work of 10.79 days

Revenues and Recovery - the CenSus partnership continued to administer liabilities in respect of approximately 28,000 domestic and 2,100 commercial properties, issuing bills valued at £32.3M and £17.1m respectively. In-year collection rates of 97.9% (for Council Tax) and 96.0% (for Business Rates) were achieved,

SUMMARY

This is a challenging time for Local Government. Both Councils have faced a considerable reduction in central Government funding and have a strong desire to limit the increases to Council Tax.

The outturn position will inform the development of the 2016/17 budget. The intention is to build in recurring under spends into the 2016/17 budget where possible and so avoid the need for unnecessary service reductions.

EXPLANATORY FOREWORD

FURTHER INFORMATION

Further information on Adur District Council's accounts is available from the Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

Information on joint policies and plans for the Adur Worthing partnership, and especially their joint Key Priorities are obtainable on application to the Head of Communications in the Town Hall, Chapel Road, Worthing or by accessing the joint Adur and Worthing Councils' website, www.adur-worthing.gov.uk

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2015

The Council's Responsibilities:

- (a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council in the financial year 2014/15 that officer was the Chief Financial Officer
- (b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.
- (c) To approve the Statement of Accounts by 30th September, 2015.

The Chief Financial and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts which is required to give "true and fair" view of the financial position of the Council.

In preparing the statement of accounts the Chief Financial Officer to select accounting policies and apply them consistently, make judgements and estimates that are reasonable, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2011 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Council at 31st March, 2015 and its income and expenditure for the year ended on that date.

SARAH GOBEY
Chief Financial Officer

Dated: 29th September, 2015

Certificate of Approval by Joint Governance Committee

I confirm that these Accounts were approved by the Joint Governance and Audit Committee of Adur District Council and Worthing Borough Council on 29th September, 2015.

ROD HOTTON
Chairman, Joint Governance Committee

Dated: 29th September, 2015

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 'unusable reserves', such as the revaluation of non-current assets. The 'Surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charges to the General Fund Balance and 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 Councils.

See Movement of Reserves Statement on next page.

Single Entity (England and Wales)	General Fund Balance	Earmarked GF Reserves	Housing Revenue Account	Earmarked HRA Reserves	Capital Receipts Reserves	Major Repairs Reserves	Capital Grants Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Restated Balance at 31st March 2013	(859)	(3,514)	(2,107)	(541)	(1,460)	(2,198)	(2,517)	(13,196)	(39,082)	(52,278)
Movement in Reserves during 2013/14										
(Surplus) or deficit on provision of services	3,014		(1,835)					1,179	-	1,179
Other Comprehensive Expenditure & Income	(12)							(12)	(26,455)	(26,467)
Total Comprehensive Expenditure Income	3,002	-	(1,835)	-	-	-	-	1,167	(26,455)	(25,288)
Adjustments between accounting and funding basis under Regs. (Note 7)	(2,568)	-	935		(575)	(384)	(40)	(2,632)	2,632	-
Net Increase/Decrease before Transfers to Earmarked Reserves	434	-	(900)	-	(575)	(384)	(40)	(1,465)	(23,823)	(25,288)
Transfers to/from Earmarked Reserves (Note 8)	(434)	434	396	(396)	-	-	-	-	-	-
Increase/Decrease in Year	-	434	(64)	(396)	(575)	(824)	(40)	(1,465)	(23,823)	(25,288)
Balance at 31st March 2014 c/fwd	(859)	(3,080)	(2,171)	(937)	(2,035)	(3,022)	(2,557)	(14,661)	(62,905)	(77,566)
Movement in Reserves during 2014/15										
(Surplus) or deficit on provision of services	854	-	40	-	-	-	-	894	-	894
Other Comprehensive Expenditure & Income	(2)							(2)	(10,100)	(10,102)
Total Comprehensive Expenditure and Income	852	-	40	-	-	-	-	892	(10,100)	(9,208)
Adjustments between accounting basis and funding basis under regulations Note 7	1,011	-	(682)	-	(1,534)	1,259	(1,727)	(1,673)	1,673	-
Net Increase/Decrease before Transfers to Earmarked Reserves	1,863	-	(642)	-	(1,534)	1,259	(1,727)	(781)	(8,427)	(9,208)
Contribution to Major Repairs Reserve			-			-		-	-	-
Transfers to/from Earmarked Reserves (Note 8)	(1,544)	1,544	636	(636)	-	-	-	-	-	-
Increase/Decrease in Year	319	1,544	(6)	(636)	(1,534)	1,259	(1,727)	(781)	(8,427)	(9,208)
Balance at 31st March 2015 c/ fwd	(540)	(1,536)	(2,177)	(1,573)	(3,569)	(1,763)	(4,284)	(15,442)	(71,332)	(86,774)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2014/15	2014/15		2014/15	2013/14	2013/14	2013/14
	Gross Expenditure	Gross Income	Note	Net Expenditure	Gross Expenditure	Gross Income	Net Income/Expenditure
	£'000	£'000		£'000	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES							
Central Services to the Public	1,569	(500)		1,069	1,503	(658)	845
Cultural and Related Services	1,648	(236)		1,412	1,881	(283)	1,598
Environmental & Regulatory Services	3,566	(466)		3,100	4,349	(1,302)	3,047
Planning Services	2,158	(475)		1,683	2,580	(1,046)	1,534
Highways and Transport Services	508	(458)		50	543	(453)	90
Other Housing Services	23,467	(22,499)		968	23,955	(22,938)	1,017
Adult Social Care	150	(271)		(121)	112	(255)	(143)
Corporate & Democratic Core	2,610	(338)		2,272	2,052	(150)	1,902
Non-Distributed Costs	1,410	(276)		1,134	1,116	(1)	1,115
Net Cost of General Fund Services	37,086	(25,519)		11,567	38,091	(27,086)	11,005
Housing Revenue Account	8,768	(13,203)		(4,435)	6,933	(12,780)	(5,847)
Net Cost of Services	45,854	(38,722)		7,132	45,024	(39,866)	5,158
Other Operating Expenditure			9	1,635			1,505
Financing and Investment Income and Expenditure (Surplus) or Deficit of Discontinued Operations			10	4,661			5,029
Taxation and non-specific grant income			*11	(12,534)			(10,513)
(Surplus) or Deficit on Provision of Services				894			1,179
(Surplus)/Deficit arising on revaluation of Property, Plant and Equipment Assets			25	(10,540)			(24,475)
(Surplus)/Deficit arising on revaluation of available for sale financial assets				-			-
Remeasurements of the net defined pension benefit liability			48	440			(1,980)
Other				(2)			(12)
Other Comprehensive Income and Expenditure				(10,102)			(26,467)
Total Comprehensive Income and Expenditure				(9,208)			(25,288)

*Includes DEFRA/Environment Agency (Coast Protection) grants of £1.4m. For further information see note 39

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Adur District Council. The net assets of Adur District Council (assets less liabilities) are matched by the reserves held by the Committee.

	See Note No:	As at 31st March 2015	As at 31st March 2014
		£'000	£'000
Long Term Assets:			
Property, Plant & Equipment	12	174,063	164,738
Heritage Assets	13	224	223
Investment Property	14	8,477	7,983
Intangible Assets	15	229	166
Assets Held for Sale	21	-	316
Long Term Investments	16	2,080	2,005
Long Term Debtors	19	198	260
Total Long Term Assets		185,271	175,691
Current Assets:			
Short Term Investments	16	13,083	16,080
Assets Held For Sale		107	-
Inventories	17	100	81
Short Term Debtors	19	3,002	2,908
Cash & Cash Equivalents	20	5,793	2,439
Total Current Assets		22,085	21,508
Current Liabilities:			
Cash & Cash Equivalents	20	-	-
Short Term Borrowing	16	(2,049)	(2,578)
Short Term Creditors	22	(6,839)	(5,918)
Provisions	23	(766)	(681)
Grants Received in Advance Revenue	39	(405)	(383)
Total Current Liabilities		(10,059)	(9,560)
Long Term Liabilities:			
Long Term Borrowing	16	(74,703)	(76,423)
Other Long Term Liabilities	47	(35,820)	(33,650)
Donated Assets Account		-	-
Total Long Term Liabilities		(110,523)	(110,073)
Net Assets		86,774	77,566
Financed By Reserves:			
Usable Reserves	8 & 24	(15,442)	(14,661)
Unusable Reserve	25	(71,332)	(62,905)
Total Reserves		(86,774)	(77,566)

CASH FLOW STATEMENT

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

	See Note No:	2014/15	2013/14
		£'000	£'000
Net (surplus) or deficit on provision of services	26	(894)	(1,179)
Adjustments to net surplus or deficit on the provision of services for non cash movements	26	9,495	9,491
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	26	(1,819)	485
Net cash flows from Operating Activities	26	6,782	8,797
Investing Activities	27	(1,206)	(2,431)
Financing Activities	28	(2,222)	(5,396)
Net increase or decrease in cash and cash equivalents		3,354	970
Cash and cash equivalents at the beginning of the reporting period		2,439	1,469
Cash and cash equivalents at the end of the reporting period	20	5,793	2,439

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2014/15

General

The accounts have been prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) / The Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Accounting in United Kingdom - 2014/15 Accounts, which is based on International Financial Reporting Standards (IFRS).

As outlined in the Foreword, there are not many changes to the CIPFA Code of Practice for 2014/15, which affect this Council.

The concepts and principles of International Accounting Standards Board Conceptual Framework for Financial Reporting (2010) have been applied and are outlined below.

The Statement of Accounts has been prepared with the overriding requirement that it is a 'true and fair' representation of the financial position, performance and cash flows of the Council.

The Council has endeavoured to ensure that within the restrictive definitions of the regulations the following objectives have been met:-

- To provide financial information about the reporting authority that is useful to existing and potential investors, lenders and other creditors in making decisions about providing resources to it
- To provide information about the authority's financial performance, financial position and cash flows that is useful to a wide range of users for assessing the stewardship of the authority's management and for making economic decisions
- To meet the common needs of most users focusing on the ability of the users to make economic decisions, the needs of public accountability and the stewardship of the authority's resources

Accruals

The non-cash effects of transactions have been reflected in the statements for the financial year in which they occur, not when any cash is received or paid. The current de minimis is £250.

Tax Income (Council Tax, Non-Domestic Rates (NDR) And Rates)

The Council is a billing authority and follows the principles in IPSAS 23 Revenue from Non Exchange transactions (Taxes and Transfers) in respect of accounting for tax income collected except where adaptations to fit the public sector are detailed in the Code.

Retained Business Rate income, Top Up income and Council Tax income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2014/15

Tax Income (Council Tax, Non-Domestic Rates (NDR) And Rates)

NDR, Top Up Income and Council Tax will be recognised in the Comprehensive Income and Expenditure Statement in the line Taxation and Non-Specific Grant Income. As a billing authority the difference between the NDR and Council Tax included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account and reported in the Movement in Reserve Statement. Each major preceptor's share of the accrued NDR and Council Tax income will be available from the information that is required to be produced in order to prepare the Collection Fund Statement.

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

UNDERLYING ASSUMPTION TO THE STATEMENT OF ACCOUNTS

Going Concern

The accounts have been prepared on the assumption that the Council will continue to provide operational services for the foreseeable future.

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Relevance and faithful representation

The information in the accounts is useful in assessing the Council's stewardship of public funds and for making economic decisions. It is intended to be complete, neutral and free from error.

Materiality

An item is considered to be material where its omission or mis-statement could influence the decisions or assessments of users of the financial statements presented in the accounts. Materiality, therefore, is subjective and depends on the nature or size of the omission or mis-statement judged in the surrounding circumstances.

The Council has therefore exercised its professional judgement in considering the size and nature of any transaction, or set of transactions, brought into the financial statements. In so doing, the Council does not set fixed monetary limits or rules for materiality, but has taken a view upon what would provide a proper understanding of the Council's overall financial position. Where appropriate, such a view has been reached in consultation with the Council's auditors.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ENHANCED QUALITATIVE CHARACTERISTICS

Comparability

A consistent approach to accounting policies is used in preparing the accounts to ensure that it may be compared to previous years.

Verifiability

A faithful representation of the economic position.

Timeliness

The financial statements provide information to decision makers in time to be capable of influencing their decisions.

Understandability

Classifying, characterising and presenting information that is clear and concise. The financial statements are prepared for users who have a reasonable knowledge of business and economic activities.

The elements directly related to the measurements of the financial position in the Balance Sheet are assets, liabilities and reserves. The elements directly related to the measurement of the financial performance in the Comprehensive Income and Expenditure Statement are income and expenses. The Cash Flow Statement reflects elements in both the Comprehensive Income and Expenditure Statement and the Balance Sheet.

In assessing whether an item meets the definition of an asset, liability or reserve, consideration has been given to its underlying substance and economic reality and not merely its legal form.

Primacy of Legislative Requirements

The Council operates through the power of statute. Where legislation prescribes the express treatment of transactions, then the accounting concepts outlined above will be over-ruled.

INCOME AND EXPENDITURE

Revenue Recognition

Revenue recognition has been accounted for in accordance with IAS 18. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

COSTS OF SUPPORT SERVICES

The CIPFA Service Reporting Code of Practice (SeRCOP) requires the costs of support services to be charged on a fair and transparent basis. The allocation bases used for the main costs are outlined below. The majority of services are allocated out on a time allocation basis with the exception of the following:

Admin Buildings	Headcount
Human Resources inc. training	Headcount
Payroll	Headcount
ICT	Headcount
Customer Services	Number of calls multiplied by length of time per call
Cashiers	Number of transactions
Exchequer Services	Number of transactions
Insurance - Employees	Headcount
Insurance - Premises	Premises Valuation
Insurance - Vehicles	No of Vehicles

Jointly Controlled Operations and Jointly Controlled Assets

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

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

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 Authority when there is reasonable assurance that:

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset 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 (attributable revenue grants and contributions) or Taxation and Non-specific Grant Income and Expenditure (non-ringfenced 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.

The de minimis for grants and contributions to be subject to this accounting treatment is £5,000.

LEASES

IAS 17 requires leases to be classified between finance leases and operating leases. IAS 17 defines a lease as “a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership”.

The core tests which collectively or individually may provide evidence of finance leases are:

- the lease transfers ownership of the asset from the lessor (supplier) to the lessee (the user) by the end of the lease term;
- the lessee has the option to purchase the asset at a price that is expected to be sufficiently lower than the fair value;
- the lease term is for the major part of the economic life of the asset;
- the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.
- the leased assets are of such a specialised nature that only the lessee can use them without major modifications.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

The Council as Lessee – Finance Leases:

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

The asset recognised is matched by a corresponding liability on the balance sheet for the obligation to pay the lessor (asset provider) the amounts due in respect of the capital cost of acquiring the asset. This is because the transaction is considered to be the same as if the Council had purchased the asset and financed it through taking out a loan. The lease payments from lessee to lessor are therefore apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment, which is applied to write down the lease liability held on the balance sheet, and
- a finance charge, which is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

The Council as Lessor – Finance Leases:

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal.

At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

Lease rentals receivable are apportioned between:

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement.

Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

The Council as Lessee – Operating Lease:

Under an operating lease the property so acquired is not required to be recognised as an asset in the Council's balance sheet, and the payments due under the lease will be a charge to revenue.

These payments are in effect rentals and are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Council as Lessor – Operating Lease:

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 of the Council. Rental income is credited to revenue within 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).

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset:

1. The asset must be identifiable.
2. The asset must lack physical substance.
3. The asset is controlled by the Authority and benefit from future economic benefits. Intangible assets are measured at cost.
4. Intangible assets are amortised over their useful lives.

Intangible assets are either internally generated or purchased. The Council has no internally generated assets. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

NON CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets and operating leases which is charged directly to service revenue accounts.

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code. The surpluses arising on the revaluation of property, plant and equipment are credited to the Revaluation Reserve. The exception to this is where previous revaluation losses have been debited to the Comprehensive Income and Expenditure Account. Where this has occurred the surplus on revaluation is credited to the Comprehensive Income and Expenditure Account up to the value of the previous revaluation loss, less the value of depreciation that would have been charged had there been no revaluation loss. Surpluses arising on the revaluation of investment properties are credited to the Comprehensive Income and Expenditure Account. The Revaluation Reserve only includes gains since its inception from 1st April, 2007, prior gains being incorporated in the Capital Adjustment Account. The Council applies a five-year rolling programme of revaluations. The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at market value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost. Community assets and infrastructure assets are stated at depreciated historic cost value. Assets under construction are stated at cost. Donated assets are revalued at fair value.
- Investment properties, are included in the balance sheet at market value and need to meet the criteria of property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Expenditure and Valuation principles

- Assets held for sale are included in the balance sheet if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use.
- Assets reclassified as Held for Sale when the following criteria are met:
 - i) The asset is available for sale in its present condition subject only to terms that are customary for sales of such assets (or disposal groups).
 - ii) The sale must be highly probable.
 - iii) The appropriate level of management must be committed to a plan to sell the asset (or disposal group).
 - iv) An active programme to locate a buyer and complete the sale must have been initiated.
 - v) The asset (or disposal group) must be actively marketed for sale at a price that is reasonable in relation to the current value.
 - vi) The sale should be expected to qualify for recognition as a completed sale within one year from the date of classification except where the sale is likely to proceed to a sale without significant changes to the plan of sale, or that significant changes to the plan will be made or that the plan will be withdrawn.

For 2014/15 the Council's values of land and buildings have been included in the accounts based on professional valuations. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and £10,000 for new land and buildings. Assets valued below these limits are not included, unless a revaluation is pending.

Disposals

Assets are disposed of in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for all non-current assets used in the provision of services. (An impairment loss is only charged to revenue, if there is no balance on the Revaluation Reserve.) The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Movement in Reserves Statement on the General Fund Balance, so that there is no impact on the amount required to be raised from local taxation for the provision of Council services.

For the Housing Revenue Account, the Council has adopted the transitional arrangement which allows a credit transfer from the HRA to the Major Repairs Reserve for council housing depreciation equal to the value of a "notional" major repairs allowance (£2.2m). This reduces the impact of depreciation on the bottom line of the HRA. This transitional arrangement is for 5 years and 2012/13 was the first year.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Charges to Revenue for non-current Assets

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset.

The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

Buildings	1-60 years except when impairment has occurred.
Vehicles	7-10 years
Equipment	from over 1 to 25 years
Intangible Assets, Software	from over 1 to 7 years
Infrastructure Assets	25 years
Community Assets	Held in perpetuity
Assets (Finance Leases)	Up to 10 years

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and were there to be reason to believe that the value had reduced materially in the period due to impairment, the valuation would be adjusted accordingly. Further information is supplied in Note 44.

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated on asset values at 1st April in the year following their confirmation as fully operational assets, except where the acquisition is material when depreciation is calculated at the date of acquisition. Assets in the course of construction are not depreciated until they are brought into use
- assets disposed of are depreciated in the year of disposal
- depreciation is calculated using the straight-line method over the useful life of the asset, based on asset values at 1st April except where there are material acquisitions or disposals in any year where depreciation is calculated at date of acquisition or disposal.
- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.
- assets held for sale, investment properties, assets under construction and community assets are not depreciated.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Componentisation of Assets

Where an item of Property, Plant and Equipment has major components, the cost of which is significant in relation to the total cost, the components are depreciated separately. The Council uses the straight line method of depreciation over the useful life (UEL) of the component.

In accordance with the Code, significant components are recognised as assets are acquired, enhanced or revalued from 1 April 2010 onwards, and not retrospectively of this date. When a component is replaced or restored, the carrying amount of the old component is de-recognised by indexing the cost of the replacement back to the estimated inception date and adjusting for subsequent depreciation and impairment. When replaced components are written out, this does not result in a loss on either asset values or asset sales.

For Property, Plant and Equipment the accounting policy is to componentise all land and property assets valued at £50,000 or more in total where there has been a revaluation or enhancement since 1st April 2010. The following component categories are used:

Land

Main building structures

Replaceable building structures

Services

External works

Any Revaluation Reserve balances associated with componentised assets are attributed firstly to land and then to the main building structures, as it is considered unlikely that component replacements will give rise to revaluation gains and losses independently of the structure of a building. The exception would be if the Revaluation Reserve balance exceeded the valuation of the land and main building structure, when the remaining balance would be attributed to the other categories.

HERITAGE ASSETS

Heritage Assets were introduced in 2011/12 following the adoption of FRS 30.

Definition of Heritage Assets

A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

An intangible heritage asset is defined as an intangible asset with cultural, environmental or historical significance.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

HERITAGE ASSETS

Recognition of Heritage Assets

The Council recognises heritage assets when the Council has information on the cost or value of the asset. Where information on cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, the Council does not recognise the asset on the Balance Sheet. Assets which are not recognised in the Balance Sheet are included in a separate Disclosure Note.

Valuation of Heritage Assets

The Council's heritage assets are normally measured at valuation except where it is not possible to establish a valuation; for example if there is no market for a particular heritage asset or where it is not possible to provide a reliable estimate of the replacement cost of the asset due to the lack of comparative information. The unique nature of many heritage assets makes reliable valuation complex. Therefore where it is not practicable to obtain a valuation for an asset (at a cost which is commensurate with the benefits to users of the financial statements) and cost information is available the asset is carried at historical cost (less any accumulated depreciation, amortisation and impairment losses).

Valuations may be made by any method that is appropriate and relevant and include:

- (i) Insurance valuations based on current estimations of market values which are updated annually.
- (ii) External valuations
- (iii) Valuations by reference to recent auctions for similar assets.
- (iv) Valuations by reference to antique and other industry journals and reference materials

Valuations are reviewed with sufficient regularity to ensure they remain current.

Depreciation, Amortisation and Impairment of Heritage Assets

Tangible heritage assets are not depreciated as the assets are considered to have very long or infinite lives. Amortisation on intangible assets is considered on an individual asset basis. Assets are reviewed for impairment where an asset has suffered physical deterioration or breakage, or where doubts arise as to the authenticity of the heritage asset.

Accounting for Heritage Assets

Heritage assets are accounted for in the same way as property, plant and equipment and intangible assets.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INVESTMENT PROPERTIES

Investment Properties are property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both rather than for:

- a) Use in the production or supply of goods or services or for administration purposes, or
- b) Sale in the ordinary course of operations.

CAPITALISATION OF BORROWING COSTS

IAS 23 requires borrowing costs, such as interest payments and other financing charges, to be capitalised in respect of assets that take a substantial period of time to get ready for use or sale. Capitalisation of borrowing costs is required to continue until the point at which the related assets become operational or are sold.

However, the Code of Practice allows borrowing costs to be charged to revenue expenditure as they are incurred. The Council's policy is to apply the discretion permitted under the Code to expense borrowing costs as they are incurred. Accordingly, borrowing costs expensed are disclosed within Interest Payable in the Comprehensive Income and Expenditure Statement.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

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

WORK IN PROGRESS

Any rechargeable works are shown at the actual cost incurred (excluding overheads allocation) at 31st March.

INVENTORIES

These include waste bins, cleaning materials, vehicle spares and fuel

This Council has accounted for inventories in accordance with IAS2 and IPSAS 12, which includes public sector interpretations of measurement which the Code has adopted.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

PROVISIONS

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefit but where the timing is uncertain. Provisions are charges to the Comprehensive Income and Expenditure account when the Council becomes aware of the obligation based on best estimate of the likely settlement. When payments are eventually made they are charged to revenue and funded from the provision set up in the Balance Sheet.

Non Domestic Rates Appeals

A provision is made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The amount provided for is based on advice received from an external consultant and is assessed on the likely change to rateable value.

DEBTORS AND CREDITORS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Council at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made).

Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

At the end of each financial year an estimate is made of doubtful debts – amounts due to the Council, but unlikely to be received. The total value of these amounts are provided as a provision for bad debt and deducted from the debtors balance in the Balance Sheet.

ACCOUNTING FOR FINANCIAL INSTRUMENTS

Financial Instruments are broadly defined in the Code of Practice as contracts that give rise to a financial asset in one entity and a financial liability in another entity.

FINANCIAL LIABILITY	FINANCIAL ASSET
<p>A financial liability is an obligation to transfer economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none">- a contractual obligation to deliver cash (or another financial asset) to another entity.- a contractual obligation to exchange financial assets/liabilities with another entity under conditions that are potentially unfavourable to the authority.	<p>A financial asset is a right to future economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none">- cash- a contractual right to receive cash (or another financial asset) from another entity.- a contractual right to exchange financial assets/liabilities with another entity under conditions that are potentially favourable to the authority.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING FOR FINANCIAL INSTRUMENTS

The Council recognises financial instruments in the accounts at the point when contractual obligations are made in regard to exchange of goods and services, rather than when receipts or payments pass from one party to another.

The accounting treatment of any particular financial instrument (i.e. how its carrying value is measured, and gains and losses recognised) depends on its classification on initial recognition.

The Council's financial assets fall under the category of loans and receivables and include trade debtors (receivables), cash and bank deposits, and investments, while its financial liabilities fall within the category of amortised cost and include all operational trade creditors (payables), and external borrowing. Both classes of financial instruments have been accounted for at amortised cost taken as the carrying amount on initial recognition (i.e. the transaction price), or (as in the case of investments and borrowing), principal plus accrued interest.

The Code also requires that each class of financial assets and financial liabilities be disclosed at "fair value" in a way that permits it to be compared with the carrying amount in the statement of accounts. Comparisons of fair value with the carrying amounts are shown where required within the Notes to Core Financial Statements. The Code specifies that all financial instruments should be recognised on the basis of fair value adjusted for transaction costs except where the transaction costs are immaterial. Consequently, in practice, transaction costs are charged directly to the Comprehensive Income and Expenditure Statement in the year in which they are incurred.

In making such disclosures, fair value is taken as meaning the amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms-length transaction.

Soft Loans

The Code requires specific accounting requirements in respect of "soft loans", being loans made to or from third parties at preferential rates of interest below market rates. The Code requires the fair value of soft loans to be estimated as the present value of future cash receipts attributable to the loans discounted using the prevailing market rate for a similar financial instrument. This results in a different measure of fair value than what is derived from the actual cash lent and the cash flows that will take place under contract.

The Council issues soft loans to employees in respect of car loans, cycle loans and professional loans and is in receipt of interest free loans to finance capital expenditure on energy efficiency projects. No adjustment in respect of these loans is made to the accounts to reflect the requirements of the Code on the grounds that the adjustment would be immaterial or impractical.

INVESTMENTS

Investments comprise cash deposits placed with financial institutions for fixed term or notice periods, and are shown on the balance sheet at amortised cost, being the value of principal and accrued interest outstanding at the balance sheet date.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

DEBT REDEMPTION

The Local Authorities (Capital Finance and Accounting) (England)(Amendment) Regulations 2008 (SI 2008/414), as amended by SI 2012 No. 265) place a duty on local authorities to make a prudent provision for debt redemption.

The provisions are made each year from the General Fund and Housing Revenue Accounts, which is then held in the Capital Adjustment Account (CAA). The accumulated provision held in the CAA is used to repay the principal amounts borrowed to finance capital investment.

In accordance with statutory guidance and the Council's Statement for Minimum Revenue Provisions (MRP) an amount is charged annually to revenue and set aside for repayment of debt. The provision is made over the estimated life of the asset for which the borrowing is undertaken

INTERNAL INTEREST

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as "short-term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value". Accordingly, the investments that may fall within the definition are principally held for short-term cash management purposes, not for obtaining a significant return on investment.

Paragraph 7 of International Accounting Standard (IAS) 7 suggests that for short term investments to fall within the definition of cash equivalents they be no longer than 3 months duration, as any longer period would increase the risk of a change in value of the investments. For the purpose of classifying cash equivalents within Financial Instruments (Note 16), the Council's accounting policy is to categorise all fixed term deposits as investments, not cash equivalents (irrespective of the duration of the investments). This is because in practice, such deposits would not satisfy the requirement to be readily convertible to cash and would incur a penalty (loss in value) for early redemption. Therefore, in practice the Council's policy restricts the composition of cash and cash equivalents to notes and coin, current account balances held with its own banker, plus instant access call accounts or money market fund deposits placed in other financial institutions, that would be returnable without penalty within 24 hours' notice.

EXCEPTIONAL ITEMS

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

Prior Period Adjustments

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.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EXCEPTIONAL ITEMS

Prior Period Adjustments

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.

RESERVES

The Council sets aside specific amounts as reserves to meet future spending need or to cover contingencies.

Reserves are created by appropriating amounts out of the General Fund and Housing Revenue Account Balances. When expenditure to be financed from reserves is incurred, it is charged to the appropriate service within the Income and Expenditure Statements.

EMPLOYEE BENEFITS

Pension Costs

The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund, which provides Council employees with defined benefits relating to pay and service. This accounting treatment complies fully with the requirements of IAS 19 and presentational revisions reflect the 2013/14 Code changes to the classification, recognition, measurement and disclosure requirements introduced by the June 2011 amendments to IAS 19.

Employees of the Council are members of a pension scheme:

- The Local Government Pensions Scheme, administered by West Sussex County Council.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

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

- The liabilities of the West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit credit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on bonds.
- The assets of West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value which is assessed at the bid value as required by FRS17.
- The change in the net pensions liability is derived from two components:
 - Present Value of the defined benefit obligation which represents the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods. This is calculated from several factors including:
 - The 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;
 - The interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - The past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - Contributions by members made into the West Sussex County Council pension fund;
 - 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;
 - Estimate of benefits paid to pensioners.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

- Fair value of plan assets which is calculated from several factors including:
 - Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - Contributions paid to the West Sussex County Council pension fund by members and the employer – cash paid as contributions to the pension fund in settlement of liabilities; not accounted for as an expense;
 - 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;
 - Estimate of benefits paid to pensioners.

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

Discretionary Benefits

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

Pension Costs

Termination Benefits

Termination benefits, such as redundancy payments, are payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date, or an employee's decision to accept a voluntary redundancy offer in exchange for those benefits. They are often lump-sum payments, but also include enhancement of retirement benefits

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

Termination Benefits

The Code requires that a liability for a termination benefit is recognised at the earlier of the following dates:

- when the authority can no longer withdraw the offer of those benefits, and
- when the authority recognises costs for a restructuring that is within the scope of section 8.2 of the Code and IAS 37 (see Module 8, section B) and involves the payment of termination benefits.
- Redundancy costs are recognised in the year in which the decision is made.
- A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

Current Employee Benefits and Accumulated Absences

The Council reviews the cost of accumulated absences as required by the IFRS code of practice. The review reveals that the level of this is not material and therefore has chosen not to accrue these costs.

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:

Adjusting Events

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

Non-adjusting Events

Those events 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 either their estimated financial effect or a statement that such an estimate cannot be made reliably.

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

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

CONTINGENT LIABILITIES

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by 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 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 unless perceived as being remote.

CAPITAL RECEIPTS

Capital receipts are income received from the sale of land or other capital assets above £10,000, a proportion of which may be used to finance capital expenditure.

A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government [*England only*].

The usable portions of capital receipts from the disposal of assets are held in the Usable Capital Receipts Reserve until such time as they are used to finance other capital expenditure and/or to repay debt.

INVESTMENT PROPERTIES

Investment Properties are property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both, rather than for:

- a) use in the production or supply of goods or services or for administrative purposes, or
- b) sale in the ordinary course of operations.

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Council Accounting in the United Kingdom 2015/16 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2015. If these had been adopted for the financial year 2014/15 there would be no material changes as detailed below:

- **IFRS 13 Fair Value Measurement** – This standard introduces a consistent definition of fair value. This standard may affect how some types of property, plant and equipment are valued. However this is unlikely to have a material effect upon Adur District Council.
- **IFRIC 21 Levies** – This standard provides guidance on the recognition of liabilities to pay levies imposed by Governments. Adur District Council is unlikely to pay any such levy.

NOTES TO THE ACCOUNTS

NOTE 3: CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

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

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, the final results could be different from the estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year's accounts for the latest information.

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

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	<p>Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S. and H.R.A.</p> <p>There would also be a corresponding decrease in the carrying amount of the assets.</p> <p>Depreciation is excluded when the movement in the general fund is determined. It does not impact on the setting of council tax.</p>
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways.</p> <p>During 2014/15 the Council's actuaries advised that the net pensions liability has increased by a net £2.17m. £1.73m increase as a result of estimates being corrected as a result of experience and an increase of £0.44m attributable to updating of the assumptions.</p>

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Arrears	At March 2015 the Council had a net balance of debtors due (excluding government departments) of £1.69m. A review of significant balances suggested that an impairment for doubtful debt of £1.325m was appropriate.	Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment.
Non-Domestic Rate Appeals Provision	At March 2015 the Council had made a provision of £977k for the impact of appeals on business rate income. The provision is based on the appeals lodged with the Valuation Office which is then reviewed by an external consultant to establish the likely impact of the appeals on the business rate income.	The appeals provision is reviewed each year and adjusted for the likely impact of any increase or decrease in the level appeals.

NOTE 5: MATERIAL ITEMS OF INCOME AND EXPENSE

There are no material income and expense items to disclose that are not reported in the Comprehensive Income and Expenditure Statement.

NOTE 6: EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period, 31st March 2015 and the date when the Statement of Accounts is authorised for issue, 29th September 2015.

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.

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

2014/15 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account						
Reversal of items debited or credited to the Comprehensive Income & Expen. Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 25)	(1,304)	(3,694)				4,998
Revaluation losses on Property Plant and Equipment (Note 25)	234	121				(355)
Movements in the market value of investment Properties (Note 14)	509	(15)				(494)
Amortisation of intangible assets (Note 15 and 25)	(30)	(6)				36
Capital grants and contributions applied (Note 25)	429					(429)
Adjustments primarily involving the Capital Adjustment Account		-				-
Revenue Expenditure funded from capital under statute (Note 25)	(899)	-				899
Amount 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 (Note 25)	(48)	(2,749)				2,797
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement				-		
Statutory and voluntary provision for the financing of capital investment (Note 25)	851	1,717				(2,568)
Capital expenditure charged against the General Fund and HRA balances	488	289				(777)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/15 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustment primarily involving the Capital Grants Unapplied Account:					-	-
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement (Note 25)	1,882				(1,882)	-
Application of grants to capital financing transferred to the Capital Adjustment Account (Note 25)					155	(155)
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	7	1,806	(1,813)			-
Use of the Capital Receipts Reserve to finance new capital expenditure (Note 41)			-			-
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool (Note 9 and 25)		(279)	279			-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	(1)					1
Adjustments involving the Major Repairs Reserve		-				-
Reversal of Major Repairs Allowance credited to the HRA (Note 5)	-	2,201		(2,201)		-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)				3,460		(3,460)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/15 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Financial Instruments Adjustment Account						-
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in year in accordance with statutory requirements	(1)	7				(6)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (Note 48)	(3,860)	(378)				4,238
Employers Pension Contributions and direct payments to pensioners payable in the year (Note 48)	2,210	298				(2,508)
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax and NDR income credited to the CI&ES is different from council tax and NDR income calculated for the year in accordance with statutory requirements	544					(544)
TOTAL ADJUSTMENTS 2014/15	1,011	(682)	(1,534)	1,259	(1,727)	1,673

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment A/c:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 25)	(1,272)	(3,461)				4,733
Revaluation losses on property plant and equipment	(118)	876				(758)
Movements in the market value of investment properties	(119)	200				(81)
Amortisation of intangible assets	(29)	(6)				35
Capital grants and contributions applied	333	129				(462)
Movement in the Donated Assets Account		0				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Revenue Expenditure funded from capital under statute	(427)	0				427
HRA - Self financing						0
Amount 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	(166)	(1,740)				1,906

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement						
Statutory provision for the financing of capital investment	750	1,717				(2,467)
Capital expenditure charged against the General Fund & HRA	217	323				(540)
Adjustment primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Account	162				(162)	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts	(2)				122	(120)
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure	-	1,005	(1,005)			-
Use of the Capital Receipts Reserve to finance new capital expenditure			187			(187)
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool	-	(243)	243			-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	(1)		-			1

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Major Repairs Reserve		-				
Reversal of Major Repairs Allowance credited to the HRA (Note 5)		2,149		(2,149)		-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)				1,765		(1,765)
Adjustments involving the Financial Instruments Adjustment Account						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in year in accordance with statutory requirements.	1	31				(32)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 25)	(3,842)	(387)				4,229
Employers Pension Contributions and direct payments to pensioners payable in the year (Note 25)	2,128	342				(2,470)
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements.	(183)					183
TOTAL ADJUSTMENTS 2013/14	(2,568)	935	(575)	(384)	(40)	2,632

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

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

The Council holds a number of specific reserves. Movements during the year were as follows:

Movement in Earmarked Reserves	Balance at 01.04.13	Decrease 2013/14	Increase 2013/14	Balance at 31.03.14	Decrease 2014/15	Increase 2014/15	Balance at 31.03.15
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked Revenue Reserves							
Capacity Issues Fund *	2,057	(656)	365	1,766	(1,326)	173	613
Insurance Fund	127	(97)	130	160	(4)	30	186
New Technology Fund	37	(15)	-	22	-	-	22
Partnership Development Fund *	67	(15)	-	52	(52)	-	-
Special & Other Emergency	250	-	100	350	(63)	-	287
Community Alarm	8	(8)	-	-	-	-	-
Local Plan	192	(52)	-	140	(69)	-	71
Health and Safety	33	-	-	33	-	-	33
Investment Property Maintenance Fund	68	-	-	68	-	-	68
Building Maintenance Fund	151	-	-	151	(151)	-	-
Performance Reward Grant Fund *	26	-	-	26	(26)	-	-
Election Reserve	10	-	-	10	(2)	-	8
Vehicle Repair & Renewal Reserve *	29	-	-	29	(29)	-	-
Grants & Contributions	441	(397)	215	259	(31)	20	248
Others under £10,000 *	18	(4)	-	14	(14)	-	-
Total General Fund	3,514	(1,244)	810	3,080	(1,767)	223	1,536
Housing Revenue Account							
New Development & Acquisition Reserve	525	-	346	871	(280)	616	1,207
Discretionary Assistance Fund	-	-	50	50	-	50	100
Business Improvement Reserve	-	-	-	-	-	250	250
Others (all under £10,000)	16	-	-	16	-	-	16
Total Housing Revenue Account	541	-	396	937	(280)	916	1,573
Total Earmarked Reserves	4,055	(1,244)	1,206	4,017	(2,047)	1,139	3,109

* These small Reserves have been consolidated into the Capacity Issues Reserve.

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

RESERVE	PURPOSE OF RESERVE
Performance Reward Grant Fund	Balance of underspent grant earmarked for spending on projects to achieve agreed Local Area Agreement outcomes. In 2014-15 the balance has been consolidated into the Capacity Issues Reserve.
Special and Other Emergency Expenditure Reserve	This will be used to cover future risks, including legal costs, liabilities arising on contractor bankruptcy etc.
Local Plan Reserve	Reserve to fund the ongoing requirements to complete the Adur Local Plan.
Capacity Issues Reserve	To cushion the impact of the recession and fund one-off initiatives for the community.
Insurance Fund	To offset costs of insurance excesses.
New Technology	To fund additional IT equipment.
Partnership Development Fund	To fund initial set up costs of the partnership. In 2014-15 the balance has been consolidated into the Capacity Issues Reserve.
Community Alarm	To fund the capital costs of community alarm equipment.
Health and Safety	To offset unexpected costs arising from Health and Safety legislation.
Investment Property Maintenance Fund	Fund to offset future maintenance costs of investment property.
Building Maintenance Fund	Fund to offset future maintenance costs of the Council's operational buildings.
Elections	To replace and update election equipment that previously had been funded by government.
Vehicle Repairs and Renewals	To smooth out the impact of future vehicle maintenance costs of the Adur and Worthing Council services fleet. In 2014-15 the balance has been consolidated into the Capacity Issues Reserve.

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

RESERVE	PURPOSE OF RESERVE
Grants and Contributions	To comply with changes in accounting policy required by the code of practice. The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date.
Others	All other reserves held (under £10,000). In 2014-15 the balance has been consolidated into the Capacity Issues Reserve.
Housing Revenue Account	A ring fenced reserve for Housing Revenue Account surplus.
Housing Repairs Reserve	Reserve to support repairs to Council Dwellings.
Housing Revenue New Homes	Earmarked reserve specifically for new development and refurbishment of council housing.
Major Repairs Reserves	To fund major repairs for Council housing.
Business Improvement Reserve	A new reserve to fund new digital technologies and business transformation to generate efficiencies in the Adur Homes service.

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	2014/15	2013/14
	£'000	£'000
Parish Council Precepts	365	361
De-recognition of Assets	1,826	1,269
Payments to the Government Housing Capital Receipts Pool	279	243
(Gains)/losses on the disposal of non-current assets	(835)	(368)
TOTAL	1,635	1,505

NOTES TO THE ACCOUNTS

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2014/15	2013/14
	£'000	£'000
Interest payable & similar charges	3,225	3,302
Pensions interest cost & expected return on pensions assets	2,376	2,427
Interest receivable & similar income	(183)	(198)
Income and expenditure in relation to investment properties	(44)	(99)
Changes in fair value of investment properties	(494)	(82)
Other investment income (Trading Operations Note 31)	(219)	(321)
TOTAL	4,661	5,029

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

Taxation and Non-Specific Grant Income	2014/15	2013/14
	£'000	£'000
Council Tax Income	(5,822)	(5,756)
Non Domestic Rates income and expenditure	(1,767)	(1,108)
Non-ringfenced Government Grants	(2,971)	(3,291)
Capital Grants and Contributions	(1,974)	(358)
TOTAL	(12,534)	(10,513)

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2014/2015	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Construction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1 April 2014	138,889	20,757	5,623	4,238	1,764	22	360	171,653
Additions	3,664	85	553	143	-	-	1,699	6,144
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	10,635	(251)	-	4	-	-	-	10,388
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(3,415)	(1,583)	-	-	-	-	-	(4,998)
Derecognition - Other	(1,966)	(54)	(309)	(58)	-	-	(5)	(2,392)
Assets reclassified (to)/from Held for Sale	(762)	-	-	-	-	-	-	(762)
Reclassifications between asset classes, including transfers to intangible assets	-	3	-	4	-	-	(7)	-
At 31 March 2015	147,045	18,957	5,867	4,331	1,764	22	2,047	180,033
Accumulated Depreciation and Impairment								
At 1 April 2014	-	(2,017)	(3,075)	(1,816)	-	(7)	-	(6,915)
Depreciation charge	(3,631)	(659)	(573)	(132)	-	(2)	-	(4,997)
Depreciation written out to the Revaluation Reserve	18	122	-	-	-	-	-	140
Deprecation written out to the Surplus/Deficit on the Provision of Services	3,537	1,816	-	-	-	-	-	5,353
Derecognition - Other	77	6	308	58	-	-	-	449
At 31 March 2015	1	(732)	(3,340)	(1,890)	-	(9)	-	(5,970)
Net Book Value at 31 Mar 2015	147,046	18,225	2,527	2,441	1,764	13	2,047	174,063
At 31 March 2014	138,889	18,740	2,548	2,422	1,764	15	360	164,738

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Share of above assets used in the provision of the joint services

Movements in 2014/2015	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Construction	TOTAL
	£'000	£'000	£'000	£'000
Cost				
At 1 April 2014	4,818	22	3	4,843
Additions	400	-	-	400
Derecognition - Other	(132)	-	-	(132)
At 31 March 2015	5,086	22	3	5,111
Accumulated Depreciation and Impairment				
At 1 April 2014	(2,581)	(7)	-	(2,588)
Depreciation charge	(520)	(3)	-	(523)
Derecognition - Other	132	-	-	132
At 31 March 2015	(2,969)	(10)	-	(2,979)
Net Book Value at 31 March 2015	2,117	12	3	2,132
Net Book Value at 31 March 2014	2,237	15	3	2,255

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2013/14

Movements in 2013/2014	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipmen	Infra- structure Assets	Comm- unity Assets	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation	118,031	22,480	6,084	4,035	1,751	-	420	152,801
At 1 April 2013								
Additions	2,312	313	550	229	13	-	176	3,593
Assets transferred at below fair value	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	24,100	(2)	-	-	-	-	-	24,098
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(3,628)	(1,699)	-	-	-	-	-	(5,327)
Derecognition - Other	(1,140)	(186)	(1,111)	(27)	-	-	-	(2,464)
Assets reclassified (to)/from Held for Sale	(956)	-	-	-	-	-	-	(956)
Assets reclassified (to)/from Investment Properties	-	-	-	-	-	-	-	-
Reclassifications between asset classes, including transfers to intangible assets	170	(149)	100	1	-	22	(236)	(92)
At 31 March 2014	138,889	20,757	5,623	4,238	1,764	22	360	171,653
Accumulated Depreciation and Impairment								
At 1 April 2013	(2,925)	(1,556)	(3,693)	(1,701)	-	-	-	(9,875)
Depreciation charge	(3,398)	(707)	(503)	(124)	-	(1)	-	(4,733)
Depreciation written out to the Revaluation Reserve	366	-	-	-	-	-	-	366
Depreciation written out to the Surplus/Deficit on the Provision of Services	5,909	180	-	-	-	-	-	6,089
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Derecognition - Disposals	-	-	-	-	-	-	-	-
Derecognition - Other	48	66	1,115	9	-	-	-	1,238
Other movements in depreciation and impairment	-	-	6	-	-	(6)	-	-
At 31 March 2014	-	(2,017)	(3,075)	(1,816)	-	(7)	-	(6,915)
Net Book Value at 31 March 2014	138,889	18,740	2,548	2,422	1,764	15	360	164,738
At 31 March 2013	115,106	20,924	2,391	2,334	1,751	-	420	142,926

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2013/14

Share of above assets used in the provision of the joint services

Movements in 2013/2014	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Construction	TOTAL
	£'000	£'000	£'000	£'000
Cost				
At 1 April 2013	4,546	0	218	4,764
Additions	424	-	-	424
Derecognition - Other	(252)	-	-	(252)
Reclassifications between asset categories	100	22	(215)	(93)
At 31 March 2014	4,818	22	3	4,843
Accumulated Depreciation and Impairment				
At 1 April 2013	(2,372)	-	-	(2,372)
Depreciation charge	(446)	(1)	-	(447)
Derecognition - Other	231	-	-	231
Reclassifications between asset categories	6	(6)	-	-
At 31 March 2014	(2,581)	(7)	-	(2,588)
Net Book Value at 31 March 2014	2,237	15	3	2,255
Net Book Value at 31 March 2013	2,174	-	218	2,392

Depreciation

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

- Council Dwellings: 15 – 60 years
- Other Land and Buildings: 1 – 60 years
- Vehicles, Plant, Furniture and Equipment: 1 – 25 years
- Infrastructure: 25 years

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2013/14

Capital Commitments

At 31 March 2015 the Council has entered into a number of significant contracts for the construction or enhancement of property in 2015/16 estimated to cost £3,093,497. There were no significant commitments at 31 March 2014. The significant commitments at 31 March 2015 are:

- **Shoreham Beach** – Extension of existing boardwalk path on Shoreham Beach to improve access to the beach £98,686.
- **Coast Protection** – Southwick Beach repairs to coast protection defences £716,104.
- **Shoreham Community Centre** – Extension for civic presence in Adur £2,278,707.

REVALUATIONS

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured that fair value is revalued at least every 5 years. Valuations were carried out by external valuers, Wilks Head and Eve, GSE Harbord MA MRICS IRRV (Hons). Valuations were carried out in accordance with International Financial Reporting Standards (IFRS). The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institution of Chartered Surveyors. The Council uses depreciated historical cost as a valuation basis for infrastructure assets, community assets, and for vehicles, plant and equipment. Assets under construction are valued at cost.

The significant assumptions applied in estimating the fair values are:

- Operational Assets - Properties valued will continue to be in the occupation of the Local Council for the foreseeable future having regard to the prospect and viability of the continuance of that occupation.

	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Carried at historical cost	-	-	2,527	2,441	1,764	13	2,047	8,792
Valued at fair value as at:								
31st March 2015	147,045	14,732	-	-	-	-	-	161,777
31st March 2014	-	-	-	-	-	-	-	-
31st March 2013	-	-	-	-	-	-	-	-
31st March 2012	-	189	-	-	-	-	-	189
31st March 2011	-	3,304	-	-	-	-	-	3,304
Total Cost or Valuation	147,045	18,225	2,527	2,441	1,764	13	2,047	174,062

NOTES TO THE ACCOUNTS

NOTE 13: HERITAGE ASSETS

A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Movements in 2014/2015	Civic Regalia	Fine Art/ Furniture	Monuments	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2014	11	28	185	224
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	-	-	-	-
At 31 March 2015	11	28	185	224
At 31 March 2014	11	28	185	224

COMPARATIVE MOVEMENTS 2013/14

Movements in 2013/2014	Civic Regalia	Fine Art/ Furniture	Monuments	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2013	11	27	185	223
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	-	1	-	1
At 31 March 2014	11	28	185	224

Civic Regalia

The Council's Civic Regalia is reported in the Balance Sheet at insurance valuation. The insurance valuation is updated annually.

Fine Art/Furniture

This collection consists of various 19th Century paintings which have been donated to the Council and 2 carved oak chairs. These assets are stored or displayed in the Council's administration buildings and are reported in the Balance Sheet at insurance valuation, which is updated annually.

Monuments

The war memorial at The Green, Southwick is reported in the Balance Sheet at historical cost as it is not practical to provide a valuation at a cost which is commensurate to users of the financial statements

NOTES TO THE ACCOUNTS

NOTE 14: INVESTMENT PROPERTIES

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

	2014/15	2013/14
	£'000	£'000
Rental income from investment property	(485)	(504)
Direct operating expenses arising from investment property	442	405
Net (gain)/loss	(43)	(99)

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

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

	2014/15	2013/14
	£'000	£'000
Balance at start of the year	7,983	7,880
Additions:		
Subsequent expenditure	-	21
Net gains/losses from fair value adjustments:		
General Fund	479	(118)
Housing Revenue Account	15	200
Balance at end of the year	8,477	7,983

NOTE 15: INTANGIBLE ASSETS

The Council has no internally generated assets and accounts for its software as intangible assets to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

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 carrying amount of intangible assets is amortised on a straight-line basis.

The useful lives assigned to the software licences are between 1 and 7 years and the carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £35,660 charged to revenue in 2014/2015 was charged £30,130 to the General Fund and £5,530 to the Housing Revenue Account.

NOTES TO THE ACCOUNTS

NOTE 15: INTANGIBLE ASSETS

	2014/15	2013/14
	£'000	£'000
Balance at start of the year:		
Gross carrying amounts	337	410
Accumulated amortisation	(171)	(273)
Net carrying amount at start of year	166	137
Additions:		
New assets recognised in the Revaluation Reserve	11	9
Purchases	90	4
Reclassification from Property, Plant and Equipment	-	92
Disposals	(65)	(178)
Amortisation for the period	(36)	(34)
Amortisation written off on disposal	63	136
Net carrying amount at end of year	229	166
Comprising:		
Gross carrying amounts	373	337
Accumulated amortisation	(144)	(171)
	229	166

Share of above assets used in the provision of the joint services

	2014/15	2013/14
	£'000	£'000
Balance at start of the year:		
Gross carrying amounts	238	204
Accumulated amortisation	(94)	(105)
Net carrying amount at start of year	144	99
Additions:		
New assets recognised in the Revaluation Reserve	11	9
Purchases	63	6
Reclassification from Property, Plant and Equipment	-	(73)
Disposals	-	92
Amortisation for the period	(30)	(20)
Amortisation written off on disposal	-	31
Net carrying amount at end of year	188	144
Comprising:		
Gross carrying amounts	312	238
Accumulated amortisation	(124)	(94)
	188	144

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

A financial instrument is defined as any contract which gives rise to a financial asset in one entity and a financial liability in another. This definition therefore covers both assets and liabilities within the Council's Balance Sheet and includes items such as investments, long term and short term borrowing, trade debtors (receivables) and trade creditors (payables). The Code of Practice requires the Council to make a range of disclosures in respect of financial instruments, which follow in the tables below.

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

	Long Term		Current		Total	
	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14
	£'000	£'000	£'000	£'000	£'000	£'000
Financial Liabilities at Amortised Cost (Borrowings)	(74,703)	(76,423)	(2,049)	(2,578)	(76,752)	(79,001)
Total Liabilities	(74,703)	(76,423)	(2,049)	(2,578)	(76,752)	(79,001)
Available-for-sale financial assets	50	-	-	-	50	-
Loans and Receivables (Investments)	2,025	2,000	13,083	16,080	15,108	18,080
Total Assets	2,075	2,000	13,083	16,080	15,158	18,080
NET ASSETS / (LIABILITIES)	(72,628)	(74,423)	11,034	13,502	(61,594)	(60,921)

The borrowing on the balance sheet is analysed below by maturity structure:

	31-Mar-15	31-Mar-14
	£'000s	£'000s
An analysis of loan debt by maturity is:		
Maturing within one year	2,049	2,578
	2,049	2,578
Maturing in 1-2 years	1,718	1,736
Maturing in 2-5 years	5,129	5,186
Maturing in 5-10 years	9,545	6,902
Maturing in more than 10 years	58,311	62,599
	74,703	76,423
TOTAL	76,752	79,001

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The composition of borrowings and investments by counterparty at the balance sheet date are further analysed below:

	Long Term		Current		TOTAL	
	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14
	£'000	£'000	£'000	£'000	£'000	£'000
BORROWING:						
Public Works L'n B'd	(56,316)	(58,022)	(1,979)	(2,506)	(58,295)	(60,528)
Public W'ks L'n Board	(56,316)	(58,022)	(1,979)	(2,506)	(58,295)	(60,528)
Barclays Capital	(11,124)	(11,126)	(56)	(56)	(11,180)	(11,182)
FMS Wertmanagement	(7,250)	(7,250)	(2)	-	(7,252)	(7,250)
Salix Finance Ltd	(13)	(25)	(12)	(16)	(25)	(41)
Other Local Authorities	-	-	-	-	-	-
Other Comm.lenders	(18,387)	(18,401)	(70)	(72)	(18,457)	(18,473)
TOTAL BORROWING	(74,703)	(76,423)	(2,049)	(2,578)	(76,752)	(79,001)
INVESTMENTS						
Bank of Scotland	-	-	1,009	1,009	1,009	1,009
Barclays	-	-	2,016	3,013	2,016	3,013
Santander Corp Banking	-	-	2,014	-	2,014	-
Skipton Bld.Society	-	-	2,005	2,000	2,005	2,000
Coventry Bld.Society	-	-	-	2,001	-	2,001
Leeds Bld.Society	-	-	1,005	2,009	1,005	2,009
Lloyds TSB	-	-	2,015	2,017	2,015	2,017
Nationwide Bldg Soc.	-	-	3,007	4,019	3,007	4,019
Local Capital Finance	50	-	-	-	50	-
West Sussex Credit Union	25	-	-	-	25	-
Kingston Upon Hull Council	2,000	2,000	12	12	2,012	2,012
TOTAL INVESTMENTS	2,075	2,000	13,083	16,080	15,158	18,080
NET TOTAL INVEST'S/ (LIABILITIES)	(72,628)	(74,423)	11,034	13,502	(61,594)	(60,921)

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

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

	FINANCIAL LIABILITIES Measured at Amortised Cost		FINANCIAL ASSETS Loans and Receivables		TOTAL	
	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14
	£'000	£'000	£'000	£'000	£'000	£'000
Interest Expense	(3,179)	(3,255)	-	-	(3,179)	(3,255)
Interest Payable and Similar Charges	(3,179)	(3,255)	-	-	(3,179)	(3,255)
Interest Income	-	-	180	194	180	194
Decrease/(Increase) in Impairment	-	-	29	(183)	29	(183)
Interest Income and Similar Income	-	-	209	11	209	11
Net Gain/(Loss) in Yr	(3,179)	(3,255)	209	11	(2,970)	(3,244)

The losses and gains in impairment relate solely to the change in the provisions for losses on trade debtors calculated in accordance with accounting policies.

Fair Values – Financial Liabilities

Financial liabilities and financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost.

The fair value of the reported carrying amounts at 31st March 2015 is based upon professional evaluation by the Council's treasury management advisers.

The borrowing valuations use the net present value approach, which provides an estimate of the value of payments in the future in today's terms. The discount rate used for market loans is equal to the rate pertaining at 31st March, 2015 in relation to the same instrument from a comparable lender. The fair value includes accrued interest in the calculation to provide a comparison with the carrying value in the Balance Sheet. For loans from the PWLB the fair values have been calculated using a discount rate equivalent to the new borrowing rate in force on the last working day of the financial year. No early repayment or impairment is recognised.

The fair value of Trade and other Payables is taken to be the invoiced amount and differs from the amounts shown in Note 22 and the Balance Sheet on account of the exclusion of statutory creditors that fall outside the definition of Financial Instruments because they are not trade related. The fair values for Financial Liabilities, comprising debt, and trade payables are compared with the carrying amounts as follows:

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Fair Values – Financial Liabilities

	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Financial Liabilities				
Borrowing PWLB	(58,295)	(69,384)	(60,528)	(61,218)
Other Loans	(18,457)	(27,377)	(18,473)	(21,077)
Total Borrowing	(76,752)	(96,761)	(79,001)	(82,295)
Trade and Other Payables	(1,318)	(1,318)	(1,432)	(1,432)
	(78,070)	(98,079)	(80,433)	(83,727)

The fair value of debt is greater than the carrying amount because the Council's portfolio is at interest rates higher than the rates available for equivalent debt at 31st March, 2015. This means that if the Council had repaid these loans at the Balance Sheet date it would have paid a premium over and above the carrying value. This shows a notional future loss (based on economic conditions at 31st March 2015) arising from a commitment to pay interest to lenders above current market rates.

Fair Values – Loans and Receivables

	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Investments	15,158	15,124	18,080	18,053
Trade Receivables	827	828	662	662
Cash & Cash Equivalents	5,793	5,793	2,439	2,439
Loans and Receivables	21,778	21,745	21,181	21,154

The fair value for investments is lower than the carrying amount because the portfolio of investments at the 31st March includes a number of fixed rate loans where the interest rate receivable is lower than the rates available for similar loans at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31st March 2015) attributable to the commitment to receive interest below current market rates.

The disclosure for Loans and Receivables includes two other elements being Trade Receivables (or trade debtors) and Cash and Cash Equivalents. The carrying amount for Trade Receivables differs from the total value of Debtors shown in Note 19 and the Balance Sheet on account of the exclusion of statutory debtors that fall outside the definition of Financial Instruments because they do not constitute trade debts. The carrying value of Cash and Cash Equivalents at 31 March, 2015 comprised notes and coin (petty cash) held by the Authority and bank deposits available on demand.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Nature and Extent of Risks Arising From Financial Instruments

The Council's activities expose it to a variety of financial risks:

Credit Risk – the possibility that other parties might fail to pay the amounts due to the Council.

Liquidity Risk – the possibility that the Council might not have the funds available to meet its commitments to make payments.

Market risk – the possibility the Council might suffer financial loss as a result of changes in interest rates

The Council's treasury management activities are carried out by a central team under policies approved by the Council as part of its annual treasury management strategy. This provides a written framework for overall risk management of its treasury management actions, which focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services.

Credit Risk

Credit risk arises from investments with banks and building societies as well as credit exposures to the Council's customers. The risk is minimised through the Annual Investment Strategy. The Council uses the creditworthiness service provided by Capita Treasury Solutions Limited. This service uses the credit ratings from Fitch, Moody's and Standard and Poor's combined with other market information. The Council limits lending to £4m for individual institutions rated AA+ or above and £3m for individual institutions rated AA or AA-. The Council does not invest with institutions with a rating below A-. The Council will also invest in the 5 largest building societies. The limit for the Nationwide is £4m and £2m for the other building societies, whilst these institutions are generally unrated, they operate in a highly regulated environment and so are acceptable counterparties for the Council.

The Council has not incurred any loss or default from any of its investments and is not aware of any loss being suffered on cash deposits by any other Council using similar investment criteria. However the prevailing financial climate since the banking crises of 2008 is a salient reminder that the investment of the Council's funds is not entirely without risk. 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. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31st March, 2015 that this is likely to crystallise

Trade and rental debts are usually payable immediately when due. Generally therefore, all amounts outstanding, (apart from those amounts raised as accruals at 31st March, 2015 as part of the final accounts process) are past their due date. Exposure to losses on these debtors is assessed on an aged debt basis as identified in the accounting policies and Note 19.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Credit Risk

The following analysis summarises the Council's potential maximum exposure to credit risk, based on experience of default and uncollectability adjusted for current market conditions. The historical default rates for trade debtors is based upon the Council's provisions for bad debt and equates to 46.58% of all trade debt. However, the bad debt provision for 2014/15 as a percentage of total debtors is just 20.05%. Considering current market conditions and expectations for the future the Historical Default rate has been adjusted from 46.58% to 50% to gauge the likely maximum exposure to default and uncollectability.

Credit Risk Exposure	Carrying Amount at 31-Mar-15	Historical Experience of Default	Historical Experience Adjusted for Market Conditions at 31-Mar-15	Estimated Maximum Exposure to Default and Uncollectability at 31-Mar-15	Estimated Maximum Exposure at 31-Mar-14
	£'000	%	%	£'000	£'000
Deposit with Banks and Financial Institutions	15,158	0.00%	0.073%	11	17
Customers	827	46.58%	50.00%	414	331
	15,985			425	348

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed.

As the Council has ready access to borrowings either directly from the Public Works Loans Board or financial markets via brokers, there is no material risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead the risk is that the Council may be forced to refinance a significant proportion of its borrowings at a time of rising (and therefore unfavourable) interest rates. To minimise the impact of such an event the Council's strategy limits the amount of debts subject to variable rates of interest to 50% of the portfolio, albeit all the Council's debt was at fixed rates of interest at the Balance Sheet date.

Market Risk

The Council is exposed to market risk by way of interest rate movements in its investments as at March 31st 2015 and on its borrowings. To manage this risk the Council generally invests and borrows at fixed rates in accordance with its Prudential Limits. Its investments are generally for a period up to 1 year. Borrowings comprise long term fixed rate loans from the Public Works Loans Board, financial markets, and LOBO loans from commercial lenders at variable rates.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Market Risk

Movements in interest rates may have a complex impact on the Council, for example if interest rates were to rise this would enable the Council to invest at higher rates as previous investments mature so increasing the income credited to the Comprehensive Income and Expenditure Statement. However some of the commercial lenders might wish to exercise their option to increase the interest charged on the Council's variable/temporary borrowings, at which point the Council would have to either accept the higher interest rate or replace its loans at a higher interest rate. In either case the result would be an increase in the interest costs.

The Council has a range of strategies for limiting interest rate risk. The policy is to minimise the amount of variable rate borrowing and to make fixed rate deposits and investments over a range of maturities ensuring that the Council's exposure to short term market fluctuations is minimised.

According to this assessment strategy, at 31 March 2015, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	-
Increase in interest receivable on variable rate investments	29
Impact on Surplus or Deficit on the Provision of Services	29
Share of overall impact credited to the HRA	16
Decrease in fair value of fixed rate investment assets	114
Impact on Other Comprehensive Income and Expenditure	114
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)	13,631

Price Risk

The Council has no investments in equity shares and thus is not exposed to losses arising from movements in share prices.

Foreign Exchange Risk

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

NOTES TO THE ACCOUNTS

NOTE 17: INVENTORIES

Adur District Council holds inventories (stock) mainly for the use of providing internal services; this is not considered a significant part of the overall assets held by the Council and is deemed not material. There is also a share of Inventories from the Joint Strategic.

	2014/15	2013/14
	£'000s	£'000s
Adur balance outstanding at start of year	27	78
Movement net of purchases/issues	18	(3)
Transfer of inventories from Adur District Council to JSC	-	(48)
Adur Inventories	45	27
Adur District Council share of the inventories from the Joint Strategic Committee (approximately 40%)	55	54
Overall balance at year end	100	81

NOTE 18: CONSTRUCTION CONTRACTS

The Council has not entered into any significant construction contracts to undertake work for a third party.

NOTE 19: DEBTORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Amounts falling due in one year net of bad debt impairment provision:		
Central Government Bodies	713	56
Other Local Authorities	198	1,020
NHS Bodies	1	7
Public Corporations & Trading Funds	-	-
*Other Entities and Individuals	2,090	1,825
	3,002	2,908
* Of which £1.1m relates to net Housing Benefit overpayment arrears		

The past due amounts for customers can be analysed as follows.

Overall Aged Debt Analysis	31-Mar-15	31-Mar-14
	£'000	£'000
Under 1 year	2,745	2,353
1 - 2 years	65	75
2 - 3 years	39	60
Over 3 years	153	420
	3,002	2,908

NOTES TO THE ACCOUNTS

NOTE 19: DEBTORS

Long Term Debtors

Long term debtors disclosed in the balance sheet comprise of:

Long Term Debtors	31-Mar-15	31-Mar-14
	£'000s	£'000s
Private sector house purchase	-	-
Council house purchase	3	5
Car loans	195	255
TOTAL	198	260

NOTE 20: CASH AND CASH EQUIVALENTS

The Council holds Cash and Cash Equivalents for the purpose of meeting short term commitments.

	31-Mar-15	31-Mar-14
	£'000	£'000
The balance is made up of the following elements:		
Cash held/(overdrawn) by the Council	781	388
Bank Current Accounts	5,012	1,915
Short Term deposits, of up to 3 months duration, placed with other financial institutions	-	136
Total Cash & Cash Equivalents	5,793	2,439

NOTE 21: ASSETS HELD FOR SALE

	Current 2014/15	Restated Current 2013/14	Non Current 2014/15	Restated Non Current 2013/14
	£'000	£'000	£'000	£'000
Balance outstanding at start of year 1st April 2013	316	-	-	-
Assets newly classified as held for sale:				
From Property, Plant and Equipment	762	956	-	-
Revaluation losses:	-	(3)	-	-
Assets sold:	(971)	(637)	-	-
Balance outstanding at year-end	107	316	-	-

NOTES TO THE ACCOUNTS

NOTE 21: ASSETS HELD FOR SALE

- The Authority recognised the following assets as held for sale during 2014/2015.
13 Council Dwellings under 'Right to Buy' Regulations.
- 16 sales of 'Right to Buy' Council dwellings completed in 2014/2015.
- 2 sales of "Right to Buy" Council dwellings completed early in 2015/2016.

NOTE 22: CREDITORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Central Government Bodies	3,021	2,535
Other Local Authorities	2,488	1,843
NHS	-	-
Public Corporations and Trading Funds	12	4
Other Entities and Individuals	1,318	1,536
TOTAL	6,839	5,918

NOTE 23: PROVISIONS

The table below identifies the movements in the year in the amounts set aside for provisions. Below the table is a brief description of the nature of each provision and any information on likely timings and uncertainties surrounding its use.

	Balance at 31-Mar-14	Additional provisions made in 2014/15	Amounts used in 2014/15	Unused Amounts Reversed in 2012/13	Unwinding of Discounting in 2012/13	Balance at 31-Mar-15
	£'000	£'000	£'000	£'000	£'000	£'000
Land Charges Provision	-	40		-	-	40
Housing Benefits		61		-	-	61
CourtfIELDS Major works	185	64		-	-	249
Insurance Provision	25	-	-	-	-	25
Business Rates Appeals	471		(80)			391
	681	165	(80)	-	-	766

NOTES TO THE ACCOUNTS

NOTE 23: PROVISIONS

Land Charges Provision: The Council is involved in litigation, concerning fees charged since 2005, for property searches. Local authorities have charged for property searches, but private search companies have now complained that the fees set are incompatible with the Environmental Information Regulations 2004.

These regulations provide that environmental information should be made available for personal inspection at no charge. Numerous private property search companies have now issued and/or threatened claims against authorities for charges levied from 1st January 2005 onwards. In March 2011, central government provided £40,000 to each authority to cover potential claims for refunds. The provisions made are for possible claims. This case has been running for a number of years and it is not known when it will be concluded.

Courtfields Major Works:

Reserve is a provision for the cost of works that the Council is obliged to undertake at Courtfields, which has been increased by £63,735. No major works are currently programmed for the properties but it is highly likely that some major works will need to be undertaken in the next few years.

Housing Benefits

Adur Revenues and Benefits (Census) have had some issues regarding the Housing Benefit subsidy claims for 2012/13 and also 2013/14. This relates to errors in the calculation of income used in claimants' benefit calculations in Non-HRA Rent Rebates, HRA Rent Rebates and Rent Allowance cases, which has resulted in overpayment of subsidy. This was identified during the 2012/13 subsidy claim audit, but the findings were not identified until late in 2013 meaning that any corrections and assurances made to prevent a reoccurrence have filtered into the 2013/14 subsidy claim. This resulted in an estimated repayment for the 2013/14 Subsidy claim for which a provision of £61,314 has been made.

Business Rates Appeals:

A provision has been made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The gross provision is £977k, Adur Council's share is £391k, being 40% of the total.

NOTE 24: USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement page 11 and 12.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

31st March 2014	UNUSABLE RESERVES	31st March 2015
£'000s		£'000s
(27,060)	Revaluation Reserve	(37,333)
(70,082)	Capital Adjustment Account	(69,856)
439	Financial Instruments Adjustment Account	433
(5)	Deferred Capital Receipts Reserve	(4)
33,650	Pension Reserve	35,820
153	Collections Fund Adjustment Account	(392)
(62,905)	TOTAL UNUSABLE RESERVES	(71,332)

Revaluation Reserve

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

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

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

Revaluation Reserve	2014/15	2013/14
	£'000	£'000
Balance at 1 April	(27,060)	(2,721)
Upward revaluation of assets	(11,247)	(24,555)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	707	80
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(37,600)	(27,196)
Difference between fair value depreciation and historical cost depreciation	76	82
Accumulated gains on assets sold	191	54
Amount written off to Capital Adjustment Account	267	136
Balance at 31 March	(37,333)	(27,060)

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Capital Adjustment Account

The Capital Adjustment Account reflects the difference between the cost of long term assets consumed and the capital financing assets set aside to pay for them. It is written down by capital expenditure which does not result in the creation of a long term asset and the depreciated historical cost of assets when sold.

The account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the Council.

The account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

See table on next page.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Capital Adjustment Account	2014/15	2013/14
Balance at 1 April	£'000 (70,082)	£'000 (70,667)
Items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	4,998	4,733
Revaluation losses on property, plant and equipment	(355)	(758)
Amortisation of intangible assets	36	35
Revenue expenditure funded from capital under statute 2014/2015	894	427
Revenue expenditure funded from capital under statute 2013/2014	5	-
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	2,797	1,906
Net written out amount of the cost of non-current assets consumed in the year	8,375	6,343
Adjusting amounts written out of the Revaluation Reserve	(267)	(136)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	-	(187)
Use of the Major Repairs Reserve to finance new capital expenditure	(3,460)	(1,765)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(429)	(462)
Application of grants to capital financing from the Capital Grants Unapplied Account	(154)	(120)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(2,568)	(2,467)
Capital expenditure charged against the General Fund and HRA balances	(777)	(540)
	(7,655)	(5,677)
Movements in the market value of investment properties debited or credited to the Comprehensive Income and Expenditure Statement	(494)	(81)
Balance at 31 March	(69,856)	(70,082)

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefitting from gains per statutory provisions. The Council uses the account to manage premiums paid on discounts received on the early redemption of loans.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Pension Reserve

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

Pensions Reserve	2014/15	2013/14
	£'000	£'000
Balance at 1 April	33,650	33,871
Remeasurements of the net defined benefit liability / (asset)	440	(1,980)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	4,238	4,229
Employer's pension contributions and direct payments to pensioners payable in the year	(2,508)	(2,470)
Balance at 31 March	35,820	33,650

NOTE 26: CASH FLOW - OPERATING ACTIVITIES

	Net 2014/15	Net 2013/14
	£'000	£'000
The cash flows for operating activities include the following items:		
Interest received	100	198
Interest paid	(3,252)	(3,302)
Dividends received	-	-
Total	(3,152)	(3,104)

NOTES TO THE ACCOUNTS

NOTE 26: CASH FLOW - OPERATING ACTIVITIES

Cash Flow – Net Cash Flow From Operating Activities

	Net 2014/15	Net 2013/14
	£'000	£'000
Net Surplus or (Deficit) on the Provision of Services	(894)	(1,179)
Adjust net surplus or deficit on the provision of services for non cash movements		
Depreciation	4,998	4,733
Impairment and downward valuations	-	(758)
Amortisation	36	35
Increase/(Decrease) in Interest Creditors		-
Increase/(Decrease) in Creditors	894	858
(Increase)/Decrease in Interest and Dividend Debtors		
(Increase)/Decrease in Debtors	(177)	705
(Increase)/Decrease in Inventories	(19)	(4)
Pension Liability	1,730	1,759
Contributions to/(from) Provisions	85	338
Carrying amount of non-current assets sold [property plant and equipment, investment property and intangible assets]	2,798	1,906
Movement in Investment property values	(850)	(81)
	9,495	9,491
Balance brought forward	9,495	9,491
Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities		
Proceeds from the sale of short and long term investments	-	2,111
Capital Grants credited to surplus or deficit on the provision of services	-	(623)
Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,819)	(1,003)
	(1,819)	485
Net Cash Flows from Operating Activities	6,782	8,797

NOTES TO THE ACCOUNTS

NOTE 27: CASH FLOW - INVESTING ACTIVITIES

	Net 2014/15	Net 2013/14
	£'000	£'000
Purchase of property, plant and equipment, investment, property and intangible assets	(6,144)	(3,272)
Purchase of short-term and long-term investments	-	-
Other payments for investing activities		-
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,816	835
Proceeds from short-term and long-term investments	3,060	-
Other receipts from investing activities	62	6
Net cash flows from investing activities	(1,206)	(2,431)

NOTE 28: CASH FLOW - FINANCING ACTIVITIES

	Net 2014/15	Net 2013/14
	£'000	£'000
Cash receipts of short- and long-term borrowing	282	2,817
Other receipts from financing activities		1,787
Cash payments for the reduction of the outstanding liabilities relating to finance leases		-
Repayments of short- and long-term borrowing	(2,504)	(10,000)
Other payments for financing activities		
Net cash flows from financing activities	(2,222)	(5,396)

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

- no charges are made in relation to capital expenditure except for depreciation;
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year.

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The income and expenditure of the Council's principal portfolios recorded in the budget reports for the year 2014/15 is as follows:

2014/2015	Employee Expenses	Other Expenses	Support Services incl. Joint Strategic Committee	Depreciation	Total Expenditure	Income	Net Expenditure Variances
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Member Portfolio							
Environment	-	1,471	2,610	465	4,546	(1,435)	3,111
Customer Services	-	22,638	370	302	23,310	(22,196)	1,114
Regeneration	140	967	1,800	-	2,907	(1,064)	1,843
Resources	2,150	2,082	1,753	151	6,136	(2,532)	3,604
Health, Safety & Wellbeing	133	456	901	41	1,531	(559)	972
Leader	249	113	293	3	658	(106)	552
Net Portfolio Expenditure	2,672	27,727	7,727	962	39,088	(27,892)	11,196
Housing Revenue Account	1,332	7,885	1,421	2,198	12,836	(13,269)	(433)
Net Cost of Services	4,004	35,612	9,148	3,160	51,924	(41,161)	10,763
Credit back notional capital charges				(1,334)	(1,334)		(1,334)
Minimum Revenue Provision		851			851		851
Other grants					-	(21)	(21)
Revenue cont'n to capital					-		-
Spend 2014/15	4,004	36,463	9,148	1,826	51,441	(41,182)	10,259

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2014/15 £'000
Cost of services in service analysis	10,259
Add services not included in main analysis	-
Add amounts not reported to management	(6,012)
Remove amounts reported to management not included in comprehensive Income and Expenditure Statement	(3,351)
Net Cost of Services in Comprehensive Income & Exp'ture St'ment	896

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

This reconciliation shows how the figures in the analysis of Cabinet Portfolio income and expenditure relate to a subjective analysis of the surplus or deficit on the provision of services included in the Comprehensive Income and Expenditure Statement.

Reconciliation to Subjective Analysis 2014/15	Service Analysis	Services not in Analysis	Not reported to manage- ment	Not included in Income & Expend- iture	Allocation of Re-charges	Net Cost of Services
Fees, charges & other service income	(40,999)	-	-	-	-	(40,999)
Interest & investment income	(183)	-	-	-	-	(183)
Income from council tax & NDR	-	-	(7,950)	-	-	(7,950)
Gov't grants & contributions	-	-	(4,945)	-	-	(4,945)
Total Income	(41,182)	-	(12,895)	-	-	(54,077)
Employee expenses	4,004	-	1,730	-	-	5,734
Other service expenses	33,238	-	-	(3,351)	-	29,887
Support Service recharges	9,148	-	(43)	-	-	9,105
Depreciation, amortisation and impairment	1,826	-	5,034	-	-	6,860
Interest Payments	3,225	-	-	-	-	3,225
Precepts & Levies	-	-	365	-	-	365
Payments to Housing Capital	-	-	279	-	-	279
Receipts Pool	-	-	-	-	-	-
Gain/ Loss on Disposal of Fixed Assets	-	-	(1,813)	-	-	(1,813)
Other	-	-	1,331	-	-	1,331
Total operating expenses	51,441	-	6,883	(3,351)	-	54,973
Surplus or deficit on the provision of services	10,259	-	(6,012)	(3,351)	-	896

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The income and expenditure of the Council's principal portfolios recorded in the budget reports for 2013/14 year is as follows:

2013/2014	Employee Expenses	Other Expenses	Support Services including Joint Strategic Committee	Depreciation	Total Expenditure	Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Member Portfolio							
Environment	8	1,447	2,609	476	4,540	(1,446)	3,094
Improved Customer Services	5	23,153	241	316	23,715	(22,705)	1,010
Regeneration	172	1,138	1,907	2	3,219	(1,074)	2,145
Resources	1,757	1,902	1,415	168	5,242	(2,300)	2,942
Health, Safety & Wellbeing	150	527	956	43	1,676	(594)	1,082
Leader	191	134	356	5	686	(123)	563
Net Portfolio Expenditure	2,283	28,301	7,484	1,010	39,078	(28,242)	10,836
Housing Revenue Account	1,332	7,093	1,421	2,150	11,996	(12,896)	(900)
Net Cost of Services	3,615	35,394	8,905	3,160	51,074	(41,138)	9,936
Credit back notional capital				(1,301)	(1,301)		(1,301)
Minimum Revenue Provision		750			750		750
Other grants					-	(296)	(296)
Revenue contribution to capital					-		-
Spend 2013/14	3,615	36,144	8,905	1,859	50,523	(41,434)	9,089

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2013/14 £'000
Cost of Services in service analysis	9,089
Add services not included in main analysis	-
Add amounts not reported to management	(4,804)
Remove amounts reported to management not included in Comprehensive Income and Expenditure Statement	(3,106)
Net Cost of Services in Comprehensive Income & Expenditure Statement	1,179

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

This reconciliation shows how the figures in the analysis of Cabinet Portfolio income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement for 2013/14.

Reconciliation to Subjective Analysis 2013/14	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Re-charges	Net Cost of Services
	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(41,236)	-	-	-	-	(41,236)
Interest & investment income	(198)	-	-	-	-	(198)
Income from council tax	-	-	(6,864)	-	-	(6,864)
Government grants and contributions	-	-	(3,649)	-	-	(3,649)
Total Income	(41,434)	-	(10,513)	-	-	(51,947)
Employee expenses	3,615	-	1,759	-	-	5,374
Other service expenses	32,842	-	-	(3,039)	-	29,803
Support Service recharges	8,905	-	39	0	-	8,944
Depreciation, amortisation and impairment	1,859	-	4,768	-	-	6,627
Interest Payments	3,302	-	-	-	-	3,302
Precepts & Levies	-	-	361	-	-	361
Payments to Housing Capital Receipts Pool	-	-	243	-	-	243
Gain or Loss on Disposal of Fixed Assets	-	-	901	-	-	901
Other	-	-	(2,362)	(67)	-	(2,429)
Total operating expenses	50,523	-	5,709	(3,106)	-	53,126
Surplus or deficit on the provision of services	9,089	-	(4,804)	(3,106)	-	1,179

NOTES TO THE ACCOUNTS

NOTE 30: ACQUIRED AND DISCONTINUED OPERATIONS

There have been no acquired or discontinued operations during 2014/15.

NOTE 31: TRADING OPERATIONS

The former Direct Service Organisations are designated as trading accounts and a summary of their trading results is shown below, together with other services treated as trading services. The Council operates 3 trading accounts as shown below:

	2014/15 Gross Expenditure	2014/15 Gross Income	2014/15 Net Expenditure	2013/14 Net Expenditure
	£'000	£'000	£'000	£'000
Building Maintenance	1,020	(1,264)	(244)	(467)
Trade Refuse	543	(518)	25	(56)
	1,563	(1,782)	(219)	(523)

The trading account has been consolidated within the Comprehensive Income and Expenditure Statement under other operating expenditure.

Through the Joint Strategic Committee, a trade waste service is provided for the collection of commercial refuse. The service charges a commercial rate and is in direct competition with other service providers. Surpluses are shared and credited back to the Council.

The Horticultural Service is now part of Grounds Maintenance, which is a service provided by the Joint Committee.

A Building Maintenance service is provided to maintain the Council tenant properties in conjunction with the Council's surveyors department. The service charges a commercial rate and is in direct competition with other service providers.

NOTE 32: AGENCY SERVICES

Adur District Council have entered into an Agency Agreement with West Sussex County Council to provide the Parking Enforcement for the District. In 2014/15 income collected was £128,444 (2013/14 £135,757) and expenditure was £167,312 (2013/14 £154,516). West Sussex County Council contributes £50,000 towards this contract, with the balance being funded by Adur District Council.

The Council also has Agency Agreements with other Local Authorities for Treasury Management, Revenue and Benefits and Insurance Provision to provide Value for Money, relying on expertise within particular authorities. These Agency Agreements are deemed by Adur Council to be immaterial

NOTES TO THE ACCOUNTS

NOTE 33: ROAD CHARGING

Adur District Council does not have any responsibilities regarding road charging.

NOTE 34: JOINT BUDGETS

All Services (except for Revenue and Benefits) that can operate as a shared service have now moved across to the Joint Strategic Committee. The Joint Strategic Committee accounts are proportionately consolidated into the Council's financial statements.

	Gross Expenditure 2014/15	Gross Income 2014/15	Net Expenditure 2014/15
	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES			
Central services to the public	875	-	875
Cultural and Related Services	2,626	(1,250)	1,376
Environmental and Regulatory Services	8,471	(2,022)	6,449
Planning Services	5,266	(1,448)	3,818
Highways & Transport Services	277	-	277
Other Housing Services	584	(109)	475
Corporate & Democratic Core	342	-	342
Non-Distributed Costs	86	-	86
Net Cost of General Fund Services	18,527	(4,829)	13,698
Holding Accounts	10,675	(275)	10,400
NET COST OF SERVICES	29,202	(5,104)	24,098
Other operating expenditure			23
Financing and investment income and expenditure			2,854
Taxation & non-specific grant income			(1,073)
Funded by:			
Adur District Council			(8,700)
Worthing Borough Council			(12,956)
(Surplus) or Deficit on Provision of Services			4,246
Remeasurements of the net defined pension benefit liability			
Other Comprehensive Income & Expenditure			2,117
DEFICIT/(SURPLUS) FOR YEAR			6,363

Adur District Council is also part of the CenSus Joint Committee partnership, a collaborative arrangement with Mid Sussex District Council and Horsham District Council for the delivery of Revenues and Benefits services. Mid Sussex is the lead Council for this partnership.

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

Adur District Council and Worthing Borough Council are part of the CenSus Joint Committee partnership with Horsham District Council and Mid Sussex District Council for the delivery of ICT Services. Horsham is the lead Council for this partnership.

Memorandum Accounts for Census year ending 31st March 2014

Income and Expenditure Accounts:

Census Revenues & Benefits	Mid Sussex District Council	Horsham District Council	Adur District Council	TOTAL
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Salary costs	2,953	1	-	2,954
Transport costs	68		-	68
Supplies and Services	703	31		734
Total Expenditure	3,724	32		3,756
<u>Income</u>				
Grant Income	(39)	(39)	(31)	(109)
Fees and charges	(366)	(329)	(167)	(862)
Miscellaneous Income	(2)	-		(2)
Total Income	(407)	(368)	(198)	(973)
Net Expenditure incurred by each council	3,317	(336)	(198)	2,783
Proportional Share of Costs	1,018	973	792	2,783

Census ICT	Mid Sussex District Council	Horsham District Council	Adur District Council	Worthing Borough Council	TOTAL
	£'000	£'000	£'000	£'000	£'000
Net Operating Expenditure for CenSus ICT Services incurred by each Council	62	2,496	23	-	2,581
Proportional Share of Costs	768	639	470	704	2,581

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

Census Balance sheet as at 31st March 2015				
	Revenues and Benefits	ICT	2014/15	2013/14
	£	£	£	£
Current Assets				
Debtors	560	0	560	480
Payment in Advance	172	231	403	381
Total Assets	732	231	963	861
Current Liabilities				
Creditors	(73)	(119)	(192)	(222)
Notional Cash	(659)	(112)	(771)	(639)
Total Liabilities	(732)	(231)	(963)	(861)
Net Assets	0	0	0	0
Funded by:				
Useable reserves	0	0	0	0
Total Reserves	0	0	0	0

The Census partnership Balance Sheet has not been consolidated into the Council's Balance Sheet as the Council's share of the balance sheet is not deemed to be material.

NOTE 35: MEMBERS' ALLOWANCES

The total allowances paid to Members were as follows:

2014/15	2013/14
£	£
161,634	150,884

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

The senior officers who manage services and staff for Adur District Council and Worthing Borough Council are employed by Adur District Council as part of the partnership arrangement. Below is the remuneration note that appears in the accounts of the Joint Committee. These emoluments relate to the employment of senior officers by Adur District Council on behalf of both Adur District Council and Worthing Borough Council.

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

Remuneration Bands	Number of Employees	
	2014/15	2013/14
£50,000 to £54,999*	4	7
£55,000 to £59,999*	4	3
£60,000 to £64,999	10	8
£65,000 to £69,999*	2	-
£70,000 to £74,999*	6	4
£75,000 to £79,999*	4	3
£80,000 to £84,999	1	-
£85,000 to £89,999*	-	1
£90,000 to £94,999	1	1
£95,000 to £99,999	-	-
£100,000 to £104,999	-	-
£105,000 to £109,999*	2	-
£115,000 to £119,999	-	-
£120,000 to £124,999*	-	1
£125,000 to £129,999*	1	-
£130,000 to £134,999	-	-
£135,000 to £139,999*	1	-
£140,000 to £144,999	-	-
£145,000 to £149,999	-	-
£150,000 to £154,999*	-	1
£155,000 to £159,999	1	-
£195,000 to £200,000	-	1
	37	30

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There was 1 member of staff whose salary was more than £150,000 in 2014/15 and 2 for 2013/14.

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

Remuneration Disclosures for Senior Officers whose salary is less than £150,000 but equal to more than £50,000 per year

Note 2: The Chief Executive, Directors and Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing Borough Council as part of a formally agreed partnership arrangement where costs are shared and included in the support service allocations to the authorities.

There were no bonuses paid to these staff in either 2014/15 or 2013/14.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive								
2014/15	104,283	1,429	-	105,712	19,501	125,213	62,607	62,606
2013/14	98,653	1,019	-	99,672	18,407	118,079	59,040	59,040
Director for Customer Services								
2014/15	71,831	415	-	72,246	13,462	85,708	51,425	34,283
2013/14	-	-	-	-	-	-	-	-
Director for Communities								
2014/15	92,307	(180)	-	92,127	17,290	109,417	54,709	54,708
2013/14	-	-	-	-	-	-	-	-
Director for Digital & Resources								
2014/15	83,403	153	-	83,556	15,625	99,181	59,509	39,672
2013/14	-	-	-	-	-	-	-	-
Director for the Economy								
2014/15	79,219	776	-	79,995	14,844	94,839	47,420	47,419
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Head of Growth								
2014/15	71,575	197	-	71,772	13,385	85,157	51,094	34,063
2013/14	-	-	-	-	-	-	-	-
Head of Wellbeing								
2014/15	59,803	612	-	60,415	11,297	71,712	43,027	28,685
2013/14	-	-	-	-	-	-	-	-
Head of Finance								
2014/15	71,575	310	-	71,885	13,385	85,270	51,162	34,108
2013/14	-	-	-	-	-	-	-	-
Head of Business and Technical Services								
2014/15	64,815	-	-	64,815	12,191	77,006	46,204	30,802
2013/14	-	-	-	-	-	-	-	-
Head of Legal								
2014/15	58,360	-	-	58,360	11,111	69,471	34,513	34,958
2013/14	-	-	-	-	-	-	-	-
Head of Environment								
2014/15	71,575	310	-	71,885	13,385	85,270	56,278	28,992
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Strategic Director 1								
2014/15	-	-	-	-	-	-	-	-
2013/14	91,721	368	-	92,089	16,235	108,324	54,162	54,162
Strategic Director 2								
Andrew Gardiner								
2014/15	-	-	-	-	-	-	-	-
2013/14	95,454	589	100,265	196,308	16,235	212,543	106,271	106,271
Executive Head of Financial Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,885	117	-	72,002	12,669	84,671	50,803	33,868
Executive Head of Planning, Reg'ation & Wellbeing								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,575	101	-	71,676	12,669	84,345	50,607	33,738
Executive Head of Corporate & Cultural Services								
2014/15	22,917	-	57,672	80,589	-	80,589	40,295	40,294
2013/14	72,437	261	-	72,698	12,673	85,371	51,223	34,148

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Executive Head of Customer Services, Waste and Recycling								
2014/15	-	-	-	-	-	-	-	-
2013/14	74,434	4	-	74,438	12,932	87,370	52,422	34,948
Executive Head of Housing, Health and Community Safety								
Paul Spedding								
2014/15	-	-	-	-	-	-	-	-
2013/14	73,787	1,082	79,698	154,567	12,682	167,249	100,349	66,900
Executive Head of Adur Homes								
2014/15	-	-	-	-	-	-	-	-
2013/14	38,111	171	-	38,282	6,714	44,996	26,998	17,998
Executive Head of Technical Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	63,107	1,040	-	64,147	7,876	72,023	43,214	28,809
Head of Productivity and								
Kevin Masters								
2014/15	76,205	-	82,418	158,623	10,902	169,525	101,715	67,810

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

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

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		(c) Number of other departures agreed		(d) Total number of exit packages by cost band		(e) Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
							£	£
£0 - £20,000	5	1	5	7	10	8	75,589	94,579
£20,000 - £40,000	1	-	4	9	5	9	153,997	291,031
£40,000 - £60,000	-	-	-	2	0	2	0	79,933
£60,000 - £80,000	-	-	2	2	2	2	139,763	129,337
£80,000 - £100,000	-	-	-	1	-	1	0	82,418
£100,000 - £150,000	-	-	1	-	1	-	100,265	-
Total cost included in bandings	6	1	12	21	18	22	469,614	677,298
Add: Amounts provided for in CIES not included above	-	-	-	-	-	-	-	-
Total cost included in CIES	6	1	12	21	18	22	469,614	677,298
<p>These redundancy costs are shared between the Authorities in proportion to the service allocation. The total cost of £677,298 in the table above includes £283,413 for exit packages that have been charged to the Authority's Comprehensive Income and Expenditure Statement in the current year.</p>								

NOTE 37: EXTERNAL AUDIT COSTS

The Council incurred the following fees (all payable to Ernst and Young) relating to external audit.

	2014/15	2013/14
	£'000s	£'000s
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	63	65
Fees payable to external auditors for the certification of grant claims and returns for the year	30	17
Proportionate share of Adur and Worthing Joint Committee	11	12
	104	94
Less: Refund from the Audit Commission	(5)	-
TOTAL	99	94

NOTES TO THE ACCOUNTS

NOTE 38: SCHOOLS

Adur District Council does not have any responsibilities regarding schools.

NOTE 39: GRANT INCOME

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

	2014/15	2013/14
	£'000s	£'000s
Credited to Taxation and Non specific Grant Income		
Business Rates	-	335
Non Domestic Rates	1,270	1,108
Section 31 Grant	407	-
Revenue Support	1,835	2,320
Others (Council tax)	1	-
Capitalisation provision	-	12
Council Tax Freeze Grant	63	63
Council Tax Transistion Grant	67	23
New Homes Bonus Scheme	570	472
New Burdens Grant	27	66
	4,241	4,399
Capital Grants & Donations - Non Specific		
Adur Homes - Leaseholders Contributions	-	109
Cabinet Office - Elections Capital Grant	-	6
CLG Shoreham Harbour Growth Point Grant	-	-
CLG energy Efficiency Grant	-	-
HRA DECC Grant	-	20
Royal National Lifeboat Institution	-	-
Ropetackle Car Park Donated Asset	-	-
S106 Other Contributions	684	42
Shoreham Airport Authority	3	-
Veolia	-	13
West Sussex County Council	-	143
Worthing Borough Council	18	25
	705	358
Total non-specific grant income	4,946	4,757
Capital Grants & Donations - Specific		
DEFRA/Environment Agency (Coast Protection)	1,406	34
CLG Disabled Facilities Grant	238	230
Home and Communities agencies	79	-
	1,723	264

NOTES TO THE ACCOUNTS

NOTE 39: GRANT INCOME

	2014/15	2013/14
	£'000s	£'000s
Credited to Services - General Fund Grants		
DeFRA Coast Protection	207	-
CLG Disabled Facilities Grants	238	-
DCLG - Homelessness Act Grant Funding	-	65
Discretionary Housing Payments - Local Housing	-	13
Homes and Communities Agency	79	-
Shoreham Port Authority	3	-
Worthing Borough Council	18	-
Shoreham Harbour - Growth Point & Contributions	-	89
Tesco - Public Art contribution	-	9
Other Grants and Contributions	-	15
	545	191
TOTAL	7,214	5,212

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver if the conditions are not met. The balances at the end of the year are as follows:

	2014/15	2013/14
	£'000s	£'000s
Revenue Grants Receipts in Advance		
Decentralisation & Neighbourhood Plan Shoreham Beach	10	-
Open Data Incentive	7	-
Think Family Neighbourhoods	17	-
Neighbourhood Working	27	-
Section 106 Planning Agreement	2	-
DCLG - Eco-Town Shoreham Harbour	-	215
Pollution Monitoring DEFRA	9	7
Tesco - Public Art contribution	10	11
Grants recognised in the Joint Committee	323	150
	405	383
TOTAL	405	383

NOTE 40: 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.

NOTES TO THE ACCOUNTS

NOTE 40: RELATED PARTIES

Central Government

Central government has effective control over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in Note 39.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2014/15 is shown in Note 35. During 2014/15 there were no related party transactions declared by Councillors. In 2014/15 all contracts were entered into in full compliance with the Council's standing orders. Details of all members' transactions are recorded in the Register of Members' Interest, open to public inspection on the Council's website.

Officers

There were no related party transaction declared by officers in 2014/15.

Other Public Bodies

The Council has a partnership arrangement with Worthing Borough Council for the sharing of a joint officer structure.

Adur also has a partnership arrangement with Horsham District Council, Mid Sussex District Council and Worthing Borough Council for the delivery of ICT services and Revenues and Benefits services.

Transactions and balances relating to these partnerships are summarised in Note 34.

Entities Controlled or Significantly Influenced by the Council

The Council has a 30 year agreement with Impulse Leisure Trust to manage two leisure centres as one community swimming pool.

Payment of a subsidy of £190,000 was made to Impulse Leisure Trust in 2014/15. The value of this receipt is material to the Leisure Centre Trust.

NOTE 41: CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

NOTES TO THE ACCOUNTS

NOTE 41: CAPITAL EXPENDITURE AND CAPITAL FINANCING

	2014/15	2013/14
	£'000	£'000
Opening Capital Financing Requirement	76,283	77,779
Capital Investment		
Property, Plant and Equipment	6,146	3,594
Investment Properties	-	21
Intangible Assets	90	3
Revenue Expenditure Funded from Capital Under Statute	894	427
Share Capital	75	-
Sources of Finance		
Capital receipts	-	(187)
Government grants and other contributions	(698)	(582)
Sums set aside from revenue:		
Direct revenue contributions	(71)	(254)
MRP/loans fund principal	(2,568)	(2,467)
Revenue funding	(4,166)	(2,051)
Closing Capital Financing Requirement	75,985	76,283
Explanation of movements in year		
Increase/ (Decrease) in underlying need to borrow (unsupported by Government financial assistance)	(298)	(1,494)
Increase/(decrease) in Capital Financing Requirement	(298)	(1,494)

NOTE 42: LEASES

Finance Leases – Lessee

At 31st March, 2014 the Council did not have any finance leases under IAS17.

Operating Leases – Lessee

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

	31-Mar-15	31-Mar-14
	£'000	£'000
Not later than one year	10	14
Later than one year and not later than five years	14	20
Later than five years	-	-
	24	34

NOTES TO THE ACCOUNTS

NOTE 42: LEASES

Operating Leases - Lessor

The Council leases out property 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

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

	31-Mar-15	31-Mar-14
	£'000	£'000
Not later than one year	497	470
Later than one year and not later than five years	1,040	1,045
Later than five years	3,108	3,271
	4,645	4,786

Operating Leases

The Authority is the lessee of a number of properties which it sublets to tenants of Adur Homes. The non-cancellable rentals due for lessor and lessee rents cannot be quantified with certainty, but are deemed not to be material and therefore excluded from the tables above.

NOTE 43: PFI AND SIMILAR CONTRACTS

Adur District Council does not have any PFI or similar contracts.

NOTE 44: IMPAIRMENT LOSSES

There were no impairment losses in 2014/15.

NOTE 45: CAPITALISATION OF BORROWING COSTS

Adur District Council has not capitalised any borrowing costs.

NOTES TO THE ACCOUNTS

NOTE 46: TERMINATION BENEFITS

	Adur
Redundancy costs	269,538
Enhanced Pension Benefits	102,929
Total termination benefit 2014/15	372,467
Termination benefits 2013/14	307,674

Of this total £228,955 is payable in the form of compensation for loss of office and £102,929 is the 2014/15 cost of enhanced pension benefits which normally spread over 5 years. This cost also relates to enhanced pensions from previous year terminations.

NOTE 47: OTHER LONG TERM LIABILITIES

Other Long Term Liabilities		31-Mar-15	31-Mar-2014
	See Note No.	£'000s	£'000s
Pension Reserve Liability	48	35,820	33,650
TOTAL		35,820	33,650

NOTE 48: DEFINED BENEFIT PENSION PLANS

Participation in Pension Plans

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

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

Transactions Relating to Post-employment Benefits

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

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Transactions Relating to Post-employment Benefits

Comprehensive Income and Expenditure Statement	Consolidation of Joint Committee:		Local Government Pension Scheme	
	Joint Comm'tee 2014/15	Adur 2014/15	Total 2014/15	2013/14
	£'000s	£'000s	£'000s	£'000s
Cost of services				
Current service cost	(1,449)	(381)	(1,830)	(1,731)
Past service cost	-	-	-	(71)
(gain)/loss from settlements	(32)	-	(32)	-
Financing & Investment Income &				
Net Interest cost	(1,142)	(1,234)	(2,376)	(2,427)
Total post employment benefit charged to the surplus or deficit on the provision of services	(2,623)	(1,615)	(4,238)	(4,229)
Other post employment benefit charged to the CI&E Statement				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
Return on plan assets (excluding the amount included in the net interest expense)	1,424	5,111	6,535	(42,223)
Actuarial gains and losses arising on changes in demographic assumptions	2,111	-	2,111	(2,297)
Actuarial gains and losses arising on changes in financial assumptions	(4,382)	(5,514)	(9,896)	(871)
Other (if applicable)		810	810	47,371
Total remeasurements recognised in the other comprehensive income	(847)	407	(440)	1,980
Total post-employment benefits charged to the CI&E statement	(3,470)	(1,208)	(4,678)	(2,249)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Transactions Relating to Post-employment Benefits

Movement in Reserves Statement	Joint Comm'tee 2014/15	Adur 2014/15	2014/15	Restated 2013/14
	£'000s	£'000s	£'000s	£'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(2,623)	(1,615)	(4,238)	(4,229)
Actual amounts charged against the General Fund balance for pensions in the year:				
Employer's contributions payable to the scheme	1,095	1,249	2,344	2,310
Retirement benefits payable to pensioners		164	164	160

Pension Assets and Liabilities

Pensions Assets and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme	
	2014/15	2013/14
	£'000s	£'000s
Present value of the defined benefit obligation	(82,698)	(77,783)
Fair value of plan assets	52,280	47,160
Sub-total	(30,418)	(30,623)
Consolidation from Joint Committee	(5,402)	(3,027)
Net liability arising from defined benefit obligation	(35,820)	(33,650)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme	
	2014/15	2013/14
	£'000s	£'000s
Opening fair value of scheme assets	47,160	88,190
Interest income	1,894	3,929
Remeasurement gain / (loss):		
The return on plan assets, excluding the amount included in the net interest expense	5,111	(43,285)
Other		
Contributions from employer	1,413	1,381
Contributions from employees into the scheme	89	91
Benefits paid	(3,387)	(3,146)
Other		
Closing fair value of scheme assets	52,280	47,160

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities: LGPS	
	2014/15 £'000s	2013/14 £'000s
Opening Balance at 1 April	(77,783)	(117,980)
Current service cost	(381)	(344)
Interest cost	(3,128)	(5,242)
Contributions from scheme members	(89)	(91)
Remeasurement (gains) & losses:		
Actuarial gains / losses arising from changes in demographic assumptions	-	(3,201)
Actuarial gains / losses arising from changes in financial assumptions	(5,514)	(1,564)
Other experience	810	47,371
Past service cost	-	(38)
Losses/(Gains) on curtailment	-	-
Liabilities assumed on a entity combinations	-	-
Benefits paid	3,387	3,306
Liabilities extinguished on settlements	-	-
Closing balance at 31 March	(82,698)	(77,783)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

The scheme assets listed below are valued at bid value.

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair value of scheme assets	
	2014/15 £'000s	2013/14 £'000s
Cash and cash equivalents	2,318.3	1,013.1
Equity instruments:		
Consumer	7,877.8	7,938.0
Manufacturing	4,588.8	4,222.2
Energy and Utilities	2,326.6	2,431.0
Financial Institutions	8,210.3	7,342.0
Health and Care	3,477.8	3,264.0
Information Technology	6,736.6	5,521.0
Other	1,833.5	1,279.5
Sub-total equity	35,051.4	31,997.7
Debt Securities:		
UK Government	1,066.4	1,188.3
Bonds	7,195.6	4,238.9
Equities	-	-
Property:		
UK Property	3,387.8	3,675.7
Overseas Property	-	105.5
Sub-total property	3,387.8	3,781.2
Private equity	-	-
Other investment funds	384.7	2,068.6
Derivatives	-	-
Total assets	49,404.2	44,287.8

Local Government Pension Scheme assets comprised (quoted prices are not in active markets)	Fair value of scheme assets	
	2014/15 £'000s	2013/14 £'000s
Private Equity:		
All	2,846.9	2,872.2
Overseas property	28.9	
Total assets	2,875.8	2,872.2

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Basis for Estimating Assets and Liabilities:

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March, 2015.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2014/15	2013/14
Mortality assumptions		
<i>Longevity at 65 for current pensioners</i>		
Male	24.4	24.4
Female	25.8	25.8
<i>Longevity at 65 for future pensioners</i>		
Male	26.9	26.9
Female	28.5	28.5
Rate of inflation	2.4%	2.8%
Rate of increase in salaries	3.5%	3.9%
Rate of increase in pensions	2.1%	2.6%
Rate for discounting scheme liabilities	3.1%	4.1%

Change in assumptions at 31st March 2015	Approximate % increase to Employer Liability	Approximate monetary amount
0.5% decrease in Real Discount Rate	7%	5,991
1 year increase in member life expectancy	3%	2,481
0.5% increase in Salary Increase Rate	1%	424
0.5% increase in the Pension Increase Rate	7%	5,566

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

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Impact on the Council's Cash Flow:

The Council anticipates paying £1,276,000 contributions to the scheme in 2015/16.

NOTE 49: CONTINGENT LIABILITIES

Personal Search Companies who have requested Environmental Information Regulations and have paid fees according to the charges set by Adur Council are now seeking a financial compensation for the return, in full, of all fees levied for access to such information. Claims could be made for as far back as 31st December 1992 when the Regulations came into force. At present it has not been proven that such compensation can be claimed.

NOTE 50: CONTINGENT ASSETS

There are no contingent assets for 2013/14 and 2014/15.

NOTE 51: NATURE and EXTENT OF RISK

Please refer to Note 16 for an explanation of the nature and extent of risks arising from financial instruments.

NOTE 52: HERITAGE ASSETS SUMMARY OF TRANSACTIONS

The Authority has not acquired, had donated or disposed of, any heritage assets in the last 3 years and it is not practicable to provide information prior to this date.

NOTE 53: HERITAGE ASSETS NOT REPORTED IN THE BALANCE SHEET

The following assets are not reported in the balance sheets because information on the cost or value of these assets is not available due to the lack of comparative information and the unique nature of these assets; the cost of obtaining a valuation would not be commensurate with the benefits to the users of the financial statements.

Buckingham Park House Ruin: Comprises the remains of an old listed building situated in Buckingham Park valuation has not been obtained due to the unique nature of this asset.

Buckingham Farm Dovecote: This is a listed building situated on an open space which old records indicate was transferred to the Council in about 1974. No valuation is available due to the unique nature of the asset.

War Memorial, adjacent to St. Mary's Church, Shoreham: The Council does not hold cost information on this monument and the cultural significance of this monument cannot be valued.

NOTE 54: TRUST FUNDS

The Council acts as a trustee for two Charities; Adur Recreational Ground (271495) and The Green (290683). In both cases the land was gifted to the Council to maintain, and any income generated is offset against this maintenance.

HOUSING REVENUE ACCOUNT (HRA) COMPREHENSIVE INCOME AND EXPENDITURE

	Note	2014/15		2013/14	
		Net Expenditure		Net Expenditure	
		£'000	£'000	£'000	£'000
INCOME					
Dwelling rents		(12,108)		(11,825)	
Non-dwelling rents		(503)		(452)	
Charges for services and facilities		(577)		(486)	
Contributions towards expenditure		(15)		(17)	
Total Income			(13,203)		(12,780)
EXPENDITURE					
Repairs and maintenance		2,613		1,762	
Supervision and management		2,619		2,424	
Rents, rates, taxes and other charges		70		27	
Depreciation	9	3,700		3,467	
Revaluation and impairment of non-current assets	10	(121)		(876)	
Movement in the allowance for bad debts		(113)		129	
Total Expenditure			8,768		6,933
Net (Income) / Cost of HRA Services as included in the whole authority CI&E Statement			(4,435)		(5,847)
HRA services share of Corporate and Democratic Core			582		539
HRA share of other amounts included in the whole authority Cost Of Services but not allocated to specific services					
Net (Income) / Cost of HRA Services			(3,853)		(5,308)
HRA share of the operating income and expenditure included in the CI&E Statement					
(Gain) or loss on sale of HRA non-current assets	1	(556)		(124)	
Derecognition of assets		1,778		1,103	
Revaluation of investment properties		15		(200)	
Interest payable and similar charges		2,416		2,488	
HRA Interest and Investment income		(49)		(52)	
Net interest on the net defined benefit liability (asset)	1	289		387	
Capital grants and contributions receivable	1	-		(129)	
			3,893		3,473
Deficit / (surplus) for the year on HRA Services			40		(1,835)

HOUSING REVENUE ACCOUNT (HRA)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement above shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations, this may be different from the accounting cost.

STATEMENT OF MOVEMENT ON THE HRA BALANCE

The increase or decrease in the HRA Balance in the year, on the basis of which rents are raised, is shown in the movement on the HRA Statement, as follows:

Statement of Movement on the HRA Balance	2014/15	2013/14
	£'000s	£'000s
Balance on the HRA at the end of the previous reporting period	(2,171)	(2,107)
Surplus or (deficit) for the year on the HRA Income and Expenditure Account	40	(1,835)
Adjustments between accounting basis and funding basis under statute	(682)	935
Net Increase or (Decrease) before transfers to reserves	(642)	(900)
<i>Net transfers (to) or from Earmarked Reserves</i>		
Transfer of Housing Repairs Account balance to Housing Revenue Account		-
Transfer to Major Repairs Reserve	-	440
Contribution to New Development & Acquisition Reserve	336	346
Transfer to HRA Discretionary Assistance Fund	50	50
Transfer to HRA Business Improvement Reserve	250	-
Balance on the HRA at the end of the current reporting period	(2,177)	(2,171)

The Statement of Movement on the HRA Balance reconciles the reported surplus or deficit for the year shown on the Comprehensive Income and Expenditure Statement with the HRA balance at the end of the year, and is calculated in accordance with the Local Government and Housing Act 1989.

Part of the reconciliation includes adjustments between accounting basis and funding basis under statute to ensure that the HRA balance is determined in accordance with proper practices. These adjustments are disclosed in Note 1.

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 1: STATEMENT OF MOVEMENT ON HOUSING REVENUE ACCOUNT

	2014/15	2013/14
	£'000s	£'000s
Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA statement for the year.		
Gain or loss on sale of HRA non-current assets	556	124
Derecognition off assets	(1,778)	(1,103)
HRA share of contributions to or from the Pensions Reserve	(80)	(45)
Transfers to/(from) Capital Adjustment Account	(3,594)	(2,262)
Voluntary Provision for Repayment of Debt	1,717	1,717
Transfers to/(from) Major Repair Reserve	2,201	2,150
	(978)	581
Amounts not included in the Income and Expenditure Account, but required by statute to be included when determining the Movement on the Housing Revenue Account for the year		
Amortisation of Premiums	7	31
Capital expenditure funded by the HRA	289	323
Net additional amount required to be debited or (credited) to the Housing Revenue Account balance for the year.	(682)	935

NOTE 2: NUMBER OF TYPES OF DWELLING IN THE HOUSING STOCK

	31st March 2015	31st March 2014
	£'000s	£'000s
Houses	1,018	1,030
Bungalows	169	171
Flats	1,430	1,430
TOTAL DWELLINGS	2,617	2,631

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 3: TOTAL BALANCE SHEET VALUE OF LAND, HOUSES AND OTHER PROPERTY WITHIN THE HRA

	31st March 2015	31st March 2014
	£'000s	£'000s
Council Dwellings	147,045	138,889
Other Land and Buildings	4,159	4,162
Investment Properties	611	596
Assets held for Sale	107	316
TOTAL BALANCE SHEET VALUE OF LAND, HOUSES AND OTHER PROPERTY	151,922	143,963

NOTE 4: VACANT POSSESSION VALUE OF DWELLINGS WITHIN THE HRA AT 1ST APRIL

	2014/15	2013/14
	£'000s	£'000s
VACANT POSSESSION VALUE OF DWELLINGS WITHIN THE HRA AT 1ST APRIL	434,027	359,705

The vacant possession value and Balance Sheet value of dwellings within the HRA show the economic cost of providing council housing at less than market rents.

NOTE 5: MOVEMENTS ON THE MAJOR REPAIRS RESERVE

	2014/15	2013/14
	£'000s	£'000s
Balance at 1st April	3,023	2,198
Share of HRA Surplus transferred to Major Repairs Reserve	-	440
Capital expenditure funded from Major Repairs Reserve	(3,460)	(1,765)
Statutory provision equal to the annual depreciation charges to finance future capital expenditure or borrowing	3,700	3,467
Transfer from the MRR to abate the depreciation charge to the value of the Notional Major Repairs Allowance	(1,498)	(1,317)
Balance of Major Repairs Reserve at 31 March	1,765	3,023

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 5: MOVEMENTS ON THE MAJOR REPAIRS RESERVE

The Major Repairs Reserve is a cash backed usable reserve that reflects unused Major Repairs Allowance obtained under the pre 2012/13 former subsidy system, plus provisions from revenue from 2012/13 onwards when the HRA self-financing regime was introduced. Since 2012/13 the Council is required to make an annual provision from revenue of an amount equivalent to the depreciation charge for all HRA assets. The total resources are applied to fund new capital expenditure or repay debt, as well as an abatement to the HRA Income and Expenditure Statement for depreciation charges which exceed the permitted Major Repairs Allowance which previously applied. This abatement is for a transitional period of five years from the financial year 2012/13.

NOTE 6: HRA DISCRETIONARY ASSISTANCE FUND

The Discretionary Assistance Fund is a new fund established in 2013/14 for the main purposes of providing temporary financial assistance to tenants who may require support that is not otherwise available. The primary purpose is intended for home improvements or repairs that are the responsibility of the tenant, although other purposes may be considered when mutually beneficial.

Discretionary Assistance Fund	2014/15	2013/14
	£'000s	£'000s
Balance at 1st April	50	-
Transfer of Share of HRA Surplus	50	50
Expenditure in the year	-	-
BALANCE AT 31ST MARCH	100	50

NOTE 7: CAPITAL EXPENDITURE AND FINANCING WITHIN THE HRA

	2014/15	2013/14
	£'000s	£'000s
EXPENDITURE		
Council Dwellings	3,723	2,313
Other Properties	5	17
Equipment (Including Intangible Assets)	21	(2)
TOTAL CAPITAL EXPENDITURE	3,749	2,328
FINANCING		
HRA usable Capital Receipts	-	100
HRA grants received	-	20
Interest free loan	-	11
Leaseholder Contributions	-	109
HRA Revenue Contributions to capital	289	323
Major Repairs Reserve	3,460	1,765
TOTAL CAPITAL EXPENDITURE FINANCED	3,749	2,328

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 8: CAPITAL RECEIPTS

	2014/15	2013/14
	£'000s	£'000s
Capital Receipts from the disposal of HRA property		
Sale of Council Dwellings	1,806	997
Mortgage Receipts received from previous years sale of Council Dwellings	1	1
	1,807	998
Retained for capital investment	1,528	755
Paid to central government	279	243
	1,807	998

NOTE 9: DEPRECIATION FOR THE LAND, HOUSES, OTHER PROPERTY, EQUIPMENT and INTANGIBLE ASSETS WITHIN THE HRA IN YEAR

	2014/15	2013/14
	£'000s	£'000s
Council Dwellings	3,631	3,398
Other Land and Buildings	62	62
Investment Properties	-	-
Equipment	1	1
Intangible Assets	6	6
TOTAL DEPRECIATION IN YEAR	3,700	3,467

NOTE 10: REVALUATIONS

In 2014/15 the revaluation of the Housing Revenue Account dwellings by external valuers at 1.4.14 resulted in an increase in the Authorities housing stock valuation by £717,286. At 31.3.15 the external valuers advised that residential properties had risen by 6.5% during the financial year and this further increase has been reflected in the Authorities HRA. Revaluations of Council Dwellings in 2014/15 totalled £10,774,403; £10,652,849 was included in the HRA revaluation reserve and £121,554 was included in the HRA income and expenditure account. The value of other land and property within the HRA increased by £3,316 and investment properties decreased by £14,653 in 2014/15.

NOTE 11: HRA SHARE OF CONTRIBUTIONS TO OR FROM THE PENSION RESERVE

Under the provisions of IAS19, £289,000 has been debited to the Housing Revenue Account in respect of the portion/share of contributions allocated to the Pension Reserve.

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 12: RENT ARREARS

	31st March 2015	31st March 2014
	£'000s	£'000s
Net arrears as at 31st March	489	515
Bad Debt provision for uncollectable debts	225	255

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2015

These accounts represent the transactions of the Collection Fund which is a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to council tax and non-domestic rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been realised. Administration costs are borne by the General Fund.

The 2013/14 Collection fund has been restated due to an error discovered in the treatment of transitional protection payments, which were accrued on the balance sheet but should have been included in the business rate collection fund. The collection fund income and expenditure account has been restated to reflect this but because the value of the restatement is below the level of materiality adopted, the financial statements have not been amended.

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2015

Adur District Council								
Collection Fund - Council Tax and Business Rates								
	2014/15			2013/14				
	Bus- ness Rates	Council Tax	TOTAL	Bus- ness Rates	Adj	Restated Business Rates	Council Tax	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
INCOME (A)								
Council Tax Receivable		32,150	32,150				31,706	31,706
Business Rates Receivable	17,783	-	17,783	16,627	582	17,209	-	17,209
	17,783	32,150	49,933	16,627	582	17,209	31,706	48,915
Contrib'n Towards Previous Year Deficit (B)								
Central Government	-	-	-	-	-	-	-	-
Adur District Council	-	-	-	-	-	-	9	9
West Sussex County Council	-	-	-	-	-	-	35	35
Sussex Police and Crime	-	-	-	-	-	-	4	4
	-	-	-	-	-	-	48	48
TOTAL INCOME (C) = (A+B)	17,783	32,150	49,933	16,627	582	17,209	31,754	48,963
EXPENDITURE (D)								
Contrib'n From Previous Year Surplus								
Central Government	86	-	86	-	-	-	-	-
Adur District Council	68	60	128	-	-	-	-	-
West Sussex County Council	17	239	256	-	-	-	-	-
Sx Police & Crime Commissioner	-	28	28	-	-	-	-	-
	171	327	498	-	-	-	-	-
Precepts, Demands & Shares (E)								
Central Government	8,459	-	8,459	7,852	-	7,852	-	7,852
Adur District Council:	-	-	-	-	-	-	-	-
Adur DC (Excl. Parish Precept)	6,768	5,349	12,117	6,282	-	6,282	5,398	11,680
Lancing Parish Council	-	282	282	-	-	-	278	278
Sompting Parish Council	-	83	83	-	-	-	83	83
West Sussex County Council	1,692	22,888	24,580	1,570	-	1,570	22,869	24,439
Sussex Police and Crime	-	2,780	2,780	-	-	-	2,724	2,724
	16,919	31,382	48,301	15,704	-	15,704	31,352	47,056
Charges to Collection Fund (F)								
Less: Write off of uncollectable amounts	121	105	226	66	-	66	70	136
Less: Inc / Dec (-) in Bad Debt	25	57	82	68	-	68	285	353
Less: Inc / Dec (-) in Provision for Appeals	(200)	-	(200)	1,177	-	1,177	-	1,177
Less: Cost of Collection	86	-	86	85	-	85	-	85
	32	162	194	1,396	-	1,396	355	1,751
TOTAL EXPENDITURE (G) = (D+E+F)	17,122	31,871	48,993	17,100	-	17,100	31,707	48,807
Sur. / Def. (-) arising during the year (C-G)	661	279	940	(473)	-	109	47	156
Surplus / Deficit (-) b/fwd. 01.04.14	109	210	319	-	-	-	163	163
Surplus / Deficit (-) c/fwd. 31.03.15	770	489	1,259	(473)	-	109	210	319

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 1: COUNCIL TAX

Council Tax income is based on the value in 1991 of residential properties, which are classified into eight valuation bands, as below, including a variant on Band A in respect of disabled relief. The total numbers of properties in each band are adjusted and then converted to a Band D equivalent, which when totalled and adjusted for valuation changes and losses on collection forms the Council's tax base.

	No. of Chargeable Dwellings	Less Discounts	Add New Homes Forecast	Net Dwellings	Ratio to Band D	No. of Band D Equivalents
Band A-	7.0	11.6	0.0	-4.6	5/9ths	-2.5
Band A	2,650.0	1,300.9	13.0	1,362.1	6/9ths	908.1
Band B	4,926.0	1,820.4	21.0	3,126.6	7/9ths	2,431.9
Band C	11,214.0	2,517.6	53.0	8,749.4	8/9ths	7,777.3
Band D	6,009.0	892.4	35.0	5,151.6	9/9ths	5,151.6
Band E	1,855.0	177.9	11.0	1,688.1	11/9ths	2,063.2
Band F	699.0	49.0	5.0	655.0	13/9ths	946.1
Band G	295.0	22.0	2.0	275.0	15/9ths	458.3
Band H	3.0	1.0	0.0	2.0	18/9ths	4.0
	27,658.0	6,792.8	140.0	21,005.2		19,738.0
Add: New Homes						169.8
Less: Adjustments for Losses on Collection, and Void Properties						210.0
						19,697.8

Individual charges per dwelling are calculated by dividing the total budget requirement of West Sussex County Council, the Sussex Police and Crime Commissioner and Adur District Council by the Council Tax Base calculated above.

	Demand or Precept £		Council Tax Base	Band D Council Tax £
West Sussex County Council	£22,888,646.62	÷	19,697.8	1,161.99
Sussex Police & Crime Commissioner	£2,779,753.54	÷	19,697.8	141.12
Adur District Council	5,348,540	÷	19,697.8	271.53

NOTE 2: NON-DOMESTIC RATES (NDR)

Non-domestic rates (NDR) are collected by the Council from local businesses using a uniform rate supplied by the Government for the Country as a whole which was 48.2p in 2014/15 (47.1p in 2013/14) and local rateable values. The total non-domestic rateable value at the end of the year for the district was £44.16m (£43.46m in 2013/14).

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 3: BAD AND DOUBTFUL DEBTS

A requirement of £895k and £430k for bad and doubtful debts for Council Tax and National Non Domestic Rates has been provided for in 2014/15 in line with Adur District Council's accounting policy for maintaining the provision.

NOTE 4: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF COUNCIL TAX

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Balances to Major Preceptors				
	West Sussex County Council	Sussex Police & Crime Commissioner	Adur District Council	TOTAL
	£'000	£'000	£'000	
Demand on Collection Fund 2015/16	23,421	2,900	5,473	31,794
Apportionment based on 2015/16	73.66%	9.12%	17.21%	100%
Council Tax Arrears	1,527	189	357	2,073
Provision for Bad Debts	(659)	(81)	(154)	(894)
Receipt in Advance	(407)	(51)	(95)	(553)
(Surplus)/Deficit	(360)	(45)	(84)	(489)
Balance as at 31/03/2015	101	12	24	137

NOTE 5: APPORTIONMENT OF BUSINESS RATES BALANCES TO MAJOR PRECEPTORS

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Business Rates Balances to Major Preceptors				
	Department of Communities and Local Govt	West Sussex County Council	Adur District Council	TOTAL
	£'000	£'000	£'000	
Business Rates Arrears	317	64	254	635
Provision for Bad Debts	(215)	(43)	(172)	(430)
Provision for Appeals	(488)	(98)	(391)	(977)
Receipt in Advance	(160)	(32)	(128)	(320)
(Surplus)/Deficit	(385)	(77)	(308)	(770)
Balance as at 31/03/2015	(931)	(186)	(745)	(1,862)

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SCOPE OF RESPONSIBILITY

Adur District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Adur District Council has complied with the code and also meets the requirements of regulation 4[2] of the Accounts and Audit Regulations 2011 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Council for the financial year ended 31st March 2015 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements include arrangements for:

- identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users;
- reviewing the authority's vision and its implications for the authority's governance arrangements;
- translating the vision into objectives for the authority and its partnerships;

ANNUAL GOVERNANCE STATEMENT

THE GOVERNANCE FRAMEWORK

- measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources and value for money;
- defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements;
- developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality;
- reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability;
- ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- ensuring effective management of change and transformation;
- ensuring the authority's financial management arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Chief Financial Officer in Local Government* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring the authority's assurance arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Head of Internal Audit* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring effective arrangements are in place for the discharge of the monitoring officer function;
- ensuring effective arrangements are in place for the discharge of the head of paid service function;
- undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees: Practical Guidance for Local Authorities*;
- ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- whistleblowing and for receiving and investigating complaints from the public;
- identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training;
- establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation;
- enhancing the accountability for service delivery and effectiveness of other public service providers;
- incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements.

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THE GOVERNANCE FRAMEWORK

The operation of this authority's governance framework is described in the section below.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives Managers/Directors/Members, in a number of ways, the confidence/evidence/ certainty that what needs to be done is being done. The chart below provides a high level overview of the Council's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO					
Focusing on the purpose of the Authority; deliver outcomes for the Community and create and implement a vision for the local area.	Working together to achieve a common purpose with clearly defined functions and roles	Promote values for the authority and demonstrate the values of good governance through upholding high standards of conduct and behaviour	Take informed and transparent decisions which are subject to effective scrutiny and managing risk	Develop the capacity and capability of members and officers to be effective	Engage with local people and other stakeholders to ensure robust public accountability.

HOW WE DO IT					
<ul style="list-style-type: none"> • Organisational goals • Service planning • Performance Management • Strategies 	<ul style="list-style-type: none"> • The Constitution • The Monitoring Officer • Section 151 Officer 	<ul style="list-style-type: none"> • Codes of conduct • Financial management and MTFP • Bribery Act 2010 policy guidance • Whistleblowing Policy • HR Policies and procedures 	<ul style="list-style-type: none"> • Freedom of information requests • Complaints procedure • Reports considered by legal and finance experts • Equality impact assessments • Corporate risk register 	<ul style="list-style-type: none"> • Robust interview and selection process • Training and development • Workforce planning • Succession planning • Performance development reviews • Talent management 	<ul style="list-style-type: none"> • Community and engagement policy • Consultations • Terms of reference for partnerships

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE
Joint Governance Committee function and self-assessment; Corporate Governance Group; Scrutiny Reviews; Review of progress made in addressing issues; Performance monitoring; Review of compliance with corporate governance controls; Review of accounts; Employee opinion surveys; Internal audits and external audits; Inspections and recommendations made by external agencies.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

The following sections look at how the Council delivers governance principles in more detail:

1. FOCUSING ON THE PURPOSE OF THE AUTHORITY AND ON OUTCOMES FOR THE COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA

Joint Corporate Priorities

The Councils have agreed three priorities which set out its aspirations for the town.

- ◆ **Supporting Wealth Generators**
- ◆ **Cultivating Enterprising Communities**
- ◆ **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet <http://www.adur-worthing.gov.uk/large-files/surfs-up/surfs-up-spreads.pdf>.

Service planning and performance management

In order to secure these outcomes for residents and service users, the Council needs to respond to some tough challenges. Through partnership working and efficiency savings the Council has made significant savings over the past five years and needs to find a further £3.0m by 2019/20 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES.

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, this Council continues with this arrangement internally and is in the process of updating the constitution to ensure it reflects current practice. As well as working together as a single organisation and with our neighbour Worthing borough Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, the s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Codes of conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

Financial management

The Head of Finance and s151 Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Cabinet and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with finance staff ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Financial Regulations were revised in 2013/14 by the s151 Officer so that the Council can meet all of its responsibilities under various laws. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2014) <http://awintranet/media/media,125134,en.pdf> sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Joint Governance Committee

As its name suggests, the Joint Governance Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff. The Freedom of Information Act 2000 (Fol) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant

Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place.

Effective scrutiny

The Council operates Joint Overview and Scrutiny Committee (JOSC) governed by its own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by Cabinet or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Council is performing and see whether they are providing the best possible, cost effective service for people in the city. The JOSC's findings are reported to the Joint Strategic Committee or Cabinet and may result in changes to the way in which services are delivered.

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Council operates a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

5. DEVELOPING THE CAPACITY AND CAPABILITY OF MEMBERS AND OFFICERS TO BE EFFECTIVE

Recruitment and induction

The Council operates a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IS, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Governance and Audit and Standards Committee, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

Performance monitoring

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out a performance development review on an annual basis, which seeks to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements. Adur District Council has developed a Community and Engagement Policy, which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

Engagement and communication

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Councils website at www.adur-worthing.gov.uk. Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, neighbourhood forums, council meetings (open to the public), their local Councillor and through the citizens panel.

Consultations

The council keeps a forward plan of planned consultations. Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current consultations, as well as a list of past consultations explaining how the council has used public feedback is available on the council website.

Partnership working

In addition to the partnership between Adur and Worthing (<http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/>), this Council is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

REVIEW OF EFFECTIVENESS

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

The Council has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Cabinets, the Joint Governance Committee, the Joint Overview and Scrutiny Committee, the Standards Committee.
- internal and external audit
- other explicit review/assurance mechanisms.

ANNUAL GOVERNANCE STATEMENT

REVIEW OF EFFECTIVENESS

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

SIGNIFICANT GOVERNANCE ISSUES

There are two significant governance issues either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report;

i) Procurement and contract management procedures and processes:

The Council identified the need to improve its future procurement and contract management arrangements following an in depth review of contact procedures and contract management arrangements. Actions are being taken to remedy the situation by way of:

- A programme of training on contract standing orders and contract management;
- A major review of contract management; and
- A corporate review of procurement.

ii) Lack of an ICT Disaster Recovery Plan.

The Council identified this as a key priority following an in-depth review of an IT failure. To address this, the Council has engaged consultants to support the production of a new ICT Disaster Recovery Plan

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2014 review together with any issues which have been identified during the current review.

The governance requirements in the Statement on the Role of the Chief Financial Officer in Public Services are that the Chief Financial Officer should be professionally qualified, report directly to the Chief Executive and be a member of the leadership team, with a status at least equivalent to other members. The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council's Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive and the Corporate Leadership Team where necessary.

PROPOSED ACTION

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

ANNUAL GOVERNANCE STATEMENT

Signed: _____

Councillor Neil Parkin
Leader of the Council
Adur District Council



Dated:

Signed: _____

Alex Bailey
Chief Executive of
Adur and Worthing Councils



Dated:

GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	The period of time covered by the accounts. The current year is 2014/15 which means the year commencing 1st April 2014 and ending 31st March 2015. The end of the accounting period is the date at which the balance sheet is drawn up.
ACCRUAL	An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.
ACTUARIAL ASSUMPTION	An actuarial assumption is an estimate (usually in respect of pension fund valuations) of an unknown value made in accordance with methods of actuarial science. An actuarial assumption is made using statistical tools such as the correlation of known values to possible outcomes for the unknown value. An actuarial assumption is often used to calculate premiums or benefits.
ACTUARIAL GAINS AND LOSSES	Actuarial gains and losses which may result from: <ul style="list-style-type: none">(a) experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and(b) the effects of changes in actuarial assumptions.
ASSET	A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.
AMORTISED COST	The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.
BALANCE SHEET	A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.
CAPITAL CHARGE	A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.
CAPITAL EXPENDITURE	Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.

GLOSSARY OF ACCOUNTING TERMS

CAPITAL RECEIPTS	The proceeds from the sale of fixed assets.
CASH EQUIVALENTS	Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.
COMMUNITY ASSETS	Assets that are intended to be held in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and historic buildings.
CONSISTENCY	The concept that the accounting treatment of like items within an accounting period and from one period to the next is the same.
CONTINGENT LIABILITY	A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.
CREDITORS	Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.
CURRENT ASSETS/LIABILITIES	Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.
CURRENT SERVICE COST	Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.
CURTAILMENT	Curtailments will show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.
DEBTORS	Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date
DEFINED BENEFIT SCHEME	This is a pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).
DEPRECIATION	The loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.
EXPENDITURE	The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.

GLOSSARY OF ACCOUNTING TERMS

FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.
INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTANGIBLE ASSETS	Non-financial assets e.g. software licences with no physical substance which is controlled by an entity through custody or legal rights.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the Council without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the Council.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.

GLOSSARY OF ACCOUNTING TERMS

OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.
POST BALANCE SHEET EVENTS	Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur, but uncertain as to the amounts involved or as to the dates on which they will arise are not determined.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in a previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.
PUBLIC WORKS LOAN BOARD (PWLB)	The Public Works Loan Board (PWLB) is a statutory body operating within the Debt Management Office of the UK Treasury (DMO) and is responsible for lending money to local authorities and managing certain public sector funds.
REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of a Council.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

GLOSSARY OF ACCOUNTING TERMS

MAIN CHANGES IN TERMINOLOGY

UK GAAP (Old Terminology)	IFRS (Revised Terminology)
I and E Account and STRGL	Statement of Comprehensive Income
Fixed (e.g. Fixed Assets)	Non current (e.g. Non Current Assets)
Stocks	Inventories
Tangible fixed assets	Property plant and equipment

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Worthing
Borough
Council



***Statement of
Accounts
2014/2015***

WORTHING BOROUGH COUNCIL

STATEMENT OF ACCOUNTS

for the year ended 31st March, 2015

C O N T E N T S

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EXPLANATORY FOREWORD

INTRODUCTION

This is an explanatory foreword to the Statement of Accounts for the year ended 31 March 2015.

The accounts shown on the following pages have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014-15 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) supported by the International Financial Reporting Standards (IFRS) and are in respect of the financial year ended 31 March 2015.

Changes to the CIPFA Code of Practice for 2014/15

Unlike previous years there are no new significant requirements which are relevant to this authority. However, there are a number of areas that have been revised “to take account of issues arising from practitioner queries raised through, for example, CIPFA’s Technical Enquiry Service.”

In more specific terms, updates, revisions and changes listed include:

- LAAP Bulletin 86 (Update) *Componentisation of Property, Plant and Equipment*
- The Carbon Reduction Commitment Energy Efficiency Scheme – Module 2 has been updated for the consequences of the accounting requirements for the second phase of the scheme, which commenced in April 2014 and runs until March 2019.
- Module 3 includes changes to section 3.4 of the Code on the presentation of financial statements to reflect the amendments to IAS 1 in respect of the new requirements for comparative information and clarification regarding the complete list of financial statements.
- Within Example Financial Statements, a new section C has been added to include CIPFA’s updated *How to Tell the Story*, which is intended to help CFOs and other senior staff present the financial statements to members and other key stakeholder.

The significant Accounting Policies are included as Note 1 to these accounts.

The Annual Governance Statement is included at the end of this document for information.

The Statements are listed and explained in the next section.

The Statement of Accounts consists of:

Page No:

Statement of Responsibilities

12

This statement sets out the respective responsibilities of the Council and the Chief Financial Officer in respect of the Council’s accounts. This statement confirms that the accounts give a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the given financial year.

Movement in Reserves Statement

13

This statement shows the movement in the year on the different reserves held by the Council, analysed into ‘usable reserves’ and “unusable reserves”.

EXPLANATORY FOREWORD

EXPLANATION OF ACCOUNTING STATEMENTS

Page No:

Comprehensive Income and Expenditure Statement

14

This statement provides a summary of the resources generated and consumed by the council in the year that have contributed to the changes in resources shown in the Movement in Reserves Statement (MiRS).

The Balance Sheet

15

This statement summarises the Council's assets and liabilities as at 31st March 2015 in its top half. The bottom half of the statement sets out the reserves split into the 2 categories of 'usable' and 'unusable' Reserves.

The Cash Flow Statement

16

This statement summarises the flows of cash and cash equivalents of the Council that have taken place over the financial year.

Notes to the Accounts

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Collection Fund

104-106

The Council is required to maintain a separate Collection Fund to receive monies as a billing authority in relation to the Council Tax and Non-Domestic Rates (NDR) and accounts for their distribution to preceptors (West Sussex County Council and The Police and Crime Commissioner) and the Council's own General Fund. Last year was the first year of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the Borough. It does, however, also increase the financial risk due to non-collection and the volatility of the NDR tax base.

The scheme allows the Council to retain a proportion of the total NDR received. The Worthing share is 40% with the remainder paid to the precepting body - West Sussex County Council (10%) and Department of Communities and Local Government (50%).

WORKING IN PARTNERSHIP

Government initiatives have placed great emphasis on partnership working for future service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Adur District and Worthing Borough Councils embarked on an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, now includes all of the services that were intended to operate as shared Adur and Worthing services with a net cost of services of £24.1m. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget and statement of accounts.
- As each service moves across to the Joint Strategic Committee their respective budgets and spend are pooled.
- The spend on joint services is recharged back to Adur and Worthing Councils.

EXPLANATORY FOREWORD

WORKING IN PARTNERSHIP

For 2014/15 a separate statement of accounts is required to be produced for the Joint Strategic Committee for Adur and Worthing Councils. From 2015/16 onwards, there is no requirement to produce such a statement. A copy of the 2014/15 accounts are available on request from the Chief Financial Officer, Town Hall, Chapel Road, Worthing, BN11 1HB.

COUNCIL PRIORITIES

The Council has agreed three priorities which set out its aspirations for the town.

- ◆ **Supporting Wealth Generators**
- ◆ **Cultivating Enterprising Communities**
- ◆ **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet: <http://www.adur-worthing.gov.uk/media/media,134526,en.pdf>

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

The most recent budget strategy for this council has been compiled in the context of the Government's Comprehensive Spending Review and the 2015/16 local government settlement. Both councils agreed a budget strategy to meet this challenge through 3 major work streams – major service reviews, efficiency reviews and base budget reviews. As a result significant savings were identified as part of the 2015/16 budget round.

The Worthing Borough Council budget strategy has taken account of risks such as:

- income generated by the Council may be affected by the recession;
- withdrawal of funding by partners, potentially losing funding for key priorities;
- the inflation allowance in non-pay budgets could result in higher than expected costs

The Council has a working balance and other earmarked reserves to help mitigate these risks.

Further details of the future spending plans for both councils are contained in the "Outline Forecast 2016/17 To 2020/21 And Budget Strategy", which was reported to 7th July 2015 Joint Strategic Committee.

The link for this report is <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee,133764,en.html>

EXPLANATORY FOREWORD

FINANCIAL OVERVIEW

A comprehensive summary of the financial performance of the Partnership authorities – Adur District Council, Worthing Borough Council and the Joint Strategic Committee – is contained in the 7th July 2015 Joint Strategic Committee report “Joint Revenue Outturn 2014/15”. This is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The financial activities of the Council can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the Council in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the District over a number of years.

SUMMARY OF REVENUE SPEND

A more detailed summary of the Council's financial results for 2014/15 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the Council was able to contain expenditure to below the original budget due to net additional grants, reduced Treasury Management borrowing costs and the Parks and Foreshore underspend. The current economic recession has impacted on income streams for the Council. In 2014/15 Worthing Borough Council reported an underspend of £121,280 against a budget of £13,976,780. The major variations are explained in more detail in the 7th July, 2015 Joint Strategic Committee report “Joint Revenue Outturn 2014/15”. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The most significant items which contributed to the position were as follows:

	£000s
FIT 4 - Additional expenditure prior to becoming a trust	355
Fall in income from investment properties	115
The impact of job evaluations	430
Increasing income from grants for the loss of income attributable to changes in Non domestic Rates	(373)
Reduction in the cost of borrowing largely associated with delays in the capital investment programme	(477)
Theatres - service restructure to provide a different cultural offer resulting in increased staff costs and underachievement of income	184
Waste - VAT refund and increased income from Trade waste	(135)
Parks - mainly due to underspend in premises maintenance	(227)
Other changes	7
	(121)

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

Where such items were identified when the 2015/16 budget was being prepared, an allowance for any impact on future years was built into the budget.

In spite of a difficult year from a financial perspective, the Council has maintained and improved services and delivered on major capital investments whilst containing revenue spend within the approved budgets.

How the money was spent and how services were funded

CABINET MEMBER PORTFOLIOS	CURRENT ESTIMATE 2014/15	OUTTURN 2014/15	UNDER/ OVERSPEND
	£000s	£000s	£000s
Leader	1,009	1,018	9
CM for Environment	3,727	3,978	251
CM for Health & Wellbeing	1,335	1,157	(178)
CM for Customer Services	3,842	4,095	253
CM for Regeneration	2,563	2,476	(87)
CM for Resources	3,076	4,025	949
Holding Accounts	1,383	0	(1,383)
Total Cabinet Members	16,935	16,749	(186)
Credit Back Depreciation	(3,178)	(2,783)	395
Minimum Revenue Provision	1,207	1,078	(129)
Other grants	-	(374)	(374)
	14,964	14,670	(294)
Transfer to/from reserves:			
Contribution to reserves	(988)	(815)	173
Transfer from reserves to fund specific expenditure	-	-	-
Capacity Issue Reserve	-	-	-
Transfer to/ (from) reserves	-	-	-
Total Budget requirement before External Support from Government	13,976	13,855	(121)

Approved Use of Underspends	£'000
Unspent 2014/15 budget approved for use in 2015/16	67
Unspent 2014/15 budgets from Joint Account approved for use in 2015/16	29
Net overspend transferred to the Capacity Issues Reserve	25
Underspend declared in year	121

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

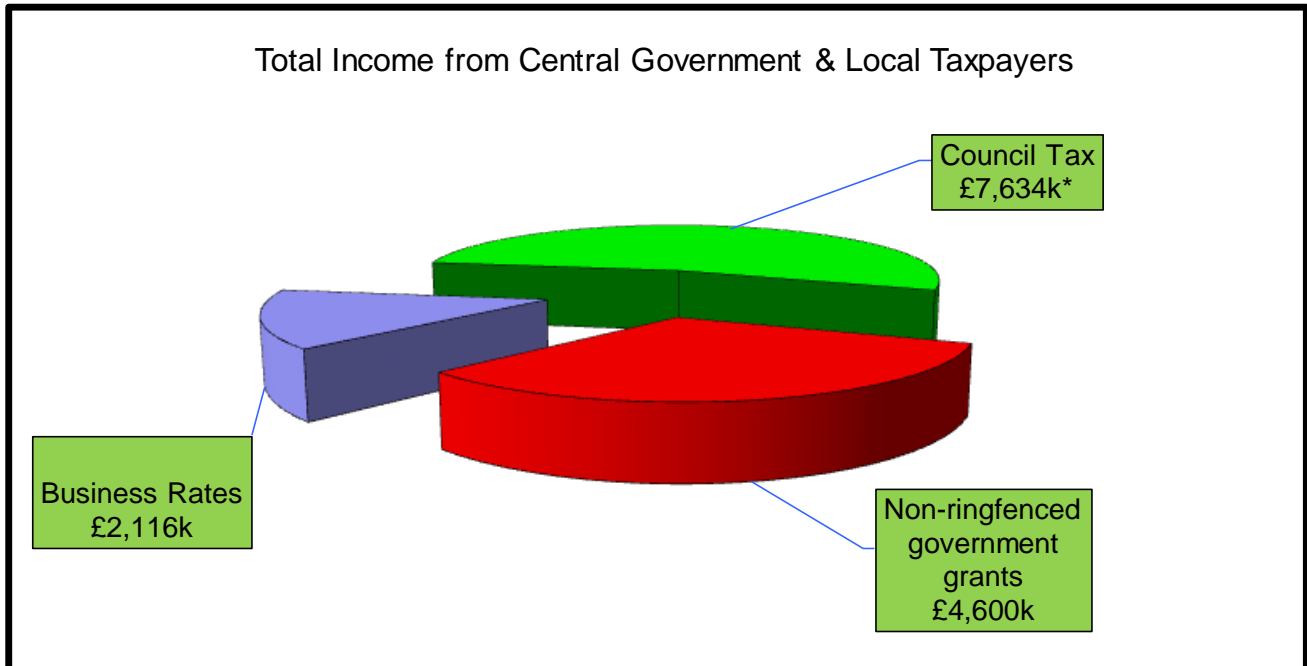
Funding from Central Government Support

The Council's share of Revenue Support Grant is £2.79m (£2,791,110) financial year 2014/15.

Funding from Local Taxpayers

The Council collected £54.18m of Council Tax relating to 2014/15, this represented 98.15% of the total Council Tax due to be collected. Council Tax is collected by Worthing Borough Council on behalf of the following preceptors in the proportions detailed: West Sussex County Council 76.35%, Sussex Police and Crime Commissioner 9.46% and Worthing Borough Council 14.19%.

The Council also collects non-domestic rates from local businesses. In 2013/14 the government introduced a business rate retention scheme which changed how business rates are administered nationally. Of the £32.04m billed, after allowing for exemptions, reliefs and provisions, the Council keeps 40%, 10% is paid to the County Council and the remaining 50% is paid over to the treasury.

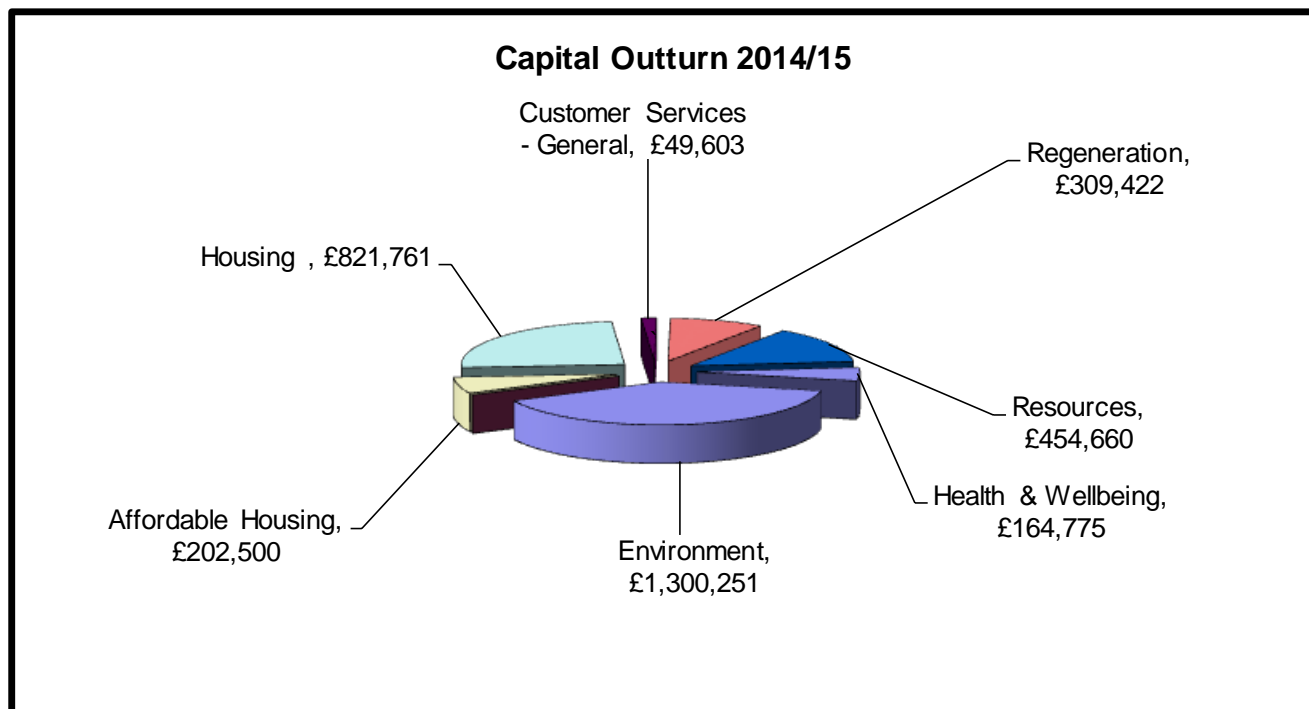


* Net of budgeted Collection Fund deficit.

EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Council's aims and objectives over more than one year. The Council plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.



The Worthing capital investment programme for all Portfolios was originally estimated at £6,185,770. Subsequent approvals and reprofiling of budgets to 2014/2015 produced a total current budget of £3,813,320. Actual expenditure in the year totalled £3,302,972, a reduction of £510,348 on the revised estimate, comprising of a net slippage of £323,190 and a net underspend of £187,158. The major factors contributing to the reprofiling and slippage were:

1. Schemes where the Council does not have control over the scheme progress i.e. coast protection schemes where the lead officer works for another authority, or mandatory grant schemes where the Council has no control over when the grants will be paid.
2. Additional works being identified after the scheme has commenced which either require additional financial resources or additional time.
3. Some schemes are delayed by adverse weather or other environmental problems.
4. Officer capacity has resulted in some schemes being unable to commence or complete within the financial year.

The reprofiling of schemes has been on-going throughout the year and in total 52 schemes did not complete as planned in 2014/15.

EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

Expenditure in 2014/15 was financed as follows:

	2014/15
	£'000
Capital Receipts	217
Other Grants and Contributions	715
Revenue Contributions	341
Borrowing	2,030
TOTAL	3,303

The Council's asset values have been increased as a result of the above capital investment. The Council plans to invest £13,985,290 in its capital assets over the next 3 years, £6,257,040 in 2015/16, £4,868,200 in 2016/17 and £2,860,050 in 2017/18. The capital investment will be financed from a mix of funding including capital receipts, capital grants, revenue contributions, use of reserves, specific one-off external contributions and prudential borrowing.

In 2014/15 £1.126m of capital receipts received during the year were used to repay debt associated with the construction of the new swimming pool in accordance with the funding strategy for the new facility whereby as assets are sold the funds realised are used to pay down the debt associated with the facility.

POST EMPLOYMENT BENEFITS

Employees of the Council have the option to become members of the Local Government Pensions Scheme, administered by West Sussex County Council. This scheme is funded and provides defined benefits to members (retirement lump sums and pensions), earned by employees as they worked for the Council. The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund and comply fully with the requirements of IAS19.

To comply with these relevant accounting standards, the Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against council tax is based on the cash payable in the year. Therefore the cost of post-employment and retirement benefits shown in Note 48 are notional and are reversed out of the General Fund via the Movement in Reserves Statement.

EXCEPTIONAL ITEM

A long running legal dispute with the car park contractor was settled in 2013/14. Confidentiality is a condition of the settlement. The settlement cost was part funded by a provision of £246,000 with the remaining cost being funded from the Special and Other Emergency Expenditure Reserve.

ACHIEVEMENTS IN 2014/15

The Revenue and Capital transactions recorded in these statements supported all the Councils' activities and objectives in 2014/15 Substantial achievements were made in the following areas:

EXPLANATORY FOREWORD

ACHIEVEMENTS IN 2014/15

Visitor Information Points - Worthing Borough Council provides two Visitor Information Points for the public at the Pavilion Theatre on the sea front and at the Museum. This sustains the offer while making savings.

Worthing Theatres - Worthing Theatres had an increase in ticket sales of over 58,000 compared to the previous year. The Connaught Pantomime smashed all records and with over 100 sold out shows throughout the year, 2014/15 was a year of remarkable growth.

South Downs Leisure - Worthing BC successfully transferred its Leisure Services to the newly formed South Downs Leisure Trust, a locally based social enterprise. The transfer to Trust will further enhance Worthing's leisure offer and deliver significant savings to the Council, with the Trust paying an annual service fee to the Council. The creation of the Trust is one of the most significant articulation's of the Council's vision set out in "Catching the Wave " and "Surfs Up"

Rethinking Parks - The Councils were successful in its bid to the DCLG's Transformation Challenge Award to fund a project to review how communities can be more engaged in the management and ownership of Parks. The project is being delivered in partnership with The Conservation Volunteers and in addition to engaging communities, will seek to achieve physical and mental health outcomes

West Sussex Transit Site - In partnership with the County Council, other District and Borough Councils, Sussex Police and the Homes and Communities Agency, funding, planning permission and construction of a Gypsy and Traveller Transit Site took place in 2014/15 in readiness for the Site to open in April 2015. This initiative follows several years of dealing with Unauthorised Encampments that were both costly and had a negative impact on the community and the Councils reputation.

Think Family - Adur and Worthing Councils are one of the key lead agencies delivering the West Sussex version of the national Troubled Families project: Think Family. The first phase of Think Family ended in March 2015 with targets for intervention achieved and West Sussex emerging as one of the most successful programmes. Adur and Worthing Councils continue to be one of the lead delivery agencies for the new expanded Think Family 2 programme, and have led the way in West Sussex in delivering community based interventions through the Think Family neighbourhoods' initiative.

Customer Services – This joint service supports 160,000 residents, 700,000 households, and 7,000 businesses, as well as supporting the visitor economy and enquiries from customers outside our geographical boundaries. In 2014/15 it has focused on procurement of replacement omnichannel technologies and enterprise telephony, improved management information and knowledge. We will become more effective advocates for customers across the business. A Customer and Commercial Board has been established by the Director for Customer Service which identifies new business and service efficiency opportunity.

Street Naming and Numbering - The service won GOLD standard awards for both Adur and Worthing and has been named as "Best in the South East.

EXPLANATORY FOREWORD

ACHIEVEMENTS IN 2014/15

Worthing Benefits Team - continued to provide financial support to approximately 10,000 households in the Borough awarding almost £45m of assistance. Some 4,700 new claims and 49,000 changes were processed in respect of 64,000 items of work with an average turn-around time of 8.71 days. During the year more than 89,000 individual payments were issued, approximately 8,000 quality assurance checks undertaken and six software upgrades successfully installed.

Worthing Revenues and Recovery Team - administered liabilities in respect of almost 49,000 domestic and 3,200 commercial properties, issuing bills valued at £54.4m and £31.7m respectively. In-year collection rates of 98.15% (for Council Tax) and 98.22% (for Business Rates) were achieved whilst at the same time the value of prior year debts was reduced by £1.2m. The team received 41,000 items of work, pursued 3,700 accounts through Court action and initiated 311,000 Direct Debit payments.

SUMMARY

This is a challenging time for Local Government. Both Councils have faced a considerable reduction in central Government funding and have a strong desire to limit the increases to Council Tax.

The Council underspent by £121,300 which is most welcome at this time to help the Councils manage the financial climate with which it is grappling and to build capacity to manage service reductions over the next year and fund future service developments.

The outturn position will inform the development of the 2016/17 budget. The intention is to build in recurring under spends into the 2016/17 budget where possible and so avoid the need for unnecessary service reductions.

FURTHER INFORMATION

Further information on Worthing Borough Council's accounts is available from the Section 151 Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

Information on joint policies and plans for the Adur Worthing partnership, and especially their joint Key Priorities are obtainable on application to the Head of Productivity and Innovation in the Town Hall, Chapel Road, Worthing or by accessing the joint Adur and Worthing Councils' website, www.adur-worthing.gov.uk

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2015

The Council's Responsibilities:

- (a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council in the financial year 2014/15 that officer was the Chief Financial Officer.
- (b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.
- (c) To approve the Statement of Accounts by 30th September, 2015.

The Chief Financial Officer and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts which is required to give a "true and fair" view of the financial position of the Council.

In preparing the statement of accounts the Chief Financial Officer is to select accounting policies and apply them consistently, make judgements and estimates that are reasonable, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2011 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Council at 31st March, 2015 and its income and expenditure for the year ended on that date.

SARAH GOBEY
Chief Financial Officer

Dated: 29th September, 2015

Certificate of Approval by Joint Governance Committee

I confirm that these Accounts were approved by the Joint Governance Committee of Adur District Council and Worthing Borough Council on 29th September 2015

ELIZABETH SPARKES
Chairman, Joint Governance Committee

Dated: 29th September, 2015

MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and "unusable", which are kept to manage accounting processes (such as the revaluation of non-current assets) reserves. The 'Surplus or (deficit) on the provision of services' line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charges to the General Fund Balance for Council Tax setting. The 'Net increase /decrease before transfers to earmarked reserves' line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Single Entity	General Fund Balance	Earmarked GF Reserves	Capital Receipts Reserves	Capital Grants Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31.03.13	(1,142)	(5,219)	(4,091)	(1,392)	(11,844)	(40,894)	(52,738)
Movement in Reserves during 2013/14							
(Surplus) or deficit on provision of services	17,717	-	-	-	17,717	-	17,717
Other Comprehensive Expenditure & Income	(6)	-	-	-	(6)	(4,988)	(4,994)
Total Comprehensive Expenditure and Income	17,711	-	-	-	17,711	(4,988)	12,723
Adjustments between accounting and funding basis under Regs. (Note 7)	(16,084)	-	(98)	95	(16,087)	16,087	-
Net Increase/Decrease before Transfers to Earmarked Reserves	1,627	-	(98)	95	1,624	11,099	12,723
Transfers to/from Earmarked Res. (Note 8)	(1,329)	1,329	-	-	-	-	-
Increase/Decrease (movement) in Year	298	1,329	(98)	95	1,624	11,099	12,723
Balance at 31.03.14 c/fwd	(844)	(3,890)	(4,189)	(1,297)	(10,220)	(29,795)	(40,015)
Movement in Reserves during 2014/15							
(Surplus) or deficit on provision of services	2,433	-	-	-	2,433	-	2,433
Other Comprehensive Expenditure and Income	30	-	-	-	30	(12,534)	(12,504)
Total Comprehensive Expenditure and Income	2,463	-	-	-	2,463	(12,534)	(10,071)
Adjustments between accounting basis and funding basis under reg's (Note 7)	(856)	-	(58)	(92)	(1,006)	1,006	-
Net Increase/Decrease before Transfers to Earmarked Reserves	1,607	-	(58)	(92)	1,457	(11,528)	(10,071)
Transfers to/from Earmarked Res. (Note 8)	(1,607)	1,607	-	-	-	-	-
Increase/Decrease in Year	(0)	1,607	(58)	(92)	1,457	(11,528)	(10,071)
Balance at 31.03.15 c/ fwd	(844)	(2,283)	(4,247)	(1,389)	(8,763)	(41,323)	(50,086)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2014/15	2014/15	2014/15	2013/14	2013/14	2013/14	Note
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure	
	£'000	£'000	£'000	£'000	£'000	£'000	
NET EXPENDITURE ON SERVICES							
Central Services to the Public	1,912	(889)	1,023	1,791	(987)	804	
Cultural Services	13,023	(9,610)	3,413	22,171	(8,664)	13,507	
Environmental & Regulatory Services	5,729	(2,926)	2,803	7,882	(3,933)	3,949	
Planning Services	2,504	(756)	1,748	3,495	(1,517)	1,978	
Highways and Transport Services	1,587	(2,205)	(618)	924	(1,101)	(177)	
Other Housing Services	39,433	(38,055)	1,378	39,030	(37,548)	1,482	
Corporate & Democratic Core	2,115	(136)	1,979	2,309	(160)	2,149	
Non-Distributed Costs	2,684	-	2,684	2,540	-	2,540	
Net Cost of Services	68,987	(54,577)	14,410	80,142	(53,910)	26,232	
(Gains)/losses on the disposal of non-current assets			149			2,551	9
Financing and Investment Income and Expenditure			2,284			3,395	10
Taxation and non-specific grant income			(14,410)			(14,461)	11
(Surplus) or Deficit on Provision of Services			2,433			17,717	
(Surplus)/Deficit arising on revaluation of Property, Plant and Equipment Assets			(14,020)			216	25
Remeasurements of the net defined pension benefit liability			1,486			(5,204)	25
Other			30			(6)	
Other Comprehensive Income and Expenditure			(12,504)			(4,994)	
Total Comprehensive Income and Expenditure			(10,071)			12,723	

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Worthing Borough Council. The net assets of Worthing Borough Council (assets less liabilities) are matched by the reserves held by the Council.

	See Note No:	As at 31st March 2015	As at 31st March 2014
		£'000	£'000
Long Term Assets:			
Property, Plant & Equipment	12	80,172	66,009
Heritage Assets	13	11,715	11,504
Investment Properties	14	15,397	15,042
Intangible Assets	15	218	158
Assets Held for Sale	21	4,784	4,784
Long Term Investments	16	75	-
Long Term Debtors	19	10	12
Total Long Term Assets		112,371	97,509
Current Assets:			
Short Term Investments	16	6,019	2,001
Inventories	17	183	178
Short Term Debtors	19	6,978	6,767
Cash & Cash Equivalents	20	3,910	1,743
Total Current Assets		17,090	10,689
Current Liabilities:			
Cash & Cash Equivalents			
Short Term Borrowing	16	(15,354)	(14,710)
Short Term Creditors	22	(12,107)	(8,574)
Provisions	23	(1,193)	(660)
Grants Receipts In Advance - Revenue	39	(731)	(296)
Total Current Liabilities		(29,385)	(24,240)
Long Term Liabilities:			
Long Term Borrowing	16	(2,836)	(88)
Other Long Term Liabilities	47	(47,154)	(43,855)
Total Long Term Liabilities		(49,990)	(43,943)
Net Assets		50,086	40,015
Financed By Reserves:			
Usable Reserves	24 & 8	(8,763)	(10,219)
Unusable Reserves	25	(41,323)	(29,796)
Total Reserves		(50,086)	(40,015)

CASH FLOW STATEMENT

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

	See Note No:	2014/15	2013/14
		£'000	£'000
Net (surplus) or deficit on provision of services	26	(2,433)	(17,717)
Adjustments to net surplus or deficit on the provision of services for non cash movements	26	6,344	14,169
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	26	(2,207)	4,196
Net cash flows from Operating Activities	26	1,704	648
Investing Activities	27	(3,679)	(1,886)
Financing Activities	28	4,142	541
Net increase or decrease in cash and cash equivalents		2,167	(697)
Cash and cash equivalents at the beginning of the reporting period		1,743	2,440
Cash and cash equivalents at the end of the reporting period	20	3,910	1,743

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2014/15

General

The accounts have been prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) / The Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Accounting in United Kingdom – 2014/15 Accounts, which is based on International Reporting Standards (IFRS).

As outlined in the Foreword, there are no significant changes to the CIPFA Code of Practice for 2014/15 which affect this Council.

The concepts and principles of International Accounting Standards Board Conceptual Framework for Financial Reporting (2010) have been applied and are outlined below.

The Statement of Accounts has been prepared with the overriding requirement that it is a 'true and fair' representation of the financial position, performance and cash flows of the Council.

The Council has endeavoured to ensure that within the restrictive definitions of the regulations the following objectives have been met:-

- To provide financial information about the reporting authority that is useful to existing and potential investors, lenders and other creditors in making decisions about providing resources to it
- To provide information about the authority's financial performance, financial position and cash flows that is useful to a wide range of users for assessing the stewardship of the authority's management and for making economic decisions
- To meet the common needs of most users focusing on the ability of the users to make economic decisions, the needs of public accountability and the stewardship of the authority's resources

Accruals

The non-cash effects of transactions have been reflected in the statements for the financial year in which they occur, not when any cash is received or paid. The current de minimis is £250.

Tax Income (Council Tax, Non-Domestic Rates (NDR) And Rates)

The Council is a billing authority and follows the principles in IPSAS 23 Revenue from Non Exchange transactions (Taxes and Transfers) in respect of accounting for tax income collected except where adaptations to fit the public sector are detailed in the Code.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

Tax Income (Council Tax, Non-Domestic Rates (NDR) And Rates)

Retained Business Rate income, Top Up income and Council Tax income included in the Comprehensive Income and Expenditure Statement for the year will be treated as accrued income.

NDR, Top Up Income and Council Tax will be recognised in the Comprehensive Income and Expenditure Statement in the line Taxation and Non-Specific Grant Income. As a billing authority the difference between the NDR and Council Tax included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account and reported in the Movement in Reserve Statement. Each major preceptor's share of the accrued NDR and Council Tax income will be available from the information that is required to be produced in order to prepare the Collection Fund Statement.

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

UNDERLYING ASSUMPTION TO THE STATEMENT OF ACCOUNTS

Going Concern

The accounts have been prepared on the assumption that the Council will continue to provide operational services for the foreseeable future.

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Relevance and faithful representation

The information in the accounts is useful in assessing the Council's stewardship of public funds and for making economic decisions. It is intended to be complete, neutral and free from error.

Materiality

An item is considered to be material where its omission or mis-statement could influence the decisions or assessments of users of the financial statements presented in the accounts. Materiality, therefore, is subjective and depends on the nature or size of the omission or mis-statement judged in the surrounding circumstances.

The Council has therefore exercised its professional judgement in considering the size and nature of any transaction, or set of transactions, brought into the financial statements. In so doing, the Council does not set fixed monetary limits or rules for materiality, but has taken a view upon what would provide a proper understanding of the Council's overall financial position. Where appropriate, such a view has been reached in consultation with the Council's auditors.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ENHANCED QUALITATIVE CHARACTERISTICS

Comparability

A consistent approach to accounting policies is used in preparing the accounts to ensure that it may be compared to previous years.

Verifiability

A faithful representation of the economic position.

Timeliness

The financial statements provide information to decision makers in time to be capable of influencing their decisions.

Understandability

Classifying, characterising and presenting information that is clear and concise. The financial statements are prepared for users who have a reasonable knowledge of business and economic activities.

Elements of financial statements

The elements directly related to the measurements of financial position in the Balance Sheet are assets, liabilities and reserves. The elements directly related to the measurement of the financial performance in the Comprehensive Income and Expenditure Statement are income and expenses.

The elements directly related to the measurements of the financial position in the Balance Sheet are assets, liabilities and reserves. The elements directly related to the measurement of the financial performance in the Comprehensive Income and Expenditure Statement are income and expenses.

The Cash Flow Statement reflects elements in both the Comprehensive Income and Expenditure Statement and the Balance Sheet.

In assessing whether an item meets the definition of an asset, liability or reserve, consideration has been given to its underlying substance and economic reality and not merely its legal form.

Primacy of Legislative Requirements

The Council operates through the power of statute. Where legislation prescribes the express treatment of transactions, then the accounting concepts outlined above will be over-ruled.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INCOME AND EXPENDITURE

Revenue Recognition

Revenue recognition has been accounted for in accordance with IAS 18. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arms length transaction.

COSTS OF SUPPORT SERVICES

The CIPFA Service Reporting Code of Practice (SeRCOP) requires the costs of support services to be charged on a fair and transparent basis. The allocation bases used for the main costs are outlined below. The majority of services are allocated out on a time allocation basis with the exception of the following:

Admin Buildings	Headcount
Human Resources inc training	Headcount
Payroll	Headcount
ICT	Headcount
Customer Services	Number of calls multiplied by length of time per call
Cashiers	Number of transactions
Exchequer Services	Number of transactions
Insurance - Employees	Headcount
Insurance - Premises	Premises Valuation
Insurance - Vehicles	Number of Vehicles

Jointly Controlled Operations and Jointly Controlled Assets

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

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable.

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 Authority when there is reasonable assurance that:

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset 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 (attributable revenue grants and contributions) or Taxation and Non-specific Grant Income and Expenditure (non-ringfenced 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.

The de minimis for grants and contributions to be subject to this accounting treatment is £5,000.

LEASES

IAS 17 requires leases to be classified between finance leases and operating leases. IAS 17 defines a lease as “a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership”.

The core tests which collectively or individually may provide evidence of finance leases are:

- the lease transfers ownership of the asset from the lessor (supplier) to the lessee (the user) by the end of the lease term;

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

- the lessee has the option to purchase the asset at a price that is expected to be sufficiently lower than the fair value;
- the lease term is for the major part of the economic life of the asset;
- the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.
- the leased assets are of such a specialised nature that only the lessee can use them without major modifications.

The Council as Lessee – Finance Leases:

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

The asset recognised is matched by a corresponding liability on the balance sheet for the obligation to pay the lessor (asset provider) the amounts due in respect of the capital cost of acquiring the asset. This is because the transaction is considered to be the same as if the Council had purchased the asset and financed it through taking out a loan. The lease payments from lessee to lessor are therefore apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment, which is applied to write down the lease liability held on the balance sheet, and
- a finance charge, which is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

The Council as Lessor – Finance Leases:

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement.

Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

The Council as Lessee – Operating Lease:

Under an operating lease the property so acquired is not required to be recognised as an asset in the Council's balance sheet, and the payments due under the lease will be a charge to revenue.

These payments are in effect rentals and are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

The Council as Lessor – Operating Lease:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet of the Council. Rental income is credited to revenue within 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).

NON CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets and operating leases which are charged directly to service revenue accounts.

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code. The surpluses arising on the revaluation of property, plant and equipment are credited to the Revaluation Reserve. The exception to this is where previous revaluation losses have been debited to the Comprehensive Income and Expenditure Account. Where this has occurred the surplus on revaluation is credited to the Comprehensive Income and Expenditure Account up to the value of the previous revaluation loss, less the value of depreciation that would have been charged had there been no revaluation loss. Surpluses arising on the revaluation of investment properties are credited to the Comprehensive Income and Expenditure Account. The Revaluation Reserve only includes gains since its inception from 1st April, 2007, prior gains were incorporated into the Capital Adjustment Account. The Council applies a five-year rolling programme of revaluations. The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at market value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost. Community assets and infrastructure assets are stated at cost. Assets under construction are stated at cost. Donated assets are revalued at fair value.
- Investment properties, are included in the balance sheet at market value and need to meet the criteria of property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
- Assets held for sale are included in the balance sheet if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use.
- Assets reclassified as Held for Sale when the following criteria are met:
 - i) The asset is available for sale in its present condition subject only to terms that are customary for sales of such assets (or disposal groups).

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Expenditure and Valuation principles

- ii) The sale must be highly probable.
- iii) The appropriate level of management must be committed to a plan to sell the asset (or disposal group).
- iv) An active programme to locate a buyer and complete the sale must have been initiated.
- v) The asset (or disposal group) must be actively marketed for sale at a price that is reasonable in relation to the current value.
- vi) The sale should be expected to qualify for recognition as a completed sale within one year from the date of classification except where the sale is likely to proceed to a sale without significant changes to the plan of sale, or that significant changes to the plan will be made or that the plan will be withdrawn.

For 2014/15 the Council's values of land and buildings have been included in the accounts based on professional valuations. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and £10,000 for new land and buildings. Assets valued below these limits are not included, unless a revaluation is pending.

Disposals

Assets are disposed of in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for all non-current assets used in the provision of services. (An impairment loss is only charged to revenue, if there is no balance on the Revaluation Reserve.) The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Movement in Reserves Statement on the General Fund Balance so that there is no impact on the amount required to be raised from local taxation for the provision of Council services.

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset.

The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Charges to Revenue for non-current Assets

Buildings	8-68 years except when impairment has occurred.
Vehicles	7-10 years
Equipment	from over 1 to 25 years
Intangible Assets, Software	from over 1 to 7 years
Infrastructure Assets	25 years
Community Assets	Held in perpetuity
Assets (Finance Leases)	Up to 10 years

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and were there to be reason to believe that the value had reduced materially in the period due to impairment, the valuation would be adjusted accordingly. Further information is supplied in Note 44.

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated on asset values at 1st April in the year following their confirmation as fully operational assets, except where the acquisition is material when depreciation is calculated at the date of acquisition. Assets in the course of construction are not depreciated until they are brought into use.
- assets disposed of are depreciated in the year of disposal
- depreciation is calculated using the straight-line method over the useful life of the asset, based on asset values at 1st April except where there are material acquisitions or disposals in any year where depreciation is calculated at date of acquisition or disposal.
- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.
- assets held for sale, investment properties, assets under construction and community assets are not depreciated.

Componentisation of Assets

Where an item of Property, Plant and Equipment has major components, the cost of which is significant in relation to the total cost, the components are depreciated separately. The Council uses the straight line method of depreciation over the useful life (UEL) of the component.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Componentisation of Assets

In accordance with the Code, significant components are recognised as assets are acquired, enhanced or revalued from 1 April 2010 onwards, and not retrospectively of this date. When a component is replaced or restored, the carrying amount of the old component is de-recognised by indexing the cost of the replacement back to the estimated inception date and adjusting for subsequent depreciation and impairment. When replaced components are written out, this does not result in a loss on either asset values or asset sales.

For Property, Plant and Equipment the accounting policy is to componentise all land and property assets valued at £50,000 or more in total where there has been a revaluation or enhancement since 1st April 2010. The following component categories are used:

Land

Main building structures

Replaceable building structures

Services

External works

Any Revaluation Reserve balances associated with componentised assets are attributed firstly to land and then to the main building structures, as it is considered unlikely that component replacements will give rise to revaluation gains and losses independently of the structure of a building. The exception would be if the Revaluation Reserve balance exceeded the valuation of the land and main building structure, when the remaining balance would be attributed to the other categories.

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset:

1. The asset must be identifiable
2. The asset must lack physical substance.
3. The asset is controlled by the Authority and benefit from future economic benefits. Intangible assets are measured at cost.
4. Intangible assets are amortised over their useful lives.

Intangible assets are either internally generated or purchased. The Council has no internally generated assets. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

HERITAGE ASSETS

Heritage Assets are a new classification of assets following the adoption of FRS 30.

Definition of Heritage Assets

A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

An intangible heritage asset is defined as an intangible asset with cultural, environmental or historical significance.

Recognition of Heritage Assets

The Council recognises heritage assets when the Council has information on the cost or value of the asset. Where information on cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, the Council does not recognise the asset on the Balance Sheet. Assets which are not recognised in the Balance Sheet are included in a separate Disclosure Note 53.

Valuation of Heritage Assets

The Council's heritage assets are normally measured at valuation except where it is not possible to establish a valuation; for example if there is no market for a particular heritage asset or where it is not possible to provide a reliable estimate of the replacement cost of the asset due to the lack of comparative information. The unique nature of many heritage assets makes reliable valuation complex. Therefore where it is not practicable to obtain a valuation for an asset (at a cost which is commensurate with the benefits to users of the financial statements) and cost information is available, the asset is carried at historical cost (less any accumulated depreciation, amortisation and impairment losses).

Valuations may be made by any method that is appropriate and relevant and include:

- (i) Insurance valuations based on current estimations of market values which are updated annually.
- (ii) External valuations.
- (iii) Valuations by reference to recent auctions for similar assets.
- (iv) Valuations by reference to antique and other industry journals and reference materials.

Valuations are reviewed with sufficient regularity to ensure they remain current.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

HERITAGE ASSETS

Depreciation, Amortisation and Impairment of Heritage Assets

Tangible heritage assets are not depreciated as the assets are considered to have very long or infinite lives. Amortisation on intangible assets is considered on an individual asset basis. Assets are reviewed for impairment where an asset has suffered physical deterioration or breakage, or where doubts arise as to the authenticity of the heritage asset.

Accounting for Heritage Assets

Heritage assets are accounted for in the same way as property, plant and equipment and intangible assets.

INVESTMENT PROPERTIES

Investment Properties are property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both rather than for:

- a) use in the production or supply of goods or services or for administration purposes, or
- b) sale in the ordinary course of operations.

CAPITALISATION OF BORROWING COSTS

IAS 23 requires borrowing costs, such as interest payments and other financing charges, to be capitalised in respect of assets that take a substantial period of time to get ready for use or sale. Capitalisation of borrowing costs is required to continue until the point at which the related assets become operational or are sold.

However, the Code of Practice allows borrowing costs to be charged to revenue expenditure as they are incurred. The Council's policy is to apply the discretion permitted under the Code to expense borrowing costs as they are incurred. Accordingly, borrowing costs expensed are disclosed within Interest Payable in the Comprehensive Income and Expenditure Statement.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

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

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INVENTORIES

These include waste bins, cleaning materials, vehicle spares, fuel, printing and stationery, and catering supplies.

This council has accounted for inventories in accordance with IAS2 and IPSAS 12, which includes public sector interpretations of measurement which the Code has adopted.

WORK IN PROGRESS

Any rechargeable works are shown at the actual cost incurred (excluding overheads allocation) at 31st March.

PROVISIONS

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefit but where the timing is uncertain. Provisions are charges to the Comprehensive Income and Expenditure account when the Council becomes aware of the obligation based on best estimate of the likely settlement. When payments are eventually made they are charged to revenue and funded from the provision set up in the Balance Sheet.

Non Domestic Rates Appeals

A provision is made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The amount provided for is based on advice received from an external consultant and is assessed on the likely change to rateable value.

DEBTORS AND CREDITORS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Council at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made).

Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

At the end of each financial year an estimate is made of doubtful debts – amounts due to the Council, but unlikely to be received. The total value of these amounts is provided as a provision for bad debt and deducted from the debtors balance in the Balance Sheet.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING FOR FINANCIAL INSTRUMENTS

Financial Instruments are broadly defined in the Code of Practice as contracts that give rise to a financial asset in one entity and a financial liability in another entity.

FINANCIAL LIABILITY	FINANCIAL ASSET
<p>A financial liability is an obligation to transfer economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none"> - a contractual obligation to deliver cash (or another financial asset) to another entity. - a contractual obligation to exchange financial assets/liabilities with another entity under conditions that are potentially unfavourable to the authority. 	<p>A financial asset is a right to future economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none"> - cash - a contractual right to receive cash (or another financial asset) from another entity. - a contractual right to exchange financial assets/liabilities with another entity under conditions that are potentially favourable to the authority.

The Council recognises financial instruments in the accounts at the point when contractual obligations are made in regard to exchange of goods and services, rather than when receipts or payments pass from one party to another.

The accounting treatment of any particular financial instrument (i.e. how its carrying value is measured, and gains and losses recognised) depends on its classification on initial recognition

Table removed

The Council's financial assets fall under the category of loans and receivables and include trade debtors (receivables), cash and bank deposits, and investments, while its financial liabilities fall within the category of amortised cost and include all operational trade creditors (payables), and external borrowing. Both classes of financial instruments have been accounted for at amortised cost taken as the carrying amount on initial recognition (i.e. the transaction price), or (as in the case of investments and borrowing), principal plus accrued interest.

The Code also requires that each class of financial assets and financial liabilities be disclosed at "fair value" in a way that permits it to be compared with the carrying amount in the statement of accounts. Comparisons of fair value with the carrying amounts are shown where required within the Notes to Core Financial Statements. The Code specifies that all financial instruments should be recognised on the basis of fair value adjusted for transaction costs except where the transaction costs are immaterial. Consequently, in practice, transaction costs are charged directly to the Comprehensive Income and Expenditure Statement in the year in which they are incurred.

In making such disclosures, fair value is taken as meaning the amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms-length transaction.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING FOR FINANCIAL INSTRUMENTS

Soft Loans

The Code requires specific accounting requirements in respect of “soft loans”, being loans made to or from third parties at preferential rates of interest below market rates. The Code requires the fair value of soft loans to be estimated as the present value of future cash receipts attributable to the loans discounted using the prevailing market rate for a similar financial instrument. This results in a different measure of fair value than what is derived from the actual cash lent and the cash flows that will take place under contract.

The council issues soft loans to employees in respect of car loans, and is in receipt of interest free loans to finance energy efficiency capital projects. No adjustment in respect of these loans is made to the accounts to reflect the requirements of the Code on the grounds that the adjustment would be immaterial or impractical.

INVESTMENTS

Investments comprise cash deposits placed with financial institutions for fixed term or notice periods, and are shown on the balance sheet at amortised cost, being the value of principal and accrued interest outstanding at the balance sheet date.

DEBT REDEMPTION

The Local Authorities (Capital Finance and Accounting) (England)(Amendment) Regulations 2008 (SI 2008/414 as amended by SI 2012/265) place a duty on local authorities to make a prudent provision for debt redemption.

The provisions are made each year from the General Fund Revenue Accounts, which is then held in the Capital Adjustment Account (CAA). The accumulated provision held in the CAA is used to repay the principal amounts borrowed to finance capital investment.

In accordance with statutory guidance and the Council's statement for Minimum Revenue Provisions (MRP) an amount is charged annually to revenue and set aside for the repayment of debt. (MOVED)

The provision is made over the estimated life of the asset for which the borrowing is undertaken.

INTERNAL INTEREST

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as “short-term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value”. Accordingly, the investments that may fall within the definition are principally held for short-term cash management purposes, not for obtaining a significant return on investment.

Paragraph 7 of International Accounting Standard (IAS) 7 suggests that for short term investments to fall within the definition of cash equivalents they be no longer than 3 months duration, as any longer period would increase the risk of a change in value of the investments. For the purpose of classifying cash equivalents within Financial Instruments (Note 16), the Council’s accounting policy is to categorise all fixed term deposits as investments, not cash equivalents (irrespective of the duration of the investments). This is because in practice, such deposits would not satisfy the requirement to be readily convertible to cash and would incur a penalty (loss in value) for early redemption. Therefore, in practice the Council’s policy restricts the composition of cash and cash equivalents to notes and coin, current account balances held with its own banker, plus instant access call accounts or money market fund deposits placed in other financial institutions, that would be returnable without penalty within 24 hours notice.

EXCEPTIONAL ITEMS

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

PRIOR PERIOD ADJUSTMENTS

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.

RESERVES

The Council sets aside specific amounts as reserves to meet future spending need or to cover contingencies.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

RESERVES

Reserves are created by appropriating amounts out of the General Fund Balance. When expenditure to be financed from reserves is incurred, it is charged to the appropriate service within the Income and Expenditure Statement. The amount so charged is funded by transferring from the Reserves to the General Fund Balance an equivalent amount via the Movement in Reserves Statement.

EMPLOYEE BENEFITS

Pension Costs

The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund, which provides Council employees with defined benefits relating to pay and service. This accounting treatment complies fully with the requirements of IAS 19 and presentational revisions reflect the 2014/15 Code changes to the classification, recognition, measurement and disclosure requirements introduced by the June 2011 amendments to IAS 19.

Employees of the Council are members of a pension scheme:

- The Local Government Pensions Scheme, administered by West Sussex County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

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

- The liabilities of the West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit credit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on bonds.
- The assets of West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value which is the bid value as required by FRS17.
- The change in the net pensions liability is derived from two components:
 - Present Value of the defined benefit obligation which represents the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods. This is calculated from several factors including:
 - The 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;

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

- The interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - The past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - Contributions by members made into the West Sussex County Council pension fund;
 - 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;
 - Estimate of benefits paid to pensioners.
- Fair value of plan assets which is calculated from several factors including:
- Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - Contributions paid to the West Sussex County Council pension fund by members and the employer – cash paid as contributions to the pension fund in settlement of liabilities; not accounted for as an expense;
 - 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;
 - Estimate of benefits paid to pensioners.

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.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

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

Termination Benefits

Termination benefits, such as redundancy payments, are payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date, or an employee's decision to accept a voluntary redundancy offer in exchange for those benefits. They are often lump-sum payments, but also include enhancement of retirement benefits

The Code requires that a liability for a termination benefit is recognised at the earlier of the following dates:

- ◆ when the authority can no longer withdraw the offer of those benefits, and
- ◆ when the authority recognises costs for a restructuring that is within the scope of section 8.2 of the Code and IAS 37 (see Module 8, section B) and involves the payment of termination benefits.

Redundancy costs are recognised in the year in which the decision is made.

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

Current Employee Benefits And Accumulated Absences

The Council reviews the cost of accumulated absences as required by the IFRS code of practice.

The review reveals that the level of this is not material and therefore has chosen not to accrue these costs.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

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:

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

Non-adjusting Events - Those events 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 either their estimated financial effect or a statement that such an estimate cannot be made reliably. Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

CONTINGENT LIABILITIES

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by 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 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 unless perceived as being remote.

CAPITAL RECEIPTS

Capital receipts are income received from the sale of land or other capital assets above £10,000, a proportion of which may be used to finance capital expenditure.

The usable portions of capital receipts from the disposal of assets are held in the Usable Capital Receipts Reserve until such time as they are used to finance other capital expenditure and/or to repay debt.

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Council Accounting in the United Kingdom 2015/16 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2015. If these had been adopted for the financial year 2014/15 there would be no material changes as detailed below:

- IFRS 13 Fair Value Measurement – This standard introduces a consistent definition of fair value. This standard may affect how some types of property, plant and equipment are valued. However this is unlikely to have a material affect upon Worthing Borough Council.
- IFRIC 21 Levies – This standard provides guidance on the recognition of liabilities to pay levies imposed by Governments. The Worthing Borough Council is unlikely to pay any such levy.

NOTES TO THE ACCOUNTS

NOTE 3: CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

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

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty the final results could be different from the estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year's accounts for the latest information.

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

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S.</p> <p>There would also be a corresponding decrease in the carrying amount of the assets.</p> <p>Depreciation is excluded when the movement in the general fund is determined. It does not impact on the setting of council tax.</p>

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways.</p> <p>During 2014/15, the Council's actuaries advised that the net pension liability has increased by a net £3.3m. £1.81m increase as a result of estimates being corrected as a result of experience and an increase of £1.49m attributable to updating of the assumptions.</p>
Arrears	<p>At 31st March 2015 the Council had a net balance of debtors due (excluding government departments) of £6.69m. A review of significant balances suggested that an impairment of doubtful debt of £1.69m was appropriate.</p>	<p>Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment.</p>
Non-Domestic Rate Appeals Provision	<p>At March 2015 the Council had made a provision of £2,726k for the impact of appeals on business rate income. The provision is based on the appeals lodged with the Valuation Office which is then reviewed by an external consultant to establish the likely impact of the appeals on the business rate income.</p>	<p>The appeals provision is reviewed each year and adjusted for the likely impact of any increase or decrease in the level appeals.</p>

NOTE 5: MATERIAL ITEMS OF INCOME AND EXPENSE

Last year, the Council settled a long-running legal dispute with the contractor managing the Car Parks. There is a legally binding confidentiality clause as part of the settlement agreement. This required the Council to use a provision of £262,000 specifically set aside for this purpose. The remainder of the cost was funded from the Special and Other Emergency Expenditure Reserve.

NOTES TO THE ACCOUNTS

NOTE 6: EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period, 31st March 2015 and the date when the Statement of Accounts is authorised for issue, 29th September 2015.

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.

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/15 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income & Expenditure Statement				
Charges for depreciation and impairment of non current assets (note 12 & 25)	(2,756)			2,756
Revaluation losses on Property Plant and Equipment (note 12 & 25)	2,213			(2,213)
Movements in the market value of investment Properties (note 25)	638			(638)
Amortisation of intangible assets (note 15 & 25)	(34)			34
Capital grants and contributions applied (note 25)	634			(634)
Movement in the Donated Assets Account (note 13)	5			(5)
Revenue Expenditure funded from capital under statute (note 25)	(1,237)			1,237
Amount 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 (note 12)	(1,289)			1,289
Insertion of items not debited or credited to the Comprehensive Income & Exp'iture Statement				
Statutory provision for the financing of capital investment (note 25)	1,078			(1,078)
Capital expenditure charged against the General Fund (note 25)	341		-	(341)
Adjustment primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income & Exp'iture A/c	171		(171)	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts (note 25)			79	(79)
Adjustment primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive income and Expenditure Statement	1,401	(1,401)		-

1 NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/15 USABLE RESERVES	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000
Adjustment primarily involving the Capital Receipts Reserve:				
Use of the Capital Receipts Reserve to finance new and historic capital expenditure (note 41)	-	1,343		(1,343)
Transfer from Deferred Capital Receipts Reserve upon receipt of cash (note 25)		-		-
Adjustments involving the Pensions Reserve				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and Expenditure Statement (note 48)	(6,332)			6,332
Employers Pension Contributions and direct payments to pensioners payable in the year (note 48)	4,516			(4,516)
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax and non domestic rating income credited to the Comprehensive Income & Expenditure Statement is different from council tax and non domestic rating income calculated for the year in accordance with statutory requirements (note 25)	(205)			205
TOTAL ADJUSTMENTS 2014/15	(856)	(58)	(92)	1,006

2013/14 USABLE RESERVES COMPARATIVE FIGURES RESTATED	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement				
Charges for depreciation and impairment of non current assets (note 25)	(2,580)			2,580
Revaluation losses on Property Plant and Equipment (note 25)	(9,477)			9,477
Movements in the market value of investment Properties (note 25)	(128)			128
Amortisation of intangible assets (note 25)	(14)			14

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES RESTATED	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement				
Capital grants and contributions applied (note 25)	527		-	(527)
Movement in the Donated Assets Account	13			(13)
Revenue Expenditure funded from capital under statute (note 25)	(828)			828
Amount 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 (note 25)	(2,731)			2,731
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement				
Statutory provision for the financing of capital investment (note 25)	884			(884)
Capital expenditure charged against the General Fund (note 25)	148			(148)
Adjustment primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive income and Expenditure Account	(63)		63	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts (note 25)			32	(32)
Adjustment primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive income and Expenditure Statement	327	(327)		-
Use of the Capital Receipts Reserve to finance new capital expenditure (note 41)		230		(230)
Contribution from Capital Receipts Reserve towards administrative costs of non current asset disposals				-

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES RESTATED	General Fund Balance	Capital Receipts Reserves	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000
Adjustment primarily involving the Capital Receipts Reserve:				
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool				-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash (note 25)		(1)		1
Adjustments involving the Pensions Reserve				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and Expenditure Statement (note 48)	(6,268)			6,268
Employers Pension Contributions & direct payments to pensioners payable in year (note 48)	4,328			(4,328)
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements (note 25)	(222)			222
TOTAL ADJUSTMENTS 2013-2014	(16,084)	(98)	95	16,087

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

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

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

The Council holds a number of specific reserves. Movements during the year were as follows:

Movement in Earmarked Reserves	Balance at 01.04.13	Decrease 2013/14	Increase 2013/14	Balance at 31.03.14	Decrease 2014/15	Increase 2014/15	Balance at 31.03.15
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked Revenue Reserves							
Capacity Issues Fund	2,702	(903)	216	2,015	(1,555)	430	890
Cremator Abatement	60	(60)	-	-	-	-	-
Crematorium Improvement	-	(46)	46	-	-	-	-
Insurance	491	(86)	31	436	(6)	31	461
Joint Health Promotion	30	(8)	-	22	-	-	22
Leisure Lottery & Other Partnerships	78	-	-	78	-	-	78
Grants & Contributions	590	(55)	10	545	(131)	63	477
Museum Reserve	110	-	2	112	(14)	9	107
Theatres Ticket Levy	-	(43)	70	27	(8)	16	35
Planning Delivery Grant	134	(10)	-	124	(26)	-	98
Special & Other Emergency Expenditure	642	(493)	-	149	(107)	-	42
VAT Partial Exemption*	212	-	-	212	(212)	-	-
Vehicle Repair and Renewal*	97	-	-	97	(97)	-	-
* Consolidated into Capacity Issues Reserve							
Total General Fund	5,146	(1,704)	375	3,817	(2,156)	549	2,210
Capital Expenditure Reserve	73	-	-	73	-	-	73
Total Earmarked Reserves	5,219	(1,704)	375	3,890	(2,156)	549	2,283

- (i) The Capacity Issues Reserve was set up in 2005/06 to give the Council scope to deal with a range of cost pressures expected to arise in future years.
- (ii) The Cremator Abatement Reserve and Crematorium Improvement Reserve were established in November 2005 and consist of funds set aside from increases in fees and charges. They are designed to provide funds towards the cost of mercury emission abatement measures and crematorium infrastructure improvements respectively.
- (iii) The Insurance Reserve was established in 1993/94 to fund risk management initiatives, fund minor self-insurance and to achieve longer term revenue savings.
- (iv) The Joint Health Promotion Reserve was established in 2005 with funding received from the local teaching Primary Care Trust for health promotion projects.
- (v) The Leisure, Lottery and Other Partnerships Reserve was established in 1995/96 to assist in financing capital schemes attracting substantial support from the National Lottery distributor bodies and other funding agencies and organisations.

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

- (vi) The Grants and Contributions Reserve was created to comply with changes in accounting policy required by the code of practice. The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date.
- (vii) The Museum Reserve was established in 1993/94 to support the overall service aims of the Museum and Art Gallery on occasions where annual budgets do not allow the work of the Museum and Art Gallery to progress in a manner which will contribute to achieving these aims.
- (viii) Theatre Tickets Levy is a new fund set up in 2013/14, specifically to fund maintenance on theatres.
- (ix) The Planning Delivery Grant Reserve was set up in 2006/07 to carry forward grant received in previous years, which has been approved by Cabinet to be spent on specific planning initiatives
- (x) The Special and Other Emergency Expenditure Reserve was set up to fund expenditure such as seaweed removal, uninsured losses (i.e. storm damage) and any other strategic or unforeseen one-off expenditure which may arise.
- (xi) The VAT Partial Exemption Reserve was originally set up in 2000 to meet any additional costs associated with the transfer of the Council's Housing Stock. The purpose of the fund was revised in 2002 and surplus funds redistributed to other reserves leaving a balance of £212,000 to meet potential VAT liabilities. In 2014/15 this reserve has been consolidated into the Capacity Issues Reserve.
- (xii) The Vehicle Repairs and Renewal Fund was set up in 2008 to meet future maintenance costs of the Adur Worthing Council Services Fleet. In 2014/15 this reserve has been consolidated into the Capacity Issues Reserve.
- (xiii) The Capital Expenditure Reserve was set up in 1993/94 to finance capital schemes which may have been delayed, to provide an alternative source of finance should the income from capital receipts decline and to assist in the financing of new or accelerated capital projects.

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	31-Mar-15	31-Mar-14
	£'000s	£'000s
De-recognition of assets	487	2,541
Gains/losses on the disposal of non-current assets	(338)	10
TOTAL	149	2,551

NOTES TO THE ACCOUNTS

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2014/15	2013/14
	£000	£000
Interest Payable & similar charges	116	174
Net interest on net defined benefit liability (asset)	3,275	3,456
Interest Receivable & similar income	(68)	(93)
Income and expenditure in relation to investment properties	24	18
Changes in fair value to investment properties	(638)	128
Other Investment Income (Trading Operations: Note 31)	(425)	(288)
TOTAL	2,284	3,395

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

Taxation and Non-Specific Grant Income	2014/15	2013/14
	£'000s	£'000s
Council Tax Income	(7,688)	(7,549)
Non Domestic Rates	(1,857)	(2,432)
Non-ringfenced Government Grants	(4,600)	(4,437)
Capital Grants and Contributions	(265)	(43)
TOTAL	(14,410)	(14,461)

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2014/2015	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruktion	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2014	54,411	10,047	4,235	4,964	1,205	121	74,983
Additions	905	641	193	-	-	46	1,785
Revaluation increases/(decreases) recognised in the Revaluation Res'Ve	13,215	22	-	-	-	-	13,237
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(617)	-	-	-	-	-	(617)
Derecognition - Other	(510)	(394)	-	-	(2)	-	(906)
Assets reclassified (to)/from Held for Sale	-	-	-	-	(123)	-	(123)
Assets reclassified (to)/from Investment Properties	(266)	-	-	-	-	(9)	(275)
Reclassifications between asset classes, including transfers to intangible assets	18	2	38	(1)	-	(57)	-
At 31 March 2015	67,156	10,318	4,466	4,963	1,080	101	88,084

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2014/2015	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Constr-uction	TOTAL
Accu'lated Deprec'tion & Impairm't							
At 1 April 2014	(2,599)	(5,459)	(887)	-	(29)	-	(8,974)
Depreciation charge	(1,612)	(964)	(163)	-	(8)	-	(2,747)
Depreciation written out to the Revaluation Reserve	562	3	-	-	-	-	565
Deprecation written out to the Surplus/Deficit on the Provision of Services	2,830	-	-	-	-	-	2,830
Impairment losses recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	(8)	-	(8)
Derecognition - Other	55	364	-	-	-	-	419
Derecognition - Disposals	-	-	-	-	3	-	3
At 31 March 2015	(764)	(6,056)	(1,050)	-	(42)	-	(7,912)
Net Book Value at 31 March 2015	66,392	4,262	3,416	4,963	1,038	101	80,172
Net Book Value at 31 March 2014	51,812	4,588	3,348	4,964	1,176	121	66,009

Share of the above assets used in the provision of the joint service

Movements in 2014/2015	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Construction	TOTAL
Cost or Valuation	£'000	£'000	£'000	£'000
At 1 April 2014	8,397	24	6	8,427
Additions	519	-	-	519
De-recognition - Other	(342)	-	(1)	(343)
At 31 March 2015	8,574	24	5	8,603
Accumulated Depreciation				
At 1 April 2014	(4,621)	(10)	-	(4,631)
Depreciation charge	(839)	(3)	-	(842)
Derecognition - Other	319	-	-	319
Transfer of depreciation from other asset categories	-	-	-	-
At 31 March 2015	(5,141)	(13)	-	(5,154)
Net Book Value at 31 March 2015	3,433	11	5	3,449
Net Book Value at 31 March 2014	3,776	14	6	3,796

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2013/14

Movements in 2013/2014	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruktion	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2014	48,335	9,477	4,007	4,964	2,224	22,107	91,114
Additions	2,960	796	227	-	-	96	4,079
Revaluation increases/(decreases) recognised in the Revaluation Res've	(1,539)	29	-	-	(1,126)	-	(2,636)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(9,654)	-	-	-	(7)	-	(9,661)
Derecognition - Disposals	-	-	-	-	-	-	-
Derecognition - Other	(2,573)	(398)	-	-	(22)	-	(2,993)
Assets reclassified (to)/from Held for Sale	(4,784)	-	-	-	-	-	(4,784)
Assets reclassified (to)/from Investment Properties	17	-	-	-	(49)	-	(32)
Reclassifications between asset classes, including transfers to intangible assets	21,649	143	1	-	185	(22,082)	(104)
At 31 March 2013	54,411	10,047	4,235	4,964	1,205	121	74,983
Accumulated Depreciation and Impairment							
At 1 April 2014	(2,551)	(5,009)	(733)	-	(1)	(151)	(8,445)
Depreciation charge	(1,587)	(821)	(154)	-	(9)	-	(2,571)
Depreciation written out to the Revaluation Reserve	1,419	(13)	-	-	8	-	1,414
Deprecation written out to the Surplus/Deficit on the Provision of Services	178	-	-	-	7	-	185
Impairment losses recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	(9)	-	(9)
Derecognition - Other	86	366	-	-	-	-	452
Reclassifications between asset classes, including transfers to Intangible Assets	(144)	18	-	-	(25)	151	-
At 31 March 2014	(2,599)	(5,459)	(887)	-	(29)	-	(8,974)
Net Book Value at 31 March 2013	51,812	4,588	3,348	4,964	1,176	121	66,009
Net Book Value at 31 March 2012	45,784	4,468	3,274	4,964	2,223	21,956	82,669

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2013/14

Share of the above assets used in the provision of the joint service

Movements in 2013/2014	Vehicles, Furniture & Equipment	Surplus Assets	Assets Under Construction	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2013	8,029	-	242	8,271
Additions	(63)	-	-	(63)
Assets transferred to Joint Services	558	-	-	558
Derecognition - Other	(235)	-	-	(235)
Reclassifications between asset categories	108	24	(236)	(104)
At 31 March 2014	8,397	24	6	8,427
Accumulated Depreciation and Impairment				
At 1 April 2013	(4,145)	-	-	(4,145)
Depreciaton transfers to joint services	16	-	-	16
Depreciation charge	(720)	(4)	-	(724)
Derecognition - Other	222	-	-	222
Transfer of depreciation from other asset categories	6	(6)	-	-
At 31 March 2014	(4,621)	(10)	-	(4,631)
Net Book Value at 31 March 2014	3,776	14	6	3,796
Net Book Value at 31 March 2013	3,884	-	242	4,126

Depreciation

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

- **Other Land and Buildings:** 8 – 68 years
- **Vehicles, Plant, Furniture and Equipment:** 1 – 25 years
- **Infrastructure:** 25 years

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

Capital Commitments

At 31 March 2015 the Council has entered into 2 significant contracts for the enhancement of property in 2015/16 estimated to cost £87,235. The significant commitments at 31 March 2014 were £477,702. The significant commitments at 31 March 2015 are:

- Multi Storey Car Parks - 2 contracts for additional equipment totalling £87,235.

Revaluations

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at fair value is revalued at least every 5 years. Valuations were either carried out by External Valuers or by the Council's Estates Office. Valuations were carried out in accordance with International Financial Reporting Standards (IFRS). The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institution of Chartered Surveyors. The Council uses depreciated historical cost as a valuation basis for infrastructure assets, community assets and for vehicles, plant and equipment. Assets under construction are valued at cost.

The significant assumptions applied in estimating the fair values are:

- Operational Assets - Properties valued will continue to be in the occupation of the Local Council for the foreseeable future having regard to the prospect and viability of the continuance of that occupation.

	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra- structure Assets	Comm- unity Assets	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Carried at historical cost	-	4,262	3,416	4,963	11	101	12,753
Valued at fair value as at:							
31st March 2015	55,179	-	-	-	-	-	55,179
31st March 2014	6,242	-	-	-	95	-	6,337
31st March 2013	703	-	-	-	172	-	875
31st March 2012	3,331	-	-	-	760	-	4,091
31st March 2011	937	-	-	-	-	-	937
Total Cost or Valuation	66,392	4,262	3,416	4,963	1,038	101	80,172

NOTE 13: HERITAGE ASSETS

A tangible heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

NOTES TO THE ACCOUNTS

NOTE 13: HERITAGE ASSETS

Movements in 2014/2015	Civic Regalia	Art and Sculpture	Costume and Jewellery	Toys	Social History	Archaeology and Geology	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2014	491	3,500	3,711	1,486	1,693	623	11,504
Donated Assets	-	-	2	1	2	-	5
Revaluation increases/(decreases) recognised in the Revaluation Reserve	-	70	68	29	27	12	206
At 31 March 2015	491	3,570	3,781	1,516	1,722	635	11,715
Net Book Value at 31 March 2014	491	3,500	3,711	1,486	1,693	623	11,504

COMPARATIVE MOVEMENTS 2013/2014

Restated Movements in 2013/2014	Civic Regalia	Art and Sculpture	Costume and Jewellery	Toys	Social History	Archaeology and Geology	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation							
At 1 April 2013	491	3,400	3,602	1,190	1,401	410	10,494
Donated Assets	-	-	6	1	6	-	13
Revaluation increases/(decreases) recognised in the Revaluation Reserve	-	100	103	295	286	213	997
At 31 March 2014	491	3,500	3,711	1,486	1,693	623	11,504
Net Book Value at 31 March 2013	491	3,400	3,602	1,190	1,401	410	10,494

Civic Regalia

The Council's Civic Regalia is reported in the Balance Sheet at valuation by an external valuer, Heptinstalls Jewellers of Worthing.

Art and Sculpture

The Authority's collection of fine art, decorative art and sculpture is reported in the Balance Sheet at insurance valuation.

Costume and Jewellery

This collection includes textiles, costumes, costume accessories and jewellery is reported in the Balance Sheet at insurance valuation.

Toys

The collection of toys is reported in the Balance Sheet at insurance valuation.

NOTES TO THE ACCOUNTS

NOTE 13: HERITAGE ASSETS

Social History

This collection includes books, non archaeological coins, tokens, medals, militaria, social history, agriculture, history, transport, ephemera and photography. These assets are included in the Balance Sheet at insurance valuation.

Archaeology and Geology

The artefacts in this category are included in the Balance Sheet at insurance valuation.

The museum's collections are currently being revalued by curatorial staff and specialist volunteers based on research from specialist journals, the internet, auctions and other reference materials.

NOTE 14: INVESTMENT PROPERTIES

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

	2014/15	2013/14
	£'000	£'000
Rental income from investment property	(786)	(707)
Direct operating expenses arising from investment property	819	725
Net (gain)/loss	33	18

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

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

	2014/15	2013/14
	£'000	£'000
Balance at start of the year 1st April	15,042	15,216
Additions:		
Subsequent expenditure	124	112
Disposals:	(682)	(190)
Net gains/(losses) from fair value adjustments:	638	(128)
Transfers:		
To/from Property, Plant and Equipment	275	32
Balance at end of the year	15,397	15,042

NOTES TO THE ACCOUNTS

NOTE 15: INTANGIBLE ASSETS

The Council has no internally generated assets and accounts for its software as intangible assets to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

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 carrying amount of intangible assets is amortised on a straight-line basis.

The useful lives assigned to the software licences are between 1 and 7 years and the carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £34,203 has been charged to the Income and Expenditure Statement.

	2014/15	2013/14
	£'000	£'000
Balance at start of the year 1st April		
Gross carrying amounts	252	221
Accumulated amortisation	(94)	(168)
Net carrying amount at start of year	158	53
Additions:		
New assets recognised in the revaluation reserve	11	9
Purchases	83	6
Transfers from property, plant and equipment	-	104
Disposals:	(5)	(88)
Amortisation for the period:	(34)	(13)
Amortisation written off on disposal:	5	87
Net carrying amount at end of year	218	158
Comprising		
Gross carrying amounts	342	252
Accumulated amortisation	(124)	(94)
	218	158

NOTES TO THE ACCOUNTS

NOTE 15: INTANGIBLE ASSETS

Share of the above assets used in the provision of the Joint Service.

	2014/15	2013/14
Balance at start of the year 1st April	£'000	£'000
Gross carrying amounts	249	217
Accumulated amortisation	(91)	(164)
Net carrying amount at start of year	158	53
Additions:		
Existing assets transferred to joint services	11	9
Purchases	69	6
Transfers from property, plant and equipment	-	104
Disposals:	(3)	-
Amortisation for the period:	(34)	(14)
Amortisation written off on disposal:	3	-
Net carrying amount at end of year	204	158
Comprising		
Gross carrying amounts	326	249
Accumulated amortisation	(122)	(91)
	204	158

NOTE 16: FINANCIAL INSTRUMENTS

A financial instrument is defined as any contract which gives rise to a financial asset in one entity and a financial liability in another. This definition therefore covers both assets and liabilities within the Council's Balance Sheet and includes items such as investments, long term and short term borrowing, trade debtors (receivables) and trade creditors (payables). The Code of Practice requires the Council to make a range of disclosures in respect of financial instruments, which follow in the tables below.

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

	Long Term		Current		Total	
	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14
	£'000	£'000	£'000	£'000	£'000	£'000
Financial Liabilities at Amortised Cost (Borrowings)	(2,836)	(88)	(15,354)	(14,710)	(18,190)	(14,798)
Total Liabilities	(2,836)	(88)	(15,354)	(14,710)	(18,190)	(14,798)
Available-for-sale financial assets	50	-	-	-	50	-
Loans and Receivables (Investments)	25	-	6,019	2,001	6,044	2,001
Total Assets	75	-	6,019	2,001	6,094	2,001
NET TOTAL ASSETS / (LIABILITIES)	(2,761)	(88)	(9,335)	(12,709)	(12,096)	(12,797)

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The borrowing on the balance sheet is analysed by maturity structure as follows:

	31-Mar-15	31-Mar-14
	£'000s	£'000s
An analysis of loan debt by maturity is:		
Maturing within one year	15,354	14,710
	15,354	14,710
Maturing in 1-2 years	226	52
Maturing in 2-5 years	610	36
Maturing in 5-10 years	2,000	-
Maturing in more than 10 years	-	-
	2,836	88
TOTAL	18,190	14,798

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The composition of borrowings and investments by counterparty at the Balance Sheet date are further analysed below:

	Long Term		Current		TOTAL	
	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14	31-Mar-15	31-Mar-14
	£'000	£'000	£'000	£'000	£'000	£'000
BORROWING:						
Public Works Loan Board	(2,800)	-	(225)	(766)	(3,025)	(766)
Public Works L'n Board	(2,800)	-	(225)	(766)	(3,025)	(766)
Other Commercial Loans						
Barnsley Doncaster	-	-	(5,018)	-	(5,018)	-
Crawley Borough Council	-	-	(5,016)	(3,004)	(5,016)	(3,004)
Highdown Trust	-	-	(28)	(28)	(28)	(28)
Hyndburn Borough Council	-	-	(2,006)	(2,006)	(2,006)	(2,006)
Leicester City Council	-	-	-	(5,012)	-	(5,012)
Nottingham Police & Crime Commissioner	-	-	-	(2,003)	-	(2,003)
Salix Finance	(36)	(88)	(52)	(84)	(88)	(172)
Sth Yorkshire J'nt Secretariat	-	-	-	(1,807)	-	(1,807)
West Yorkshire Police & Crime Commissioner	-	-	(3,009)	-	(3,009)	-
Other Commercial Lenders Sub-Total	(36)	(88)	(15,129)	(13,944)	(15,165)	(14,032)
TOTAL BORROWING	(2,836)	(88)	(15,354)	(14,710)	(18,190)	(14,798)
INVESTMENTS:						
Barclays Bank PLC	-	-	3,016	-	3,016	-
Lloyds TSB Bank Plc	-	-	-	1,001	-	1,001
Local Capital Finance	50	-	-	-	50	-
Nationwide Building Society	-	-	2,003	1,000	2,003	1,000
Skipton Building Society	-	-	1,000	-	1,000	-
West Sx Credit Union	25	-	-	-	25	-
TOTAL INVESTMENTS	75	-	6,019	2,001	6,094	2,001
NET TOTAL LIABILITIES	(2,761)	(88)	(9,335)	(12,709)	(12,096)	(12,797)

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

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

	FINANCIAL LIABILITIES Measured at Amortised Cost		FINANCIAL ASSETS Loans and Receivables		TOTAL	
	2014/15 £'000	2013/14 £'000	2014/15 £'000	2013/14 £'000	2014/15 £'000	2013/14 £'000
Interest Expense	(116)	(163)	-	-	(116)	(163)
Impairment Losses	-	-	-	-	-	-
Interest Payable and Similar Charges	(116)	(163)	-	-	(116)	(163)
Interest Income	-	-	64	85	64	85
Decrease/(Increase) in Impairment	-	-	31	41	31	41
Interest Income and Similar Income	-	-	95	126	95	126
Net Gain/(Loss) in Year	(116)	(163)	95	126	(21)	(37)

The losses and gains in impairment relate solely to the change in the provisions for losses on trade debtors calculated in accordance with accounting policies.

Fair Values – Financial Liabilities

Financial liabilities and financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost.

The fair value of the reported carrying amounts at 31st March 2015 is based upon professional evaluation by the Council's treasury management advisers.

The borrowing valuations use the net present value approach, which provides an estimate of the value of payments in the future in today's terms. The discount rate used for market loans is equal to the rate pertaining at 31st March, 2015 in relation to the same instrument from a comparable lender. The fair value includes accrued interest in the calculation to provide a comparison with the carrying value in the Balance Sheet. For loans from the PWLB the fair values have been calculated using a discount rate equivalent to the new borrowing rate in force on the last working day of the financial year. No early repayment or impairment is recognised.

The fair value of trade and other payables (creditors) is taken to be the invoiced amount.

The fair values for Financial Liabilities are compared with the carrying amounts as follows:

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Fair Values – Financial Liabilities

	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Financial Liabilities				
Borrowing PWLB	(3,025)	(3,068)	(766)	(778)
Other Loans	(15,165)	(15,168)	(14,032)	(13,998)
Total Borrowing	(18,190)	(18,236)	(14,798)	(14,776)
Finance Lease Liabilities	-	-	-	-
Trade and Other Payables	(3,923)	(3,923)	(2,765)	(2,765)
	(22,113)	(22,159)	(17,563)	(17,541)

The fair value of debt is greater than the carrying amount because the Council's portfolio is at interest rates higher than the rates available for equivalent debt at 31st March, 2015. This means that if the Council had repaid these loans at the Balance Sheet date it would have paid a premium over and above the carrying value. This shows a notional future loss (based on economic conditions at 31st March 2015) arising from a commitment to pay interest to lenders above current market rates.

Fair Values – Loans and Receivables

	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Investments	6,094	6,025	2,001	2,001
Trade & Other Receivables	1,749	1,749	1,292	1,292
Cash & Cash Equivalents	3,910	3,910	1,743	1,743
Loans and Receivables	11,753	11,684	5,036	5,036

The fair value for investments is lower than the carrying amount because the portfolio of investments at the 31st March includes a number of fixed rate loans where the interest rate receivable is lower than the rates available for similar loans at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31st March 2015) attributable to the commitment to receive interest below current market rates.

The disclosure for Loans and Receivables also includes two other elements being Trade Receivables (or trade debtors) and Cash and Cash equivalents. The carrying amount for Trade Receivables differs from the total value of Debtors shown in Note 19 and the Balance Sheet on account of the exclusion of statutory debtors that fall outside the definition of Financial Instruments because they do not constitute trade debts. The carrying value of Cash and Cash Equivalents comprises notes and coin (petty cash) held by the Authority, bank current and call accounts and Money Market Funds available on demand. The composition of cash equivalents is disclosed in Note 20.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Nature and Extent of Risks Arising From Financial Instruments

The Council's activities expose it to a variety of financial risks:

Credit Risk – the possibility that other parties might fail to pay the amounts due to the Council.

Liquidity Risk – the possibility that the Council might not have the funds available to meet its commitments to make payments.

Market risk – the possibility the Council might suffer financial loss as a result of changes in interest rates.

The Council's treasury management activities are carried out by a central team under policies approved by the Council as part of its annual treasury management strategy. This provides a written framework for overall risk management of its treasury management actions, which focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services.

Credit Risk

Credit risk arises from investments with banks and building societies as well as credit exposures to the Council's customers. The risk is minimised through the Annual Investment Strategy. The Council uses the creditworthiness service provided by Capita Treasury Solutions Limited. This service uses the credit ratings from Fitch, Moody's and Standard and Poor's combined with other market information. The Council limits lending to £4m for individual institutions rated AA+ or above and £3m for individual institutions rated AA or AA-. The Council does not invest with institutions with a rating below A-. The Council will also invest in the 5 largest building societies. The limit for the Nationwide is £4m and £2m for the other building societies, whilst these institutions are generally unrated, they operate in a highly regulated environment and so are acceptable counterparties for the Council.

The Council has not incurred any loss or default from any of its investments and is not aware of any loss being suffered on cash deposits by any other Council using similar investment criteria. However the prevailing financial climate since the banking crises of 2008 is a salient reminder that the investment of the Council's funds is not entirely without risk. 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. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31st March, 2015 that this is likely to crystallise

Trade and rental debts are usually payable immediately when due. Generally therefore, all amounts outstanding, (apart from those amounts raised as accruals at 31st March, 2015 as part of the final accounts process) are past their due date. Exposure to losses on these debtors is assessed on an aged debt basis as identified in the accounting policies and Note 19.

The following analysis summarises the Council's potential maximum exposure to credit risk, based on experience of default and uncollectability over the last 5 financial years, adjusted for current market conditions. The historical default rates for trade debtors is based upon the Council's average provisions for bad debt and equates to 0.44% of all trade debt. However, the bad debt provision for 2014/15 as a percentage of total debtors was 3.57%. Considering current market conditions and expectations for the future the Historical Default rate has been adjusted from 0.44% to 3.57% to gauge the likely maximum exposure to default and uncollectability.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Credit Risk

Credit Risk Exposure	Carrying Amount at 31-Mar-15	Historical Experience of Default	Historical Experience Adjusted for Market Conditions at 31-Mar-15	Estimated Maximum Exposure to Default and Uncollectability at 31-Mar-15	Estimated Maximum Exposure at 31-Mar-14
	£'000	%	%	£'000	£'000
Deposit with Banks and Financial Institutions	6,094	0.00%	0.052%	3	1
Customers	1,749	0.44%	3.57%	63	94
	7,843			66	95

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed.

As the Council has ready access to borrowings from either the Public Works Loans Board or from the financial markets via brokers, there is no material risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead the risk is that the Council may be forced to refinance a significant proportion of its borrowings at a time of rising (therefore unfavourable) interest rates. To offset this risk, the Council sets limits on its exposure to variable rate borrowings and retains flexibility within its Prudential Limits to redeem up to 100% of the value of outstanding debt in any year should opportunities arise to reschedule or redeem debt early. This may be the case in times of rising interest rates when discounts are available on early redemption of debt, and the cost of borrowing exceeds the interest receivable from the surplus funds that would otherwise be invested if it were not used to repay debt.

Market Risk

The Council is exposed to market risk by way of interest rate movements in its investments and to a lesser extent on its borrowings. To manage this risk the Council generally invests and borrows at fixed rates in accordance with its Prudential Limits.

Movements in interest rates may have an impact on the Council. For example if interest rates were to rise this would enable the Council to invest at higher rates as previous investments mature so increasing the income credited to the Comprehensive Income and Expenditure account. However if the Council retained variable rate borrowings some of the commercial lenders might wish to exercise their option to increase the interest charged on the Council's borrowings. This would require the Council to either accept the higher interest rate or replace its loans. In either case the result would be an increase in the interest costs.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Market Risk

The Council has a range of strategies for limiting interest rate risk. The policy is to minimise the amount of variable rate borrowing and to make fixed rate deposits and investments over a range of maturities ensuring that the Council's exposure to short term market fluctuations is minimised.

According to this assessment strategy, at 31 March 2015, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	-
Increase in interest receivable on variable rate investments	32
Impact on Surplus or Deficit on the Provision of Services	32
Decrease in fair value of fixed rate investment assets	38
Impact on Other Comprehensive Income and Expenditure	38
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)	65

Price Risk

The Council has no investments in equity shares and thus is not exposed to losses arising from movements in share prices.

Foreign Exchange Risk

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

NOTE 17: INVENTORIES

	2014/15	2013/14
	£'000s	£'000s
Worthing balance outstanding at start of year	89	87
Movement net of purchases/issues	(2)	2
Worthing balance outstanding at year-end	87	89
Worthing Borough Council share of the inventories from the Joint Strategic Committee (approximately 60%)	96	89
Total balance outstanding at year end	183	178

NOTES TO THE ACCOUNTS

NOTE 17: INVENTORIES

Inventories (stock) is mainly for the use of providing internal services. This is not considered a significant part of the overall assets held by the Council and is deemed not material.

NOTE 18: CONSTRUCTION CONTRACTS

The Council has not entered into any significant construction contracts to undertake construction on behalf of a third party.

NOTE 19: DEBTORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Amounts falling due in one year net of the bad debt provision:		
Central Government Bodies	286	1,407
Other Local Authorities	2,510	2,408
NHS Bodies	2	10
Other Entities and Individuals	4,180	2,942
TOTAL	6,978	6,767
* Of which £1.88m relates to Housing Benefit overpayment arrears		

The past due amounts for trade and rent debtors can be analysed as follows:

Overall Aged Debt Analysis	31-Mar-15	31-Mar-14
	£'000	£'000
Less than 1 Year	6,937	6,652
1-2 Years	4	26
2-3 years	4	51
Over 3 years	33	38
	6,978	6,767

Long term debtors disclosed in the balance sheet comprises of:

Long Term Debtors	31-Mar-15	31-Mar-14
	£'000s	£'000s
Council house purchase	8	10
Legal Charges	2	2
TOTAL	10	12

NOTES TO THE ACCOUNTS

NOTE 20: CASH AND CASH EQUIVALENTS

The Council holds Cash and Cash Equivalents for the purpose of meeting short term commitments.

	31-Mar-15	31-Mar-14
	£'000	£'000
The balance is made up of the following elements:		
Cash held by the Authority	763	875
Bank Current Accounts	697	138
Call accounts and Money Market Funds	2,450	730
Total Cash & Cash Equivalents	3,910	1,743

NOTE 21: ASSETS HELD FOR SALE

	Current 2014/15	Current 2013/14	Non Current 2014/15	Non Current 2013/14
	£'000	£'000	£'000	£'000
Balance outstanding at start of year	-	-	4,784	-
Assets classified as Held for Sale:				
Property, Plant and Equipment	120	-	-	4,784
Assets sold:	(120)	-	-	-
Balance outstanding at year-end	-	-	4,784	4,784

The Authority has recognised the following assets as held for sale:

- The Aquarena Swimming Pool was recognised as a non-current asset held for sale in 2013/14 as the sale was not expected to complete within 12 months. The Authority has exchanged contracts for the sale of the property but timescales for completion of the sale are still uncertain.
- 11 North Street was recognised as a current asset held for sale in 2014/15 as the sale completed within 12 months following the Authority's decision to sell the property.

NOTES TO THE ACCOUNTS

NOTE 22: CREDITORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Central Government Bodies	2,039	1,130
Other Local Authorities	6,127	4,154
Public Corporations and Trading Funds	18	7
Othe Entities and Individuals	3,923	3,283
TOTAL	12,107	8,574

NOTE 23: PROVISIONS

The table below identifies the movements in the year in the amounts set aside for provisions. Below the table is a brief description of the nature of each provision and any information on likely timings and uncertainties surrounding its use. All existing provisions have been utilised during 2013/14.

	Balance at 31-Mar-14	Additional provisions made in 2014/15	Amounts used in 2014/15	Unused Amounts Reversed in 2014/15	Unwinding of Discounting in 2014/15	Balance at 31-Mar-15
	£'000	£'000	£'000	£'000	£'000	£'000
HMRC Claims - Leisure Self Employed	-	29	-	-	-	29
Land Charges - Personal Search Fees	-	74	-	-	-	74
Business Rate appeals	660	781	(351)	-	-	1,090
	660	884	(351)	-	-	1,193

Business Rates Appeals: A provision has been made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The gross provision is £2,726k, Worthing Borough Council's share is £1,090k, being 40% of the total.

NOTE 24: USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement of Reserves Statement, which can be found on page 11.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

31-Mar-15	Unusable Reserves	31-Mar-14
£'000s		£'000s
(34,940)	Revaluation Reserve	(21,121)
(53,834)	Capital Adjustment Account	(52,617)
(9)	Deferred Capital Receipts Reserve	(10)
46,991	Pension Reserve	43,689
469	Collection Fund Adjustment Account	264
(41,323)	TOTAL UNUSABLE RESERVES	(29,795)

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

- revalued downwards or impaired as 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.

Revaluation Reserve	2014/15	2013/14
	£'000	£'000
Balance at 1 April	(21,121)	(21,592)
Upward revaluation of assets	(14,435)	(1,656)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	415	1,872
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(35,141)	(21,376)
Difference between fair value depreciation and historical cost depreciation	174	217
Accumulated gains on assets sold or scrapped	14	-
Accumulated gains on assets transferred to investment properties	13	38
Amount written off to the Capital Adjustment Account	201	255
Balance at 31 March	(34,940)	(21,121)

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Capital Adjustment Account

The Capital Adjustment Account reflects the difference between the cost of long term assets consumed and the capital financing assets set aside to pay for them. It is written down by capital expenditure which does not result in the creation of a long term asset and the depreciated historical cost of assets when sold.

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

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

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Capital Adjustment Account

Capital Adjustment Account	2014/15	2013/14
Balance at 1 April	(52,617)	(66,286)
Charges for depreciation and impairment of non-current assets	2,756	2,580
Revaluation losses on Property, Plant and Equipment	(2,213)	9,477
Amortisation of intangible assets	34	14
Revenue expenditure funded from capital under statute	1,237	828
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,289	2,731
Net written out amount of the cost of non-current assets consumed in the year	3,103	15,630
Adjusting amounts written out of the Revaluation Reserve	(201)	(255)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(217)	(230)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(640)	(540)
Application of grants to capital financing from the Capital Grants Unapplied Account	(79)	(32)
Statutory provision for the financing of capital investment charged against the General Fund	(1,078)	(884)
Capital expenditure charged against the General Fund	(341)	(148)
	(2,556)	(2,089)
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(638)	128
Use of the Capital Receipts Reserve to reduce borrowing associated with Historic Capital Expenditure	(1,126)	-
	(1,764)	128
Balance at 31 March	(53,834)	(52,617)

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Pension Reserve

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

Pension Reserve	2014/15	2013/14
	£'000	£'000
Balance at 1 April	43,689	46,953
Remeasurements of the net defined benefit liability / (asset)	1,486	(5,204)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	6,332	6,268
Employer's pension contributions and direct payments to pensioners payable in the year	(4,516)	(4,328)
Balance at 31 March	46,991	43,689

Collection Fund Adjustment Account

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

Unused Collection Fund Adjustment Account	2014/15	2013/14
	£'000	£'000
Balance at 1 April	264	42
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(54)	42
Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements	259	180
Balance at 31 March	469	264

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31st March.

There is a requirement under IFRS to accrue for compensated absences (mainly cost of carried forward holiday). A substantial review has been undertaken across the Council and Joint Strategic Committee. The value of this is not deemed material to justify restatement. For consistency this is not accounted for in the current year but will be reviewed each year.

NOTE 26: CASH FLOW OPERATING ACTIVITIES

	Net 2014/15	Net 2013/14
	£'000	£'000
The cash flows for operating activities include the following items:		
Interest received	50	129
Interest paid	(89)	(243)
Dividends received	-	-
Total	(39)	(114)

NOTES TO THE ACCOUNTS

NOTE 26: CASH FLOW OPERATING ACTIVITIES

Net Cash flows from operating activities

	Net 2014/15	Restated Net 2013/14
	£'000	£'000
Net Surplus or (Deficit) on the Provision of Services	(2,433)	(17,717)
Adjust net surplus or deficit on the provision of services for non cash movements		
Depreciation	2,758	2,580
Impairment and downward valuations	(2,213)	9,477
Amortisation	34	14
Increase/(Decrease) in Interest Creditors	-	(69)
Increase/(Decrease) in Creditors	3,654	(2,592)
(Increase)/Decrease in Interest and Dividend Debtors	-	36
(Increase)/Decrease in Debtors	(882)	(409)
(Increase)/Decrease in Inventories	(5)	(6)
Pension Liability	1,816	1,940
Carrying amount of non-current assets sold property plant and equipment, investment property and intangible assets	1,287	2,731
Other non-cash items charged to the net surplus or deficit on the provision of services	(105)	467
Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities	6,344	14,169
Capital Grants credited to surplus or deficit on the provision of services	(806)	(477)
Proceeds from the sale of short and long term investments	-	5,000
Premiums or Discounts on the repayment of financial liabilities	-	-
Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,401)	(327)
	(2,207)	4,196
Net Cash Flows from Operating Activities	1,704	648

NOTES TO THE ACCOUNTS

NOTE 27: CASH FLOW INVESTING ACTIVITIES

	Net 2014/15	Restated Net 2013/14
	£'000	£'000
Purchase of property, plant and equipment, investment, property and intangible assets	(1,777)	(3,174)
Purchase of short-term and long-term investments	(4,117)	-
Other payments for investing activities	4	(305)
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,402	173
Proceeds from short-term and long-term investments	-	-
Other receipts from investing activities	809	1,420
Net cash flows from investing activities	(3,679)	(1,886)

NOTE 28: CASH FLOW FINANCING ACTIVITIES

	Net 2014/15	Restated Net 2013/14
	£'000	£'000
Cash receipts of short- and long-term borrowing	24,640	13,888
Other receipts from financing activities	49	1,540
Cash payments for the reduction of the outstanding liabilities relating to finance leases	-	-
Repayments of short- and long-term borrowing	(21,274)	(14,887)
Other payments for financing activities	727	-
Net cash flows from financing activities	4,142	541

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

- no charges are made in relation to capital expenditure except for depreciation;
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year;

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The income and expenditure of the Council's cabinet portfolios recorded in the budget reports for the year 2014/15 are as follows:

	Employee Expenses	Other Expenses	Support Services including Joint Strategic Committee	Depreciation	Total Expenditure	Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Member Portfolio							
Leader	324	518	1	257	1,100	(82)	1,018
Environment	3,825	8,403	1,659	2,008	15,895	(11,918)	3,977
Health and Safety and Wellbeing	-	1,112	11	341	1,464	(307)	1,157
Customer Services	2,660	40,694	553	1,936	45,843	(41,747)	4,096
Regeneration	4	2,721	88	777	3,590	(1,113)	2,477
Resources	2,708	1,387	35	1,089	5,219	(1,196)	4,023
Support Services	-	-	-	-	-	-	-
Net Portfolio Expenditure	9,521	54,835	2,347	6,408	73,111	(56,363)	16,748
Credit back notional capital charges	-	-	-	(2,782)	(2,782)	-	(2,782)
Minimum Revenue Provision	-	1,078	-	-	1,078	-	1,078
Other Grants	-	-	-	-	-	(374)	(374)
Spend 2014/15	9,521	55,913	2,347	3,626	71,407	(56,737)	14,670

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	Net 2014/15
	£'000
Cost of Services in Service Analysis	14,670
Add services not included in main analysis	-
Add amounts not reported to management	(11,159)
Remove amounts reported to management not included in Comprehensive Income and Expenditure Statement	(1,078)
Net Cost of Services in Comprehensive Income & Expenditure Statement	2,433

RECONCILIATION TO SUBJECTIVE ANALYSIS 2014/15

This reconciliation shows how the figures in the analysis of cabinet portfolio income and expenditure relate to a subjective analysis of the surplus or deficit on the provision of services included in the Comprehensive Income and Expenditure Statement.

Reconciliation to Subjective Analysis 2014/15	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Recharges	Net Cost of Services	Total
Fees, charges & other service income	(18,252)	-	-	-	-	(18,252)	(18,252)
Surplus or deficit on associates and joint ventures	(7)	-	-	-	-	(7)	(7)
Interest and investment income	(69)	-	-	-	-	(69)	(69)
Income from council tax	-	-	(7,688)	-	-	(7,688)	(7,688)
Government grants, contributions rates retention	(38,409)	30	(6,554)	-	-	(44,933)	(44,933)
Total Income carried forward	(56,737)	30	(14,242)	-	-	(70,949)	(70,949)

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS 2014/15

Reconciliation to Subjective Analysis 2014/15	Service Analysis	Services not in Analysis	Not reported to manage- ment	Not included in Income & Expend- iture	Allocation of Recharges	Net Cost of Services	Total
Total Income brought forward	(56,737)	30	(14,242)	-	-	(70,949)	(70,949)
Employee expenses	9,521	-	1,816	-	-	11,337	11,337
Other service expenses	55,797	(30)	1,237	(1,078)	-	55,926	55,926
Support Service recharges	2,347	-	-	-	-	2,347	2,347
Depreciation, amortisation and impairment	3,626	-	(61)	-	-	3,565	3,565
Interest Payments	116	-	-	-	-	116	116
Gain or Loss on Disposal of Fixed Assets	-	-	149	-	-	149	149
Other	-	-	(58)	-	-	(58)	(58)
Total operating expenses	71,407	(30)	3,083	(1,078)	-	73,382	73,382
Surplus or deficit on the provision of services	14,670	-	(11,159)	(1,078)	-	2,433	2,433

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS 2012/13

The income and expenditure of the Council's cabinet portfolios recorded in the budget reports for the year 2012/13 are as follows:

	Employee Expenses	Other Expenses	Support Services including Joint Strategic Committee	Depreciation	Total Expenditure	Income	Net Expenditure
Member Portfolio	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Leader	311	438	1	296	1,046	(103)	943
Environment	3,113	8,142	1,165	1,778	14,198	(10,098)	4,100
Health and Safety & Wellbeing	8	1,239	37	397	1,681	(262)	1,419
Improved Customer Services	2,521	40,271	538	2,067	45,397	(40,705)	4,692
Regeneration	15	2,603	90	813	3,521	(983)	2,538
Resources	2,421	1,338	317	1,135	5,211	(1,049)	4,162
Support Services	-	-	(41)	-	(41)	-	(41)
Net Portfolio Expenditure	8,389	54,031	2,107	6,486	71,013	(53,200)	17,813
Credit back notional capital charges	-	-	-	(2,585)	(2,585)	-	(2,585)
Minimum Revenue Provision	-	884	-	-	884	-	884
Other Grants	-	-	-	-	-	(384)	(384)
Spend 2013/14	8,389	54,915	2,107	3,901	69,312	(53,584)	15,728

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT.

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

	2013/14
	£'000
Cost of Services in Service Analysis	15,728
Add services not included in main analysis	17
Add amounts not reported to management	2,856
Remove amounts reported to management not included in Comprehensive Income and Expenditure Statement	(884)
Net Cost of Services in Comprehensive Income & Expenditure Statement	17,717

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS 2013/14

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

Reconciliation to Subjective Analysis 2013/14	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Recharges	Net Cost of Services	Total
Fees, charges & other service income	(15,427)	-	-	-	-	(15,427)	(15,427)
Interest and investment income	(93)	-	-	-	-	(93)	(93)
Income from council tax	-	-	(7,549)	-	-	(7,549)	(7,549)
Government grants and contributions	(38,064)	-	(6,707)	-	-	(44,771)	(44,771)
Total Income	(53,584)	-	(14,256)	-	-	(67,840)	(67,840)
Employee expenses	8,389	-	6,291	-	-	14,680	14,680
Other service expenses	54,741	7	-	(884)	-	53,864	53,864
Support Service recharges	2,107	-	-	-	(468)	1,639	1,639
Depreciation, amortisation and impairment	3,901	-	8,298	-	-	12,199	12,199
Interest Payments	174	-	-	-	-	174	174
Gain/Loss on Disposal or derognition of fixed asset	-	-	2,551	-	-	2,551	2,551
Other	-	10	440	-	-	450	450
Total operating expenses	69,312	17	17,580	(884)	(468)	85,557	85,557
Surplus or deficit on the provision of services	15,728	17	3,324	(884)	(468)	17,717	17,717

NOTES TO THE ACCOUNTS

NOTE 30: ACQUIRED AND DISCONTINUED OPERATIONS

There have been no acquired or discontinued operations during 2014/15.

NOTE 31: TRADING OPERATION

The former Direct Service Organisation is designated as a trading account and a summary of trading results is shown below:

	2014/15 Gross Expenditure	2014/15 Gross Income	2014/15 Net Expenditure	2013/14 Net Expenditure
	£'000	£'000	£'000	£'000
Trade Refuse	751	(1,175)	(424)	(287)
	751	(1,175)	(424)	(287)

The trading account has been consolidated within the Comprehensive Income and Expenditure Statement under other operating expenditure.

Through the Joint Strategic Committee, a trade waste service is provided for the collection of commercial refuse. The charges are set at a commercial rate. Surpluses are shared and credited back to the Council.

NOTE 32: AGENCY SERVICES

Worthing Borough Council entered into an Agency Agreement with West Sussex County Council to provide the On-Street parking and Parking Enforcement for the Borough. In 2014/15 income collected was £3.243m (£3.333m 2013/14) and expenditure was £2.626m (£2.678m 2013/14). The surplus of £616,515 (£654,489 2013/14) is paid to West Sussex County Council.

The Council also has Agency Agreements with other Local Authorities for Treasury Management, Revenues and Benefits and insurance provision to provide Value for Money, relying on expertise within particular authorities. These Agency Agreements are deemed by Worthing Borough Council to be immaterial.

NOTE 33: ROAD CHARGING

This note is not applicable to Worthing Borough Council.

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

Since July 2007, Adur District Council and Worthing Borough Council have been working in partnership. During 2014/15 the services that have been provided jointly are Customer Services and Waste Management, Community Safety and Housing Strategy, Planning, Regeneration and Wellbeing, Legal and Democratic Services, Financial Services, Corporate Strategy and a single senior officer structure. The Joint Strategic Committee Balance Sheet is consolidated into the Council's Balance Sheet.

	Gross Expenditure 2014/15	Gross Income 2014/15	Net Expenditure 2014/15
	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES			
Central services to the public	875	-	875
Cultural and Related Services	2,626	(1,250)	1,376
Environmental and Regulatory Services	8,471	(2,022)	6,449
Planning Services	5,266	(1,448)	3,818
Highways & Transport Services	277	-	277
Other Housing Services	584	(109)	475
Corporate & Democratic Core	342	-	342
Non-Distributed Costs	86	-	86
Net Cost of General Fund Services	18,527	(4,829)	13,698
Holding Accounts	10,675	(275)	10,400
NET COST OF SERVICES	29,202	(5,104)	24,098
Other operating expenditure			23
Financing and investment income and expenditure			2,854
Taxation & non-specific grant income			(1,073)
Funded by:			
Adur District Council			(8,700)
Worthing Borough Council			(12,956)
(Surplus) or Deficit on Provision of Services			4,246
Remeasurments of the net befined pension benefit liability			-
Other Comprehensive Income & Expenditure			2,117
DEFICIT/(SURPLUS) FOR YEAR			6,363

Census ICT

Adur District Council and Worthing Borough Council are part of the CenSus Joint Committee partnership with Horsham District Council and Mid Sussex District Council for the delivery of ICT Services.

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

Census ICT

Census ICT	Mid Sussex District Council	Horsham District Council	Adur District Council	Worthing Borough Council	TOTAL
	£'000	£'000	£'000	£'000	£'000
Net Operating Expenditure for CenSus ICT Services incurred by each Council	62	2,496	23	-	2,581
Proportional Share of Costs	768	639	470	704	2,581

Census Balance Sheet as at 31st March 2015

	Revenues and Benefits	ICT	2014/15	2013/14
	£	£	£	£
Current Assets				
Debtors	560	0	560	480
Payment in Advance	172	231	403	381
Total Assets	732	231	963	861
Current Liabilities				
Creditors	(73)	(119)	(192)	(222)
Notional Cash	(659)	(112)	(771)	(639)
Total Liabilities	(732)	(231)	(963)	(861)
Net Assets	0	0	0	0
Funded by:				
Useable reserves	0	0	0	0
Total Reserves	0	0	0	0

The Census partnership Balance Sheet has not been consolidated into the Council's Balance Sheet as it not deemed to be material.

NOTES TO THE ACCOUNTS

NOTE 35: MEMBERS' ALLOWANCES

Total allowances paid to Members were as follows:

2014/15	2013/14
£	£
237,821	238,862

NOTE 36: OFFICERS' REMUNERATION

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

Remuneration Band	2014/15 Number of employees	2013/14 Number of employees
£50,000 to £54,999	-	-
£55,000 to £59,999	-	2
£60,000 to £64,999	1	-
£65,000 to £69,999	1	-
£70,000 to £74,999	-	1
£75,000 to £80,000	-	-
£80,000 to £84,999	-	-
£85,000 to £89,999	-	-
£90,000 to £94,999*	1	-
	3	3

* These include redundancy payments relating to 2014/15 and 2013/14. Please see the Exit Packages table at the end of this note and Note 46 Termination Benefits for further details of these payments.

NOTES TO THE ACCOUNTS

NOTE 36: OFFICERS' REMUNERATION

The senior officers who manage services and staff for Adur District Council and Worthing Borough Council are employed by Adur District Council as part of the partnership arrangement. Below is the remuneration note that appears in the accounts of the Joint Committee. These emoluments relate to the employment of senior officers by Adur District Council on behalf of both Adur District Council and Worthing Borough Council.

Remuneration Bands	Number of Employees	
	2014/15	2013/14
£50,000 to £54,999*	4	7
£55,000 to £59,999*	4	3
£60,000 to £64,999	10	8
£65,000 to £69,999*	2	-
£70,000 to £74,999	6	4
£75,000 to £79,999*	4	3
£80,000 to £84,999	1	-
£85,000 to £89,999*	-	1
£90,000 to £94,999	1	1
£95,000 to £99,999	-	-
£100,000 to £104,999	-	-
£105,000 to £109,999	2	-
£110,000 to £114,999	-	-
£115,000 to £119,999	-	-
£120,000 to £124,999*	-	1
£125,000 to £129,999	1	-
£130,000 to £134,999	-	-
£135,000 to £139,999	1	-
£140,000 to £144,999	-	-
£145,000 to £149,999	-	-
£150,000 to £155,000	-	1
£155,000 to £159,999	1	-
£195,000 to £200,000	-	1
	37	30

* These include redundancy payments relating to 2014/15 and 2013/14. Please see the Exit Packages table at the end of this note and Note 46 Termination Benefits for further details of these payments.

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There was 1 member of staff whose salary was more than £150,000 in 2014/15 and 2 for 2013/14.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000 but equal to or more than £50,000 per year

Note 2: The Chief Executive, Directors and Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing.

There were no bonuses paid to these staff in either 2014/15 or 2013/14.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive								
2014/15	104,283	1,429	-	105,712	19,501	125,213	62,607	62,606
2013/14	98,653	1,019	-	99,672	18,407	118,079	59,040	59,040
Director for Customer Services								
2014/15	71,831	415	-	72,246	13,462	85,708	51,425	34,283
2013/14	-	-	-	-	-	-	-	-
Director for Communities								
2014/15	92,307	(180)	-	92,127	17,290	109,417	54,709	54,708
2013/14	-	-	-	-	-	-	-	-
Director for Digital & Resources								
2014/15	83,403	153	-	83,556	15,625	99,181	59,509	39,672
2013/14	-	-	-	-	-	-	-	-
Director for the Economy								
2014/15	79,219	776	-	79,995	14,844	94,839	47,420	47,419
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Head of Growth								
2014/15	71,575	197	-	71,772	13,385	85,157	51,094	34,063
2013/14	-	-	-	-	-	-	-	-
Head of Wellbeing								
2014/15	59,803	612	-	60,415	11,297	71,712	43,027	28,685
2013/14	-	-	-	-	-	-	-	-
Head of Finance								
2014/15	71,575	310	-	71,885	13,385	85,270	51,162	34,108
2013/14	-	-	-	-	-	-	-	-
Head of Business and Technical Services								
2014/15	64,815	-	-	64,815	12,191	77,006	46,204	30,802
2013/14	-	-	-	-	-	-	-	-
Head of Legal								
2014/15	58,360	-	-	58,360	11,111	69,471	34,513	34,958
2013/14	-	-	-	-	-	-	-	-
Head of Environment								
2014/15	71,575	310	-	71,885	13,385	85,270	56,278	28,992
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Strategic Director 1								
2014/15	-	-	-	-	-	-	-	-
2013/14	91,721	368	-	92,089	16,235	108,324	54,162	54,162
Strategic Director 2								
Andrew Gardiner								
2014/15	-	-	-	-	-	-	-	-
2013/14	95,454	589	100,265	196,308	16,235	212,543	106,271	106,271
Executive Head of Financial Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,885	117	-	72,002	12,669	84,671	50,803	33,868
Executive Head of Planning, Reg'ation & Wellbeing								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,575	101	-	71,676	12,669	84,345	50,607	33,738
Executive Head of Corporate & Cultural Services								
2014/15	22,917	-	57,672	80,589	-	80,589	40,295	40,294
2013/14	72,437	261	-	72,698	12,673	85,371	51,223	34,148

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Executive Head of Customer Services, Waste and Recycling								
2014/15	-	-	-	-	-	-	-	-
2013/14	74,434	4	-	74,438	12,932	87,370	52,422	34,948
Executive Head of Housing, Health and Community Safety								
Paul Spedding								
2014/15	-	-	-	-	-	-	-	-
2013/14	73,787	1,082	79,698	154,567	12,682	167,249	100,349	66,900
Executive Head of Adur Homes								
2014/15	-	-	-	-	-	-	-	-
2013/14	38,111	171	-	38,282	6,714	44,996	26,998	17,998
Executive Head of Technical Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	63,107	1,040	-	64,147	7,876	72,023	43,214	28,809
Head of Productivity and Innovation:								
Kevin Masters								
2014/15	76,205	-	82,418	158,623	10,902	169,525	101,715	67,810
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder (Title)	Salary (including Fees and Allowance)	Expense Allowance	Comp'sation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C.	Net Cost borne by Adur D.C. Employing Authority
Head of Culture								
2014/15	67,166	503	-	67,669	11,390	79,059	79,059	-
2013/14	-	-	-	-	-	-	-	-

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

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

{a}	{b}		{c}		{d}		{e}	
	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
£0 £20,000	9	1	6	9	15	10	£ 108,197	£ 126,789
£20,000 £40,000	2	-	4	10	6	10	190,210	293,362
£40,000 £60,000	-	-	-	1	-	1	-	45,000
£60,000 £80,000	-	-	2	2	2	2	139,763	129,337
£80,000 £100,000	-	-	-	1	-	1	-	82,418
£100,000 £150,000	-	-	1	-	1	-	100,265	-
Total cost included in bandings	11	1	13	23	24	24	538,435	676,906
Add: Amounts provided for in CIES not included	-	-	-	-	-	-	-	-
Total cost included in CIES	11	1	13	23	24	24	538,435	676,906
* These redundancy costs are shared between the Authorities in proportion to the service allocation. The total cost of £676,906 in the table above includes £416,225 for exit packages that have been charged to the Authority's Comprehensive Income and Expenditure Statement in the current year.								

NOTE 37: EXTERNAL AUDIT COSTS

The Council incurred the following fees (all payable to the Audit Commission) relating to external audit.

	2014/15	2013/14
	£'000s	£'000s
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	63	62
Fees payable to external auditors for the certification of grant claims and returns for the year	7	14
Proportionate share of Adur and Worthing Joint Committee	10	13
	80	89
Less: Refund from the Audit Commission	(5)	-
TOTAL	75	89

NOTES TO THE ACCOUNTS

NOTE 38: SCHOOLS

This note is not applicable to Worthing Borough Council.

NOTE 39: GRANT INCOME

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

	2014/15	2013/14
	£'000s	£'000s
Credited to Taxation and Non specific Grant Income		
Non Domestic Rates	12	2,507
Revenue Support	2,791	3,535
DCLG Capitalisation Grant	-	19
Council Tax Freeze Grant	85	87
Council Tax transistion	80	26
New Homes Bonus Scheme	843	685
Section 31 Grant	756	-
New Burdens Grant	33	86
	4,600	6,945
Credited to Services - Capital Grants		
Cabinet Office Elections	-	6
S106 Developer Contributions	-	-
S106 Developer Contributions: Flooding	-	10
S106 Developer Contributions: Open Spaces	42	48
S106 Developer Contributions: Transport	29	16
S106 Developer Contributions: Affordable Housing	-	89
S106 receipts returned to WSCC	(4)	(274)
West Sussex County Council	-	135
DCLG - Coastal Communities	52	-
Homes and Communities Agency	79	-
WSCC - Kickstart	135	-
DDA Group	6	-
	339	30
Donated Assets		
Museum - donated assets	4	13
	4	13
Capital Grants & Donations - Specific		
DEFRA/Environment Agency	16	28
CLG - Disabled Facilities Grant	451	437
	467	465

NOTES TO THE ACCOUNTS

NOTE 39: GRANT INCOME

	2014/15	2013/14
	£'000s	£'000s
Credited to Services - General Fund Grants		
Arts Council	-	21
Crematorium	-	38
Highdown Pillar Box	-	5
Museum	-	3
Neighbourhood working	-	20
Seaconomics	-	62
Splashpoint Leisure Trust	-	35
Homes and Communities Agency	79	-
CLG - Disabled Facilities Grant	451	-
WSCC - Kickstart	86	-
DDA Group	5	-
DeFRA/EA	16	-
	637	184
TOTAL	6,047	7,637

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

	2014/15	2013/14
	£'000s	£'000s
Revenue Grants Receipts in Advance		
Grants recognised in Joint Committee	480	236
Bluebell Way Public Art	10	10
Museum Donations	17	-
Local Assistance Network Grant	77	40
DoH - Smokefree implementation	9	10
Commit to Culture	11	-
Seaconomics	7	-
Kick Start	30	-
Systems Leadership	34	-
Think Family Neighbourhoods	36	-
Textile	3	-
DEFRA	10	-
Open Data Incentive	7	-
TOTAL	731	296

NOTES TO THE ACCOUNTS

NOTE 40: 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 effective control over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in Note 39.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2014/15 is shown in Note 35. Details of all members' transactions are recorded in the Register of Members' Interest, open to public inspection on the Council's website.

During 2014/15, there were 2 different services commissioned from two companies in which 2 Worthing Members have an interest, as directors. The amounts paid were £3,771.94 to one company and £19,215 to the other. In addition, there was one Worthing Member who received £4,200 as a Worthing Homes Board Member and an organisation he supports received a one-off payment of £108 from the Community Chest. All contracts were entered into in full compliance with the Council's standing orders.

Officers

There were no related party transactions declared by officers in 2014/2015.

Other Public Bodies

The Council has a partnership arrangement with Adur District Council for the sharing of a joint officer structure.

Worthing also has a partnership arrangement with Horsham District council and Mid Sussex District Council for the delivery of ICT services.

Transactions and balances relating to these partnerships are summarised in Note 34.

NOTES TO THE ACCOUNTS

NOTE 41: CAPITAL EXPENDITURE AND CAPITAL FINANCING

	2014/15	2013/14
	£'000	£'000
Opening Capital Financing Requirement	23,759	20,551
Adjustment for prior year roundings	-	3
Capital Investment		
Property, Plant and Equipment	1,785	4,079
Investment Properties	123	111
Intangible Assets	83	7
Revenue Expenditure Funded from Capital Under Statute	1,237	828
Share Capital	75	-
Sources of Finance		
Capital receipts	(1,343)	(230)
Government grants and other contributions	(715)	(558)
Sums set aside from revenue:		
Direct revenue contributions	(169)	-
MRP/loans fund principal	(1,078)	(884)
Revenue funding	(172)	(148)
Closing Capital Financing Requirement	23,585	23,759
Explanation of movements in year		
Increase / (Decrease) in underlying need to borrow (unsupported by Government financial assistance)	(174)	3,205
Increase/(decrease) in Capital Financing Requirement	(174)	3,205

NOTE 42: LEASES

Operating Leases - Lessee

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

	31-Mar-15	31-Mar-14
	£'000	£'000
Not later than one year	103	103
Later than one year and not later than five years	149	252
Later than five years	-	-
	252	355

NOTES TO THE ACCOUNTS

NOTE 42: LEASES

Operating Leases – Lessor

The Council leases out property 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;

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

	31-Mar-15	31-Mar-14
	£'000	£'000
Not later than one year	818	729
Later than one year and not later than five years	2,073	2,024
Later than five years	28,126	27,808
	31,017	30,561

NOTE 43: PFI AND SIMILAR CONTRACTS

This is not applicable for Worthing Borough Council.

NOTE 44: IMPAIRMENT LOSSES

During 2014/15 the Authority has recognised an impairment loss of £8,068 in relation to voltage optimisation equipment at the Splashpoint Leisure Centre, which was irreparably damaged during a flood at the Leisure Centre and will have to be scrapped. The impairment loss was charged to the Culture and Related Services line in the Comprehensive Income and Expenditure Statement.

NOTE 45: CAPITALISATION OF BORROWING COSTS

This note is not applicable to Worthing Borough Council.

NOTES TO THE ACCOUNTS

NOTE 46: TERMINATION BENEFITS

	Worthing
	£
Redundancy costs	442,302
Enhanced Pension Benefits	103,540
Total termination benefit 2014/15	545,842
Termination benefits 2013/14	568,967

A total £545,842 is payable in the form of compensation for loss of office for staff working for the Joint Strategic Committee and £103,540 is the 2014/15 working cost of enhanced pension benefits which normally spread over 5 years. This cost also relates to enhanced pensions from previous year terminations.

NOTE 47: OTHER LONG TERM LIABILITIES

Other Long Term Liabilities	31-Mar-15	31-Mar-2014
See Note No.	£'000s	£'000s
Commuted Sums	(162)	(166)
Pension Reserve Liability 48	46,992	43,689
TOTAL	46,830	43,523

NOTE 48: DEFINED BENEFIT PENSION PLAN

Participation in Pension Plans

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

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

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLAN

Transactions Relating to Post-employment Benefits

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

	Consolidation of Joint Committee:		Local Government Pension Scheme	
	Joint Comm'tee 2014/15 £'000s	Worthing 2014/15 £'000s	Total 2014/15 £'000s	2013/14 £'000s
Cost of services				
Current service cost	(2,174)	(826)	(3,000)	(2,755)
Past service cost	-	(9)	(9)	(57)
(gain)/loss from settlements	(48)	-	(48)	-
Financing & Investment Income &				
Net Interest cost	(1,712)	(1,563)	(3,275)	(3,456)
Total post employment benefit charged to the surplus or deficit on the provision of services	(3,934)	(2,398)	(6,332)	(6,268)
Other post employment benefit charged to the CI&E Statement				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
Return on plan assets (excluding the amount included in the net interest expense)	2,135	4,764	6,899	5,945
Actuarial gains and losses arising on changes in demographic assumptions	3,167	-	3,167	(2,108)
Actuarial gains and losses arising on changes in financial assumptions	(6,572)	(5,762)	(12,334)	55
Other (if applicable)	-	782	782	1,312
Total remeasurements recognised in other comprehensive income	(1,270)	(216)	(1,486)	5,204
Total post-employment benefits charged to the CI&E statement	(5,204)	(2,614)	(7,818)	(1,064)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLAN

Transactions Relating to Post-employment Benefits

Movement in Reserves Statement	Joint Comm'tee 2014/15	Worthing 2014/15	Total 2014/15	Restated 2013/14
	£'000s	£'000s	£'000s	£'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(3,934)	(2,398)	(6,332)	(6,268)
Actual amounts charged against the General Fund balance for pensions in the year:				
Employer's contributions payable to the scheme	1,642	2,599	4,241	4,060
Retirement benefits payable to pensioners		275	275	268

Pension Assets and Liabilities

Pensions Assets and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme	
	2014/15	2013/14
	£'000s	£'000s
Present value of the defined benefit obligation	(87,866)	(82,864)
Fair value of plan assets	48,977	43,715
Sub-total	(38,889)	(39,149)
Consolidation of Joint Committee	(8,103)	(4,540)
Net liability arising from defined benefit obligation	(46,992)	(43,689)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLAN

Pension Assets and Liabilities

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme	
	2014/15 £'000s	2013/14 £'000s
Opening fair value of scheme assets	43,715	38,750
Interest income	1,765	1,718
Remeasurement gain / (loss):		
The return on plan assets, excluding the amount included in the net interest expense	4,764	4,351
Other	-	-
Contributions from employer	2,874	2,934
Contributions from employees into the scheme	216	171
Benefits paid	(4,357)	(4,209)
Closing fair value of scheme assets	48,977	43,715

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities: LGPS	
	2014/15 £'000s	2013/14 £'000s
Opening Balance at 1 April	(82,864)	(79,580)
Current service cost	(826)	(674)
Interest cost	(3,328)	(3,504)
Contributions from scheme members	(216)	(171)
Remeasurement (gains) & losses:		
Actuarial gains / losses arising from changes in demographic assumptions	-	(3,464)
Actuarial gains / losses arising from changes in financial assumptions	(5,762)	(984)
Other experience	782	1,312
Past service cost	(9)	(8)
Losses/(Gains) on curtailment	-	-
Liabilities assumed on a entity combinations	-	-
Benefits paid	4,357	4,209
Liabilities extinguished on settlements	-	-
Closing balance at 31 March	(87,866)	(82,864)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLAN

Local Government Pension Scheme Assets Comprised:

The scheme assets listed below are valued at bid value.

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair value of scheme assets	
	2014/15 £'000s	2013/14 £'000s
Cash and cash equivalents	2,171.9	939.1
Equity instruments:		
Consumer	7,380.1	7,358.2
Manufacturing	4,298.9	3,913.8
Energy and Utilities	2,179.6	2,253.4
Financial Institutions	7,691.6	6,805.8
Health and Care	3,258.1	3,025.6
Information and Technology	6,311.0	5,117.8
Other	1,717.6	1,186.1
Sub-total equity	32,836.9	29,660.7
Debt Securities:		
UK Government	999.0	1,101.5
Bonds	6,741.0	3,929.3
Equities	-	-
Sub-total debt securities	7,740.0	5,030.8
Property:		
UK Property	3,173.7	3,407.2
Overseas Property	-	97.8
Sub-total property	3,173.7	3,505.0
Private equity	-	-
Other investment funds	360.4	1,917.5
Derivatives	-	-
Total assets	46,282.9	41,053.1

Local Government Pension Scheme assets comprised (quoted prices are not in active markets)	Fair value of scheme assets	
	2014/15 £'000s	2013/14 £'000s
Private Equity:		
All	2,667.1	2,662.4
Property:		
Overseas Property	27.0	0.0
Total assets	2,694.1	2,662.4

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March, 2015.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2014/15	2013/14
Mortality assumptions:		
<i>Longevity at 65 for current pensioners</i>		
Male	24.4	24.4
Female	25.8	25.8
<i>Longevity at 65 for future pensioners</i>		
Male	26.9	26.9
Female	28.5	28.5
Rate of inflation	2.4%	2.8%
Rate of increase in salaries	3.5%	3.9%
Rate of increase in pensions	2.1%	2.6%
Rate for discounting scheme liabilities	3.1%	4.1%

Scheme assets consist of the following categories by proportion of the total assets held:-

Change in assumptions at 31 March 2015	Approximate % increase to Employer Liability	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	7%	6,236
1 year increase in member life expectancy	3%	2,636
0.5% increase in Salary Increase Rate	1%	924
0.5% increase in the Pension Increase Rate	6%	5,276

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

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Impact on the Council's Cash Flow:

The Council anticipates paying £2,784,000 contributions to the scheme in 2015/2016.

NOTE 49: CONTINGENT LIABILITIES

There are no contingent liabilities.

NOTE 50: CONTINGENT ASSETS

There are no contingent assets.

NOTE 51: HERITAGE ASSETS: SUMMARY OF TRANSACTIONS

Value of Museum Heritage Assets Acquired by Donation	2010/11	2011/12	2012/13	2013/14	2014/15
	£'000	£'000	£'000	£'000	£'000
Archaeology and Geology	3	-	-	-	-
Art and Sculpture	-	1	-	-	-
Costume and Jewellery	3	7	2	6	2
Social History	1	1	1	6	2
Toys	-	1	-	1	1
TOTAL DONATIONS	7	10	3	13	5

- The Council has not purchased or disposed of any items over £1,000 in the five year period 2010/2011 – 2014/2015.
- The 2014/2015 transactions for donated assets have been reported in the Balance Sheet at valuation based on research by curatorial staff and specialist volunteers.

NOTES TO THE ACCOUNTS

NOTE 52: HERITAGE ASSETS NOT REPORTED IN THE BALANCE SHEET

The following assets are not reported in the balance sheets because information on the cost or value of these assets is not available due to the lack of comparative information and the unique nature of these assets; the cost of obtaining a valuation would not be commensurate with the benefits to the users of the financial statements.

Highdown Gardens

This is a public garden on English Heritage's Register of Historic Parks and Gardens. Situated in 8.52 acres of stunningly beautiful gardens on Downland countryside overlooking the sea and offers a unique collection of rare plants and trees. Originally created out of a chalk pit by Sir Frederick Stern at the beginning of the last century, the gardens are so special they have been deemed a National Collection, introduced by Sir Frederick Stern. The cultural significance of this asset cannot be valued.

War Memorial Monument

Situated outside the Town Hall. The Council does not hold cost information on this asset and the cultural and historical significance cannot be valued.

Pigeon Memorial

This is a monument situated in Steyne Gardens dedicated to the pigeons who took part in the First World War. The cultural and historical significance of this monument cannot be valued.

The Miller's Tomb

This is a famous tomb situated on a Downland site, which is now owned by the National Trust. The tomb is the grave of John Oliver who was a miller in 1709 and thought to be involved in smuggling. The site has been designated a site of nature and conservation due to the wealth of flora including orchids. It is not possible to value the cultural and historical significance of this unique asset.

Amelia Park Gateway

This is a listed building constructed between 1831 and 1833. The main archway was designed for carriages and the two side arches were designed for pedestrians. It is not possible to value the cultural and historical significance of this unique asset.

NOTE 53: HERITAGE ASSETS: FURTHER INFORMATION ON THE MUSEUM'S COLLECTIONS

Art and Sculpture

The Museum has built up an extensive topographical collection of paintings, prints and drawings dating from 1800 to the present day. It also has a fine body of oil paintings by the British Post Impressionist painters who were members of the Camden Town Group. The watercolours include works by some of the main water-colourists working from the eighteenth century onwards.

NOTES TO THE ACCOUNTS

NOTE 53: HERITAGE ASSETS: FURTHER INFORMATION ON THE MUSEUM'S COLLECTIONS

Costume and Jewellery

This is one of the most important costume collections of its kind in the country and since the 1960s the collection has grown to approximately 25,000 items of British clothing, accessories and ephemera, used and worn by both sexes, all ages and social levels.

Toys

The juvenilia collection is one of the museum's particular strengths and is not only one of the largest collections of its kind outside London, but also includes pieces of superb quality and interest. These include English wax dolls, early paper dolls, dolls houses, clockwork toys, cards, table and optical games as well as educational games and books.

Social History

This collection includes books, non archaeological coins, tokens, medals, militaria, social history, agricultural history, transport, ephemera and photography. The coin collection includes commemorative medals from Sussex.

The coin collection includes Iron Age and Roman coins, British coins of all periods, as well as those from British overseas territories, and a small but significant collection of tokens from Sussex as well as others from the rest of Britain.

Each of the main areas within the Social History section is supported by large holdings of printed ephemera and photographs. The collections relate primarily to English Social History and to the Worthing area in particular. There is a collection of over 6,000 topographical photographs which illustrate how the area has developed and provide a wealth of information.

Archaeology and Geology

From the 1930s to the 1970s the Worthing Archaeological Society was responsible for a number of major excavations. Since the early 1970s most excavations in the area have been carried out by professional archaeological units. Material from all this work is housed in the Worthing Museum. The collection also includes chance finds and material from field walking.

The Geology collection is a comprehensive and representative collection of rocks and minerals from South-East England and especially from Sussex.

Heritage Assets of Particular Importance

The archaeology collection is extensive and includes both excavated material and stray finds from all periods from the Palaeolithic to Post-Medieval. Notable exhibits include material from important Neolithic flint-mining sites, Bronze Age material, Iron Age material, Romano-British material, early Anglo-Saxon finds, late Saxon material and Medieval material.

The Women's Costume collection is the largest section of costume with examples of Haute Couture, dressmaker, home-made and mass-produced clothing with garments dating from 1700 and accessories dating from 1600. Other notable costume collections include jewellery, hats and handbags.

A unique collection of items that include decorative art, local history and juvenilia was bequeathed to the Museum in 1999 by a local collector.

NOTES TO THE ACCOUNTS

NOTE 53: HERITAGE ASSETS: FURTHER INFORMATION ON THE MUSEUM'S COLLECTIONS

Preservation and Management

The Council's Museum has a rolling programme of major repair and restoration of its artefacts which is charged to the Comprehensive Income and Expenditure Statement.

The Museum has a detailed Acquisitions and Disposals Policy which outlines the procedures for acquiring assets and disposing of assets.

NOTE 54: TRUST FUNDS

The Council acts as one of several trustees for the following funds:

	2014/15 Capital Value of Fund	2013/14 Capital Value of Fund
	£'000	£'000
Highdown Tower Gardens Income used to make improvements to the garden	34	34
Dr Chester's Charity Aid to people in poverty	22	21
TOTAL	56	55

In neither case do the funds represent the assets of the Council and therefore they have not been included in the balance sheet.

The Council acts as a trustee for the Highdown Tower Gardens (registered charity number 305445). Capital funds are held by the Council on behalf of the Trustees.

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2015

These accounts represent the transactions of the Collection Fund which is a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to council tax and non-domestic rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been raised. Administration costs are borne by the General Fund.

Collection Fund - Business Rates and Council Tax						
	2014/15			2013/14		
	Business Rates	Council Tax	TOTAL	Business Rates	Council Tax	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000
INCOME (A)						
Council Tax Receivable	-	54,175	54,175	-	53,159	53,159
Business Rates Receivable	30,549	-	30,549	31,850	-	31,850
Transitional; Protection Payments Receivable	73	-	73	49	-	49
	30,622	54,175	84,797	31,899	53,159	85,058
Contribution Towards Previous Year Deficit						
Central Government	-	-	-	-	-	-
Worthing Borough Council	-	-	-	-	31	31
West Sussex County Council	-	-	-	-	169	169
Sussex Police and Crime Commissioner	-	-	-	-	20	20
	-	-	-	-	220	220
TOTAL INCOME (C) = (A+B)	30,622	54,175	84,797	31,899	53,379	85,278
EXPENDITURE (D)						
Payment From Previous Year Surplus						
Central Government	68	-	68	-	-	-
Worthing Borough Council	55	3	58	-	-	-
West Sussex County Council	14	17	31	-	-	-
Sussex Police and Crime Commissioner	-	2	2	-	-	-
	137	22	159	-	-	-
Precepts, Demands and Shares (E)						
Central Government	14,872	-	14,872	14,974	-	14,974
Worthing Borough Council	11,898	7,631	19,529	11,979	7,621	19,600
West Sussex County Council	2,975	41,052	44,027	2,995	40,999	43,994
Sussex Police and Crime Commissioner	-	4,986	4,986	-	4,884	4,884
	29,745	53,669	83,414	29,948	53,504	83,452
Charges to Collection Fund (F)						
Less: write offs of uncollectable amounts	115	85	200	645	78	723
Less: Incr. / Decr. (-) in Bad Debt Provision	64	24	88	(29)	88	59
Less: Incr. / Decr. (-) in Provision for Appeals	1,076	-	1,076	1,651	-	1,651
Less: Cost of Collection	133	-	133	133	-	133
	1,388	109	1,497	2,400	166	2,566
TOTAL EXPENDITURE (G) = (D+E+F)	31,270	53,800	85,070	32,348	53,670	86,018
Surpl. / Def. (-) arising during the yr (C-G)	(648)	375	(273)	(449)	(291)	(740)
Surplus / Deficit (-) b/fwd. 1st April	(449)	(589)	(1,038)	-	(298)	(298)
Surplus / Deficit (-) c/fwd. 31st March	(1,097)	(214)	(1,311)	(449)	(589)	(1,038)

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 1: COUNCIL TAX

Council Tax income is based on the value in 1991 of residential properties, which are classified into eight valuation bands as below, including a variant on Band A in respect of disabled relief. The total numbers of properties in each band are adjusted and then converted to a Band D equivalent, which when totalled and adjusted for valuation changes and losses on collection forms the Council's tax base.

	No. of Chargeable Dwellings	Less Discounts	Add New Homes Forecast	Net Dwellings	Ratio to Band D	No. of Band D Equivalents
Band A-	10.00	27.00	0.00	-17.00	5/9ths	-9.4
Band A	7,391.00	3,466.52	69.75	3,994.23	6/9ths	2,662.8
Band B	10,657.00	3,742.65	316.50	7,230.85	7/9ths	5,624.1
Band C	12,592.00	2,889.55	267.25	9,969.70	8/9ths	8,862.0
Band D	8,854.00	1,313.49	105.50	7,646.01	9/9ths	7,646.0
Band E	5,168.00	567.10	42.00	4,642.90	11/9ths	5,674.7
Band F	2,243.00	189.22	25.50	2,079.28	13/9ths	3,003.4
Band G	860.00	73.08	2.75	789.67	15/9ths	1,316.1
Band H	7.00	1.50	0.00	5.50	18/9ths	11.0
	47,782.00	12,270.11	829.25	36,341.14		34,790.7
Add : New Homes						728.3
Less : allowance for loss on collection and void properties						-190.0
						35,329.0

Individual charges per dwelling are calculated by dividing the total budget requirement of West Sussex County Council, the Sussex Police and Crime Commissioner and Worthing Borough Council by the Council Tax Base calculated above.

	Demand or Precept £	Council Tax Base	Band D Council Tax £
West Sussex County Council	41,051,945	÷ 35,329 =	1,161.98
Sussex Police & Crime Commissioner	4,985,628	÷ 35,329 =	141.12
Worthing Borough Council	7,631,060	÷ 35,329 =	216.00

NOTE 2: NON-DOMESTIC RATES (NDR)

Non-domestic rates are collected by the Council from local businesses using a uniform rate supplied by the Government for the Country as a whole (48.2p in 2014/15), (47.1p in 2013/14) and local rateable values .

NOTE 3: BAD AND DOUBTFUL DEBTS

A requirement of £1,418k and £865k for bad and doubtful debts for Council Tax and National Non Domestic Rates has been provided for in 2014/15 in line with Worthing Borough Council's accounting policy for maintaining the provision.

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 4: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF COUNCIL TAX

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

	West Sussex County Council Closing Balance	Sussex Police and Crime Commissioner Closing Balance	Preceptors Total	Worthing Closing Balance	TOTAL
	£	£	£	£	£
Demand on Collection Fund 2015/16	42,487,467	5,261,983		7,897,910	55,647,360
Applicable proportions based on 2015/16 demand (This %age used to allocate (surplus)/deficit for 2014/15)	76.35%	9.46%		14.19%	100.00%
Council Tax arrears as at 31/03/15	2,165,991	268,373	2,434,364	402,559	2,836,923
Provision for bad debts as at 31/03/15	(1,082,751)	(134,156)	(1,216,907)	(201,234)	(1,418,141)
Receipt in advance as at 31/03/15	(707,132)	(87,616)	(794,748)	(131,424)	(926,172)
(Surplus)/Deficit as at 31/03/14	449,880	54,639	504,519	83,636	588,155
In year (Surplus)/Deficit for 2014/15	(287,967)	(34,578)	(322,545)	(53,543)	(376,088)
Balance as on 31/03/2015	538,021	66,662	604,683	99,994	704,677

NOTE 5: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF BUSINESS RATES

Apportionment of Business Rates Balances to Major Preceptors				
	Department of Communities and Local Govt	West Sussex County Council	Worthing Borough Council	TOTAL
	£'000	£'000	£'000	
Business Rates Arrears	316,576	63,315	253,261	633,152
Provision for Bad Debts	(432,338)	(86,468)	(345,871)	(864,677)
Provision for Appeals	(1,801,391)	(360,278)	(1,441,113)	(3,602,782)
RV List Amendments	438,260	87,652	350,608	876,520
Receipt in Advance	(224,779)	(44,956)	(179,824)	(449,559)
(Surplus)/Deficit	548,010	109,602	438,409	1,096,021
Balance as at 31/03/2015	(1,155,662)	(231,133)	(924,530)	(2,311,325)

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SCOPE OF RESPONSIBILITY

Worthing Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Adur District Council has complied with the code and also meets the requirements of regulation 4[2] of the Accounts and Audit Regulations 2011 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Council for the financial year ended 31st March 2015 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements include arrangements for:

- identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users;
- reviewing the authority's vision and its implications for the authority's governance arrangements;
- translating the vision into objectives for the authority and its partnerships;

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THE GOVERNANCE FRAMEWORK

- measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources and value for money;
- defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements;
- developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality;
- reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability;
- ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- ensuring effective management of change and transformation;
- ensuring the authority's financial management arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Chief Financial Officer in Local Government* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring the authority's assurance arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Head of Internal Audit* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring effective arrangements are in place for the discharge of the monitoring officer function;
- ensuring effective arrangements are in place for the discharge of the head of paid service function;
- undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees: Practical Guidance for Local Authorities*;
- ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- whistleblowing and for receiving and investigating complaints from the public;
- identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training;

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THE GOVERNANCE FRAMEWORK

- establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation;
- enhancing the accountability for service delivery and effectiveness of other public service providers;
- incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements.

The operation of this authority's governance framework is described in the section below.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives Managers/Directors/Members, in a number of ways, the confidence/evidence/ certainty that what needs to be done is being done. The chart below provides a high level overview of the Council's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO					
Focusing on the purpose of the Authority; deliver outcomes for the Community and create and implement a vision for the local area.	Working together to achieve a common purpose with clearly defined functions and roles	Promote values for the authority and demonstrate the values of good governance through upholding high standards of conduct and behaviour	Take informed and transparent decisions which are subject to effective scrutiny and managing risk	Develop the capacity and capability of members and officers to be effective	Engage with local people and other stakeholders to ensure robust public accountability.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

HOW WE DO IT					
<ul style="list-style-type: none"> • Organisational goals • Service planning • Performance Management • Strategies 	<ul style="list-style-type: none"> • The Constitution • The Monitoring Officer • Section 151 Officer 	<ul style="list-style-type: none"> • Codes of conduct • Financial management and MTFP • Bribery Act 2010 policy guidance • Whistleblowing Policy • HR Policies and procedures 	<ul style="list-style-type: none"> • Freedom of information requests • Complaints procedure • Reports considered by legal and finance experts • Equality impact assessments • Corporate risk register 	<ul style="list-style-type: none"> • Robust interview and selection process • Training and development • Workforce planning • Succession planning • Performance development reviews • Talent management 	<ul style="list-style-type: none"> • Community and engagement policy • Consultations • Terms of reference for partnerships

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE
<p>Joint Governance Committee function and self-assessment; Corporate Governance Group; Scrutiny Reviews; Review of progress made in addressing issues; Performance monitoring; Review of compliance with corporate governance controls; Review of accounts; Employee opinion surveys; Internal audits and external audits; Inspections and recommendations made by external agencies.</p>

The following sections look at how the Council delivers governance principles in more detail:

1. **FOCUSING ON THE PURPOSE OF THE AUTHORITY AND ON OUTCOMES FOR THE COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA**

Joint Corporate Priorities

The Councils have agreed three priorities which set out its aspirations for the town.

- ◆ **Supporting Wealth Generators**
- ◆ **Cultivating Enterprising Communities**
- ◆ **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet <http://www.adur-worthing.gov.uk/large-files/surfs-up/surfs-up-spreads.pdf>

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

1. FOCUSING ON THE PURPOSE OF THE AUTHORITY AND ON OUTCOMES FOR THE COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA

Service planning and performance management

In order to secure these outcomes for residents and service users, the Council needs to respond to some tough challenges. Through partnership working and efficiency savings the Council has made significant savings over the past five years and needs to find a further £3.2m by 2019/20 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, this Council continues with this arrangement internally and is in the process of updating the constitution to ensure it reflects current practice. As well as working together as a single organisation and with our neighbour Adur District Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Codes of conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

Financial management

The Chief Financial Officer and s151 Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Cabinet and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with finance staff ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

Financial Regulations were revised in 2013/14 by the s151 Officer so that the Council can meet all of its responsibilities under various laws. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2014) <http://awintranet/media/media,125134,en.pdf> sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Joint Governance Committee

As its name suggests, the Joint Governance Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff. The Freedom of Information Act 2000 (FoI) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

Transparency

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place.

Effective scrutiny

The Council operates Joint Overview and Scrutiny Committee (JOSC) governed by its own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by Cabinet or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Council is performing and see whether they are providing the best possible, cost effective service for people in the city. The JOSC's findings are reported to the Joint Strategic Committee or Cabinet and may result in changes to the way in which services are delivered.

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Council operates a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

5. DEVELOPING THE CAPACITY AND CAPABILITY OF MEMBERS AND OFFICERS TO BE EFFECTIVE

Recruitment and induction

The Council operates a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IT, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Governance and Audit and Standards Committee, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

Performance monitoring

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out a performance development review on an annual basis, which seeks to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements. Adur District Council has developed a Community and Engagement Policy, which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

Engagement and communication

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Council's website at www.adur-worthing.gov.uk. Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, neighbourhood forums, council meetings (open to the public), their local Councillor and through the citizens panel.

Consultations

The council keeps a forward plan of planned consultations. Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current consultations, as well as a list of past consultations explaining how the council has used public feedback is available on the council website.

Partnership working

In addition to the partnership between Adur and Worthing (<http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/>), this Council is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

REVIEW OF EFFECTIVENESS

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

The Council has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Cabinets, the Joint Governance Committee, the Joint Overview and Scrutiny Committee, the Standards Committee
- internal and external audit
- other explicit review/assurance mechanisms.

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REVIEW OF EFFECTIVENESS

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

SIGNIFICANT GOVERNANCE ISSUES

There are two significant governance issues either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report;

i) Procurement and contract management procedures and processes:

The Council identified the need to improve its future procurement and contract management arrangements following an in depth review of contact procedures and contract management arrangements. Actions are being taken to remedy the situation by way of:

- A programme of training on contract standing orders and contract management;
- A major review of contract management; and
- A corporate review of procurement.

ii) Lack of an ICT Disaster Recovery Plan.

The Council identified this as a key priority following an in-depth review of an IT failure. To address this, the Council has engaged consultants to support the production of a new ICT Disaster Recovery Plan

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2014 review together with any issues which have been identified during the current review.

The governance requirements in the Statement on the Role of the Chief Financial Officer in Public Services are that the Chief Financial Officer should be professionally qualified, report directly to the Chief Executive and be a member of the leadership team, with a status at least equivalent to other members. The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council's Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive and the Corporate Leadership Team where necessary.

ANNUAL GOVERNANCE STATEMENT

PROPOSED ACTION

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

Signed: _____

Councillor Daniel Humphreys
Leader of the Council
Worthing Borough Council



Dated: _____

Signed: _____

Alex Bailey
Chief Executive of
Adur and Worthing Councils



Dated: _____

GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	The period of time covered by the accounts. The current year is 2014/15 which means the year commencing 1st April 2014 and ending 31st March 2015. The end of the accounting period is the date at which the balance sheet is drawn up.
ACCRUAL	An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.
ACTUARIAL ASSUMPTION	An actuarial assumption is an estimate (usually in respect of pension fund valuations) of an unknown value made in accordance with methods of actuarial science. An actuarial assumption is made using statistical tools such as the correlation of known values to possible outcomes for the unknown value. An actuarial assumption is often used to calculate premiums or benefits. Actuarial gains and losses which may result from:
ACTUARIAL GAINS AND LOSSES	(a) experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and (b) the effects of changes in actuarial assumptions.
ASSET	A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.
AMORTISED COST	The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.
BALANCE SHEET	A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.
CAPITAL CHARGE	A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.
CAPITAL EXPENDITURE	Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.
CAPITAL RECEIPTS	The proceeds from the sale of fixed assets.

GLOSSARY OF ACCOUNTING TERMS

CASH EQUIVALENTS	Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.
COMMUNITY ASSETS	Assets that are intended to be held in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and historic buildings.
CONSISTENCY	The concept that the accounting treatment of like items within an accounting period and from one period to the next is the same.
CONTINGENT LIABILITY	A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.
CREDITORS	Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.
CURRENT ASSETS/LIABILITIES	Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.
CURRENT SERVICE COST	Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.
CURTAILMENT	Curtailements will show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.
DEBTORS	Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date
DEFINED BENEFIT SCHEME	This is a pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).
DEPRECIATION	The loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.
EXPENDITURE	The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.

GLOSSARY OF ACCOUNTING TERMS

FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.
INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTANGIBLE ASSETS	Non-financial assets e.g. software licences with no physical substance which is controlled by an entity through custody or legal rights.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the Council without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the Council.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.

GLOSSARY OF ACCOUNTING TERMS

OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.
POST BALANCE SHEET EVENTS	Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur, but uncertain as to the amounts involved or as to the dates on which they will arise.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in a previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.
PUBLIC WORKS LOAN BOARD (PWL B)	The Public Works Loan Board (PWL B) is a statutory body operating within the Debt management Office of the UK Treasury (DMO) and is responsible for lending money to local authorities and managing certain public sector funds.
REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of a Council.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

GLOSSARY OF ACCOUNTING TERMS

MAIN CHANGES IN TERMINOLOGY

UK GAAP (Old Terminology)	IFRS (Revised Terminology)
I and E Account and STRGL	Statement of Comprehensive Income
Fixed (e.g. Fixed Assets)	Non current (e.g. Non Current Assets)
Stocks	Inventories
Tangible fixed assets	Property plant and equipment

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***Joint Strategic
Committee
Statement of
Accounts
2014/2015***

JOINT STRATEGIC COMMITTEE

STATEMENT OF ACCOUNTS

for the year ended 31st March, 2015

C O N T E N T S

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EXPLANATORY FOREWORD

INTRODUCTION

This is an explanatory foreword to the Statement of Accounts for the year ended 31 March 2015.

The accounts shown on the following pages have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) supported by the International Financial Reporting Standards (IFRS) and are in respect of the financial year ended 31 March 2015.

Changes to the CIPFA Code of Practice for 2014/15

Unlike previous years there are no new requirements arising from the code which are relevant to the Joint Strategic Committee.

The CIPFA Guidance states, in general terms, that a number of areas have been revised “to take account of issues arising from practitioner queries raised through, for example, CIPFA’s Technical Enquiry Service.”

In more specific terms, updates, revisions and changes listed include:

- LAAP Bulletin 86 (Update) *Componentisation of Property, Plant and Equipment*
- The Carbon Reduction Commitment Energy Efficiency Scheme – Module 2 has been updated for the consequences of the accounting requirements for the second phase of the scheme, which commenced in April 2014 and runs until March 2019.
- Module 3 includes changes to section 3.4 of the Code on the presentation of financial statements to reflect the amendments to IAS 1 in respect of the new requirements for comparative information and clarification regarding the complete list of financial statements.
- Within Example Financial Statements, a new section C has been added to include CIPFA’s updated *How to Tell the Story*, which is intended to help CFOs and other senior staff present the financial statements to members and other key stakeholders

The significant Accounting Policies are included as Note 1 to these accounts.

The Annual Governance Statement is included at the end of this document for information.

The Statements are listed and explained in the next section.

This will be the final set of formal accounts for the Joint Strategic Committee. From 2015-16 onwards there is no legal requirement to produce such a statement, although the Council will produce memorandum accounts for public information.

EXPLANATORY FOREWORD

EXPLANATION OF ACCOUNTING STATEMENTS

The Statement of Accounts consists of:

Page No:

Statement of Responsibilities

9

This statement sets out the respective responsibilities of the Joint Strategic Committee (JSC) and the Chief Finance Officer in respect of the JSC's accounts. This statement confirms that the accounts give a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the given financial year.

Movement in Reserves Statement

10

This statement shows the movement in the year on the different reserves held by the JSC, analysed into 'usable reserves' and 'unusable reserves'.

Comprehensive Income and Expenditure Statement

11

This statement provides a summary of the resources generated and consumed by the JSC in the year that have contributed to the changes in resources shown in the Movement in Reserves Statement (MiRS). It demonstrates how the net cost for the year has been financed from Adur District Council and Worthing Borough Council.

The Balance Sheet

12

This statement summarises the JSC's assets and liabilities as at 31st March 2015 in its top half. The bottom half of the statement sets out the reserves split into the 2 categories of 'usable' and 'unusable' Reserves.

The Cash Flow Statement

13

This statement summarises the flows of cash and cash equivalents of the JSC that have taken place over the financial year.

Notes to the Accounts

15 – 59

WORKING IN PARTNERSHIP

Government initiatives have placed great emphasis on partnership working for future service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Adur District and Worthing Borough Councils embarked on an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, now includes all of the services that were intended to operate as shared Adur & Worthing services with a net cost of services of £25.1m. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget and statement of accounts.

EXPLANATORY FOREWORD

WORKING IN PARTNERSHIP

- As each service moves across to the Joint Strategic Committee their respective budgets and spend are pooled.
- The joint budgets/expenditure are recharged back to Adur and Worthing Councils.

For 2014/15 a separate statement of accounts is required to be produced for the Joint Strategic Committee for Adur and Worthing Councils. However, from 2015/16 onwards there is no requirement to produce such a statement, although the Council will produce memorandum accounts for public information. A copy is available on request from the Chief Financial Officer, Town Hall, Chapel Road, Worthing, BN11 1HB.

COUNCIL PRIORITIES

The Councils have agreed three priorities which set out its aspirations for the town.

- **Supporting Wealth Generators**
- **Cultivating Enterprising Communities**
- **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet: http://www.adur-worthing.gov.uk/media/media_134526.en.pdf

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

The most recent budget strategy for this council has been compiled in the context of the Government's Comprehensive Spending Review and the 2015/16 local government settlement. Both councils agreed a budget strategy to meet this challenge through 3 major work streams – major service reviews, efficiency reviews and base budget reviews. As a result significant savings were identified as part of the 2015/16 budget round.

The JSC budget strategy has taken account of risks such as:

- income generated by both Councils may be affected by the recession;
- withdrawal of funding by partners, potentially losing funding for key priorities;
- the inflation allowance in non-pay budgets may be insufficient, resulting in higher than expected costs

Both of the partnership Councils have a working balance and other earmarked reserves to help mitigate these risks.

EXPLANATORY FOREWORD

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

Further details around the MTFPs for both councils are contained in the “*Outline Forecast 2016/17 To 2020/21 And Budget Strategy*”, which was reported to 7th July 2015 Joint Strategic Committee.

The link for this report is: <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee.133764.en.html>

FINANCIAL OVERVIEW

A comprehensive summary of the financial performance of the Partnership authorities – Adur District Council, Worthing Borough Council and the JSC – is contained in the 7th July 2015 JSC report “Revenue Outturn for Joint, Adur and Worthing 2014/15”. This is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The financial activities of the JSC can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the JSC in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the JSC over a number of years.

SUMMARY OF REVENUE SPEND

A more detailed summary of the JSC financial results for 2014/15 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the JSC has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. The current economic recession has impacted on income streams for the JSC. In 2014/15 the JSC reported an underspend of just £10,461 against a budget of £21,653,000. The major variations are explained in more detail in the 7th July, 2015 Joint Strategic Committee report “Revenue and Capital Outturn for Joint, Adur and Worthing 2014/15”. <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee.133764.en.html>. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

The financial outturn for the General Fund shows that the JSC has again contained expenditure

Overall therefore the JSC has had a generally successful year from a financial perspective, maintaining and improving services and delivering on major capital investments whilst containing spend within approved budgets and being able to maintain reserves.

EXPLANATORY FOREWORD

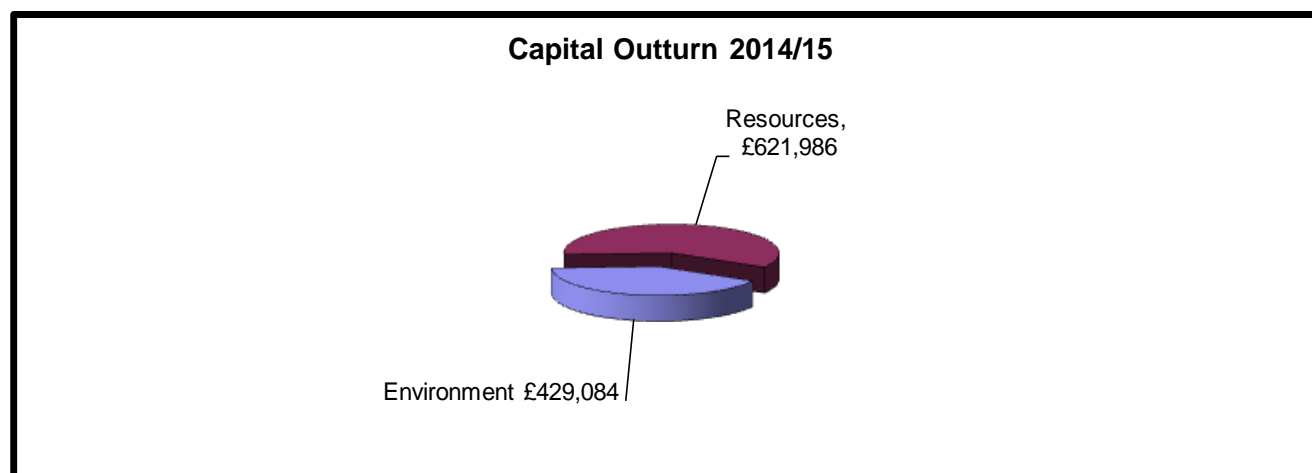
SUMMARY OF REVENUE SPEND

How the money was spent and how services were funded

SUMMARY FINAL REVENUE OUTTURN			
SERVICE BLOCK	CURRENT ESTIMATE 2014/15	OUTTURN 2014/15	UNDER/ OVERSPEND
	£000s	£000s	£000s
Chief Executive	873	856	(17)
Director for Communities	5,155	4,854	(301)
Director for Customer Services	5,985	5,773	(212)
Director for Digital & Resources	9,697	10,083	386
Director for the Economy	3,376	3,556	180
Grants Reserves	-	(47)	(47)
TOTAL SERVICES	25,086	25,075	(11)
ALLOCATION OF COSTS			
Recharged to other joint services	(3,432)	(3,432)	-
	21,654	21,643	(11)
Adur District Council	(8,662)	(8,805)	(143)
Worthing Borough Council	(12,992)	(12,838)	154
	(21,654)	(21,643)	(11)

SUMMARY OF CAPITAL SPEND

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Councils aims and objectives over more than one year. The Councils plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.



EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

Capital expenditure in the Joint Committee relates to joint assets and is funded by Worthing and Adur Councils as show below:

	2014/15
	£'000
Adur District Council	463
Worthing Borough Council	588
TOTAL	1,051

“The Council’s assets have been increased. The size of the capital programme, the funding and the capital outturn is explained in more detail in the 7th July 2015 Joint Strategic Committee report “Capital and Projects Outturn for Joint, Adur and Worthing 2014/15”. <http://www.adur-worthing.gov.uk/media/media.124885.en.pdf>. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

POST EMPLOYMENT BENEFITS

Prior to 2013/14 staff paid through the Joint Strategic Committee were included within the Adur District and Worthing Borough Councils IAS19 report on pension liabilities from the Council's Actuary. To improve how pension costs are shown within the accounts, a separate IAS19 report was commissioned for the Joint Strategic Committee and these costs are now reflected in the accounts of the Joint Strategic Committee.

ACHIEVEMENTS IN 2014/15

The Revenue and Capital transactions recorded in these statements supported all the Councils’ activities and objectives in 2014/15 Substantial achievements were made in the following areas:

Rethinking Parks - The Councils were successful in their bid to the DCLG's Transformation Challenge Award to fund a project to review how communities can be more engaged in the management and ownership of Parks. The project is being delivered in partnership with The Conservation Volunteers and in addition to engaging communities, will seek to achieve physical and mental health outcomes.

West Sussex Transit Site - In partnership with the County Council, District & Borough Councils, Sussex Police & the HCA, funding, planning permission and construction of a Gypsy & Traveller Transit Site took place in 2014/15 in readiness for the Site to open in April 2015. This initiative follows several years of dealing with Unauthorised Encampments that were both costly and had a negative impact on the community & the Councils’ reputation.

EXPLANATORY FOREWORD

ACHIEVEMENTS IN 2014/15

Think Family - Adur & Worthing Councils are one of the key lead agencies delivering the West Sussex version of the national Troubled Families project: Think Family. The first phase of Think Family ended in March 2015 with targets for intervention achieved and West Sussex emerging as one of the most successful programmes. Adur & Worthing Councils continue to be one of the lead delivery agencies for the new expanded Think Family 2 programme, and have led the way in West Sussex in delivering community based interventions through the Think Family neighbourhoods' initiative.

Digital Strategy - Adur and Worthing Councils have created a digital strategy and programme that is well underway, transforming staff productivity and mobility through Google for Work, and digitising the AWCS service as the first of many digital service transformations, improving the customer experience and delivering savings.

Customer Services – This joint service supports 160,000 residents, 700,000 households, and 7,000 businesses, as well as supporting the visitor economy and enquiries from customers outside our geographical boundaries. In 2014/15 it has focused on procurement of replacement omni-channel technologies and enterprise telephony, improved management information and knowledge. We will become more effective advocates for customers across the business. A Customer and Commercial Board has been established by the Director for Customer Services, which identifies new business and service efficiency opportunities.

SUMMARY

This is a challenging time for Local Government. Both Adur and Worthing Councils have faced a considerable reduction in central Government funding and have a strong desire to limit the increases to Council Tax.

The outturn position will inform the development of the 2016/17 budget. The intention is to build in recurring under spends into the 2016/17 budget where possible and so avoid the need for unnecessary service reductions.

FURTHER INFORMATION

Further information on the Joint Strategic Committee's accounts is available from the Section 151 Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

Information on joint policies and plans for the Adur Worthing partnership, and especially their joint Key Priorities are obtainable on application to the Head of Communications in the Town Hall, Chapel Road, Worthing or by accessing the joint Adur and Worthing Councils' website, www.adur-worthing.gov.uk

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2015

The Joint Governance and Audit Committee's Responsibilities:

- (a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. For the Joint Strategic Committee in the financial year 2014/15 that officer was the Chief Financial Officer.
- (b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.
- (c) To approve the Statement of Accounts by 30th September, 2015.

The Chief Financial Officer and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Joint Strategic Committee's Statement of Accounts which is required to give a true and fair view of the financial position of the Joint Strategic Committee.

In preparing the statement of accounts the Chief Financial Officer is to select accounting policies and apply them consistently, make judgements and estimates that are reasonable prudent, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2011 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Joint Strategic Committee at 31st March, 2015 and its income and expenditure for the year ended on that date.

SARAH GOBEY
Chief Financial Officer

Dated: 29th September, 2015

Certificate of Approval by Joint Governance and Audit Committee

I confirm that these Accounts were approved by the Joint Governance Committee of Adur District Council and Worthing Borough Council on 29th September, 2015.

ROD HOTTON
Chairman, Joint Governance and Audit Committee

Dated: 29th September, 2015

MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on the different reserves held by the Committee, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The 'Surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Committee services, more details of which are shown in Comprehensive Income & Expenditure Statement. The 'Net Increase /Decrease before transfers to earmarked reserves' line shows the net expenditure of the Joint Strategic Committee before any discretionary transfers to or from earmarked reserves undertaken by the Committee.

	Joint Strategic Committee Working Balance	Earmarked Grants & Contribu- tions Reserves	Earmarked Transferred Asset Adjustment Ac Reserves	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31.03.13	-	(267)	(6,671)	(6,938)	10,205	3,267
Movement in Reserves during 2013/14						
Surplus or (deficit) on provision of services	4,380	-	-	4,380	-	4,380
Other Comprehensive Expenditure & Income	(6,648)	-	-	(6,648)	-	(6,648)
Total Comprehensive Expenditure and Income	(2,268)	-	-	(2,268)	-	(2,268)
Adjustments between accounting and funding basis under Regs (Note 7)	2,637	-	-	2,637	(2,637)	-
Net Increase/Decrease before Transfers to Earmarked Reserves	369	-	-	369	(2,637)	(2,268)
Transfers to/from Earmarked Res. (Note 8)	(369)	52	317	-	-	-
Increase/Decrease (movement) in Year	-	52	317	369	(2,637)	(2,268)
Bal. at 31.03.14 c/fwd	-	(215)	(6,354)	(6,569)	7,568	999
Movement in Reserves during 2014/15						
Surplus or (deficit) on provision of services	4,246	-	-	4,246	-	4,246
Other Comprehensive Expenditure and Income	2,117	-	-	2,117	-	2,117
Total Comprehensive Expenditure and Income	6,363	-	-	6,363	-	6,363
Adjustments between accounting and funding basis under regs (Note7)	(5,937)	-	-	(5,937)	5,937	-
Net Increase/Decrease before Transfers to Earmarked Reserves	426	-	-	426	5,937	6,363
Transfers to/from Earmarked Res. (Note 8)	(426)	47	379	-	-	-
Inc./Dec. in Year	-	47	379	426	5,937	6,363
Bal. at 31.03.15 c/fwd	-	(168)	(5,975)	(6,143)	13,505	7,362

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

	2014/15	2014/15		2014/15	2013/14	2013/214	2013/14
	Gross Expenditure	Gross Income	Note	Net Expenditure	Gross Expenditure	Gross Income	Net (Income) Expenditure
	£'000	£'000		£'000	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES							
Central Services to the Public	875	-		875	736	-	736
Cultural and Related Services	1,430	(54)		1,376	1,434	(29)	1,405
Environmental and Regulatory Services	8,471	(2,022)		6,449	8,972	(1,975)	6,997
Planning Services	5,266	(1,448)		3,818	5,189	(1,434)	3,755
Highways and Transport Services	277	-		277	295	-	295
Housing Services	584	(109)		475	775	(113)	662
Adult Social Care	-	-		-	-	-	-
Corporate & Democratic Core	342	-		342	389	-	389
Non-Distributed Costs	86	-		86	82	-	82
Net Cost of General Fund Services	17,331	(3,633)		13,698	17,872	(3,551)	14,321
Holding Accounts	10,675	(275)	30	10,400	8,537	(191)	8,346
Net Cost of Services	28,006	(3,908)		24,098	26,409	(3,742)	22,667
Other Operating Expenditure			9	23			77
Financing and investment income and expenditure			10	2,854			2,784
Taxation and non-specific grant income			11	(1,073)			(967)
Funded by Adur District Council				(8,700)			(7,851)
Funded by Worthing Borough Council				(12,956)			(12,330)
(Surplus) or Deficit on Provision of Services				4,246			4,380
Remeasurments of the net defined pension benefit liability			33	2,117			(6,648)
Other				-			-
Other Comprehensive Income and Expenditure				2,117			(6,648)
Total Comprehensive Income and Expenditure				6,363			(2,268)

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Joint Committee. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held by the Committee.

See Note No:	As at 31st March 2015	As at 31st March 2014
	£'000	£'000
Long Term Assets:		
Property, Plant & Equipment 12	5,582	6,052
Investment Property	-	-
Intangible Assets 13	392	301
Assets Held for Sale	-	-
Long Term Investments	-	-
Long Term Debtors	-	-
Total Long Term Assets	5,974	6,353
Current Assets:		
Short Term Investments	-	-
Assets Held For Sale	-	-
Inventories 15	157	143
Short Term Debtors 16	1,954	927
Cash & Cash Equivalents 17	1,476	1,260
Total Current Assets	3,587	2,330
Current Liabilities:		
Cash & Cash Equivalents	-	-
Short Term Borrowing	-	-
Short Term Creditors 18	(2,615)	(1,728)
Provisions	-	-
Grants Receipt in Advance - Revenue 28	(803)	(386)
Total Current Liabilities	(3,418)	(2,114)
Long Term Liabilities:		
Long Term Creditors	-	-
Provisions	-	-
Long Term Borrowing	-	-
Pension Liability 33	(13,505)	(7,568)
Total Long Term Liabilities	(13,505)	(7,568)
Net Assets	(7,362)	(999)
Financed By Reserves:		
Usable Reserves 19	(6,143)	(6,569)
Unusable Reserve 20	13,505	7,568
Total Reserves	7,362	999

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Joint Strategic Committee during the reporting period. The statement shows how the Committee 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 Joint Strategic Committee are recharged to the constituent authorities and the recipients of services provided by the Committee. There are no financing or investing activities for the Joint Strategic Committee. Financing and Investing activities would normally represent the extent to which cashflow and outflows have been made for resources which are intended to contribute to the Committee's future service delivery.

See Note No:	2014/15	2013/14
	£'000	£'000
Net surplus or (deficit) on provision of services	(4,246)	(4,380)
Adjustments to net surplus or deficit on the provision of services for non cash movements	4,462	3,241
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	-	-
Net cash flows from Operating Activities	216	(1,139)
	21	
Net increase or decrease in cash and cash equivalents	216	(1,139)
Cash and cash equivalents at the beginning of the reporting period	1,260	2,399
Cash and cash equivalents at the end of the reporting period	1,476	1,260
	17	

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2014/15

General

The accounts have been prepared in accordance with the Chartered Institute of Public Finance & Accountancy (CIPFA)/The Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Financial Accounting in the United Kingdom – 2014/15, which is based on International Financial Reporting Standards (IFRS).

The concepts and principles of International Accounting Standards Board Conceptual Framework for Financial Reporting (2010) have been applied and are outlined below.

The Statement of Accounts has been prepared with the overriding requirement that it is a 'true and fair' representation of the financial position, performance and cash flows of the Joint Strategic Committee.

The Joint Strategic Committee has endeavoured to ensure that within the restrictive definitions of the regulations the following objectives have been met:-

- To provide financial information about the reporting authority that is useful to existing and potential investors, lenders and other creditors in making decisions about providing resources to it.

To provide information about the authority's financial performance, financial position and cash flows that is useful to a wide range of users for assessing the stewardship of the management and for making economic decisions.

To meet the common needs of most users focusing on the ability of the users to make economic decisions, the needs of public accountability and the stewardship of the authority's resources.

UNDERLYING ASSUMPTION TO THE STATEMENT OF ACCOUNTS

Accruals

The non-cash effects of transactions have been reflected in the statements for the financial year in which they occur, not when any cash is received or paid. The current de minimis is £250.

Going Concern

The accounts have been prepared on the assumption that the Joint Strategic Committee will continue to provide operational services for the foreseeable future.

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Relevance and faithful representation

The information in the accounts is useful in assessing the Joint Strategic Committee's stewardship of public funds and for making economic decisions. It is intended to be complete, neutral and free from error.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Materiality

An item is considered to be material where its omission or mis-statement could influence the decisions or assessments of users of the financial statements presented in the accounts. Materiality, therefore, is subjective and depends on the nature or size of the omission or mis-statement judged in the surrounding circumstances.

The Joint Strategic Committee has therefore exercised its professional judgement in considering the size and nature of any transaction, or set of transactions, brought into the financial statements. In so doing, the Joint Strategic Committee does not set fixed monetary limits or rules for materiality, but has taken a view upon what would provide a proper understanding of the Joint Strategic Committee's overall financial position. Where appropriate, such a view has been reached in consultation with the Joint Strategic Committee's auditors.

ENHANCED QUALITATIVE CHARACTERISTICS

Comparability

A consistent approach to accounting policies is used in preparing the accounts to ensure that they may be compared to previous years.

Verifiability

A faithful representation of the economic position.

Timeliness

The financial statements provide information to decision makers in time to be capable of influencing their decisions.

Understandability

Classifying, characterising and presenting information that is clear and concise. The financial statements are prepared for users who have a reasonable knowledge of business and economic activities.

Primacy of Legislative Requirements

The Joint Strategic Committee operates through the power of statute. Where legislation prescribes the express treatment of transactions, then the accounting concepts outlined above will be over-ruled.

Elements of financial statements

The elements directly related to the measurements of financial position in the Balance Sheet are assets, liabilities and reserves. The elements directly related to the measurement of the financial performance in the Comprehensive Income and Expenditure Statement are income and expenses.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

ENHANCED QUALITATIVE CHARACTERISTICS

Elements of financial statements

The Cash Flow Statement reflects elements in both the Comprehensive Income and Expenditure Statement and the Balance Sheet.

In assessing whether an item meets the definition of an asset, liability or reserve, consideration has been given to its underlying substance and economic reality and not merely its legal form.

INCOME AND EXPENDITURE

Revenue Recognition

Revenue recognition has been accounted for in accordance with IAS 18. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. The exception to this principle is financial assets. These are measured in accordance with the CIPFA Code's requirements for financial instruments.

When the Committee has an agency arrangement, the amounts collected on behalf of third parties are excluded from revenue.

COSTS OF SUPPORT SERVICES

The CIPFA Service Reporting Code (SRCOP) requires the costs of support services to be charged on a fair and transparent basis. The allocation bases used for the main costs are outlined below. The majority of services are allocated out on a time allocation basis with the exception of the following:

Admin Buildings	Headcount
Human Resources inc training	Headcount
Payroll	Headcount
ICT	Headcount
Customer Services	Number of calls multiplied by length of time per call
Cashiers	Number of transactions
Exchequer Services	Number of transactions
Insurance - Employees	Headcount
Insurance - Premises	Premises Valuation
Insurance - Vehicles	No of Vehicles

GRANTS AND CONTRIBUTIONS

Grants and other contributions in relation to revenue and capital expenditure are accounted for on an accruals basis and released to the accounting statements when the conditions for their receipt have been complied with and there is reasonable assurance that the grant or contribution will be received. The de minimis for grants and contributions is £5,000.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

LEASES

Leases are accounted for under IAS 17 which requires them to be classified between finance leases and operating leases. IAS 17 defines a lease as “a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership”.

However, since the Joint Strategic Committee is not a legal entity, it is unable to enter into credit arrangements. Therefore, all leases are accounted for in the constituent authorities to which the lease obligations apply.

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset.

1. The asset must be identifiable.
2. The asset must lack physical substance.
3. The asset is controlled by the Authority and benefit from future economic benefits. Intangible assets are measured at cost.
4. Intangible assets are amortised over their useful lives.

The Committee has no internally generated assets. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

NON CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Joint Strategic Committee and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets.

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code.

The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at market value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost.
- Assets under construction are stated at cost value.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Expenditure and Valuation principles

For 2014/15 the Joint Strategic Committee's asset values have been included in the accounts based on professional valuations. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and £10,000 for new land and buildings. Assets valued below these limits are not included, unless a revaluation is pending.

Disposals

Assets are disposed of in the year of sale and the gain or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for most non-current assets used in the provision of services. The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Transferred Asset Adjustment Account on the Balance Sheet, so that there is no impact on the provision of Joint Strategic Committee services.

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset.

The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

Vehicles	10 years
Equipment	from over 1 to 25 years
Intangible Assets, Software	from over 1 to 7 years
Assets (Finance Leases)	Up to 10 years

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and where there is reason to believe that its value has reduced materially in the period due to impairment, the valuation has been adjusted accordingly.

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated from the first full year they become operational. Assets in the course of construction are not depreciated until they are brought into use
- assets disposed of are depreciated in the year of disposal

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Depreciation

- depreciation is calculated using the straight-line method over the useful life of the asset
- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.

Inventories

These include waste bins, cleaning materials, vehicle spares and fuel.

The Joint Strategic Committee has accounted for inventories in accordance with IAS2 and IPSAS 12.

CURRENT LIABILITIES

Provisions

Provisions are made where an event has taken place that gives the Joint Strategic Committee an obligation that probably requires settlement by a transfer of economic benefit but where the timing is uncertain. Provisions are charges to the Comprehensive Income and Expenditure account when the Joint Strategic Committee becomes aware of the obligation based on best estimate of the likely settlement. When payments are eventually made they are charged to revenue and funded from the provision set up in the Balance Sheet.

DEBTORS AND CREDITORS

The revenue and capital accounts of the Joint Strategic Committee are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Joint Strategic Committee at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made).

Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

ACCOUNTING FOR FINANCIAL INSTRUMENTS

The Joint Strategic Committee recognises financial instruments in the accounts at the point when contractual obligations are made in regard to exchange of goods and services, rather than when receipts or payments pass from one party to another.

The accounting treatment of any particular financial instrument (i.e. how its carrying value is measured, and gains and losses recognised) depends on its classification on initial recognition. For this purpose, IFRS7 recognises two classes of financial liabilities and four classes of financial assets, being:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING FOR FINANCIAL INSTRUMENTS

FINANCIAL LIABILITIES	FINANCIAL ASSETS
Amortised cost	Loans and receivables

The Joint Strategic Committee's financial assets include trade receivables, (debtors) while its financial liabilities include trade and other payables (creditors). Both classes of financial instruments have been accounted for at amortised cost taken as the carrying amount on initial recognition (i.e. the transaction price), The Joint Strategic Committee does not operate bank accounts, or undertake borrowing or investments, which would otherwise give rise to further financial instruments disclosures.

The Code requires that each class of financial assets and financial liabilities be disclosed at "fair value" in a way that permits it to be compared with the carrying amount in the statement of accounts.

Fair value is taken as meaning the amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms-length transaction.

The fair value of trade receivables and trade and other payables is disclosed in Note 12.

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as "short-term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value". As the Joint Strategic Committee does not hold cash or operate bank accounts, the cash and cash equivalents reported in the Balance Sheet and Note 15 are notional and reflect the movement of funds transacted on behalf of the Joint Strategic Committee by Adur District Council.

RESERVES

The Reserves in the Joint Strategic Committee Balance Sheet are analysed between usable and unusable reserves.

The Usable Reserves in the 2014/15 Joint Strategic Committee Balance Sheet comprise of two elements.

1. **The Grants and Contributions Reserve** is used where the grant or contribution has no conditions or conditions are met, the grant has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date.
2. **The Transferred Assets Adjustment Account**, provides a credit balance equal to the written down value of assets capitalised on the Balance Sheet and Note 17. This is used to finance the annual charge for depreciation included in the Comprehensive Income and Expenditure Statement.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

RESERVES

The Joint Strategic Committee does not hold any other reserves. All income and expenditure is distributed to the constituent Councils at the year end.

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable.

EMPLOYEE BENEFITS

Pension Costs

The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund, which provides Council employees with defined benefits relating to pay and service. This accounting treatment complies fully with the requirements of IAS 19 and presentational revisions reflect the 2014/15 Code changes to the classification, recognition, measurement and disclosure requirements introduced by the June 2011 amendments to IAS 19.

Employees of Adur District Council are members of a pension scheme:

- The Local Government Pensions Scheme, administered by West Sussex County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

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

- The liabilities of the West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit credit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on bonds.
- The assets of West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value which is assessed at the bid value as required by FRS17.
- The change in the net pensions liability is derived from two components:
 - Present Value of the defined benefit obligation which represents the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods. This is calculated from several factors including:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

- The 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;
 - The interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - The past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - Contributions by members made into the West Sussex County Council pension fund;
 - 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;
 - Estimate of benefits paid to pensioners.
- Fair value of plan assets which is calculated from several factors including:
- Expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - Contributions paid to the West Sussex County Council pension fund by members and the employer – cash paid as contributions to the pension fund in settlement of liabilities; not accounted for as an expense;
 - 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;
 - Estimate of benefits paid to pensioners.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards.

In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

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

Termination Benefits

Termination benefits, such as redundancy payments, are payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date, or an employee's decision to accept a voluntary redundancy offer in exchange for those benefits. They are often lump-sum payments, but also include enhancement of retirement benefits.

The Code requires that a liability for a termination benefit is recognised at the earlier of the following dates:

- when the authority can no longer withdraw the offer of those benefits; and
- when the authority recognises costs for a restructuring that is within the scope of section 8.2 of the Code and IAS 37 (see Module 8, section B) and involves the payment of termination benefits.

Redundancy costs are recognised in the year in which the decision is made.

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

Current Employee Benefits And Accumulated Absences

The Council reviews the cost of accumulated absences as required by the IFRS code of practice.

The review reveals that the level of this is not material and therefore has chosen not to accrue these costs.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

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:

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

Non-adjusting Events - Those events 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 either their estimated financial effect or a statement that such an estimate cannot be made reliably. Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

CONTINGENT LIABILITIES

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by future events not wholly within the control of the Joint Strategic Committee. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable 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 unless perceived as being remote.

PRIOR PERIOD ADJUSTMENTS

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 Committee'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.

NOTES TO THE ACCOUNTS

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN NOT ADOPTED

The Code of Practice on Local Council Accounting in the United Kingdom 2015/16 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2015. If these had been adopted for the financial year 2014/15 there would be no material changes as detailed below:

- IFRS 13 Fair Value Measurement – This standard introduces a consistent definition of fair value. This standard may affect how some types of property, plant and equipment are valued. However the Joint Strategic Committee does not hold any significant assets that would be affected by the new valuation method.
- IFRIC 21 Levies – This standard provides guidance on the recognition of liabilities to pay levies imposed by Governments. The Joint Strategic Committee is unlikely to pay any such levy.

NOTE 3: CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying accounting policies, the constituent authorities of the Joint Strategic Committee have had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts of the constituent authorities involve government funding. These critical judgements do not apply to the Joint Strategic Committee.

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

The Statement of Accounts contains estimated figures that are based on assumptions made by the Joint Strategic Committee about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty the final results could be different from the estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year's accounts for the latest information.

The items in the Joint Strategic Committee's Balance Sheet at 31st March 2015 for which there is a risk of adjustment in the forthcoming financial year are as follows:

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant & Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Committee will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S</p> <p>There would also be a corresponding decrease in the carrying amount of the assets.</p> <p>Depreciation is excluded when the movement in the general fund is determined.</p>
Arrears	At 31 st March 2015 the Committee had a net balance of debtors due of £1,954,000.	Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment to the bad debt provision.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	<p>The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways.</p> <p>During 2014/15, the Council's actuaries advised that the net pension liability has increased by a net £6m. £5.6m increased as a result of estimates being corrected as a result of experience and an increase of £0.4m attributable to updating of the assumptions.</p>

NOTES TO THE ACCOUNTS

NOTE 5: MATERIAL ITEMS OF INCOME AND EXPENSE

There are no material income and expense items to disclose that are not reported in the Comprehensive Income and Expenditure Statement.

NOTE 6: EVENTS AFTER THE BALANCE SHEET DATE

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period, 31st March 2015 and the date when the Statement of Accounts is authorised for issue, 29th September 2015.

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 29th September 2015, the date of authorisation for issue, are not reflected in the Statement of Accounts.

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

2014/15 USABLE RESERVES	Joint Strategic Committee Working Balance	Movement in Unusable Reserve
	£000	£000
Adjustments involving the Pensions Reserve		
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and Expenditure Statement (note 20)	8,674	(8,674)
Employers Pension Contributions and direct payments to pensioners payable in the year (note 20)	(2,737)	2,737
TOTAL ADJUSTMENTS 2014/15	5,937	(5,937)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES COMPARATIVE FIGURES RESTATED	Joint Strategic Committee Working Balance	Movement in Unusable Reserve
	£000	£000
Adjustments involving the Pensions Reserve		
Reversal of items relating to retirement benefits debited or credited to the Comprehensive income and Expenditure Statement (note 20)	(314)	314
Employers Pension Contributions & direct payments to pensioners payable in year (note 20)	(2,323)	2,323
TOTAL ADJUSTMENTS 2013/2014	(2,637)	2,637

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

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

Movement in Earmarked Reserves	Balance at 01.04.13	Decrease 2013/14	Increase 2013/14	Balance at 31.03.14	Decrease 2014/15	Increase 2014/15	Balance at 31.03.15
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Grants and Contributions	267	(89)	37	215	(47)	-	168
Transferred Assets Adjustment Account	6,671	(1,330)	1,013	6,354	(1,452)	1,073	5,975
Total Earmarked Reserves	6,938	(1,419)	1,050	6,569	(1,499)	1,073	6,143

The Grants and Contributions Reserve has been created to set aside various partnership grants for ongoing projects administered by joint services, in which Adur and Worthing Councils have an interest. The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income & Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date.

The Transferred Assets Adjustment Account, provides a credit balance equal to the written down value of assets capitalised on the Balance Sheet. This is used to finance the annual charge for depreciation included in the Comprehensive Income and Expenditure Statement.

NOTES TO THE ACCOUNTS

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	31-Mar-15	31-Mar-14
	£'000s	£'000s
De-recognition of non-current assets	23	77
TOTAL	23	77

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2014/15	2013/14
	£000	£000
Net interest on net defined benefit liability (asset)	2,854	2,784
TOTAL	2,854	2,784

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

The table below details the value of the assets transferred to the Joint Strategic Committee funded by Adur District Council and Worthing Borough Council.

Taxation and Non-Specific Grant Income and Expenditure	2014/15	2013/14
	£'000	£'000
Capital grants & contributions	(1,073)	(967)
TOTAL	(1,073)	(967)

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

The operation of the Joint Services Account involves the use of some of the assets of Adur District Council and Worthing Borough Council, which are consolidated in the tables on the following pages.

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

Comparative Movement in 2014/15

Movements in 2014/2015	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2014	13,216	47	9	13,272
Assets transferred from Adur District Council and Worthing Borough Council	919	-	-	919
De-recognition - Other	(474)	-	-	(474)
At 31 March 2015	13,661	47	9	13,717
Accumulated Depreciation & Impairment				
At 1 April 2014	(7,203)	(17)	-	(7,220)
Depreciation charge	(1,360)	(6)	-	(1,366)
Derecognition - Other	451	-	-	451
At 31 March 2015	(8,112)	(23)	-	(8,135)
Net Book Value at 31 March 2015	5,549	24	9	5,582
Net Book Value At 31 March 2014	6,013	30	9	6,052

Depreciation

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

* Vehicles, Plant and Equipment: 1 - 20 years

Capital Commitments

At 31st March 2015, the Joint Strategic Committee had not entered into any significant contracts.

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

Comparative Movement in 2013/14

Movements in 2013/2014	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2013	12,575	-	461	13,036
Assets derecognised as not included in Adur District Council's and Worthing Borough Council's joint services.	(63)	-	-	(63)
Assets transferred from Adur District Council and Worthing Borough Council	983	-	-	983
De-recognition - Other	(487)	-	-	(487)
Reclassifications between asset classes, including transfers to intangible assets	208	47	(452)	(197)
At 31 March 2014	13,216	47	9	13,272
Accumulated Depreciation & Impairment				
At 1 April 2013	(6,518)	-	-	(6,518)
Depreciation charge	(1,167)	(5)	-	(1,172)
Derecognition - Other	470	-	-	470
Transfer of depreciation from/to other asset classes	12	(12)	-	-
At 31 March 2014	(7,203)	(17)	-	(7,220)
Net Book Value at 31 March 2014	6,013	30	9	6,052
Net Book Value At 31 March 2013	6,057	-	461	6,518

NOTES TO THE ACCOUNTS

NOTE 13: INTANGIBLE ASSETS

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

The useful lives assigned to the software licences are between 1 and 7 years and the carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £63,610 was charged to the Comprehensive Income and Expenditure in 2014/15.

	2014/15	2013/14
	£'000	£'000
Balance at start of the year		
Gross carrying amounts	487	421
Accumulated amortisation	(186)	(269)
Net carrying amount at start of year	301	152
New assets transferred from Adur District Council and Worthing Borough Council	22	19
Acquisitions transferred from Adur District Council and Worthing Borough Council	132	12
Derecognition - Other	(3)	(162)
Reclassification from equipment assets	-	197
Amortisation for the period	(63)	(35)
Amortisation written off	3	118
Net carrying amount at end of year	392	301
Comprising		
Gross carrying amounts	638	487
Accumulated amortisation	(246)	(186)
	392	301

NOTE 14: FINANCIAL INSTRUMENTS

Financial Instruments - Fair Values of Assets and Liabilities

Financial Liabilities

The carrying amount of financial liabilities is compared to the fair value as follows:

NOTES TO THE ACCOUNTS

NOTE 14: FINANCIAL INSTRUMENTS

Financial Instruments - Fair Values of Assets and Liabilities

Financial Liabilities

Financial Liabilities	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Borrowing	-	-	-	-
Trade and Other Payables	766	766	677	677
Total Liabilities	766	766	677	677

The Joint Strategic Committee does not transact any borrowings. Trade and Other Payables relates to trade creditors outstanding at the balance sheet date. There is no difference between the carrying amount and fair values as both of these values are disclosed at the billed or actual amount on initial recognition.

In accordance with the accounting code, the value of Trade and Other Payables shown in the balance sheet has been adjusted to exclude statutory and other non-trade debts and therefore differs from the value of creditors shown in Note 16.

Financial Assets

The carrying amount of Loans and Receivables is compared to the fair value as follows:

Loans and Receivables	31st March 2015		31st March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Investments	-	-	-	-
Trade Receivables	417	417	735	735
Cash & Cash Equivalents	1,476	1,476	1,260	1,260
Loans and Receivables	1,893	1,893	1,995	1,995

The Joint Strategic Committee does not have any investments. Loans and Receivables comprise trade debtors outstanding at the balance sheet date, measured at amortised cost. This value has been adjusted to exclude inter-Council transactions with Worthing Borough Council (as it does not constitute a "trade" debtor) and therefore differs from the value of total debtors as shown in Note 14. The carrying amount and fair value are both taken to be the invoiced or actual amount on initial recognition. There is no impairment of financial assets during the year.

There are no gains or losses arising in respect of financial instruments during the year, resulting in no adjustment being necessary to the income and expenditure shown in the Comprehensive Income and Expenditure Statement.

NOTES TO THE ACCOUNTS

NOTE 14: FINANCIAL INSTRUMENTS

Credit Risks

Nature and Extent of Risk Arising from Financial Instruments

As there are no investments or borrowings conducted through the Joint Account, the only risk attributable to it relates to Credit Risk, being the possibility that third parties may fail to pay amounts due to the Joint Strategic Committee. Hence, the amounts due are subject to regular review as part of debt management arrangements, resulting in appropriate recovery procedures being invoked where customers fall into arrears. Customers are not generally assessed for credit worthiness, financial position or past experience unless in connection with tendering for service contracts.

The Accounting Code of Practice requires an analysis of the Joint Strategic Committee's potential maximum exposure to credit risk. However, the ultimate risk resides with the constituent authorities on behalf of which the Joint Strategic Committee is acting as debt collector. Hence the carrying amount of trade receivables is unadjusted in the Joint Accounts, and the estimated maximum exposure to Default and Uncollectibility is zero.

Credit Risks Exposure

Credit Risk Exposure	Carrying Amount at 31-Mar-15	Historical Experience of Default	Historical Experience Adjusted for Market Conditions at 31-Mar-15	Estimated Maximum Exposure to Default and Uncollectibility at 31-Mar-15	Estimated Maximum Exposure at 31-Mar-14
	£'000	%	%	£'000	£'000
Customers	417	0.00%	0.00%	-	-
	417			-	-

The Joint Strategic Committee does not generally allow credit for customers, consequently the total value of trade receivables attributable to customers at 31 March 2015 that are past due for payment at the Balance Sheet date is nil.

NOTES TO THE ACCOUNTS

NOTE 15: INVENTORIES

	2014/15	2013/14
	£'000s	£'000s
Balance outstanding at start of year	143	140
Movement net of purchases/issues	14	3
Transfer of inventories from Adur District Council	-	-
Balance outstanding at year-end	157	143
Worthing Borough Council share of the inventories from the Joint Strategic Committee	95	89
Adur District Council share of the inventories from the Joint Strategic Committee	62	54

Inventories stock is mainly for the use of providing internal services. The split between the authorities is approximately Worthing 60% and Adur 40%.

NOTE 16: DEBTORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Amounts falling due in one year:		
Central government bodies	13	30
Other local authorities	1,707	733
NHS bodies	3	17
Public corporations and trading funds	-	-
Other entities and individuals	231	147
TOTAL PER BALANCE SHEET	1,954	927
Adjustment for inter Authority Recharges	(1,537)	(192)
Trade Receivables per Note 12	417	735

The value of total debtors is analysed by age as follows:

Overall Aged Debt Analysis	31-Mar-15	31-Mar-14
	£'000	£'000
Less than 1 Year	1,937	906
1-2 Years	-	7
2-3 years	4	14
Over 3 years	13	-
	1,954	927

NOTES TO THE ACCOUNTS

NOTE 17: CASH AND CASH EQUIVALENTS

The Cash and Cash Equivalents attributable to the Joint Strategic Committee are transacted through the bank accounts of Adur District Council. These are held for the purpose of meeting short term commitments.

	31-Mar-15	31-Mar-14
	£'000	£'000
Cash attributable to the Joint Strategic Committee	1,476	1,260
Total Cash & Cash Equivalents	1,476	1,260

NOTE 18: CREDITORS

	31-Mar-15	31-Mar-14
	£'000s	£'000s
Central government bodies	74	-
Other local authorities	1,220	560
NHS bodies	-	-
Public corporations and trading funds	30	11
Other entities and individuals	1,291	1,157
TOTAL AS PER BALANCE SHEET	2,615	1,728
Adjustment for amounts due to other public bodies	(1,294)	(560)
Adjustment for amounts due to individuals	(555)	(491)
Trade Payables as per Note 12	766	677

NOTE 19: USABLE RESERVES

Movements in the Joint Strategic Committee usable reserves are detailed in the Movement of Reserves Statement and Note 7.

The Transferred Asset Adjustment Account contains the value of the assets transferred from Adur District Council and Worthing Borough Council that will be used in the delivery of Joint Service. The account is credited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisation are charged to the Joint Comprehensive Income and Expenditure Statement.

NOTES TO THE ACCOUNTS

NOTE 20: UNUSABLE RESERVES

31st March 2014	UNUSABLE RESERVES	31st March 2015
£'000s		£'000s
7,568	Pensions Reserve	13,505
7,568	TOTAL UNUSABLE RESERVES	13,505

Pension Reserve

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

	2014/15	2013/14
	£'000	£'000
Balance at 1 April	7,568	10,205
Actuarial gains or losses on pension assets and liabilities	2,117	(6,648)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	6,557	6,334
Employer's pension contributions and direct payments to pensioners payable in the year	(2,737)	(2,323)
Balance at 31 March	13,505	7,568

NOTES TO THE ACCOUNTS

NOTE 21: CASH FLOW STATEMENT - OPERATING ACTIVITIES

	Net Expenditure 2014/15	Net Expenditure 2013/14
	£'000s	£'000s
Income & Expenditure Account Surplus/(Deficit)	(4,246)	2,268
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		
Depreciation and Impairment	1,429	1,207
Amortisation Grants and Contributions	(1,073)	(967)
Revenue Movements on:		
Inventories	(14)	(3)
Debtors	(1,027)	(175)
Creditors	1,304	(909)
Provision	-	-
Exclude:		
Pension IAS 19 Adjustments	3,820	4,011
(Profit) and loss on Fixed Assets	23	77
	4,462	3,241
Net Cash Flows From Operating Activities	216	5,509

NOTES TO THE ACCOUNTS

NOTE 22: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The income and expenditure of the Joint Strategic Committee's service block directorates as recorded in the budget reports for the year 2014/15 is as follows on next page:

2014/15	Employee Expenses	Other Expenses	Support Services	Total Expenditure	Income	Net Expenditure
Service Block	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive & Strategic Directors	750	42	65	857	(1)	856
Director for Communities	5,693	1,364	593	7,650	(2,796)	4,854
Director for Customer Services	5,730	2,402	735	8,867	(3,094)	5,773
Director for Digital & Resources	5,531	3,556	1,552	10,639	(556)	10,083
Director for the Economy	2,898	256	482	3,636	(80)	3,556
Net Service Block Expenditure	20,602	7,620	3,427	31,649	(6,527)	25,122
Grant Reserves						(47)
Support services and vehicle workshop costs recharged to other services						(3,432)
Adur District Council						(8,805)
Worthing Borough Council						(12,838)
Total spend 2014/15						-

RECONCILIATION OF SERVICE BLOCK INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2014/15 £'000
Cost of Services in Service Analysis	25,122
Add: Services not included in main analysis	-
Add: Amounts not reported to management	(21,643)
Remove: Amounts reported to management not included in Comprehensive Income and Expenditure Statement	2,884
Net Cost of Services in Comprehensive Income & Expenditure Statement	6,363

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 22: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

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

2014/15	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Recharges	Net Cost of Services	Corporate Amounts	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(5,114)				5,114	-	-	-
Surplus or deficit on associates and joint ventures	-				-	-	-	-
Interest and investment income	-				-	-	-	-
Income from council tax	-				-	-	-	-
Government grants and contributions	(1,413)				1,460	47	-	47
Total Income	(6,527)	-	-	-	6,574	47	-	47
Employee expenses	20,602	-	-	5,937	(20,602)	5,937	-	5,937
Other service expenses	7,620				(7,620)	-		-
Support Service recharges	3,427			(3,432)	5	-		-
Depreciation, amortisation and impairment	-			1,429		1,429		1,429
Interest Payments	-					-		-
Precepts & Levies	-					-		-
Gain or Loss on Disposal of Fixed Assets	-			23		23		23
Other	-			(1,073)		(1,073)		(1,073)
Total operating expenses	31,649	-	-	2,884	(28,217)	6,316	-	6,316
Surplus or deficit on the provision of services	25,122	-	-	2,884	(21,643)	6,363	-	6,363

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 22: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

The income and expenditure of the Joint Strategic Committee's service block directorates as recorded in the budget reports for the year 2013/14 is as follows:

2013/14	Employee Expenses	Other Expenses	Support Services	Total Expenditure	Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000
Service Block						
Chief Executive & Corporate Strategy	1,102	51	67	1,220	(1)	1,219
Adur Homes	80	5	6	91		91
Corporate & Cultural Services	1,850	134	325	2,309	(31)	2,278
Customer Services	1,310	150	315	1,775	(144)	1,631
Financial Services	1,739	1,268	530	3,537	(78)	3,459
Housing Health & Community Safety	2,935	536	449	3,920	(930)	2,990
Planning Regeneration & Wellbeing	3,079	570	472	4,121	(667)	3,454
Recycling & Waste Management	4,055	1,741	713	6,509	(2,566)	3,943
Technical Services	4,282	1,968	1,249	7,499	(1,882)	5,617
Net Service Block Expenditure	20,432	6,423	4,126	30,981	(6,299)	24,682
Grant Reserves						(52)
Support services and vehicle workshop costs recharged to other services						(4,449)
Adur District Council						(7,851)
Worthing Borough Council						(12,330)
						-

RECONCILIATION OF SERVICE BLOCK INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2013/14 £'000
Cost of Services in Service Analysis	24,682
Add: Services not included in main analysis	-
Add: Amounts not reported to management	(20,181)
Remove: Amounts reported to management not included in Comprehensive Income and Expenditure Statement	(6,769)
Net Cost of Services in Comprehensive Income & Expenditure Statement	(2,268)

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 22: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION OF SERVICE BLOCK INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

2013/14	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Recharges	Net Cost of Services	Corporate Amounts	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(4,823)	-	-	-	4,823	-	-	-
Surplus or deficit on associates and joint ventures	(125)	-	-	-	125	-	-	-
Interest and investment income	-	-	-	-	-	-	-	-
Income from council tax	-	-	-	-	-	-	-	-
Government grants and contributions	(1,351)	-	-	-	1,403	52	-	52
Total Income	(6,299)	-	-	-	6,351	52	-	52
Employee expenses	20,432	-	-	(2,637)	(20,432)	(2,637)	-	(2,637)
Other service expenses	6,423	-	-	-	(6,423)	-	-	-
Support Service recharges	4,126	-	-	(4,449)	323	-	-	-
Depreciation, amortisation and impairment	-	-	-	1,207	-	1,207	-	1,207
Interest Payments	-	-	-	-	-	-	-	-
Precepts & Levies	-	-	-	-	-	-	-	-
Gain or Loss on Disposal of Fixed Assets	-	-	-	77	-	77	-	77
Other	-	-	-	(967)	-	(967)	-	(967)
Total operating expenses	30,981	-	-	(6,769)	(26,532)	(2,320)	-	(2,320)
Surplus or deficit on the provision of services	24,682	-	-	(6,769)	(20,181)	(2,268)	-	(2,268)

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 23: TRADING OPERATIONS

The running costs for Trade Waste trading operations are held within the Joint Strategic Committee. Trading account disclosure notes showing Income and Expenditure are included in the Statement of Accounts for the constituent Councils.

NOTE 24: AGENCY SERVICES

The Joint Strategic Committee also has Agency Agreements with other Local Authorities for Treasury Management and Insurance Provision to provide Value for Money, relying on expertise within particular authorities. These Agency Agreements are deemed by the Joint Strategic Committee to be immaterial.

NOTE 25: JOINT BUDGET

Census ICT

Adur District Council and Worthing Borough Council are part of the CenSus Joint Committee partnership with Horsham District Council and Mid Sussex District Council for the delivery of ICT Services.

Census ICT	TOTAL
	£'000
<u>Expenditure</u>	
Salary costs	1,516
Transport costs	7
Supplies and Services	1,058
Total Operating Expenditure	2,581

	Mid Sussex District Council	Horsham District Council	Adur and Worthing	TOTAL
Proportional Share of Costs	768	639	1,174	2,581
Allocation of costs				
Adur District Council (40%)			470	
Worthing Borough Council (60%)			704	
			1,174	

NOTE 26: OFFICERS' REMUNERATION

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 26: OFFICERS' REMUNERATION

Remuneration Bands	Number of Employees	
	2014/15	2013/14
£50,000 to £54,999	4	7
£55,000 to £59,999*	4	3
£60,000 to £64,999*	10	8
£65,000 to £69,999	2	-
£70,000 to £74,999*	6	4
£75,000 to £79,999*	4	3
£80,000 to £84,999	1	-
£85,000 to £89,999	-	1
£90,000 to £94,999	1	1
£95,000 to £99,999	-	-
£100,000 to £104,999	-	-
£105,000 to £109,999*	2	-
£110,000 to £114,999	-	-
£115,000 to £119,999	-	-
£120,000 to £124,999	-	1
£125,000 to £129,999*	1	-
£130,000 to £134,999	-	-
£135,000 to £139,999*	1	-
£140,000 to £144,999	-	-
£145,000 to £149,999	-	-
£150,000 to £154,999	-	1
£155,000 to £159,999*	1	-
£160,000 to £164,999	-	-
£165,000 to £169,999	-	-
£170,000 to £174,999	-	-
£175,000 to £179,999	-	-
£180,000 to £184,999	-	-
£185,000 to £189,999	-	-
£190,000 to £194,999	-	-
£195,000 to £200,000	-	1
	37	30

* These include redundancy payments relating to 2014/15. Please see the Exit Packages table at the end of this note and Note 29 Termination Benefits for further details of these payments.

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There was 1 member of staff whose salary was more than £150,000 in 2014/15 and 2 in 2013/14.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 26: OFFICERS' REMUNERATION

Remuneration Disclosures for Senior Officers whose salary is less than £150,000 but equal to more than £50,000 per year

Note 2: The Chief Executive, Directors and Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing Borough Council as part of a formally agreed partnership arrangement where costs are shared and included in the support service allocations to the authorities.

There were no bonuses paid to these staff in either 2014/15 or 2013/14.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Benefit in Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive								
2014/15	104,283	1,429	-	105,712	19,501	125,213	62,607	62,606
2013/14	98,653	1,019	-	99,672	18,407	118,079	59,040	59,039
Director for Customer Services								
2014/15	71,831	415	-	72,246	13,462	85,708	51,425	34,283
2013/14	-	-	-	-	-	-	-	-
Director for Communities								
2014/15	92,307	(180)	-	92,127	17,290	109,417	54,709	54,708
2013/14	-	-	-	-	-	-	-	-
Director for Digital & Resources								
2014/15	83,403	153	-	83,556	15,625	99,181	59,509	39,672
2013/14	-	-	-	-	-	-	-	-
Director for the Economy								
2014/15	79,219	776	-	79,995	14,844	94,839	47,420	47,419
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
							Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Postholder	Salary, Fees and Allowances	Benefit in Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions		
Head of Growth								
2014/15	71,575	197	-	71,772	13,385	85,157	51,094	34,063
2013/14	-	-	-	-	-	-	-	-
Head of Wellbeing								
2014/15	59,803	612	-	60,415	11,297	71,712	43,027	28,685
2013/14	-	-	-	-	-	-	-	-
Head of Finance								
2014/15	71,575	310	-	71,885	13,385	85,270	51,162	34,108
2013/14	-	-	-	-	-	-	-	-
Head of Business and Technical Services								
2014/15	64,815	-	-	64,815	12,191	77,006	46,204	30,802
2013/14	-	-	-	-	-	-	-	-
Head of Legal								
2014/15	58,360	-	-	58,360	11,111	69,471	34,513	34,958
2013/14	-	-	-	-	-	-	-	-
Head of Environment								
2014/15	71,575	310	-	71,885	13,385	85,270	56,278	28,992
2013/14	-	-	-	-	-	-	-	-

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
							Net Cost borne by Worthing B.C. and Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Postholder	Salary, Fees and Allowances	Benefit in Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions		
Strategic Director 1								
2014/15	-	-	-	-	-	-	-	-
2013/14	91,721	368	-	92,089	16,235	108,324	54,162	54,162
Strategic Director 2								
Andrew Gardiner								
2014/15	-	-	-	-	-	-	-	-
2013/14	95,454	589	100,265	196,308	16,235	212,543	106,272	106,271
Executive Head of Financial Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,885	117	-	72,002	12,669	84,671	50,803	33,868
Executive Head of Planning, Reg'ation & Wellbeing								
2014/15	-	-	-	-	-	-	-	-
2013/14	71,575	101	-	71,676	12,669	84,345	50,607	33,738
Executive Head of Corporate & Cultural Services								
2014/15	22,917	-	57,672	80,589	-	80,589	40,295	40,294
2013/14	72,437	261	-	72,698	12,673	85,371	51,223	34,148

Remuneration Disclosures for Senior Officers whose salary is less than £150,000, but more than £50,000 per year - See Note 2 above								
Postholder	Salary, Fees and Allowances	Benefit in Expenses Allowances	Compensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C. and paid to Adur D.C.	Net Cost borne by Adur D.C. Employing Authority
Executive Head of Customer Services, Waste and Recycling								
2014/15	-	-	-	-	-	-	-	-
2013/14	74,434	4	-	74,438	12,932	87,370	52,422	34,948
Executive Head of Housing, Health and Community Safety								
Paul Spedding								
2014/15	-	-	-	-	-	-	-	-
2013/14	73,787	1,082	79,698	154,567	12,682	167,249	100,349	66,900
Executive Head of Adur Homes								
2014/15	-	-	-	-	-	-	-	-
2013/14	38,111	171	-	38,282	6,714	44,996	-	44,996
Executive Head of Technical Services								
2014/15	-	-	-	-	-	-	-	-
2013/14	63,107	1,040	-	64,147	7,876	72,023	43,214	28,809
Head of Productivity & Innovation								
Kevin Masters								
2014/15	76,205	-	82,418	158,623	10,902	169,525	101,715	67,810
2013/14	-	-	-	-	-	-	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 26: OFFICERS' REMUNERATION

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

{a}	{b}		{c}		{d}		{e}	
Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
							£	£
£0 - £20,000	5	1	2	-	7	1	43,016	94,579
£20,000 - £40,000	-	-	4	-	4	-	123,965	291,031
£40,000 - £60,000	-	-	-	-	-	-	-	45,000
£60,000 - £80,000	-	-	2	-	2	-	139,763	129,337
£80,000 - £100,000	-	-	-	-	-	-	-	82,418
£100,000 - £150,000	-	-	1	-	1	-	100,265	-
Total	5	1	9	0	14	1	407,009	642,365

The exit package details are a memorandum note provided for completeness. Redundancy costs have not been accounted for in the JSC in 2014/15 but charged directly to the constituent authorities and shared between the Authorities in proportion to the service allocation. The total 2014/15 cost of exit packages for Adur are £234,605 and Worthing are £407,760.

NOTE 27: EXTERNAL AUDIT COSTS

The Joint Strategic Committee incurred the following fees relating to external audit.

Adur and Worthing Joint Committee	2014/15	2013/14
	£'000s	£'000s
Fees payable to Audit Commission with regard to external audit services carried out by the appointed auditor for the year	23	25
TOTAL	23	25

NOTE 28: GRANT INCOME

The Joint Strategic Committee has credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2014/15.

	2014/15	2013/14
	£'000s	£'000s
Credited to Taxation and Non specific Grant Income		
None	-	-
	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 28: GRANT INCOME

	2014/15	2013/14
	£'000s	£'000s
Credited to Services - Revenue Grants		
Active Sussex - Inclusive Physical Activity Projects	1	1
British Heart Foundation - Hearty Lives	33	36
D J Workshops - Diversionary Football	-	3
Extended Activities	-	1
NHS West Sussex - Inspiring Healthier Families (Child Weight)	-	16
Sussex Police	3	-
Wellbeing Hubs other projects	6	-
Sanctuary House - Anti-social Behaviour Project	-	117
Street scene	-	2
West Sussex Public Health - Mens in Shed	40	-
West Sussex County Council - Community Budget Programme	20	-
West Sussex County Council - Wellbeing Hub Core	200	201
West Sussex County Council - Physical Activity Co-ordinator	30	16
West Sussex County Council - Wellbeing Hubs projects	314	307
WSCC Think Family - Family Intervention Project	338	547
WSCC - Think Family Neighbourhood	86	-
WSCC - Think Family Support Network	165	-
WSCC - Area Based Grant (Community Safety Unit Grant)	-	23
WSCC, SEEDA, Arun & Chichester Councils - Coastal West Sussex	28	53
WSCC - Backfill of Secondment	26	-
WSCC - Community Safety Grants	118	-
WSCC - Digital Hub funding	12	-
Various less than 5k grants	3	-
TOTAL	1,423	1,323

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

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 28: GRANT INCOME

	2014/15	2013/14
	£'000s	£'000s
Capital Grants Receipts in Advance		
None		
Revenue Grants Receipts in Advance		
Community Wellbeing Core: Mental Health	12	12
Joint Community Safety Project Safer Communities Partnership	232	129
Think Family Support Network	165	-
Joint Community Safety Project SSCF Grant	44	44
Joint Family Intervention Project: Think Family Health	-	13
Joint Community Safety Project: SCP Initiatives	-	40
Joint Family Intervention Project: Think Family	62	51
Joint Community Safety Project: WSCC Funding	-	18
Wellbeing Hubs	19	10
Wellbeing Hubs Physical Activity Co-ordinator	11	6
Wellbeing Hubs Physical Activity Referral	5	-
Wellbeing Hubs Healthy Life Management	-	12
Wellbeing Hubs Alcohol Misuse	6	30
Wellbeing Hubs other projects	-	7
DEFRA Inspire Grant	-	14
WSCC, SEEDA, Arun & Chichester Councils - Coastal West Sussex	28	-
West Sussex Public Health - Mens in Shed	40	-
West Sussex County Council - Community Budget Programme	20	-
West Sussex County Council - Wellbeing Hub Core	12	-
British Heart Foundation - Hearty Lives	33	-
West Sussex County Council - Family based activity	39	-
WSCC - Think Family Neighbourhood	1	-
WSCC - Digital Hub funding	25	-
Work Place project	27	-
Various less than 5k grants	22	-
TOTAL	803	386

NOTE 29: RELATED PARTIES

The Joint Strategic Committee is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Committee or to be controlled or influenced by the Committee. Disclosure of these transactions allows readers to assess the extent to which the Committee 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 Committee.

Central government has effective control over the general operations of the 2 partnership Councils, including those delivered via the Joint Strategic Committee. The government is responsible for providing the statutory framework, within which the Councils operate, provides the majority of their funding in the form of grants and prescribes the terms of many of the transactions that the Councils have with other parties (e.g. housing benefits). Details of the transactions with government departments are set out in the Government Income notes of the constituent Councils accounts.

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 29: RELATED PARTIES

Members:

Members of the Councils have direct control over the Councils' financial and operating policies. Details of all Members' transactions are recorded in the Register of Members' Interests, open to public inspection at the Town Hall during office hours.

During 2014/15, there were 2 different services commissioned from two companies in which 2 Worthing Members have an interest, as directors. The amounts paid were £3,771.94 to one company and £19,215 to the other. In addition, there was one Worthing Member who received £4,200 as a Worthing Homes Board Member and an organisation he supports received a one-off payment of £108 from the Community Chest. All contracts were entered into in full compliance with the Council's standing orders.

Officers:

There were no related party transactions declared by officers in 2014/15.

NOTE 30: HOLDING ACCOUNTS

The Joint Strategic Committee is responsible for most support services and other overhead costs on behalf of both Councils. These services support both the services of the Joint Strategic Committee and the services provided by each individual Council. Below is an analysis of the spend associated with these services. The recharges within the Joint Strategic Committee are shown separately.

Support Service	2014/15	Restated 2013/14
	£'000	£'000
Chief Executive	856	804
Communities	366	581
Customer Services	1,760	1,648
Digital & Resources	10,843	10,138
Economy	901	741
Less : Recharges within the Joint Committee	(4,326)	(5,566)
Support costs charged to the constituent councils	10,400	8,346

NOTES TO THE CORE FINANCIAL STATEMENTS

NOTE 31: TERMINATION BENEFITS

	Adur	Worthing	Total
	£	£	£
Redundancy costs	234,605	407,760	642,365
Enhanced Pension Benefits	102,929	103,540	206,470
Total termination benefit 2014/15	337,534	511,300	848,835
Termination benefits 2013/14	296,444	420,714	717,158

This note is a memorandum note provided for completeness. Termination benefits have not been accounted for in the JSC in 2014/15 but charged directly to the constituent authorities.

Of this total £642,365 is payable in the form of compensation for loss of office and £206,470 is the 2014/15 cost of enhanced pension benefits which normally spread over 5 years. This cost also relates to enhanced pensions from previous year terminations.

NOTE 32: NATURE & EXTENT OF RISK

Please refer to Note 12 for an explanation of the nature and extent of risks arising from financial instruments.

NOTE 33: DEFINED BENEFIT PENSION PLANS

Participation in Pension Plans

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

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

Transactions Relating to Post-employment Benefits

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

NOTES TO THE ACCOUNTS

NOTE 33: DEFINED BENEFIT PENSION PLANS

Transactions Relating to Post-employment Benefits

Comprehensive Income & Expenditure Statement	Local Government Pension Scheme	
	2014/15 £'000s	2013/14 £'000s
Cost of services		
Current service cost	(3,623)	(3,468)
Past service cost	-	-
(gain)/loss from settlements	(80)	(82)
Financing & Investment Income & Expenditure		
Net Interest cost	(2,854)	(2,784)
Total post employment benefit charged to the surplus or deficit on the provision of services	(6,557)	(6,334)
Other post employment benefit charged to the CI&E		
<i>Remeasurement of the net defined benefit liability comprising:</i>		
Return on plan assets (excluding the amount included in the net interest expense)	3,559	2,656
Actuarial gains and losses arising on changes in demographic assumptions	5,278	2,260
Actuarial gains and losses arising on changes in financial assumptions	(10,954)	1,732
Total remeasurements recognised in the other comprehensive income	(2,117)	6,648
Total post-employment benefits charged to the CI&E statement	(8,674)	314

Movement in Reserves Statement	2014/15 £'000s	2013/14 £'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(261)	(1,355)
Actual amounts charged against the General Fund balance for pensions in the year:		
Employer's contributions payable to the scheme	(2,737)	(2,323)
Retirement benefits payable to pensioners	1,177	1,288

NOTES TO THE ACCOUNTS

NOTE 33: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

Pensions Assest and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme	
	2014/15 £'000s	2013/14 £'000s
Present value of the defined benefit obligation	(81,999)	(64,704)
Fair value of plan assets	68,494	57,136
Sub-total	(13,505)	(7,568)
Other movements in the liability (asset)		
Net liability arising from defined benefit obligation	(13,505)	(7,568)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme	
	2014/15 £'000s	2013/14 £'000s
Opening fair value of scheme assets	57,136	50,326
Interest income	-	-
Remeasurement gain / (loss):		
The return on plan assets, excluding the amount included in the net interest expense	3,559	2,656
Actuarial Gains / (Losses)	5,278	2,260
Contributions from employer	2,737	2,323
Contributions from employees into the scheme	961	859
Benefits paid	(1,177)	(1,288)
Other		
Closing fair value of scheme assets	68,494	57,136

NOTES TO THE ACCOUNTS

NOTE 33: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities: LGPS	
	2014/15 £'000s	2013/14 £'000s
Opening Balance at 1 April	64,704	60,531
Current service cost	3,623	3,468
Interest cost	2,854	2,784
Contributions from scheme members	961	859
Remeasurement (gains) & losses:		
Actuarial gains / losses arising from changes in demographic assumptions	10,954	(1,732)
Actuarial gains / losses arising from changes in financial assumptions	-	-
Other experience	-	-
Past service cost	-	-
Losses/(Gains) on curtailment	80	82
Liabilities assumed on a entity combinations	-	-
Benefits paid	(1,177)	(1,288)
Liabilities extinguished on settlements	-	-
Closing balance at 31 March	81,999	64,704

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair value of scheme assets	
	2014/15 £'000s	2013/14 £'000s
Cash	3,425	1,143
Bonds	10,274	6,856
Equities	50,685	44,566
Property	4,110	4,571
Total assets	68,494	57,136

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March, 2015.

NOTES TO THE ACCOUNTS

NOTE 33: DEFINED BENEFIT PENSION PLANS

Basis for Estimating Assets and Liabilities

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2014/15	2013/14
Long-term expected rate of return on assets in the scheme:		
Equity investments	3.3%	6.7%
Bonds	3.3%	3.7%
Property	3.3%	4.8%
Cash	3.3%	3.7%
Mortality assumptions:		
<i>Longevity at 65 for current pensioners</i>		
Male	24.4	24.4
Female	25.8	25.8
<i>Longevity at 65 for future pensioners</i>		
Male	26.9	26.9
Female	28.5	28.5
Expected return on assets	3.3%	6.1%
Rate of increase in salaries	3.9%	4.2%
Rate of increase in pensions	2.5%	2.9%
Rate for discounting scheme liabilities	3.3%	4.3%

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

NOTES TO THE ACCOUNTS

NOTE 33: DEFINED BENEFIT PENSION PLANS

Basis for Estimating Assets and Liabilities

Change in assumptions at 31 March 2015	Approximate % increase to Employer Liability	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	12%	9,803
1 year increase in member life expectancy	3%	2,460
0.5% increase in Salary Increase Rate	5%	3,924
0.5% increase in the Pension Increase Rate	7%	5,584

Impact on the Council's Cash Flows:

The Council anticipates paying £2,937,000 contributions to the scheme in 2015/16.

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SCOPE OF RESPONSIBILITY

The Joint Strategic Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Committee also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Committee is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk. With this in mind, Adur District Council has been appointed as accountable body and the governance arrangements and systems of internal control are consistent with those adopted by Adur District Council.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Adur District Council has complied with the code and also meets the requirements of regulation 4[2] of the Accounts and Audit Regulations 2011 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

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

The governance framework has been in place at the Committee for the financial year ended 31st March 2015 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Committee's governance arrangements include arrangements for:

- identifying and communicating the Committee's vision of its purpose and intended outcomes for citizens and service users;

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THE GOVERNANCE FRAMEWORK

- reviewing the Committee's vision and its implications for the authority's governance arrangements;
- translating the vision into objectives for the Committee and its partnerships;
- measuring the quality of services for users, for ensuring they are delivered in accordance with the Committee's objectives and for ensuring that they represent the best use of resources and value for money;
- defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements;
- developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- reviewing the effectiveness of the Committee's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality;
- reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability;
- ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- ensuring effective management of change and transformation;
- ensuring the Committee's financial management arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Chief Financial Officer in Local Government* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring the Committee's assurance arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Head of Internal Audit* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring effective arrangements are in place for the discharge of the monitoring officer function;
- ensuring effective arrangements are in place for the discharge of the head of paid service function;
- undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees: Practical Guidance for Local Authorities*;
- ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- whistleblowing and for receiving and investigating complaints from the public;
- identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training;
- establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation;

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THE GOVERNANCE FRAMEWORK

- enhancing the accountability for service delivery and effectiveness of other public service providers;
- incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the Committee's overall governance arrangements.

The operation of this Committee's governance framework is described in the section below.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives Managers/Directors/Members, in a number of ways, the confidence/evidence/ certainty that what needs to be done is being done. The chart below provides a high level overview of the Committee's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO					
Focusing on the purpose of the Committee; deliver outcomes for the Community and create and implement a vision for the local area.	Working together to achieve a common purpose with clearly defined functions and roles	Promote values for the authority and demonstrate the values of good governance through upholding high standards of conduct and behaviour	Take informed and transparent decisions which are subject to effective scrutiny and managing risk	Develop the capacity and capability of members and officers to be effective	Engage with local people and other stakeholders to ensure robust public accountability.

HOW WE DO IT					
<ul style="list-style-type: none"> • Organisational goals • Service planning • Performance Management • Strategies 	<ul style="list-style-type: none"> • The Constitution • The Monitoring Officer • Section 151 Officer 	<ul style="list-style-type: none"> • Codes of conduct • Financial management and MTFP • Bribery Act 2010 policy guidance • Whistleblowing Policy • HR Policies and procedures 	<ul style="list-style-type: none"> • Freedom of information requests • Complaints procedure • Reports considered by legal and finance experts • Equality impact assessments • Corporate risk register 	<ul style="list-style-type: none"> • Robust interview and selection process • Training and development • Workforce planning • Succession planning • Performance development reviews • Talent management 	<ul style="list-style-type: none"> • Community and engagement policy • Consultations • Terms of reference for partnerships

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE

Joint Governance Committee function and self-assessment;
Corporate Governance Group; Scrutiny Reviews;
Review of progress made in addressing issues; Performance monitoring;
Review of compliance with corporate governance controls;
Review of accounts; Employee opinion surveys; Internal audits and external audits;
Inspections and recommendations made by external agencies.

The following sections look at how the Committee delivers governance principles in more detail:

1. FOCUSING ON THE PURPOSE OF THE AUTHORITY AND ON OUTCOMES FOR THE COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA

Joint Corporate Priorities

The Councils have agreed three priorities which set out its aspirations for the town.

- **Supporting Wealth Generators**
- **Cultivating Enterprising Communities**
- **Becoming an adaptive Council**

Further details of how these priorities will be achieved are included in a programme of work called 'Surf's Up' which can be found on the internet at <http://www.adur-worthing.gov.uk/media/media,134526,en.pdf>

Service planning and performance management

In order to secure these outcomes for residents and service users, the Councils need to respond to some tough challenges. Through partnership working and efficiency savings the Councils has made significant savings over the past five years and need to find a further £6.2m by 2019/20 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, the Councils continue with this arrangement internally and is in the process of updating the constitution to ensure it reflects current practice. As well as working together as a single organisation, Adur District and Worthing Borough Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, the s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Codes of conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Financial management

The Head of Finance and s151 Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Cabinet and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with finance staff ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

Financial Regulations were revised in 2013/14 by the s151 Officer so that the Council can meet all of its responsibilities under various laws. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

Anti-fraud, bribery and corruption

The Councils are committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2014) sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Joint Governance Committee

As its name suggests, the Joint Governance Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

Transparency

The Councils and their decisions are open and accessible to the community, service users, partners and its staff. The Freedom of Information Act 2000 (Fol) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. The Councils want to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place.

Effective scrutiny

The Councils operate a Joint Overview and Scrutiny Committee (JOSC) governed by its own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by Cabinet or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Councils and the Joint Committee are performing and see whether they are providing the best possible, cost effective service for people in the area. The JOSC's findings are reported to the Joint Strategic Committee or Cabinet and may result in changes to the way in which services are delivered.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Councils operate a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

5. DEVELOPING THE CAPACITY AND CAPABILITY OF MEMBERS AND OFFICERS TO BE EFFECTIVE

Recruitment and induction

The Councils operate a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IS, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Joint Governance Committee, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

Performance monitoring

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out a performance development review on an annual basis, which seeks to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

ANNUAL GOVERNANCE STATEMENT

THE OPERATION OF THE GOVERNANCE FRAMEWORK

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements. The Councils have developed a Consultation and Engagement Policy, which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Councils website at www.adur-worthing.gov.uk. Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, neighbourhood forums, council meetings (open to the public), their local Councillor and through the citizens panel.

Consultations

The council keeps a forward plan of planned consultations. Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current consultations, as well as a list of past consultations explaining how the council has used public feedback is available on the council website.

Partnership working

In addition to the partnership between Adur and Worthing (<http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/>), this Committee is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

REVIEW OF EFFECTIVENESS

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

ANNUAL GOVERNANCE STATEMENT

REVIEW OF EFFECTIVENESS

The Committee has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Cabinets, the Joint Governance Committee, the Joint Overview and Scrutiny Committee, the Standards Committee
- internal and external audit
- other explicit review/assurance mechanisms.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

SIGNIFICANT GOVERNANCE ISSUES

There are two significant governance issues either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report;

- i) Procurement and contract management procedures and processes:

The Council identified the need to improve its future procurement and contract management arrangements following an in depth review of contact procedures and contract management arrangements. Actions are being taken to remedy the situation by way of:

- A programme of training on contract standing orders and contract management;
- A major review of contract management; and
- A corporate review of procurement.

- ii) Lack of an ICT Disaster Recovery Plan.

The Council identified this as a key priority following an in-depth review of an IT failure. To address this, the Council has engaged consultants to support the production of a new ICT Disaster Recovery Plan

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2014 review together with any issues which have been identified during the current review.

The governance requirements in the Statement on the Role of the Chief Financial Officer in Public Services are that the Chief Financial Officer should be professionally qualified, report directly to the Chief Executive and be a member of the leadership team, with a status at least equivalent to other members. The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council's Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive and the Corporate Leadership Team where necessary.

ANNUAL GOVERNANCE STATEMENT

PROPOSED ACTION

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

Signed: _____

Alex Bailey
Chief Executive of
Adur & Worthing Councils



Dated: _____

Signed: _____

Councillor Daniel Humphreys
Leader of the Council
Worthing Borough Council



Dated: _____

Signed: _____

Councillor Neil Parkin
Leader of the Council
Adur District Council



Dated: _____

GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	The period of time covered by the accounts. The current year is 2014/15 which means the year commencing 1st April 2014 and ending 31st March 2015. The end of the accounting period is the date at which the balance sheet is drawn up.
ACCRUAL	An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.
ASSET	A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.
AMORTISED COST	The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.
BALANCE SHEET	A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.
CAPITAL CHARGE	A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.
CAPITAL EXPENDITURE	Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.
CAPITAL RECEIPTS	The proceeds from the sale of fixed assets.
CASH EQUIVALENTS	Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.
CONSISTENCY	The concept that the accounting treatment of like items within an accounting period and from one period to the next is the same.

GLOSSARY OF ACCOUNTING TERMS

CONTINGENT LIABILITY	A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.
CREDITORS	Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.
CURRENT ASSETS/LIABILITIES	Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.
DEBTORS	Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date
DEPRECIATION	The loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.
EXPENDITURE	The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.
FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.

GLOSSARY OF ACCOUNTING TERMS

INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the authority without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the authority.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.
OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.
POST BALANCE SHEET EVENTS	Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur but uncertain as to the amounts involved or to the dates on which they will arise are not determined.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.

GLOSSARY OF ACCOUNTING TERMS

REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
SUBSTANCE OVER FORM	Financial information represents the substance of an economic phenomenon rather than merely representing its legal form.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of an authority.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

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ANNUAL TREASURY MANAGEMENT REPORT 2014/15 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL

REPORT BY DIRECTOR OF DIGITAL AND RESOURCES

1.0 SUMMARY

- 1.1 This report asks Members to note the Treasury Management performance for Adur and Worthing Councils for 2014/15.

2.0 BACKGROUND

- 2.1 This report presents the treasury management activities and portfolio position for the 2014/15 financial year for both Adur District Council and Worthing Borough Council.

- 2.2 This is one of three treasury management reports that are required to be presented during the financial year (see Para. 2.5).

- 2.3 The presentation of the Annual Report is required through regulations issued under the Local Government Act 2003 to review the treasury management activities and the actual prudential and treasury related indicators for 2014/15. This report also meets the requirements of both the Treasury Management Code of Practice (The Code) and the Prudential Code for Capital Finance in Local Authorities (the Prudential Code), both of which are issued by The Chartered Institute of Public Finance & Accountancy (CIPFA).

- 2.4 To put the report in context, Treasury Management is defined by CIPFA as:

“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.

- 2.5 For 2014/15 the minimum reporting requirements specified within the treasury management policy is that the Councils should receive the following:

The Annual Treasury Management Strategy (TMSS) in advance of the year – this was submitted to the meeting of the Joint Strategic Committee (JSC) in February 2014 and to the Joint Governance & Audit Committee (JGAC) in March 2014.

2.0 BACKGROUND

A mid year treasury update report – a joint in-house operations report for both councils was submitted to the meeting of JGAC in November, 2014.

The Annual Report (this report) - to be submitted by 30th September after the year end, which compares the actual activity with the planned strategy.

- 2.6 The regulatory environment places a significant onus on members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury management activities and highlights compliance with the Councils' policies previously approved by members.
- 2.7 The Annual Report also confirms that the Councils have complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Joint Governance Committee.
- 2.8 This report summarises for both Councils the:
- Capital activity during the year (Section 3, and Appendix 1)
 - Impact of capital activity on the Councils' underlying indebtedness (the Capital Financing Requirement) (Section 4)
 - Overall treasury position identifying how the Councils have borrowed in relation to this indebtedness (Section 9), and the impact on investment balances (Section 5 & 9 and Appendices 3 & 4)
 - Reporting of the required prudential and treasury management indicators (Section 6 & Appendix 2)
 - The treasury management strategy compared to the economic and interest rate environment (Sections 7 – 8)
 - Investment activity (Section 10 & Appendices 3 & 4)

3.0 THE COUNCILS' CAPITAL EXPENDITURE & FINANCING 2014/15

- 3.1 The Councils undertake capital expenditure on long-term assets. These activities may be financed in one of two ways:
- financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Councils' borrowing need; or
 - if insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

3.0 THE COUNCILS' CAPITAL EXPENDITURE & FINANCING 2014/15

- 3.2 The actual capital expenditure forms one of the required prudential indicators. Appendix 1 shows the actual capital expenditure for 2014/15 and how this was financed for both Councils.
- 3.3 For Adur Council, total capital expenditure amounted to £7.2m, of which £2.27m was unfinanced. For Worthing Council, total capital expenditure was £3.3m, of which £0.9m was unfinanced.
- 3.4 The unfinanced element of capital expenditure results in an increase to the Councils' Capital Financing Requirement and the need to borrow, which is explained further in Section 4 below.

4.0 THE COUNCILS' OVERALL BORROWING NEED

- 4.1 The Councils' underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Councils' indebtedness as it results from the capital activity of the Councils that is unfinanced.
- 4.2 Part of the Councils' joint treasury management activity is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Councils' cash position to ensure sufficient cash is available to meet the capital plans and daily operational cash flow requirements. This may be sourced through borrowing from external bodies or utilising temporarily the Councils' own resources (i.e. internal borrowing).
- 4.3 As part of statutory guidance issued by the Department for Communities & Local Government (CLG), the Councils' Joint TMSS requires that an annual revenue charge called the Minimum Revenue Provision (MRP) is made to provide the funds to repay debt and reduce the CFR. This is a "prudent" provision foremost for the repayment of the Councils' General Fund Account borrowing need. There is no statutory requirement to provide any MRP for Adur's Housing Revenue Account. However, Adur has opted to make additional voluntary provisions for repayment of housing related debt, as described in 4.4 below.
- 4.4 In addition to providing MRP, the total CFR may also be reduced by:
- the application of additional capital financing resources (such as unapplied capital receipts and capital grants);
 - or charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP). The TMSS provides the option for Adur Council to make VRP in respect of HRA debt. This is a prudent provision for repayment of HRA debt, that is necessary to provide future borrowing "headroom" below the Government's HRA Debt Limit. The headroom creates the capacity for new borrowing (up to the limit) for future housing investment.

4.0 THE COUNCILS' OVERALL BORROWING NEED

4.5 The Councils' cumulative CFR is shown below, and represents a key prudential indicator.

Adur District Council - Capital Financing Requirement	31 March 2014 Actual £000s	31 March 2015 Original Estimate £000s	31 March 2015 Actual £000s
Opening balance	77,779	79,638	76,283
Add: Unfinanced capital expenditure (Appendix 1)	972	1,951	2,270
Less: Minimum Revenue Provisions MRP	(2,468)	(2,452)	(2,568)
Less: Finance lease repayments	-		
Closing balance	76,283	79,102	75,985

4.6 The CFR for Adur Council decreased by approximately £0.298m in 2014/15, being the net impact of unfinanced capital expenditure of £2.27m offset by £2.568m MRP.

4.7 For Worthing, the CFR reduced by £174k, reflecting new unfinanced capital expenditure during the year of just over £904k, offset by MRP of £1.078m.

Worthing Borough Council - Capital Financing Requirement	31 March 2014 Actual £000s	31 March 2015 Original Estimate £000s	31 March 2015 Actual £000s
Opening balance	20,551	25,216	23,759
Add: unfinanced capital expenditure (Appendix 1)	4,089	3,848	904
Less: Minimum Revenue Provisions MRP	(884)	(1,184)	(1,078)
Add: Prior Year Adjustment	3		
Closing balance	23,759	27,880	23,585

4.0 THE COUNCILS' OVERALL BORROWING NEED

4.8 The CFR for each Council is further compared against actual borrowing in Section 5.

5.0 TREASURY POSITION AS AT 31 MARCH 2015

5.1 The Councils' debt and investment position is organised by the in-house treasury management service, which aims to ensure adequate liquidity for revenue and capital activities, the security for investments, and to manage the risks within all treasury management activities.

5.2 Procedures and controls to achieve these objectives are well established both through the Member reporting detailed in Section 2 and through officer activity detailed in the Councils' Joint Treasury Management Practices. The treasury position at the start and end of 2014/15 for each Council is shown in the tables which follow.

TREASURY POSITION AS AT 31 MARCH 2015 – ADUR DISTRICT COUNCIL

Adur District Council	Year Ended 31 March 2014			Year Ended 31 March 2015		
	Principal £000s	Total £000s	Rate/ Return	Principal £000s	Total £000s	Rate/ Return
Long Term Fixed rate funding:						
PWLB	60,228		6.7%	58,022		3.8%
Market	7,291	67,519	6.2%	7,274	65,296	5.2%
Long Term Variable rate funding:						
PWLB	-	-	-			
Market	10,690	10,690	5.2%	10,690	10,690	5.2%
Temporary Loans <1yr	-	-	-			
Total Debt		78,209	5.8%		75,986	4.1%
CFR		76,283			75,985	
Over/ (under) borrowing		1,926			1	
Investments:						
Bonds				75		
Long Term	2,000		1.9%	2,000		1.9%
Short Term	16,135	18,135		13,000	15,075	
Total Investments		18,135	0.98%		15,075	0.83%
Net Debt		60,074			60,911	

5.0 TREASURY POSITION AS AT 31 MARCH 2015

- 5.3 For Adur Council, the gross debt at 31st March decreased year on year by £2.2m, being the repayment of long term PWLB debt. The level of investments decreased by over £3m due to fluctuations in operational cash balances. The combined effect of these movements is that the net indebtedness of the Council had increased by £0.8m at 31st March 2015.
- 5.4 The value of long term debt held at 31 March 2015 exceeded the CFR by £1,000 therefore Adur is moving into a more positive position. The previous year the Council was over borrowed by £1.9m. The significant improvement arose from the difference between net debt repayments (£2.2m), unfinanced capital expenditure (£2.2m) and MRP (-£2.6m).
- 5.5 The introduction of HRA self-financing resulted in a revision to the CIPFA Code of Practice, recommending the inclusion of a separate HRA Treasury Management Strategy for the HRA. This recommendation was adopted and reported as part of the overall Treasury Management Strategy to the JSC in 2011, and is updated each year as part of the HRA Budget Report.
- 5.6 The formulation of a separate Treasury Management Strategy is important because The Code requires transparency to be given to the relative positions of the General Fund and HRA so that decisions may be considered separately for treasury management purposes. Thus, the relative borrowing and CFR positions at the end of the year is further analysed between General Fund and HRA as follows:

CFR v Long Term Debt Position at 31 March 2015	ADUR DISTRICT COUNCIL		
	General Fund £000s	HRA £000s	Total £000s
Actual Long term Debt 01/04/14	13,217	64,992	78,209
New Long term Debt Raised in year	-	-	-
Long Term Debt Repaid in Year	234	1,989	2,223
Actual Long Term Debt 31/03/15	12,983	63,003	75,986
Capital Financing Requirement	12,449	63,536	75,985
(Over)/Under Borrowing	(534)	533	(1)
HRA Debt Limit	N/A	68,912	68,912
HRA Borrowing Headroom (Debt Limit – Actual Debt)	N/A	5,909	

5.0 TREASURY POSITION AS AT 31 MARCH 2015

- 5.7 This analysis shows that the General Fund was over-borrowed at the end of the year by £534k while the HRA was under-borrowed by approximately £533k. This position largely reflects the opening balance at 1 April 2012 arising from the application of the two pool split, where-in the CIPFA methodology assumed the HRA was fully borrowed at the level of its CFR. Therefore any under or over borrowing at that time was fully attributable to the General Fund.
- 5.8 Because Adur started the year in an over-borrowed position it has not taken on any new debt in 2014/15.

TREASURY POSITION AS AT 31 MARCH 2015 – WORTHING COUNCIL

Worthing Borough Council	Year Ended 31 March 2014			Year Ended 31 March 2015		
	Principal £000s	Total £000s	Rate/Return	Principal £000s	Total £000s	Rate/Return
Long Term Fixed rate funding:						
PWLB	750		4.4%	3,000		2.7%
Market	2,172	2,922	0.7%	88	3,088	0%
Temporary Loans <1 yr	11,800	11,800	0.5%	15,000	15,000	0.47%
Total Debt		14,722	4.1%		18,088	0.68%
CFR		23,759			23,585	
Over/-under borrowing		(9,037)			(5,497)	
Investments:						
Bonds				75		0%
Long Term						
Short Term	2,730	2,730	0.70%	6,000	6,075	0.74%
Total Investments		2,730	0.70%		6,075	
Net Debt		11,992			12,013	

- 5.9 Worthing ended the year with actual borrowing being some £5.5m below the CFR, a reduction in under-borrowing of £3.5m over the previous year. The reduction in under borrowing reflects new borrowing (£3.4m) plus MRP (£1.078m) less unfinanced capital expenditure (£0.904m) during the year. This position results from the Council's ongoing preference to use internal funds as a cheaper source of funding to finance capital expenditure than external borrowing.

5.0 TREASURY POSITION AS AT 31 MARCH 2015

- 5.10 The key treasury management Prudential Indicators for each Council are reported in Section 6 below, with the full set of PI's reported at **Appendix 2**. The portfolio compositions at the start and end of the year for both Councils is shown at **Appendix 3** (Adur) and **Appendix 4** (Worthing).

6.0 PRUDENTIAL LIMITS UPON BORROWING

- 6.1 The amount that the Councils may borrow is constrained by Prudential Indicators for Net Borrowing and the CFR. These important indicators are determined in advance of the financial year as part of the budget setting approvals, and are explained as follows:

Net borrowing and the CFR

- 6.2 In order to ensure that borrowing levels are prudent over the medium term the Councils' external borrowing, net of investments, must only be for a capital purpose. This essentially means that the Councils are not borrowing to support revenue expenditure. The Prudential Code requires that net borrowing should not, except in the short term, exceed the CFR for 2014/15 plus the expected changes to the CFR over 2015/16 and 2016/17.
- 6.3 This indicator allows the Councils some flexibility (if required or beneficial) to borrow in advance of immediate capital needs. The Councils have complied with this prudential indicator, as the net borrowing position (i.e. gross borrowing less gross investments) is below the value of the CFR.
- 6.4 The net indebtedness of Adur is £15m below CFR, and for Worthing some £11.6m below CFR, reflecting the availability of reserves to underpin the Councils' indebtedness.

7.0 THE TREASURY MANAGEMENT STRATEGY FOR 2014/15

- 7.1 The expectation for interest rates within the strategy for 2014/15 anticipated low but rising Bank Rate, and gradual rises in medium and longer term fixed borrowing rates during 2014/15. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.
- 7.2 In this scenario, the treasury strategy was to continue to postpone borrowing to reduce the net cost of borrowing as return on investments remains low at around 0.50% whilst borrowing costs are still at around 4% -5%; and to reduce counterparty risk.

8.0 THE ECONOMY AND INTEREST RATES

Commentary Provided by Capita Asset Services Ltd

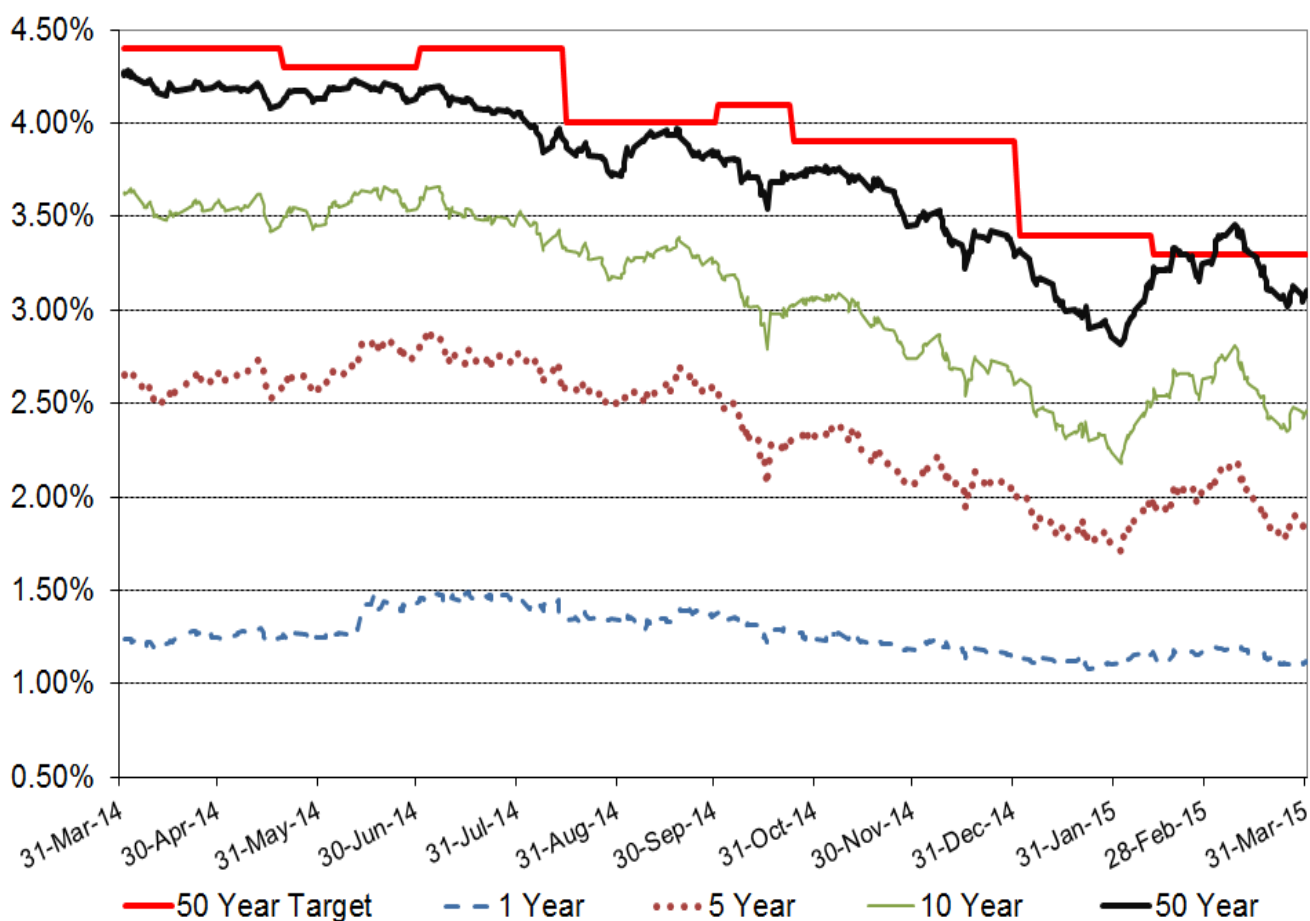
- 8.1 The original market expectation at the beginning of 2014/15 was for the first increase in Bank Rate to occur in quarter 1 2015 as the unemployment rate had fallen much faster than expected through the Bank of England's initial forward guidance target of 7%. In May, however, the Bank revised its forward guidance. A combination of very weak pay rises and inflation above the rate of pay rises meant that consumer disposable income was still being eroded and in August the Bank halved its forecast for pay inflation in 2014 from 2.5% to 1.25%. Expectations for the first increase in Bank Rate therefore started to recede as growth was still heavily dependent on buoyant consumer demand. During the second half of 2014 financial markets were caught out by a halving of the oil price and the collapse of the peg between the Swiss franc and the euro. Fears also increased considerably that the ECB was going to do too little too late to ward off the threat of deflation and recession in the Eurozone. In mid-October, financial markets had a major panic for about a week. By the end of 2014, it was clear that inflation in the UK was going to head towards zero in 2015 and possibly even turn negative. In turn, this made it clear that the MPC would have great difficulty in starting to raise Bank Rate in 2015 while inflation was around zero and so market expectations for the first increase receded back to around quarter 3 of 2016.
- 8.2 Gilt yields were on a falling trend for much of the last eight months of 2014/15 but were then pulled in different directions by increasing fears after the anti-austerity parties won power in Greece in January; developments since then have increased fears that Greece could be heading for an exit from the euro. While the direct effects of this would be manageable by the EU and ECB, it is very hard to quantify quite what the potential knock on effects would be on other countries in the Eurozone once the so called impossibility of a country leaving the EZ had been disproved. Another downward pressure on gilt yields was the announcement in January that the ECB would start a major programme of quantitative easing, purchasing EZ government and other debt in March. On the other hand, strong growth in the US caused an increase in confidence that the US was well on the way to making a full recovery from the financial crash and would be the first country to start increasing its central rate, probably by the end of 2015. The UK would be closely following it due to strong growth over both 2013 and 2014 and good prospects for a continuation into 2015 and beyond. However, there was also an increase in concerns around political risk from the general election due in May 2015.
- 8.3 The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling drastically in the second half of that year and continuing throughout 2014/15.
- 8.4 The UK coalition Government maintained its tight fiscal policy stance but recent strong economic growth and falling gilt yields led to a reduction in the forecasts for total borrowing in the March budget.

8.0 THE ECONOMY AND INTEREST RATES

8.5 The EU sovereign debt crisis had subsided since 2012 until the Greek election in January 2015 sparked a resurgence of fears. While the UK and its banking system has little direct exposure to Greece, it is much more difficult to quantify quite what effects there would be if contagion from a Greek exit from the euro were to severely impact other major countries in the EZ and cause major damage to their banks.

8.6 Borrowing Rates in 2014/15

PWLB certainty maturity borrowing rates - the graphs and table for PWLB rates show, for a selection of maturity periods, the average borrowing rates, the high and low points in rates, individual rates at the start and the end of the financial year.



9.0 BORROWING OUTTURN FOR 2014/15

New Borrowing

9.1 New borrowing for Adur and Worthing Councils obtained in 2014/15 is summarised as follows:

9.0 BORROWING OUTTURN FOR 2014/15

New Borrowing

- 9.2 **Adur District Council** has not carried out any borrowing during the year. Adur held precepts of £282k on behalf of Lancing Parish Council for most of the year as temporary borrowing.

Lender	Principal £000	Type	Interest Rate %	Period Lent	Duration
Lancing PC	282	Variable	LA 7 day notice (0.35)	1 Apr 2014 - 12 Mar 2015	Variable

- 9.3 The total cost of interest on all borrowing during the year amounted to £3.2m equating to a weighted average rate of 4.1%. However, if the residual element (£46.07m) of the debt relating to the HRA self-financing debt settlement payment in of £51.185m is excluded at the preferential rate of 3.03% that it was acquired at, the interest rate on all other historic debt is actually 5.6%.

- 9.4 **Worthing Borough Council** – Worthing obtained 10 new loans totalling £24.6m, £6.6m of which was for daily cash flow purposes to cover timing differences, with £15m in respect of temporary loans that matured and were formerly obtained up to one year duration to fund the capital programme. These have been re-financed on a similar basis pending the receipt of future proceeds of expected asset sales that will replenish the Councils available funds. Two loans were obtained from the PWLB: £2m for 10 years and £1m for 5 years.

Lender	Principal £000	Type	Interest Rate %	Borrowed	Maturity
Adur District Council	640	Fixed Principal and Interest	0.42% & 0.39%	July & Sept' 14	Aug '14 Sept '14
Yorkshire Joint Committee	5,000	Fixed Principal and Interest	0.48%	June '14	June '15
Crawley Borough Council	5,000	Fixed Principal and Interest	0.45%	July'14	May '15
Hyndburn Council	2,000	Fixed Principal and Interest	0.43%	July '14	July '15

9.0 BORROWING OUTTURN FOR 2014/15

New Borrowing

Lender	Principal £000	Type	Interest Rate %	Borrowed	Maturity
West Yorkshire Police	3,000	Fixed Principal and Interest	0.55%	Sept '14	Sept '15
Rhonda Cynon Taff	3,000	Fixed Principal and Interest	0.27%	August '14	Aug. '14
Worcestershire County Council	3,000	Fixed Principal and Interest	0.30%	July'14	Aug. '14

9.5 The total cost of interest on all borrowing for 2014/15 amounted to £116k for average balances of £17.1m, equating to a weighted average rate of 0.68%.

Debt Rescheduling

9.6 No debt was rescheduled during the year for either Council.

Repayments of debt

9.7 **Adur Council's** debt repayments are as follows:-

Lender	Principal £000s	Type	Interest Rate %	Period Lent	Duration
Lancing PC	282	Variable	LA 7 day notice (0.35)	Apr 2014 - Mar 2015	Variable
PWLB	500	Fixed Principal and Interest	9.375%	Aug 89 – Oct 14	25 years
PWLB - HRA	1,706	Fixed Principal and Interest	3.03%	March '12 – March'42	40 Years
Salix Finance	10	Variable Profile	0%	Various	4 Years

9.0 BORROWING OUTTURN FOR 2014/15

9.8 Worthing Council's debt repayments are as follows:-

Repayments of debt

Lender	Principal £000	Type	Interest Rate	Period Lent	Duration
Adur District Council	640	Fixed Principal and Interest	0.42% & 0.39%	July '14 & Aug. '14	< 1 year
Rhonda Cynon Taff	3,000	Fixed Principal and Interest	0.27%	Aug. '14	< 1 year
Worcestershire County Council	3,000	Fixed Principal and Interest	0.3%	July '14 – Aug. '14	< 1 year
Nottingham Police	2,000	Fixed Principal and Interest	0.7%	Jan '13 – July '14	< 1 year
South Yorkshire Joint	1,800	Fixed Principal and Interest	0.5%	July '13 – June '14	< 1 year
Hyndburn Council	2,000	Fixed Principal and Interest	0.4%	July '13 – July '14	< 1 year
Crawley Borough Council	3,000	Fixed Principal and Interest	0.48%	Jan '14 – July '14	< 1 year
PWLB	750	Fixed Principal and Interest	4.36%	Oct '08- Oct '14	6 years
Leicester City Council	5,000	Fixed Principal and Interest	0.5%	Oct '13 – Sept '14	< 1 year
Salix Finance	92	Fixed Principal and Interest	0%	Jan '11- Sept '14	3 years

10.0 INVESTMENT OUTTURN FOR 2014/15

Investment Strategy

10.1 The Bank Rate remained at its historic low of 0.5% throughout the year, it has now remained unchanged for six years. Market expectations as to the timing of the start of monetary tightening started the year at quarter 1 of 2015 but then moved back to around quarter 3 of 2016 by the end of the year. Deposit rates remained depressed during the whole of the year, primarily due to the effects of the Funding for Lending Scheme.

10.0 INVESTMENT OUTTURN FOR 2014/15

Investment Strategy

- 10.2 The Councils' investment policy is governed by CLG guidance, and implemented in the Annual Investment Strategy and Treasury Management Practices, approved by the Councils before the start of the 2014/15 financial year.
- 10.3 The policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc).
- 10.4 The investment activity during the year conformed to the approved strategy. The outturn performance of both Councils compared to benchmark returns obtained from 84 non-metropolitan councils is summarised below:

Authority	Average Investments During 2014/15	Interest Returned on all Investments	Interest Rate Achieved %	Benchmark Interest Rate %
Adur		£179,000	0.83%	0.72%
Worthing		£68,770	0.74%	0.72%

- 10.5 As can be seen in the Table above, both Councils exceeded the benchmark returns. Worthing's average rate of return was below Adur's, this outcome reflects the respective cash flow positions of each Council during the year. In particular Worthing had a higher incidence of temporary borrowing during the year, resulting in shorter dated investments when cash was available. The performance outturn for Worthing also reflects the use of cash surpluses (internal borrowing) to fund capital expenditure as an alternative to more expensive borrowing, and the time delay relating to asset sales.

11.0 OTHER ISSUES

Joint Working Shared Services Arrangements

- 11.1 Since 2010 the treasury management team for Adur and Worthing Councils has provided Treasury Management services for Mid Sussex District Council. The arrangement was extended for a further three years from October 2013, for which Adur & Worthing Councils will jointly receive an agreed fee of £29,510 per year.

12.0 CONCLUSIONS

12.1 The Treasury Management strategy was generally followed as expected primarily by internal borrowing for Adur and short term borrowing for Worthing. The outturn position for both Council was positive against the estimated treasury management budgets and is detailed in the Revenue Outturn Report that went to the Joint Strategic Committee on July 7th 2015.

13.0 RECOMMENDATIONS

13.1 The Joint Governance & Audit Committee is recommended to note this report and refer any comments or suggestions to the next meeting of the JSC on 6th October, 2015.

13.2 The Joint Strategic Committee (JSC) is recommended to note this report.

Background Papers:

Joint Treasury Management Strategy Statement & Annual Investment Strategy Report 2014/15 to 2016/17 – Joint Strategic Committee 28 March, 2013, and Joint Governance & Audit Committee, March 2014

Joint Half-Year In-House Treasury Management Operations Report 1 April – 30 September 2014 for Adur District Council & Worthing Borough Council - Joint Governance & Audit Committee, 25th November 2014

Capita Asset Services Ltd Annual Report Template 2014/15

Capita Benchmarking Club Reports

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SCHEDULE OF OTHER MATTERS

1.0 COUNCIL PRIORITY

1.1 The Councils' Treasury Management Strategy and Annual Investment Strategy place the security of investments as foremost in considering all treasury management dealing. By so doing it contributes towards the following Council priority:

- To protect and enhance priority services.

2.0 SPECIFIC ACTION PLANS

2.1 As contained within the Councils' Treasury Management Strategy and Annual Investment Strategy 2014/15-2016/17, submitted and approved before the commencement of the 2014/15 financial year.

3.0 SUSTAINABILITY ISSUES

3.1 Matter considered and no issues identified

4.0 EQUALITY ISSUES

4.1 Matter considered and no issues identified

5.0 COMMUNITY SAFETY ISSUES

5.1 Matter considered and no issues identified

6.0 HUMAN RIGHTS ISSUES

6.1 Matter considered and no issues identified

7.0 REPUTATION

7.1 Matter considered and no issues identified

8.0 CONSULTATIONS

8.1 Matter considered and no issues identified

9.0 RISK ASSESSMENT

9.1 In the current economic climate the security of investments is paramount, the management of which includes regular monitoring of the credit ratings and other incidental information relating to credit worthiness of the Councils' investment counterparties.

10.0 HEALTH & SAFETY ISSUES

10.1 Matter considered and no issues identified

11.0 PROCUREMENT STRATEGY

11.1 Matter considered and no issues identified

12.0 PARTNERSHIP WORKING

12.1 Matter considered and no issues identified

The Councils' Capital Expenditure and Financing 2014/15

Adur District Council – Capital Expenditure	2014/15 Original Budget £000s	2014/15 Actual £000s
General Fund capital expenditure	3,557	3,456
HRA capital expenditure	3,526	3,749
Total capital expenditure	7,083	7,205
Resourced by:		
• Capital receipts	373	-
• Capital grants & Contributions	1,161	698
• Revenue Reserves & Contributions	3,598	4,237
Unfinanced capital expenditure *	1,951	2,270

Worthing Borough Council – Capital Expenditure	2014/15 Original Budget £000s	2014/15 Actual £000s
General Fund capital expenditure	5,026	3,303
Total capital expenditure	5,026	3,303
Resourced by:		
• Capital receipts	397	1,343
• Capital grants & Contributions	454	715
• Revenue Reserves & Contributions	327	341
Unfinanced capital expenditure *	3,848	904

* The Unfinanced Capital Expenditure adds to the Capital Financing Requirement (CFR), and therefore the need to borrow and make Minimum Revenue Provisions (MRP) for repayment of debt.

THE COUNCILS' PRUDENTIAL INDICATORS

1. ADUR - PRUDENTIAL INDICATORS – CAPITAL FINANCING REQUIREMENT	2013/14 Actual	2014/15 Original Estimate	2014/15 Actual
	£'000	£'000	£'000
Capital Expenditure			
General Fund	1,718	3,557	3,456
HRA (applies only to housing authorities)	2,328	3,526	3,749
TOTAL	4,046	7,083	7,205
Net borrowing Position			
Brought forward 1 April	65,392	59,537	60,110
Carried forward 31 March	60,110	57,722	60,911
In year Increase - / Decrease +	-5,318	1,815	801
Capital Financing Requirement as at 31 March			
General Fund	11,030	15,108	12,449
HRA (applies only to housing authorities)	65,253	63,994	63,536
TOTAL	76,283	79,102	75,985
Annual change in Cap. Financing Requirement			
General Fund	210	4,078	2,015
HRA (applies only to housing authorities)	-1706	-1259	-1,717
TOTAL	-1,496	2,819	298

THE COUNCILS' PRUDENTIAL INDICATORS

2. ADUR - TREASURY MANAGEMENT INDICATORS FOR EXTERNAL DEBT	2013/14 Actual	2014/15 Original	2014/15 Actual
	£'000	£'000	£'000
Authorised Limit for external debt -			
Borrowing	99,000	99,000	99,000
Other long term liabilities	1,000	1,000	1,000
TOTAL	100,000	100,000	100,000
Operational Boundary for external debt -			
Borrowing	93,000	93,000	93,000
Other long term liabilities	1,000	1,000	1,000
TOTAL	94,000	94,000	94,000
Compared to actual maximum external debt during the year	85,392	82,424	78,209

3. ADUR - TREASURY MANAGEMENT INDICATORS FOR AFFORDABILITY	2013/14 Actual	2014/15 Original	2014/15 Actual
Ratio of financing costs to net revenue stream			
General Fund	15.06%	12.47%	15.31%
HRA (applies only to housing authorities)	45.57%	40.88%	42.46%
Incremental impact of capital investment decisions			
Increase/-decrease in council tax (band D) per annum	-£0.39	£1.21	£5.34
Increase/-decrease in average housing rent per week (Housing authorities only)	-£0.49	-£0.69	£-0.44

THE COUNCILS' PRUDENTIAL INDICATORS

4. ADUR - TREASURY MANAGEMENT INDICATORS FOR INTEREST RATE & REPAYMENT RISK	2014/15 Limits	2014/15 Actual
Upper limit for fixed interest rate exposure Expressed as : Fixed rate borrowing as % of Net Total Borrowing	82%	82%
Upper limit for variable rate exposure Expressed as – Variable rate Investments as % of Net Total Borrowing	19%	18%
Upper limit for total principal sums invested for over 364 days	50%	13%
Adur Maturity structure of fixed rate borrowing at 31 March 2015	Upper Limit	Lower Limit
Maturing within one year	17%	3%
Maturing in 1-2 years	2%	2%
Maturing in 2-5 years	7%	7%
Maturing in 5-10 years	13%	13%
Maturing in more than 10 years	77%	63%

The difference between the Upper and Lower limits reflects the effect of callable loans (LOBOS) being called at the lender's earliest option or the same loans being held to maturity.

THE COUNCILS' PRUDENTIAL INDICATORS

1. PRUDENTIAL INDICATORS - WORTHING CAPITAL FINANCING REQUIREMENT	2013/14 Actual	2014/15 Original	2014/15 Actual
	£'000	£'000	£'000
Capital Expenditure			
General Fund	5,025	5,026	3,303
TOTAL	5,025	5,026	3,303
Net Investments (-) / Borrowing Position			
Brought forward 1 April	8,720	12,773	12,000
Carried forward 31 March	12,000	6,170	12,013
In year Increase - / Decrease +	3,280	6,603	13
Capital Financing Requirement as at 31 March			
General Fund	23,759	27,880	23,585
Annual change in Cap. Financing Requirement			
General Fund	3,208	2,664	174

2. WORTHING - TREASURY MANAGEMENT INDICATORS FOR EXTERNAL DEBT	2013/14 Limit	2014/15 Limit
	£'000	£'000
Authorised Limit for external debt -		
Borrowing	24,000	24,000
Other long term liabilities	1,000	1,000
TOTAL	25,000	25,000
Operational Boundary for external debt -		
Borrowing	19,000	19,000
Other long term liabilities	1,000	1,000
TOTAL	20,000	20,000
Compared to actual maximum external debt during the year	Actual 14,722	Actual 23,462

THE COUNCILS' PRUDENTIAL INDICATORS

3. WORTHING - TREASURY MANAGEMENT INDICATORS FOR AFFORDABILITY	2013/14 Actual	2014/15 Original	2014/15 Actual
	£'000	£'000	£'000
Incremental impact of capital investment decisions - affordability			
Increase (+) / decrease (-) in council tax (band D) per annum	£10.44	£5.23	£5.47
Ratio of financing costs to net revenue stream General Fund	6.61%	7.08%	8.16%

4. WORTHING - TREASURY MANAGEMENT INDICATORS FOR INTEREST RATE & REPAYMENT RISK	2014/15 Limits	2014/15 Actual
Upper limit for fixed interest rate exposure Expressed as : Fixed rate borrowing as % of Net Total Borrowing	100%	100%
Upper limit for variable rate exposure Expressed as – Variable rate Investments as % of Net Total Borrowing	-100%	0%
Upper limit for total principal sums invested for over 364 days	50%	0%
Worthing Maturity structure of fixed rate borrowing at 31 March 2015		Actuals
Maturing within one year		84%
Maturing in 1-2 years		1%
Maturing in 2-5 years		4%
Maturing in 5-10 years		11%

ADUR DC - PORTFOLIO OF INVESTMENTS & LOANS**INVESTMENTS AT 31 MARCH 2014**

Deal Ref	Counterparty	Start Date	Maturity Date	Term (Days)	Principal (£)	Interest Rate %
5953	BANK OF SCOTLAND	08-May-13	07-May-14	364	1,000,000	1.05
5954	LLOYDS TSB BANK PLC	13-May-13	12-May-14	364	1,000,000	1.05
5957	LEEDS BUILDING SOCIETY	03-Jun-13	02-Jun-14	364	1,000,000	0.72
5959	BARCLAYS TREASURY DEPOSIT	28-Jun-13	27-Jun-14	364	1,000,000	0.87
5961	LLOYDS TSB BANK PLC	04-Jul-13	03-Jul-14	364	1,000,000	1.01
5962	NATIONWIDE BLDG SOCIETY	15-Jul-13	14-Jul-14	364	1,000,000	0.70
5963	BARCLAYS TREASURY DEPOSIT	15-Jul-13	14-Jul-14	364	1,000,000	0.83
5964	NATIONWIDE BLDG SOCIETY	22-Jul-13	21-Jul-14	364	1,000,000	0.70
5965	NATIONWIDE BLDG SOCIETY	24-Jul-13	23-Jul-14	364	1,000,000	0.70
5966	NATIONWIDE BLDG SOCIETY	05-Aug-13	04-Aug-14	364	1,000,000	0.70
5969	LEEDS BUILDING SOCIETY	07-Oct-13	06-Oct-14	364	1,000,000	0.57
5970	FEDERATED INVESTORS PRIME RATE	15-Oct-13	17-Apr-14	184	135,000	0.39
5975	COVENTRY BLDG SOCIETY	28-Feb-14	26-Jun-14	118	1,000,000	0.46
5976	COVENTRY BLDG SOCIETY	05-Mar-14	26-Jun-14	113	1,000,000	0.45
5977	SKIPTON BUILDING SOCIETY	28-Mar-14	31-Jul-14	125	2,000,000	0.49
5978	BARCLAYS TREASURY DEPOSIT	31-Mar-14	19-Feb-15	325	1,000,000	0.81
50781	KINGSTON UPON HULL COUNCIL	02-Dec-13	30-Nov-18	1824	2,000,000	1.90
TOTAL INVESTMENTS AT 31 MARCH 2014					18,135,000	

INVESTMENTS AT 31 MARCH 2015

Deal Ref	Counterparty	Start Date	Maturity Date	Term (Days)	Principal (£)	Interest Rate %
5980	BARCLAYS TREASURY DEPOSIT	22-Apr-14	21-Apr-15	364	1,000,000	0.86
5987	BARCLAYS TREASURY DEPOSIT	27-Jun-14	25-Jun-15	363	1,000,000	0.96
5982	BANK OF SCOTLAND	07-May-14	06-May-15	364	1,000,000	0.95
5986	LEEDS BUILDING SOCIETY	02-Jun-14	01-Jun-15	364	1,000,000	0.65
5985	LLOYDS TSB BANK	22-May-14	21-May-15	364	1,000,000	0.95
5990	LLOYDS TSB BANK	03-Jul-14	25-Jun-15	357	1,000,000	0.92
6001	NATIONWIDE BLDG SOCIETY	07-Oct-14	13-Apr-15	188	1,000,000	0.67
6005	NATIONWIDE BLDG SOCIETY	26-Nov-14	25-Nov-15	364	1,000,000	0.97
6008	NATIONWIDE BLDG SOCIETY	13-Mar-15	11-Mar-16	364	1,000,000	0.90
5989	SANTANDER CORP BANKING	01-Jul-14	25-Jun-15	359	2,000,000	0.90
6006	SKIPTON BUILDING SOCIETY	02-Dec-14	01-Dec-15	364	1,000,000	0.95
6007	SKIPTON BUILDING SOCIETY	06-Jan-15	05-Jan-16	364	1,000,000	0.95
50782	LOCAL CAPITAL FINANCE	30-Sep-14			50,000	
50783	W SUSSEX CREDIT UNION	06-Mar-15			25,000	
50781	KINGSTON UPON HULL COUNCIL	02-Dec-13	30-Nov-18	1824	2,000,000	1.90
TOTAL INVESTMENTS AT 31 MARCH 2014					15,075,000	

BORROWING at 31 March

Deal Ref	Counterparty	Start Date	Maturity Date	Term (Yrs)	Principal (£) at 31 March 2014	Interest Rate %	Principal (£) at 31 March 2015
1388	BARCLAYS CAPITAL	22-Aug-05	24-Aug-65	60	3,563,270	5.150	3,563,270
1389	BARCLAYS CAPITAL	22-Aug-05	24-Aug-65	60	3,563,270	5.150	3,563,270
1390	BARCLAYS CAPITAL	22-Aug-05	24-Aug-65	60	3,563,270	5.150	3,563,270
1391	DEPFA BANK PLC	30-Mar-07	30-Mar-67	60	3,250,000	6.660	3,250,000
1392	DEPFA BANK PLC	30-Mar-07	30-Mar-67	60	4,000,000	4.035	4,000,000
467323	PUBLIC WORKS LOAN BOARD	16-Aug-89	11-Oct-14	25	500,000	9.375	0
476087	PUBLIC WORKS LOAN BOARD	13-Jun-95	21-Dec-54	59	1,000,000	8.375	1,000,000
476088	PUBLIC WORKS LOAN BOARD	13-Jun-95	21-Dec-53	58	1,000,000	8.375	1,000,000
476089	PUBLIC WORKS LOAN BOARD	13-Jun-95	21-Dec-52	57	1,000,000	8.375	1,000,000
478322	PUBLIC WORKS LOAN BOARD	17-Oct-96	07-May-56	60	1,000,000	8.000	1,000,000
479540	PUBLIC WORKS LOAN BOARD	28-May-97	21-Dec-56	59	1,000,000	7.375	1,000,000
479868	PUBLIC WORKS LOAN BOARD	24-Sep-97	12-Apr-57	60	1,000,000	7.125	1,000,000
479888	PUBLIC WORKS LOAN BOARD	24-Sep-97	12-Apr-57	60	1,000,000	6.750	1,000,000
481007	PUBLIC WORKS LOAN BOARD	09-Jun-98	11-Jan-58	60	1,000,000	5.750	1,000,000
481320	PUBLIC WORKS LOAN BOARD	17-Sep-98	11-Apr-55	57	455,795	5.250	455,795
482485	PUBLIC WORKS LOAN BOARD	22-Apr-99	11-Apr-59	60	1,000,000	4.750	1,000,000
483648	PUBLIC WORKS LOAN BOARD	25-Nov-99	02-Aug-59	60	726,000	4.500	726,000
483649	PUBLIC WORKS LOAN BOARD	25-Nov-99	02-Aug-59	60	273,531	4.500	273,531
484177	PUBLIC WORKS LOAN BOARD	20-Apr-00	07-Nov-24	24	1,000,000	5.125	1,000,000
485172	PUBLIC WORKS LOAN BOARD	18-Jan-01	15-Sep-25	24	335,133	4.625	335,133
485173	PUBLIC WORKS LOAN BOARD	18-Feb-01	15-Sep-25	24	164,867	4.875	164,867
499487	PUBLIC WORKS LOAN BOARD	28-Mar-12	28-Mar-42	30	47,772,667	3.030	46,066,500
11	SALIX FINANCE	28-Jan-11	01-Sep-14	4	2,875	0.000	0
12	SALIX FINANCE	02-Feb-12	01-Sep-15	4	5,186	0.000	1,729
13	SALIX FINANCE	07-Feb-13	01-Sep-16	4	803	0.000	482
17	SALIX FINANCE	03-Apr-13	01-Mar-17	3.91	601	0.000	401
20	SALIX FINANCE	02-Aug-13	01-Mar-17	3.58	10,559	0.000	7,039
21	SALIX FINANCE	12-Feb-14	01-Sep-17	3.55	21,000	0.000	15,000
					78,208,827		75,986,287
NET BORROWING =					31 March 2014		31 March 2015
					60,073,827		60,911,287

WORTHING BC - PORTFOLIO OF INVESTMENTS & LOANS

INVESTMENTS at 31 March 2014

Deal Ref.	Counterparty	Start Date	Maturity Date	Term (Days)	Principal (£)	Interest Rate %
1119	LLOYDS TSB BANK PLC	20-Feb-14	19-Feb-15	364	1,000,000.00	0.95
1120	NATIONWIDE BLDG SOCIETY	17-Mar-14	26-Jun-14	101	1,000,000.00	0.47
1121	FEDERATED INVESTORS PRIME RATE	31-Mar-14	17-Apr-14	17	730,000.00	0.39
					2,730,000	

INVESTMENTS at 31 March 2015

Deal Ref.	Counterparty	Start Date	Maturity Date	Term (Days)	Principal (£)	Interest Rate %
1132	BARCLAYS BANK	02-Jun-14	21-May-15	353	2,000,000.00	0.87
1157	BARCLAYS BANK	19-Mar-15	18-Mar-16	365	1,000,000.00	0.92
1154	NATIONWIDE BLDG SOCIETY	19-Jan-15	18-Jan-16	364	1,000,000.00	0.90
1155	NATIONWIDE BLDG SOCIETY	09-Feb-15	08-Feb-16	364	1,000,000.00	0.90
1156	SKIPTON BUILDING SOCIETY	13-Mar-15	11-Mar-16	364	1,000,000.00	0.97
9001	LOCAL CAPITAL FINANCE	03-Sep-14			50,000.00	
9002	W SUSSEX CREDIT UNION	06-Mar-15			25,000.00	
					6,075,000	

BORROWING at 31 March

Deal Ref.	Counterparty	Start Date	Maturity Date	Term (Yrs)	Principal (£) at 31 March 2014	Interest Rate %	Principal (£) at 31 March 2015
15	SALIX FINANCE	28-Jan-11	01-Sep-14	4	11,500	0.00	0
19	SALIX FINANCE	02-Feb-12	01-Sep-15	4	34,179	0.00	11,393
20	SALIX FINANCE	02-Feb-12	01-Sep-15	4	28,961	0.00	9,654
26	NOTTINGHAM POL. & CRIME COMMISSIONERS	14-Jan-13	14-Jul-14	1	2,000,000	0.70	0
27	SALIX FINANCE	07-Feb-13	01-Sep-16	4	22,184	0.00	13,311
29	SALIX FINANCE	03-Apr-13	01-Mar-17	3.91	1,341	0.00	894
31	SOUTH YORKSHIRE JOINT SECRETARIAT	01-Jul-13	30-Jun-14	0.99	1,800,000	0.50	0
32	HYNDBURN BOROUGH COUNCIL	15-Jul-13	14-Jul-14	0.99	2,000,000	0.40	0
33	SALIX FINANCE	02-Aug-13	01-Mar-17	3.58	7,775	0.00	5,183
34	LEICESTER CITY COUNCIL	01-Oct-13	30-Sep-14	0.99	5,000,000	0.50	0
35	SALIX FINANCE	23-Dec-13	01-Sep-17	3.69	40,588	0.00	28,991
36	CRAWLEY BOROUGH COUNCIL	02-Jan-14	02-Jul-14	0.50	3,000,000	0.48	0
37	SALIX FINANCE	12-Feb-14	01-Sep-17	3.55	25,684	0.00	18,344
494864	PUBLIC WORKS LOAN BOARD	07-Oct-08	01-Oct-14	6	750,000	4.36	0
503406	PUBLIC WORKS LOAN BOARD	22-Oct-14	22-Oct-24	10.01	0	2.32	2,000,000
503538	PUBLIC WORKS LOAN BOARD	12-Dec-14	12-Dec-19	5.00	0	1.62	1,000,000
38	BARNSLEY DONCASTER	26-Jun-14	25-Jun-15	1.00	0	0.48	5,000,000
39	CRAWLEY BOROUGH COUNCIL	14-Jul-14	14-May-15	0.83	0	0.45	5,000,000
40	HYNDBURN BOROUGH COUNCIL	14-Jul-14	13-Jul-15	1.00	0	0.43	2,000,000
45	W YORKS POLICE & CRIME COMM	22-Sep-14	21-Sep-15	1.00	0	0.55	3,000,000
					14,722,212		18,087,770
NET BORROWING =					31 March 2014		31 March 2015
					£11,992,212		£12,012,770

Internal Audit Progress Report

Report of the Acting Head of Internal Audit

1.0 Summary

- 1.1 This report notes the performance of the Internal Audit Section for the period 1st to 31st August 2015 against the agreed 2015/16 Annual Internal Audit Plan.
- 1.2 This report provides a summary of the key issues raised in final audit reports issued since our last report to this Committee and provides the current status on the follow-up on the agreed audit recommendations made in final audit reports.

2.0 Background

- 2.1 Each quarter a report is produced for this Committee which details the Internal Audit Section's performance against the current year of the agreed 3 year Strategic Internal Audit Plan, and summarises the results of audit work carried out.

Internal Audit Performance - 2015/16

- 2.2 The 2015/16 Annual Internal Audit Plan agreed by the Joint Governance Committee on 24 March 2015 contained 770 days and 64 items of audit work to be undertaken by the Internal Audit Service during the year.
- 2.3 Since approval, the audit plan has been revised to accommodate requests to move audits to different parts of the year and to take account of changes in requirements.

The current plan is summarised as:

Period	No of audits planned	No of days planned	% of days planned
Quarter 1 (April – June)	11	135.75	17.45%
Quarter 2 (July – September)	12	173.75	22.33%
Quarter 3 (October – December)	20	268.75	34.54%
Quarter 4 (January – March)	16	199.75	25.67%
	59	778	100

- 2.4 At 31st August, 209 days (26.9%) of the planned days had been delivered against the planned 778 days. Attached, as **Appendix 1**, is the detailed information on progress against this plan.

- 2.5 Recommendations made in audit reports are categorised according to their level of priority as follows:

Priority 1	Major issues for the attention of senior management.
Priority 2	Other recommendations for local management action.
Priority 3	Minor matters.

Final Audit Reports

- 2.6 Internal Audit's assurance opinions accord with an assessment of the controls in place and the level of compliance with these controls. During the course of an audit, a large number of controls will be examined for adequacy and compliance. The assurance level given is the best indicator of the system's control adequacy. The assurance levels and their associated explanations are:-

Full Assurance	There is a sound system of control designed to achieve the system objectives and the controls are being consistently applied.
Satisfactory Assurance	While there is a basically sound system, there are weaknesses that put some of the system objectives at risk, and/or there is evidence that the level of non-compliance with some of the controls may put some of the system objectives at risk.
Limited Assurance	Weaknesses in the system of controls are such as to put the system objectives at risk, and/or the level of non-compliance puts the system objectives at risk.
No Assurance	Control is generally weak, leaving the system open to significant error or abuse, and/or significant non-compliance with basic controls leaves the system open to error or abuse.

- 2.7 The report attached as **Appendix 2** provides a summary of key issues raised in all final reports issued since our last report to this Committee, including those with a Limited Assurance opinion. Since the previous Committee, ten reports have been finalised; of these seven were satisfactory assurance and three were Limited assurance. A total of seven P1 recommendations were raised within these reports.

Follow up of Audit Recommendations

- 2.8 In accordance with the Council's Follow-Up Protocol, Internal Audit has continued following-up the status of implementation of recommendations contained in final audit reports.
- 2.9 Follow-up audits are undertaken to ensure that all recommendations raised have been successfully implemented according to the action plans agreed with the service managers. The Follow-up Protocol requires implementation of 80% of all priority 2 and 3 recommendations and 100% of priority 1 recommendations. The performance in relation to these targets as at 31 August is shown in the tables below.

2.10 Since our last report to the Committee we attended the DMTs of three directorates to discuss the implementation of audit recommendations and are now scheduled to attend all four DMTs every quarter. We have also be requested to attend meetings with some Heads of Service to discuss outstanding recommendations and, in many instances, are receiving more prompt responses to our requests for updates.

Analysis of status of recommendations 2013/14

	Total Due	Imp	%	Carried Over (Not Impl'd)	%	FU & Overdue	%	FU & No Response	%	Total % NOT Impl'd	FU Not Due	Total
P1	14	10	71.4%	0	0%	4	28.6%	0	0%	28.6%	1	15
P2	101	64	63.4%	22	21.8%	11	10.9%	4	3.9%	14.8%	6	107
P3	22	17	77.3%	5	22.7%	0	0%	0	0%	22.7%	0	22
Other	6	4	66.7%	0	0%	2	33.3%	0	0%	33.3%	0	6
Total	143	95	66.4%	27	18.9%	17	11.9%	4	2.8%	14.7%	7	150

Analysis of status of recommendations 2014/15

	Total Due	Imp	%	Carried Over (Not Impl'd)	%	FU & Overdue	%	FU & No Response	%	Total % NOT Impl'd	FU Not Due	Total
P1	12	8	66.6%	0	0%	2	16.7%	2	16.7%	33.4%	16	28
P2	72	32	44.4%	0	0%	9	12.5%	31	43.1%	55.6%	47	119
P3	19	6	31.6%	0	0%	2	10.5%	11	57.9%	68.4%	15	34
Other	1	1	100%	0	0%	0	0%	0	0%	0%	6	7
Total	104	47	45.2%	0	0%	13	12.5%	44	42.3%	53.8%	84	188

2.11 Attached as **Appendices 3 & 4** are tables which summarise the current follow-up status of recommendations made in final audit reports from audits contained in the 2013/14 and 2014/15 Audit Plans. The shaded boxes indicate where changes have occurred since our last report. As reported in our last progress report to this Committee, we continue to monitor the recommendations outstanding for 2011/12 and 2012/13 audit reports for which the percentage of outstanding recommendations is now 2% and 7% respectively.

3.0 Proposals

- 3.1 That the Committee note the performance of the Internal Audit Section for 1st April to 31st August 2015 against the 2015/16 Audit Plan.
- 3.2 That the Committee note the summary of the key issues raised in final audit reports issued since our last report to this committee and the current status on the follow-up on Internal Audit recommendations made as a result of audits completed during 2013/14 and 2014/15.

4.0 Legal

- 4.1 There are no legal matters arising as a result of this report.

5.0 Financial Implications

- 5.1 There are no financial implications arising from this report.

6.0 Recommendations

- 6.1 That the Committee note the performance of the Internal Audit Section for 1st to 31st August 2015 against the 2015/16 audit plan.
- 6.2 That the Committee note the summary of the key issues raised in final audit reports issued since our last report to this Committee and the current status on the follow-up on Internal Audit recommendations made as a result of audits completed during 2013/14 and 2014/15.

Local Government Act 1972

Background Papers: None

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Schedule of Other Matters

1.0 Council Priority

1.1 The report does not seek to meet any particular Council priorities.

2.0 Specific Action Plans

2.1 (A) Matter considered and no issues identified.
(B) Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (SECTION 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered and no issues identified.

8.0 Consultations

8.1 (A) Matter considered and no issues identified.
8.2 (B) Matter considered and no issues identified.

9.0 Risk Assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Matter considered and no issues identified.

Quarter	Audit Title	Risk Level	Authority to which audit relates			Work Complete	Draft Issued	Final Issued	Assurance level	Assurance at previous audit
			Joint	ADC only	WBC only					
1	ADC - Annual Governance Statement	H		*		Y	N/A	N/A	N/A	N/A
1	WBC - Annual Governance Statement	H			*	Y	N/A	N/A	N/A	N/A
1	Probity - Essential Users	L	*			Y	UR			
1	Fixed Penalty Notices	L	*			Y	UR			
1	New Ways of Working Implementation	H	*			Y	UR			
1	Dog Control	L	*			Y	UR			
1	AWCS	M	*			Y	Y			
1	Venues		*			Y	UR			
1	Financial Management system - input on controls for replacement system	H	*			WIP				
1	Building Control	L	*			Y	Y			
2	Performance Management	M	*			Y	Y			
2	Public Services Network	H	*			Y	Y	Y	Satisfactory	No previous comparable audit
2	Corporate Bulding Maintenance DSO	H	*			WIP				
2	Planning Services	M	*			Y	Y	Y	Satisfactory	Satisfactory
2	Use of Consultants	H	*			WIP				
2	On Street Parking Enforcement	L	*			Y	UR			
2	Communications	M	*			Y	Y			
2	Electoral Services	M	*			WIP				
2	Freedom of Information	H	*			Y	Y			
2	Probity - Electricity charges	L	*			P				
2	Empty Property Management	L	*			P				
2	Decent Homes (report 14-15 from fact finding)	H		*		P				
2	Final Accounts	H	*			P				
3	Corporate Governance	H	*							
3	Delivery of Corporate Vision & Priorities	H	*							
3	Project Management	H	*							
3	Local Development Framework	M	*							
3	Housing Rents	H		*						
3	Estates & Garage Management, Improvement & Maintenance	L		*						
3	WBC Benefits	H			*					
3	WBC Revenues (Council Tax & NDR)	H			*					
3	CenSus - Council Tax	H		*						
3	Customer Services	M	*							
3	General Ledger	H	*							
3	Creditors	H	*							
3	Debtors	H	*							
3	Probity - election claim	L	*							
3	Delivery of Digital Strategy	H	*		*					
3	Energy Management & Sustainability	L	*		*					
3	Computer Audit - Telephony	H	*							
3	Cloud Computing	H	*							
3	Programme Management	H	*							
3	Contract Management (contract to be determined)	H	*							
4	Risk Management	H	*							
4	Learning & Development	L	*							
4	Economic Development	M	*							
4	Community Infrastructure Levy	H	*							
4	WBC Leisure Trust - Contract Management	H		*	*					
4	Housing Administration & Support	L		*						
4	Public Health	M	*							
4	Cashiering	H	*							
4	Payroll	H	*							
4	Capital Expenditure & Fixed Assets	M	*							
4	Corporate Fraud Management	H	*							
4	Treasury Management	M	*							
4	Manpower Planning	M	*							
4	IT Resilience	H	*							
4	Email & Archive (Outlook & Gmail)	H	*							
4	Vertical contract audit (contract to be determined)	H	*							

KEY
P In Planning stage
WIP Work In Progress
UR Under review

Key issues from finalised audits

Appendix 2

Audit Title	Risk Level	Assurance Level & Number of Issues	Summary of key issues raised
Risk Management (2014/15)	H	Satisfactory (Fourteen Priority 2 and One Priority 3 recommendations)	No Priority 1 recommendations were raised.
Land Drainage (2014/15)	L	Satisfactory (Four Priority 2 and One Priority 3 recommendations)	No Priority 1 recommendations were raised.
Hackney Carriage & Private Hire (2014/15)	L	Satisfactory (One Priority 1, Three Priority 2 and One Priority 3 recommendations)	The Priority 1 recommendations related to the lack of data disposal and retention of expired licence files which is not in compliance with the requirements of the Councils' Data Retention Guidelines or with Data Protection legislation.
Register of Electors (2014/15)	M	Satisfactory (Three Priority 2 and Two Priority 3 recommendations)	No Priority 1 recommendations were raised.
Disaster Recovery (2014/15)	H	Limited (Three Priority 1 recommendations)	The Priority 1 recommendations relate to the continued lack of: a DR plan; identification & prioritisation of systems; and, salvage & relocation procedures
Service Desk ITIL (2014/15)	H	Limited (One Priority 1, Two Priority 2 and Two Priority 3 recommendations)	The Priority 1 recommendation related to ITIL (V2) criteria are being achieved in two of the four activity areas evaluated. Some areas for closer alignment to the ITIL framework were identified where improvements or changes could be made to achieve optimum compliance with the ITIL framework.
Payroll (2014/15)	H	Satisfactory (Six Priority 2 and Two Priority 3 recommendations)	No Priority 1 recommendations were raised.
Health & Safety (2014/15)	H	Limited (Two Priority 1 and Seven Priority 2 recommendations)	The Priority 1 recommendations relate to a lack of risk assessors and no central retention or monitoring of risk assessments.
Planning (2015/16)	M	Satisfactory (Two Priority 2 recommendations)	No Priority 1 recommendations were raised.
Public Services Network (2015/16)	H	Satisfactory (Three Priority 2 recommendations)	No Priority 1 recommendations were raised.

Follow Up of Recommendations 2013/14 Audit Plan

Audit	Joint Audit	Final Report Date	Assurance level	Recs not applicable for follow up	Total No of Recs	Number of agreed recs completed	Percentage of recs completed	Recs carried over into next audit	Percentage of recs carried over	Number of recs outstanding	Percentage of recs outstanding	Comments	Comments re P1 recommendations	Date Further Follow-up due
Director of Digital & Resources														
Finance														
Annual Governance Statement (control issue	*	N/A	N/A	N/A	N/A					N/A	N/A	N/A		
General Ledger	*	May-14	Satisfactory	1	7	5	71%	2	29%			Recs were followed up as part of 14/15 audit - 2 were reiterated in 14/15 report		
Cashiering	*	Jun-14	Satisfactory	1	4	3	75%	1	25%			Self assessment received 7/11/14 - remaining recs were as part of 14/15 annual audit - one complete & one reiterated in 14/15 report		
Creditors	*	May-14	Satisfactory	1	2	2	100%					Recommendations followed up as part of 14/15 annual audit.		
Debtors	*	May-14	Satisfactory		3	2	67%	1	33%			Recommendation relates to review of procedures		
Capital Expenditure & Fixed Assets	*	Dec-14	Satisfactory	1	7			7	100%			Recommendations were followed up a part of annual audit. All were reiterated in 14/15 report		
Treasury Management	*	Jun-14	Satisfactory		2	2	100%					COMPLETE		
Staff expenses (inc car mileage)	*	May-14	Satisfactory		2	2	100%					COMPLETED before FU due		
Probity - Staff discounts & Concessions	*	Mar-14	N/A		5	3	60%			2	40%	2 recs still outstanding are in progress and should be implemented		Oct-15
Probity - Underbankings		N/A	N/A		N/A					N/A		N/A		
Probity audit - Stores	*	Oct-12	N/A		1	1	100%					COMPLETE - Manager requested to note bolt stock in next year end stock		
Legal Services														
Corporate Governance	*	Mar-14	Limited		10	5	50%	5	50%					
DBS checks & requirements	*	Oct-13	Satisfactory	1	3	1	33%			2	67%	Met with new Head of People on 10/9 to discuss o/s recs. She has arranged HR meeting on 8/10 to discuss with her team in order to feed back to us.		Oct-15
Legal Services	*	Dec-13	Limited	1	7	7	100%					COMPLETE		
Business & Technical Services														
Shoreham Centre	*													
Digital & Design														
Risk Management	*	Jul-14	Satisfactory		9	2	22%	7	78%					
People														
Human Resources	*													
Director of Economy														
Growth														
Bailiffs	*	Nov-14	Limited	4	3	3	100%					COMPLETE		
Director of Communities														
Housing														
Housing Rents		May-14	Satisfactory		2	1	50%	1	50%					

Property Buy Back		Mar-14	Satisfactory		2	1	50%			1	50%	Updated provided on 12/8 confirmed o/s rec (documenting procedures) will be completed by end Sept 15		Oct-15
Building Maintenance	*	May-15	Limited											
Wellbeing														
Local Strategic Partnership	*	Apr-15	Satisfactory		4					4	100%	Self Assessment sent 8/9 - awaiting update		Oct-15
Safer Communities Partnership	*	Jun-14	Satisfactory		3	2	67%			1	33%	Update provided on 15/9 confirmed o/s rec is partly implemented and being progressed		
Community Wellbeing	*	Mar-14	Limited	1	3	3	100%					COMPLETE		
Anti Social Behaviour Management	*	Jun-14	Satisfactory	2	4	4	100%					COMPLETE		
Environment														
Foreshore Service		Apr-14	Satisfactory		6	5	83%	1	17%			Over 80% complete so no further FU required. O/s rec was partly implemented.		
Cemeteries & Churchyards	*	May-14	Satisfactory		1	1	100%					COMPLETE		
Grounds Maintenance	*	May-14	Limited		5	3	60%			2	40%	Update provided at Communities DMT on 18/8 - rec will be implemented in Q4 post restructure	P1 rec discussed at Communities DMT in April & Aug - still in progress and cannot be completed till restructure complete. Further FU required.	Nov-15
Parks Income Management	*	Oct-13	Satisfactory		5	5	100%			0		COMPLETE		
Probity - Crematorium Ashes Procedure	*	Apr-14	Satisfactory		6	6	100%					COMPLETE		
Director of Customer Services														
Revenues & Benefits														
Benefits		Jun-14	Satisfactory		3	2	67%	1	33%			Rec relates to DR plans		
Revenues (Council Tax & NDR)		May-14	Satisfactory		3	2	67%	1	33%			O/s rec relates to updating procedures		
WBC - Business Improvement District		Dec-13	Satisfactory		2	2	100%					COMPLETE		
CenSus NDR		Jun-14	Satisfactory		9	6	67%			3	33%	Request for further update sent 11/8 re os recs which were due for completion 31/5	P1 rec relates to annual review of charitable & discretionary reliefs - update on 28/7 confirmed this was in progress. Will request update in Sept 15	Sep-15
Waste & Cleansing														
AWCS - Vehicle Maintenance	*	May-14	Satisfactory		2					2	100%	Recent update 29/7 confirms both are in progress (one relates to documenting procedures and the promotion of private MOT work) recs		Jan-16
Building Control & Land Charges														
Local Land Charges	*	Apr-14	Satisfactory		1	1	100%					COMPLETE		
Computer Audits														
Joint website - content & workflow	*	Nov-13	Satisfactory	1	2	2	100%					Part of OS rec cannot be implemented due to functionality of T4 system - no further FU req'd.		

Network (LAN & WAN)	*	Apr-15	Limited	1	10	4	40%			6	60%	Self Assessment issued 12/8 - update rec'd 18/8. Further FU req'd re outstanding recs most of which are not due for implementation until end of Sept 15	P1 recs relate to IOS version & security patch management (not due for implementation until Sept 15) and change & configuration/release management controls (due May 15 & partly implemented)	Oct-15
Data Centre	*	Nov-13	Satisfactory		4	3	75%			1	25%	Request for update re 2 OS recs sent 12/8 - response rec'd 18/8 confirmed one rec complete & that the outstanding rec would not be complete until end of FY 15/16		Apr-16
House on the Hill	*	Mar-14	Satisfactory	2	8	4	50%			4	50%	Update provided on 18/8/15 - work in progress on o/s recs - Further FU required.		Oct-15
					150	95	63%	27	18%	28	19%			

Audit	Joint Audit	Final Report Date	Assurance level	Recs not applicable for follow up	Total No of Recs	Number of agreed recs completed	Percentage of recs completed	Recs carried over into next	Percentage of recs carried over	Number of recs outstanding	Percentage of recs outstanding	Comments	Comments re Outstanding Priority 1 recs	Date Further Follow-up due
Organisational Development														
Change Management	*													
Director of Digital & Resources														
Finance														
Annual Governance Statements	*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
Budgetary Control	*	Dec-14	Satisfactory		1					1	100%	Self Assessment issued in April - no response received 3 reminders sent since		
General Ledger	*	Mar-15	Satisfactory		3					3	100%	Self Assessment issued in July - no response received - 2 reminders sent		
Cashiering	*	May-15	Satisfactory		4					4	100%	Self Assessment issued Sept 15 - awaiting response		
Creditors	*	Apr-15	Satisfactory		2					2	100%	Self Assessment issued in Aug - no response - reminder sent 8/9	P1 rec relates to confirming requests to change creditor bank account details.	
Debtors	*	Feb-15	Satisfactory		2	2	100%					COMPLETE		
Insurance	*	Oct-14	Satisfactory		2	2	100%					COMPLETE		
Payroll	*													
Capital Expenditure & Fixed Assets	*													
Treasury Management	*	May-15	Satisfactory		2					2	100%	Self Assessment issued Sept 15 - awaiting response		
Petty Cash	*	Jan-15	Satisfactory		2	1	50%			1	50%	Response to self assessment confirmed 1 rec still outstanding - update requested on 15/7, 10/8 & 15/9 - response awaited		
Staff Loans	*	Jan-15	Satisfactory		3	3	100%				0%	COMPLETE		
Probity audits - inventories	*	Aug-15	N/A		6					6	100%	FU DUE NOV 15		
Probity - cash floats	*	Oct-14	N/A		1	1	100%					COMPLETE		
Probity - Security invoices	*													
Business Rates - Forecasting & Income Projection	*	Feb-15	Satisfactory		1					1	100%	Self Assessment issued in June - response received confirmed rec in progress - update requested 8/9		
Pension Scheme- local administration	*	Oct-14	Full		0							No Follow up required		
Legal Services														
Corporate Governance	*	May-15	Satisfactory		6	2	33%			4	67%	Self Assessment issued in Aug - response awaited		
Business & Technical Services														
Emergency Planning/Business Continuity	*													
Desktop Printing & Reprographics	*													
Facilities Management & Security	*	May-15	Satisfactory		15					15	100%	Self Assessment issued in Sep - response awaited		
Health & Safety	*													
Pool Car Pilot	*	May-15	Satisfactory		5	1	20%			4	80%	Self Assessment issued in Sep - response awaited		
Term Maintenance Contract Management - Keith Long Electrical	*													
Construction Contract - MTC Adapataions	*													

Digital & Design														
Risk Management	*	Jun-15	Satisfactory		15				15	100%	Meeting held on 7/9 with CPO & Head of Digital - all recs are in progress and will not be implemented until end of year s agreed FU would be performed as part of 15/16 audit in Feb 16			
Technology & Business Solutions	*													
People														
Agency Staff Arrangements	*	Dec-14	Satisfactory		4				4	100%	Self assessment was issued in April but responsible officer left - Met with new Head of People on 10/9 to discuss o/s recs. She has arranged HR meeting on 8/10 to discuss with her team in order to feed back to us.	The P1 rec relates to the checking and authorisation of timesheets and not relying on the system's automatic approval. This was due to be implemented by Jan 2015 but due to staff changes in the HR section no update has yet been received	Oct-15	
Sickness Recording & Monitoring	*													
Director of Economy														
Place & Investment														
External Funding	*	Apr-15	Limited		9				9	100%	Self Assessment issued in Aug - response awaited	The P1 recs relate to reminding officers regarding the process for bid approval and monitoring this to ensure the appropriate approvals are obtained and reminding officers and monitoring that all funding bids are processed through the corporate process. No implementation dates were set as imminent change in officers was due to occur.		
Growth														
Estates	*													
Car Parks	*	Oct-14	Satisfactory		3	1	33%		2	67%	updated status received 11/8 confirmed 2 recs still in progress. Audit & Chief Cashier visit performed on 10/9 - Further FU required	The 2 outstanding P1 recs relate to investigating income variances between the NSL and Jade count since April 2014 and completing periodic reconciliations for pay & display and season ticket sales between the income received and the income accounted for in the GL. 11/8 - Interim Parking Manager confirmed that these issues are being looked into but have not yet been rectified.	Oct-15	
Land Drainage	*	Jul-15	Satisfactory		5				5	100%	FU due Nov 15			
MSCP Plate Recognition Barrier System - Proj	WBC													
Director of Communities														
Housing														
Housing Rents	ADC	May-15	Satisfactory		3	3	100%				COMPLETE			
Housing Maintenance	ADC	Oct-14	Satisfactory		4	2	50%		2	50%	Self Assessment issued - response rec'd confirmed 2 complete			
Void Management	ADC	Apr-15	Limited	1	9	9	100%				COMPLETE - Self Assessment response received which indicates all recommendations have been implemented.			

Housing - Homelessness, Advice & Allocation	*	Jan-15	Limited		29	14	48%			15	52%	Self Assessment issued - response rec'd confirmed an action plan is in place to ensure implementation of the recommendations & monthly monitoring meetings are held - update provided on 24 Aug confirmed 14 completed but no evidence has been provided to support this so testing will be performed by IA after restructure - Q4	The 6 outstanding P1 recs are being monitored by Head of Housing through an Action Plan.
Home Improvement Assistance	ADC												
Decent Homes - Contract Management	ADC												
Wellbeing													
Hackney Carriage & Private Hire	*	Jul-15	Satisfactory		5					5	100%	FU DUE NOV 15	
Third Party Commissioning	*												
Environment													
Beach Huts	*	May-15	Limited		12	3	25%			9	75%	Self Assessment issued in Aug - detailed response received confirmed o/s recs in progress. Further FU required.	P1 rec relates to seeking legal advice in relation to information which should be sought during private sale transactions (ID etc)
Director of Customer Services													
Revenues & Benefits													
WBC Benefits	WBC	Apr-15	Satisfactory		1					1	100%	Self Assessment issued in Sept - response awaited.	
WBC Revenues (Council Tax & NDR)	WBC	May-15	Satisfactory		5					5	100%	Self Assessment issued in Sept - response awaited.	
CenSus - Benefits	ADC												
Customer Contact & Engagement													
Complaints	*	Dec-14	Limited	2	7	3	43%			4	57%	Self Assessment follow up has been performed - One rec is not yet implemented and 3 further recs have been indicated as implemented but evidence has been requested to support their implementation. Before they are marked off as complete	On follow up the P1 rec was noted as implemented as a reminder had been sent re procedures. However, we have requested evidence of monitoring on providing responses to complainants in line with policy requirements
Register of Electors	*	Jul-15	Satisfactory		5					5	100%	FU Due NOV 15	
Computer Audits													
Disaster Recovery	*	Jul-15	Limited		3					3	100%	FU DUE OCT 15 - Draft DR System Restart Process received in Aug	
HMS Application	*												
Data Protection & Information Governance	*	Mar-15	Limited		9					9	100%	Self Assessment issued in June - response received to indicate no update available - 2 reminders for update sent since - awaiting response	The P1 rec is not due to be implemented until Dec 15.
Service Desk (ITIL)	*	Sep-15	Limited		5					5	100%	FU DUE DEC 15	
					188	47	25%	0	0%	141	75%		

Ward: [N/A]

Digital Recording of Council Meetings

Report by the Director for Communities and Solicitor to the Council

1.0 Summary

- 1.1 To review the effectiveness of the digital voice recording trial of Worthing Borough Council's Council meetings and to consider the future digital voice recording of all Adur and Worthing Councils' Council and Committee meetings.
- 1.2 To review the Openness of Local Government Bodies Regulations 2014 and the impact on the public's right to film, record and blog from Council and Committee meetings.

2.0 Background

- 2.1 In 2012 the Joint Governance and Audit Committee recommended to both Councils the digital voice recording of Council meetings on a trial basis.
- 2.2 Worthing Borough Council resolved on the 18th December 2012 *that the Council authorise the Executive Head of Corporate & Cultural Services to arrange for the digital voice recording of meetings of the Full Council on a trial basis from the 1st January 2013, to include publication onto the internet.*
- 2.3 Adur District Council did not support the recommendations of the Joint Governance and Audit Committee as its Members were unconvinced of the need to record meetings of Full Council at the time.
- 2.4 The digital voice recording trial of Worthing Borough Council's Council meetings commenced on the 19th February 2013. Each meeting since that date has been digitally voice recorded and the recording has been uploaded onto the Council's website. There have been a number of hits on the Council's website pages where the recordings are included, but it is not possible to identify how frequently the recordings themselves have been listened to. The hits on the relevant website pages for a particular meeting range from one meeting having 68 visits to the page, viewing 140 documents relating to that meeting, to 232 visits to the page, viewing 535 documents. It is not possible to say how many of these visits were made by the same users or whether they were made before or after the voice recordings were uploaded.

- 2.5 Recording of meetings during this period has been carried out using existing technology at little cost to the Council. However, Officers have experienced a number of difficulties with both the setting up of and the usage of the existing sound equipment within the Town Hall. The process required to convert the recording of the meeting into a format that can be published onto the internet has proved to be labour-intensive and unreliable.
- 2.6 The 'Open and Accountable Local Government Guide for the Press and Public on Attending and reporting meetings of local government' was published in August 2014 by the Department for Communities and Local Government and sets out new rights. These rights allow members of the public, including citizens and professional journalists, to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of their Councils and other local government bodies.
- 2.7 The Constitutions of Adur and Worthing Councils have been amended to reflect these new rights for the public. Council Procedure Rule 28.2 deals with Recording by the Public. It provides that a member of the public may make sound or visual recordings at any meeting of the Council and may make such arrangements as they wish to broadcast the recordings, subject to the following:
- No visual recording should be made of persons in the public gallery;
 - No visual recording should be made of any person under 18;
 - No recording shall be made of any meeting or part of a meeting which is considering matters that the Members have agreed are exempt under the Access to Information Rules or which are confidential;
 - No recording shall be carried out in a manner that causes disruption to the meeting or distracts the attention of the public from the content of the meeting.

Council Procedure Rule 28.2 is supported by the Protocol for Public/Press Recording of Public Council Meetings which provides further guidance and appropriate arrangements.

- 2.8 In respect of the Council recording meetings, the revised Constitutions state at Council Procedure Rule 28.1 that they may make such arrangements as they decide are appropriate to record, broadcast and publish meetings.
- 2.9 At a meeting of the Councils' Joint Standards Sub-Committee meeting held on the 24th July 2014, Members made the following recommendation that '*all meetings should be sound recorded to avoid doubt in regards to the conduct of those present*'.

3.0 Proposals

Council recordings of Council Meetings

- 3.1 As a result of the new guidance, and the trial of digital voice recording of full Council meetings at Worthing Borough Council, the Joint Governance Committee is asked to consider recommending to both Adur and Worthing Councils that digital audio recording of all full Council meetings commence from January

2016 and the sharing of such recordings be uploaded to the Councils' website.

- 3.2 The proposal outlined in 3.1 above would provide both Councils with a verbatim record of all of its meetings, acting as a safeguard against edited versions of proceedings being put into the public domain, whilst further promoting Adur and Worthing Councils' openness and transparency of decision making.
- 3.3 The proposals also seek to address the recommendation of the Joint Standards Sub-Committee at its meeting held on the 24th July 2014.
- 3.4 The Joint Governance Committee is also requested to consider whether digital voice recordings of meetings held in closed session should be recorded and retained by the Councils' Democratic Services Team.
- 3.5 The sound equipment in the Town Hall is dated and needs to be replaced with more modern, reliable and transportable equipment to enable the continued recording of Full Council meetings in Worthing and any further recording of Council meetings in other venues agreed by both Councils. It is proposed that Officers research the most cost-effective method of delivery of the digital voice recording and update equipment accordingly, using their delegated authority.
- 3.6 The Joint Governance Committee is also requested to consider whether they would like Officers to review and assess the viability and cost of digital voice recording of all Committee meetings, and to receive a report back on this issue.

The public's right to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of Council meetings

- 3.7 Following new rights for the press and public, a protocol has been adopted by both Councils as part of their Constitutions; 'Protocol for Public/Press Recording of Public Council Meetings'. This has been effective since 1st May 2015.

4.0 Legal

- 4.1 Paragraph 41 of Schedule 12 of the Local Government Act 1972 provides that the minutes of proceedings of a meeting of a Local Authority shall be entered in a book or a series of loose leaves consecutively numbered, and signed by the person presiding at the meeting or subsequent meeting of the Council.
- 4.2 Part VA of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 govern when meetings or parts of meetings of a Local Authority can be held in the absence of the public and press.
- 4.3 The Data Protection Act (DPA) 1998 sets out the rules with regard to how Local Authorities should handle personal data. Any Council recording of meetings must comply with the (DPA), including the conditions for processing as set out in DPA Schedule 2 and 3, fair processing notices of the recording being taken and published online, retention and disposal arrangements, security arrangements, dealing with those at a Council meeting that do not consent to

being recorded.

- 4.4 The Freedom of Information Act (FOIA) 2000 sets out the Council's obligations regarding access to recorded information. Any Council recording of meetings must comply with the FOIA, including requests for recordings of meetings held in private.
- 4.5 Openness of Local Government Bodies Regulations 2014 sets out the public's new rights for filming, recording and blogging from Council meetings. The DCLG [Open and Accountable local government guide](#) provides advice of what arrangements need to be put in place.

5.0 Financial implications

- 5.1 There is no budget provision for the purchase of any new audio recording equipment, however it is likely that it could be funded from existing budgets, in both Councils, to enable a device to be purchased for the Town Hall and the Shoreham Centre.

6.0 Recommendations

That the Joint Governance Committee is recommended to:-

- 6.1 Note the outcome of the trial of digital voice recording of the Full Council meetings of Worthing Borough Council and recommend to Worthing Borough Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, on a permanent basis.
- 6.2 Recommend to Adur District Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, from January 2016.
- 6.3 Determine whether or not digital recordings of exempt items of business at full Council meetings should be made and retained by Council Officers, and recommend to Adur and Worthing Council accordingly.

Local Government Act 1972

Background Papers:

Digital Recording of Council Meetings Report to JGAC – November 2012

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Schedule of Other Matters

1.0 Council Priority

1.1 No specific Council priority.

2.0 Specific Action Plans

2.1 (A) Matter considered and no issues identified.

(B) Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 There are no specific Human Rights issues, as the proceedings that are being recorded and broadcast will be public proceedings.

7.0 Reputation

7.1 The increased transparency, which should arise from the proposal in this report, will enhance the Councils' reputation.

8.0 Consultations

8.1 (A) Matter considered and no issues identified.

(B) Matter considered and no issues identified.

9.0 Risk Assessment

9.1 The risks associated with not progressing this proposal are with regard to the damage to reputation.

9.2 Members need to be aware that there is a risk that the existence of a verbatim record of meetings which is not the agreed minutes may lead to disputes at a subsequent time.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Matter considered and no issues identified.

WBC-PC/027/15-16 Public Speaking at Worthing Planning Meetings

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 6.

Members welcomed the report acknowledging the importance of interested parties having an opportunity to speak at meetings of the Planning Committee and welcomed the proposed extension of time for objectors / supporters as Members stated that it was intolerable for speakers to be cut off during their representations.

The length of time allowed for Ward Councillors to speak was discussed as was Chairman's discretion to extend the length of time afforded to speakers.

It was proposed and seconded that reference to the Chairman's discretion be removed from bullet point three, that 'and the number of speakers' be included in bullet point four and that officers be requested to procure a 'traffic light' timing box for future meetings.

RESOLVED,

The Planning Committee:-

- supported the proposals set out in paragraph 3.1, as amended;
- recommended to the Joint Governance Committee on 29 September that the proposals, as amended, be recommended to Council for adoption;
- requested that Officers investigate the procurement of a 'traffic light' timing box for future meetings.

Public Speaking Time at Worthing Planning Committee

Report by the Director for the Economy

1.0 Summary

1.1 This report sets out a proposed amendment to the public speaking times at Planning Committee from 2 minutes to 3 minutes, and amendments to the Constitution to allow additional speaking time at the Chair's discretion on contentious major applications and to allow the public to speak on enforcement reports.

2.0 Background

2.1 Members of the Planning Committee will be aware that there have been a number of instances at recent meetings where members of the public attending Planning Committee to speak on particular applications have not completed their address to the Committee within the specified timescale and have had to be asked to finish by the Chair before they have made all of their points. This has often resulted in the speaker finishing their points very quickly or attempting to continue despite being asked not to, and resulting in the point not being heard clearly. Where a speaker exceeds their time but, say, someone else speaking on an application who raised an opposite view finished within the required timescale, there is potential for the latter to argue that the former had longer to speak.

2.2 It usually appears that where a speaker is unable to complete their speech within the 2 minute time limit, they are in fact relatively near the end of their presentation and had a little more time been allowed, they would have been able to make all of their points adequately. Members may be aware that the Adur District Planning Committee operates a system of 3 minutes per speaker and the occurrences of speakers exceeding this time limit are rare and indeed many speakers normally finish within the 3 minute limit (but exceed 2 minutes).

2.3 A report to the Joint Planning Committee in December 2012 had sought to ensure a consistent policy for both Committees as it would make it easier to administer and easier for local agents who sometimes speak at both Committees. Unfortunately no agreement could be reached and the two procedures remain very different. A copy of the 2012 report is appended for Members information.

- 2.4 There is an opportunity, however, to reduce some of the differences in the public speaking procedures. It is considered that an amendment to allow registered speakers attending Worthing Planning Committee to speak for 3 minutes would help to address some of the time constraints that speakers have found at recent meetings. The number of speakers allowed for each item would remain at 3 for supporters and objectors and so, at most, this would add an extra 6 minutes of speaking time per item.
- 2.4 At present, Ward Councillors can address the Committee and the length of time they have to speak has often been at the Chair's discretion. However, there is no such discretion for members of the public or applicant's/agent wishing to speak. In the vast majority of cases, the amendment to 3 minutes as outlined above is likely to be sufficient. It could be argued however, that Ward Councillors should have slightly longer as they often represent the views of a number of local residents and Members may consider that 5 minutes for Ward Councillors would be more appropriate. Similarly in particularly complex cases which have raised an abnormally large number of objections or support letters, then even the amended time limit may not be sufficient and previous public speaking arrangements have allowed 5 minutes per person on large scale development proposals (over 100 dwellings or 10,000 square metres).
- 2.5 Members will recall that the Chair presented special arrangements for speaking times regarding the Aquarena application in advance of this report at the last meeting. The Aquarena application has received representations in the hundreds and therefore is an example of a case where an abnormally large number has been received. The arguments for and against such applications are often complex and further to the extension of speaking times outlined above, it is also considered appropriate to amend the Constitution to allow the Chair the discretion to increase speaking times on complex applications that have attracted an exceptionally high number of representations.
- 2.6 At present, there are no formal rights for the public to speak on enforcement reports. In practice, those enforcement reports which are brought before the Committee for consideration are often those where conflicting opinions have been expressed by those members of the public affected. Furthermore, the decision whether or not to refer the matter to Legal to consider enforcement action is often evidence based and such evidence offered by members of the public can be vital in such considerations. In order to aid the Committee with their decision making on enforcement cases, which are often particularly contentious, it is considered that objectors and supporters should be allowed to speak on such items with the same time limits as set out above.

3.0 Proposals

3.1 It is therefore proposed that:

- ❑ Public speaking to increase from 2 minutes to 3 minutes each for a maximum of 3 speakers each in favour of and in opposition to each application. On the applicant's side this is to comprise of the applicant or agent and two members of the public or if the third place is not taken by a member of the public then the applicant or agent can take the third place.
- ❑ To amend the constitution to allow the public to be able to speak on enforcement reports subject to the same time limits and numbers entitled to speak as above.
- ❑ To amend the constitution to allow a Ward Councillor to speak for 5 minutes on any application and allow the Chair's discretion to extend this length of time if deemed appropriate.
- ❑ To amend the constitution to allow an extension of the time limits set out above to be extended to a length of time deemed appropriate by the Chair on complex planning applications that have attracted an abnormally high number of representations

4.0 Legal

4.1 Section 37 of the Local Government Act 2000 requires Councils prepare and keep up to date a Constitution which contains a copy of its Procedure Rules and such other information as the Councils consider appropriate

5.0 Financial implications

5.1 None

6.0 Recommendation

6.1 It is recommended that the changes set out in paragraph 3.1 be supported by the Planning Committee with a view to recommending to the Joint Governance Committee on 29 September that the changes are adopted by the Council.

Local Government Act 1972

Background Papers:

Worthing Borough Council Constitution

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Schedule of Other Matters

1.0 Council Priority

1.1 None directly relevant

2.0 Specific Action Plans

2.1 None directly relevant

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Matter considered and no issues identified

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Article 1 and Article 8 of the European Convention on Human Rights require a balance judgements to be made in the decision making process. An increase in public speaking time can be considered to help meet this requirement.

7.0 Reputation

7.1 Increased speaking time is likely to improve public perception of the decision making system

8.0 Consultations

8.1 None formally undertaken but any relevant feedback from previous speakers at Planning Committee has been noted

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

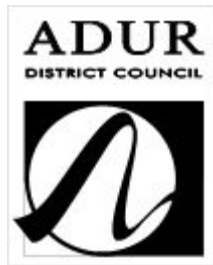
10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 Matter considered and no issues identified



Joint Planning Committee
5 December 2012
Agenda Item 6

Ward: All Wards

Public Speaking at Adur and Worthing Planning Committees

Report by the Executive Head of Planning, Regeneration and Wellbeing

1.0 Summary

- 1.1 This report recommends amendments to the current public speaking arrangements to ensure a consistent policy for Adur and Worthing Planning Committees.

2.0 Background

- 2.1 Public speaking was first introduced for Adur Planning Committee in 2003 and in Worthing it was introduced in 2006. In both instances it was subject to a 6 month trial and the procedures adopted followed a review of how other Councils across West Sussex operated public speaking for Planning Committees.
- 2.2 Although the adopted procedures vary between the two Committees they have generally worked well in practice and previous reviews have introduced various amendments to ensure that they still represent best practice and meet the requirements of the public, Officers and Members. The most significant change introduced to Worthing Planning Committee was to extend the time period to 5 minutes per person for public speaking in relation to large scale developments (over 100 dwellings and over 100 sq metres of commercial, leisure or retail floorspace). Attached as **Appendix I** to this report are copies of the current public speaking arrangements for Adur and Worthing. A condensed version of these procedures is now included on the new joint website. Adur's public speaking procedures are included in its Constitution whereas Worthing's procedures are adopted as a separate procedural note.
- 2.3 Whilst, both Councils have published public speaking procedures ultimately the Chairman has discretion to alter these procedures at the meeting, if required, to ensure that those wishing to speak have the opportunity to put their views across at the meeting. It is important that any review of the current arrangements retains this flexibility as this has clearly contributed to the success of public speaking increasing the public's involvement in the decision making process. The overriding principle has been one of *natural justice* ensuring that both supporters and objectors have equal time to present the case for and against a particular development.

2.4 In 2008 Adur's Overview and Scrutiny Committee undertook a review of its public speaking arrangements and recommended the following changes:

- Objectors should each have four minutes, rather than three and there should be a maximum of three objectors per application – where possible objectors should select a spokesperson;
- A group of objectors should be allocated a maximum of 5 minutes in total;
- The applicant or agent/supporter should have a maximum of four minutes, rather than three;
- There can be a maximum of three speakers in support of any one application, each having a maximum of four minutes to speak;
- For large scale developments; objectors should be given a maximum of 5 minutes per speaker, with a maximum of 3 speakers and the same for applicants.
- Either a Ward Councillor or an adjacent ward Councillor be allowed a maximum of 3 minutes;
- Councillors with a special interest be given a maximum of 3 minutes to speak;
- Members of the public should receive a briefing as they arrive at a committee meeting.

2.5 Adur Planning Committee at its meeting on the 1st December 2008 resolved that more evidence should be collected regarding the time allowed for speakers and the item was deferred to allow further investigations. It was also noted at the time that there would be a further review of public speaking in due course as part of the joint working Service Review. Other suggestions, such as the process for registering to speak and the re-ordering of the planning agenda to allow larger developments to be considered first at meetings, were considered beneficial to aid the Committee process and were approved by Adur Planning Committee at the time.

3.0 Development Management Service Review

3.1 As Members are aware the two Development Management teams co-located in December 2010 and have been undertaking a detailed Service Review for the last 18 months. As part of this Review various procedures have been harmonised and staff now provide a joint service across Adur and Worthing. There is no reason why there cannot be different public speaking procedures for both Planning Committees. In practice both Committee Chairmen allow a degree of flexibility depending on the nature of the application and the amount of public interest and this has meant that the public speaking arrangements have generally worked well for both Committees. However, it would make it easier for Officers to administer the same system across both Councils and there is a degree of confusion about the different procedures highlighted with the recent launch of the joint website.

3.2 It is also necessary to amend both public speaking guidance notes to allow for public speaking in relation to enforcement reports, where they do not contain exempt information and it would be, therefore, sensible to review the current arrangements

for both Committees. Members will note that the attached procedures for Adur are out of date in relation to membership of the Committees but this has been corrected on the new joint website.

- 3.3 The main differences between the two public speaking arrangements relate to the length of time allowed for speakers. At Adur only 3 minutes public speaking is allowed in total with the discretion of the Committee Chair to allow more than one speaker. This has generally worked well although there was criticism by some members of the public when Adur OSC undertook its review that 3 minutes was insufficient time particularly for larger developments and in practice more than one speaker is often allowed to speak.
- 3.4 At Worthing the public speaking procedures allow for 2 minutes per person with a maximum of 3 speakers for and 3 against (total of 6 minutes for and 6 minutes against a development proposal). As stated previously the policy was revised to allow up to 5 minutes per person for large scale developments (over 100 dwellings or 10,000 sq metres of commercial, leisure or retail floorspace).
- 3.5 The other difference between the two procedures is that at Adur only two Ward Members (or adjoining Ward Members) can speak for 3 minutes whereas at Worthing no restrictions apply. In addition at Adur applicants (or their representatives) are only allowed to speak if:
- (i) the officer's recommendation is to refuse; or
 - (ii) there are Ward Councillors speaking against the application; or
 - (iii) there are objectors speaking against the application; or
 - (iv) the Committee is minded to vote against the officer's recommendation for approval.
- 3.6 At Worthing applicants and/or agents can speak whatever the recommendation.

4.0 Proposed Changes to Public Speaking Arrangements

- 4.1 As stated previously it is necessary to amend both public speaking procedures to allow the public to speak in relation to enforcement reports. In practice most enforcement action is authorised under delegated powers and where reports have come to Committee public speaking has been allowed but this needs to be formalised and the guidance notes amended accordingly.
- 4.2 Whilst, the current procedures could be kept as they are, there would be significant benefits to harmonise the public speaking arrangements. The Service Review has harmonised the procedures to the extent that there are now common report templates and standard letters are used wherever possible. A standard public speaking letter would simplify administrative tasks and avoid the possibility of the wrong letter being sent or incorrect advice being given to agents and the public enquiring about the adopted procedures for both Committees.

- 4.3 Your Officers' view on experiencing both public speaking procedures is that allowing up to 3 speakers for most applications works well and should be adopted for both Committees. At Adur the recent consideration of the Brighton & Hove Albion FC proposal highlighted the need to allow more time for speakers particularly on major or controversial planning applications.
- 4.4 In practice there are only a few occasions when there are 3 speakers for or against a proposal but it does provide greater flexibility for more controversial applications. If 3 speakers are allowed then it would be more appropriate to reduce the time period per person to 2 minutes. Generally speakers at Worthing have kept to this timeframe. It is also considered that it would be beneficial to let applicants or agents speak in connection with their applications irrespective of whether it is recommended for approval or there are any speakers against the proposal. In practice few applicants speak if their application is recommended for approval but it would remove the potential problem of having to invite the applicant/agent to speak if it appears that the Committee may overturn the Officers recommendation. In such cases it would be also necessary to invite the objectors to speak and neither party would have anticipated speaking and therefore would not have prepared to do so.
- 4.5 Whilst, adopting Worthing's procedures for the number and duration of any public speaking would be considered beneficial there are other elements of Adur's procedures that should be adopted for Worthing. In particular, allowing only 2 Ward Councillors (or 1 and an adjacent Ward Councillor) and restricting the period allowed to speak would assist and address some concerns expressed by some applicants/agents about the fairness of not restricting the time allowed for other Councillors objecting to their schemes.
- 4.6 It is considered that the above proposal which seeks to merge the two procedures and pick out the elements that have worked best would be a positive step forward and provide greater clarity for officers and agents working across Adur and Worthing. The changes proposed could add slightly to the length of Adur Planning Committee but only by a few minutes and this would not be significant compared to the benefits of increased public involvement in the decision making process. Certainly public speaking has been found to be beneficial and enhanced the reputation of the Council.
- 4.7 The proposed merged public speaking procedures are set out in **Appendix II**. It would be beneficial to change Adur's Constitution to remove the public speaking procedures to allow greater flexibility for the Committee to make future changes and indeed it would be beneficial to trial the new arrangements for a 6 month period to assess how effective the changes are. Any change to the Constitution would require agreement from the Joint Governance and Audit Committee and this is reflected in the recommendation.

5.0 Legal

5.1 Both Planning Committees consider planning applications:

- i) pursuant to Section 70 of the Town and Country Planning Act 1990 (as amended) and Section 38 (6) of the Planning and Compulsory Purchase Act 2004;
- ii) applications to vary planning conditions pursuant to Section 73 of the Town and Country Planning Act 1990 (as amended);
- iii) applications for Listed Building Consent pursuant to Section 16 Planning (Listed Buildings and Conservation Areas) Act 1990; and Section 19 of that Act to vary conditions; and
- iv) any other matter that forms part of the Committee's Terms of Reference.

5.2 Public speaking on planning applications and other forms of consent is an important part of the decision making process, and although considered best practice, is not a legal requirement.

5.3 In considering the amendments, the Committee must ensure that it abides by the rules of natural justice which ensures treating each side in an equal and fair manner.

5.4 Public speaking may be allowed ahead of enforcement reports to be considered in public session, although the public speaking arrangements should not apply where a report contains exempt information which requires the public to be excluded pursuant to Section 100A Local Government Act 1972.

6.0 Financial implications

6.1 There are limited financial considerations with this report. However, there could be a small additional cost with longer meetings at Adur if more time is allowed for public speaking.

7.0 Recommendation

7.1 The Joint Planning Committee is recommended to:

- i) Adopt the public speaking procedures set out in Appendix II for a 6 month trial period; and,
- ii) Recommend to the Joint Governance and Audit Committee that Adur's public speaking procedures should be amended (as set in Appendix II) and that consideration should be given to excluding this procedure from the Constitution to enable greater flexibility to allow future changes by the Joint Planning Committee.

- iii) Note that in respect of recommendation i) the proposed changes would take immediate effect for Worthing Planning Committee, however for Adur the Public Speaking procedure would not take effect until Adur's Constitution has been amended accordingly.

Local Government Act 1972

Background Papers:

Adur Constitution – Public Speaking Procedures

Guidance Note: Public Speaking at Worthing Planning Committee

Contact Officer:

James Appleton

Executive Head of Planning, Regeneration and Wellbeing

Portland House, Richmond Road, Worthing

Telephone number 01903 221333

E-Mail address james.appleton@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

- 1.1 i) Protecting front line services.
- ii) Supporting and improving the local community.

2.0 Specific Action Plans

- 2.1 i) Listen and engage with other communities.
- ii) Modernise access to services.
- iii) Reduce red tape in planning regulation and regeneration and increase the opportunities for communities to be more involved in decisions.

3.0 Sustainability Issues

- 3.1 Matter considered and no issues identified.

4.0 Equality Issues

- 4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

- 5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

- 6.1 Appropriate arrangements to allow public speaking at Planning Committee can help to ensure that proposals do not impinge on anyone's human rights.

7.0 Reputation

- 7.1 Public speaking arrangements enhance the reputation of the Council by involving the public in the decision making process.

8.0 Consultations

- 8.1 Internal consultation with Officers and Members.

9.0 Risk Assessment

- 9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Development Management is now a joint service albeit reporting to two different Planning Committees. A joint policy would assist joint working and simplify procedures for administering public speaking at meetings.

Appendix 1

Public Speaking at Planning Committees Worthing

“Public Speaking at Planning Committee Meetings

Members of the public have the opportunity to speak at Planning Committee meetings when planning applications or possible enforcement action is being considered and therefore we want this procedure to be easy to use and fair to everyone. We would welcome your views on the current arrangements set out below. The following note tries to answer most questions about the scheme but if you require any further information please contact the Planning Services Section on 01903 221065.

Does the Right to Speak scheme change the way planning applications are publicised?

No. Neighbouring properties will still be notified by letter and a site notice displayed for major and more contentious schemes. A notice in the local press will also advertise all planning applications. You will need to submit your comments to the Development Control Manager within 3 weeks of being notified although a longer time period will be given in some cases for large scale development proposals. If the planning application goes to committee a summary of the comments received will be included in the Officer's written report. All letters received go on a file, which is available for public viewing.

How often does the Planning Committee meet?

The Planning Committee generally meets once every three weeks. It is normally held on a Tuesday afternoon starting at 2:00pm. It is held in Committee Room 2 on the first floor of the Town Hall, Chapel Road.

Who attends Committee?

There are 9 Councillors representing the two main political groups in the Borough. There are also planning officers, a committee clerk and a solicitor attending the meeting to provide advice to Members. There are often representatives from the local press in attendance.

Who will be invited to speak at Committee?

Applicants/agents and all other members of the public including Residents' Associations and amenity groups who have made representations regarding an application or enforcement matter, which is to be considered by the Planning Committee, can register to speak.

A number of planning applications fall to be determined by Officers under the Council's approved Scheme of Delegation and will not be presented to the Planning Committee for determination. It is not always possible to determine the decision method until the stage at which the Case Officer is formulating a recommendation. Therefore, it is not possible for the Council to accept 'prior' or 'holding' requests to speak.

If I comment on a proposal do I have to speak at Committee?

No. As your interest in the proposal will be reported to Committee anyway it is up to you whether you speak or not. You are welcome to attend to hear the discussion and decisions made on any matter on the agenda.

How long will I have to speak?

There will normally be a maximum of 12 minutes public speaking time allotted to each development proposal (6 minutes for objectors, 6 minutes for the applicant and supporters). We will encourage interested parties to get together to co-ordinate the use of the time or to nominate a spokesperson by putting people in touch with each other. Each speaker will have a maximum of 2 minutes per person and this will be strictly enforced by the Committee Chairman to ensure fairness between supporters and objectors and to ensure that applications are dealt with efficiently and fairly within a reasonable length of meeting. Exceptionally the Chairman may allow additional time at his/her discretion. For major housing developments of over 100 dwellings and large scale commercial/retail of over 100 square metres 5 minutes per speaker will be allowed (15 minutes for objectors and 15 minutes for the applicant and supporters).

Who will speak first?

The Planning Officer will present the case providing any necessary updates. As part of the presentation a short video and/or photographs of the site and surroundings will be shown on monitors to the Committee and the public gallery. The objectors will then be invited to speak followed by the applicant or supporters.

Will I be asked questions?

Members of Committee may ask questions of speakers only in connection with matters of clarification. They may also ask the Planning Officer to comment on what they have heard. Members of Committee will then debate the proposal and make their decision.

Can I ask questions?

You may include questions in your submission but other speakers cannot be compelled to answer them. If you have a question that Officers could answer it would be best to let us know the question before the meeting so that relevant information can be gathered. You will not be allowed to interrupt someone else or take part in the Members' debate.

In preparing my statement which issues are relevant?

Speakers should direct their comments to relevant planning issues, for example: external design, appearance and layout of the development; impact on trees and nature conservation

or overshadowing and privacy; highway safety and; planning policy and government guidance. Further guidance can be obtained from the leaflet 'Planning Applications - Can I Comment?' Click [here](#) to view (opens new window).

Which issues are not relevant?

Speakers should avoid referring to matters that are not relevant planning considerations, for example: boundary disputes or other property rights; the applicant's motives, character or reputation; loss of property value, or loss of a view; or matters covered by other legislation. If you are unsure you can always check with the Planning Officer as each proposal may raise different issues.

Please do not present any new material or comments at the Committee meeting unless in response to the [Committee report](#). All comments regarding a development proposal should be submitted formally in writing to the Council **in advance** of the Committee meeting in order to enable them to be fully considered. It is not normally possible for representations to be considered at the Committee meeting unless they have been submitted during the formal consultation process.

Speakers are encouraged to write out their speech beforehand or, at any event, take notes of the matters on which they are to address the Committee. Speakers are advised also to speak slowly and clearly and adjust the microphone where necessary.

If I want to speak what should I do?

Committee agendas are published 5 working days before the date of the meeting. A copy of the agenda is available on the Council's website and the Committee file is available for inspection prior to the meeting (preferably with 24 hours notice). This will give you the opportunity to see the Planning Officer's report and recommendation to the Committee.

If you want to speak in connection with a particular agenda item you need to let us know by contacting our Democratic Services Officer, Heather Kingston on 01903 221006 or the Democratic Services Officer, Neil Terry on 01903 221073 by 12 noon on the day **before** the Committee meeting (usually a Monday).

Times, dates and venues for Planning Committee meetings are available from the Council's website or from the Democratic Services Section on 01903 221011.

Speaker	Time Allowed	
Planning Officer - to present and, if necessary, update the report, particularly regarding further written representations received		
Objectors to the Application	2 minutes per speaker Maximum of 3 speakers	5 minutes per speaker in connection with large scale developments* Maximum of 3 speakers

Applicant/Agent/Supporters	2 minutes per speaker Maximum of 3 speakers	5 minutes per speaker in connection with large scale developments* Maximum of 3 speakers
Committee - to debate and determine the application, involving officers as necessary.		
Worthing Borough Council Members - are entitled to address the Committee at the discretion of the Chairman in accordance with Standing Orders. Therefore, they are excluded from this process.		

* Defined as development proposals over 100 dwellings or 10,000 square metres of commercial leisure or retail floorspace.

Public Speaking at Planning Committees Adur

“Speaking at the Development Control Committee

Updated and Republished May 2009

Welcome

Welcome to Adur District Council's Development Control Committee.

Public speaking to object to or support planning applications is now an established part of our Council's procedure at Development Control Committee meetings. This leaflet aims to answer any queries you may have about this. I hope you find this information useful.

Councillor Pat Beresford
Chairman of Development Control Committee

Public Speaking

Public speaking at meetings of the Development Control Committee shall apply to planning applications. Comments made to the Committee must be relevant to planning issues.

Examples of relevant planning issues:

- External design, appearance and layout of the development;
- Impact on trees and nature conservation or overshadowing and privacy;
- Highway safety;
- Planning policy and government guidance.

Examples of non-relevant issues:

- Boundary disputes or other property rights;
- Loss of property value or loss of a view;
- Matters covered by other legislation;
- The applicant's motives, character or reputation.

Will I be able to speak?

You may speak at the meeting if you are:

- An objector;
- A Parish Council representative;
- A Ward Councillor;
- An applicant (or their representative) but only if:
 - (i) the officer's recommendation is to refuse; or
 - (ii) there are Ward Councillors speaking against the application; or
 - (iii) there are objectors speaking against the application; or
 - (iv) the Committee are minded to go against the officer's recommendation for approval.

Do I need to register to speak?

Yes. If you wish to speak at the meeting you must give advance notice of your intention to do so to Development Control and / or Democratic Services.

What if I am one of several objectors?

Objectors must agree between themselves who is to address the meeting. The Chairman has discretion to allow more than one objector to speak within the total permitted time for objectors (3 minutes) but only if the second objector has a different issue to raise.

Can I speak again if the decision on an application is deferred to a future meeting?

If the decision on the application is deferred (e.g. for a site visit or further negotiations) you will be able to speak when the application is considered again.

When will I speak?

The order, and time allowed, for speaking at meetings will be:

Speaker	Time Allowed
Objector(s)	3 minutes in total
Parish Council Representative	3 minutes
Up to 2 Ward Councillors or 1 and an adjacent Ward Councillor (or in exceptional circumstances another Councillor)	3 minutes each
Applicant or agent / supporters	3 minutes in total
The Committee - to discuss the planning application, involving the officers as necessary.	No time limit at the meeting.

There will be no right for others to speak at the meeting. You can not speak again at the meeting on the same application.

Who will invite me to speak?

The Chairman of the meeting will invite you by name.

Can I question other speakers?

Speakers can not question other speakers, Officers or Councillors. You should address the Chairman and speak on relevant planning issues only. Councillors and Officers can question speakers for clarification purposes only.

About the Development Control Committee**Membership:**

There are 9 Members on the Development Control Committee:

Councillors Pat Beresford (Chairman), Angie Mills (Vice-Chairman), Brian Boggis, Brian Coomber, Emma Evans, Fred Lewis, Peter Metcalfe, Janet Mockridge and Ben Stride.

The meetings of the Committee until May 2010 are as follows:

26 May 2009, 22 June 2009, 20 July 2009, 17 August 2009, 14 September 2009, 12 October 2009, 9 November 2009, 7 December 2009, 4 January 2010, 1 February 2012, 1 March 2012, 29 March 2010, 26 April 2010.

Meetings start at 7:00pm.

Where does it meet?

At the Civic Centre, Ham Road, Shoreham by Sea.

Where can I see the agenda and a list of registered speakers?

Copies of the agenda and the list of registered speakers are available at the Adur Help Point in the Civic Centre. A limited number of agendas will be available at the meeting.

You can request a copy of the agenda from Democratic Services (01903 221073) or view it online at www.adur.gov.uk. You can also see a copy of the agenda at your local library, Citizen's Advice Bureau or Parish Council office.

Where can I get more information?

Development Control (about planning issues):

01273 263222 or 263239 or developmentcontrol@adur.gov.uk

Democratic Services (about the meeting or Councillors):

01903 221073 or demsers@adur.gov.uk

Appendix II

Proposed - Public Speaking at Adur and Worthing Planning Committee

Speakers are encouraged to write out their speech beforehand or, at any event, take notes of the matters on which they are to address the Committee. Speakers are advised also to speak slowly and clearly and adjust the microphone where necessary.

If I want to speak what should I do?

Committee agendas are published 5 working days before the date of the meeting. A copy of the agenda is available on the Council's website and the Committee file is available for inspection prior to the meeting (preferably with 24 hours notice). This will give you the opportunity to see the Planning Officer's report and recommendation to the Committee. If you want to speak in connection with a particular agenda item you need to let us know by contacting our Democratic Services Officer, Heather Kingston on 01903 221006 or the Democratic Services Officer, Neil Terry on 01903 221073 by 12 noon on the working day **before** the Committee meeting.

Times, dates and venues for Planning Committee meetings are available from the Council's website or from the Democratic Services Section on 01903 221011.

Speaker	Time Allowed	
Planning Officer - to present and, if necessary, update the report, particularly regarding further written representations received		
Objectors to the Application	2 minutes per speaker Maximum of 3 speakers	5 minutes per speaker in connection with large scale developments* Maximum of 3 speakers
Applicant/Agent/Supporters	2 minutes per speaker Maximum of 3 speakers	5 minutes per speaker in connection with large scale developments* Maximum of 3 speakers
Parish Council Representative (where relevant)	2 minutes	

<p>Up to 2 Ward Councillors or 1 and an adjacent Ward Councillor (or in exceptional circumstances another Councillor)</p>	<p>2 minutes each</p>
<p>Committee - to debate and determine the application, involving officers as necessary.</p>	<p>No time limit at the meeting</p>

* Defined as development proposals over 100 dwellings or 10,000 square metres of commercial leisure or retail floorspace.

Local Government Ombudsman's Annual Review 2015

Report by the Director for Customer Services

1.0 Summary

1.1 This report reviews the Annual Review letters of the Local Government Ombudsman (LGO) relating to Adur District Council and Worthing Borough Council for the year ended 31 March 2015 and also provides further analysis on other complaints which the LGO has received as part of the new reporting year 2015/16 since March 2015.

2.0 Background

- 2.1 The Commission for Local Administration in England was created by Part 3 of the Local Government Act 1974 to run the Local Government Ombudsman Service.
- 2.2 The Local Government Ombudsman investigates complaints by members of the public who, generally, have had complaints considered by the Local Authority, but still consider that they have been caused injustice by the administrative actions of Local Authorities and other bodies within the jurisdiction of the LGO.
- 2.3 The LGO provide a free, independent and impartial service. When they receive a complaint, they are on the side of neither the complainant nor the respondent Authority. In each case, they investigate whether there has been any administrative fault that has caused a personal injustice to the complainant.
- 2.4 If the LGO find that something has gone wrong and that a person has suffered as a consequence, they aim to get it put right with a satisfactory remedy. The remedy will depend on the circumstances of the complaint and, in some cases, the Authority will be asked to pay compensation.
- 2.5 The LGO received 9 complaints about Adur District Council for the year ended 31 March 2015 compared with 11 for the year ended 31 March 2014. A copy of the LGO's letter is appended to the report as Appendix 1.
- 2.6 Members have historically asked to have comparative information and Table 1 provides the total number of complaints received by the Local Government Ombudsman in relation to Adur District Council over the past 6 years.

Table 1

Enquiries and Complaints Received	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Total	11	12	11	12	11	9

2.7 The LGO received 23 complaints about Worthing Borough Council for the year ended 31 March 2015 compared with 18 for the year ended 31 March 2014. A copy of the LGO's letter is appended to the report as Appendix 2.

2.8 The comparative information relating to Worthing Borough Council is set out in Table 2 below.

2.9 Table 2

Enquiries and Complaints Received	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Total	16	20	24	16	18	23

2.10 An analysis of these complaints, where information was available, was previously provided to the Committee at its meeting in March 2015.

3.0 Analysis of Complaints for 2015/16

3.1 Increased scrutiny and analysis of complaints continues, to ensure that the available complaints data is accurate. Complaints information is currently recorded on the complaints monitoring system, Covalent, but a new digital complaints recording system is currently being developed which will provide even more accurate complaints data when it is introduced later in 2015, as well as streamlining the complaints handling process.

3.2 It is anticipated that the new digital complaints recording system will be fully operational by the end of 2015.

3.3 The Committee has previously requested further analysis on the LGO complaints and as part of this it received a report to its meeting on 24 March 2015 which provided an analysis of those Local Government Ombudsman complaints received between August 2014 and March 2015. At the time of writing that report one complaint against Worthing Borough Council was still pending a decision from the LGO. Since the report, that complaint, which claimed that the Council had failed to follow procedures when terminating the complainants allotments tenancy, has now been resolved and has not been upheld.

- 3.4 For this report, an analysis of LGO complaints information from March 2015 is provided which is showing that for Adur District Council there was 1 referral and this was not upheld and for Worthing Borough Council there were 4 referrals, 1 which was not upheld and 3 decisions are pending:-

Description of complaint	LGO Decision
Adur District Council Complaint that the Council failed to properly consider a lawful development certificate	Insufficient evidence of fault by the Council - Not upheld.
Worthing Borough Council Complaint that the Council charged double fees for a new grave.	No evidence of fault by the Council - Not upheld.
Complaint that the Council overlooked the complainant's application for the tenancy of a flat and offered it to someone else.	Decision pending.
Complaint that the Council failed to assist the complainant when he faced homelessness.	Decision pending.
Complaint that the Council twice delayed validating a planning application for development of the site which the complainant owns.	Decision pending.

- 3.5 The Service areas which have been generating the recorded LGO complaints during the previous 18 months are broken down as follows:-

Housing Services	3
Environmental Health	2
Planning	4
Revenues & Benefits	3
Democratic Services	1
Parks & Foreshore	2

- 3.6 As part of the ongoing training for staff, the Director for Customer Services arranged for the Local Government Ombudsman Office to provide complaints handling and service improvement training to senior officers across the organisation in June 2015. A copy of the training slides are attached as an appendix to this report.

4.0 Proposals

- 4.1 That the Committee notes the contents of the report and agrees to receive a further report in March 2016 analysing the next batch of Local Government Ombudsman complaints which are received.

5.0 Legal

- 5.1 The role of the Local Government Ombudsman is governed by Part 3 of the Local Government Act 1974.
- 5.2 Section 111 of the Local Government Act 1972 allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

6.0 Financial implications

- 6.1 There are no financial implications arising from this report.

7.0 Recommendation

- 7.1 That the Committee notes the contents of the report and agrees to receive a further analysis of Local Government Ombudsman complaints in March 2016.

Local Government Act 1972

Background Papers:

Local Government Ombudsman Annual Reviews, Worthing Borough Council for the year ended 31 March 2015

Local Government Ombudsman Annual Reviews, Adur District Council for the year ended 31 March 2015

Contact Officer:

Mark Lowe
Policy Officer
Tel 01903 221009
mark.lowe@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 Matter considered and no issues identified.

2.0 Specific Action Plans

2.1 Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Responding in a timely and open manner to investigations by the Local Government Ombudsman assists the Council to improve their service, service delivery and reputation.

8.0 Consultations

8.1 Matter considered and no issues identified.

9.0 Risk Assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Matter considered and no issues identified.

18 June 2015

By email

Mr Alex Bailey
Chief Executive
Adur District Council

Dear Mr Bailey

Annual Review Letter 2015

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2015. This year's statistics can be found in the table attached.

The data we have provided shows the complaints and enquiries we have recorded, along with the decisions we have made. We know that these numbers will not necessarily match the complaints data that your authority holds. For example, our numbers include people who we signpost back to the council but who may never contact you. I hope that this information, set alongside the data sets you hold about local complaints, will help you to assess your authority's performance.

We recognise that the total number of complaints will not, by itself, give a clear picture of how well those complaints are being responded to. Over the coming year we will be gathering more comprehensive information about the way complaints are being remedied so that in the future our annual letter focuses less on the total numbers and more on the outcomes of those complaints.

Supporting local scrutiny

One of the purposes of the annual letter to councils is to help ensure that learning from complaints informs scrutiny at the local level. Supporting local scrutiny is one of our key business plan objectives for this year and we will continue to work with elected members in all councils to help them understand how they can contribute to the complaints process.

We have recently worked in partnership with the Local Government Association to produce a workbook for councillors which explains how they can support local people with their complaints and identifies opportunities for using complaints data as part of their scrutiny tool kit. This can be found [here](#) and I would be grateful if you could encourage your elected members to make use of this helpful resource.

Last year we established a new Councillors Forum. This group, which meets three times a year, brings together councillors from across the political spectrum and from all types of local authorities. The aims of the Forum are to help us to better understand the needs of councillors when scrutinising local services and for members to act as champions for learning from complaints in their scrutiny roles. I value this direct engagement with elected members and believe it will further ensure LGO investigations have wider public value.

Encouraging effective local complaints handling

In November 2014, in partnership with the Parliamentary and Health Service Ombudsman and Healthwatch England, we published *'My Expectations'* a service standards framework document describing what good outcomes for people look like if complaints are handled well. Following extensive research with users of services, front line complaints handlers and other stakeholders, we have been able to articulate more clearly what people need and want when they raise a complaint.

This framework has been adopted by the Care Quality Commission and will be used as part of their inspection regime for both health and social care. Whilst they were written with those two sectors in mind, the principles of *'My Expectations'* are of relevance to all aspects of local authority complaints. We have shared them with link officers at a series of seminars earlier this year and would encourage chief executives and councillors to review their authority's approach to complaints against this user-led vision. A copy of the report can be found [here](#).

Future developments at LGO

My recent annual letters have highlighted the significant levels of change we have experienced at LGO over the last few years. Following the recent general election I expect further change.

Most significantly, the government published a review of public sector ombudsmen in March of this year. A copy of that report can be found [here](#). That review, along with a related consultation document, has proposed that a single ombudsman scheme should be created for all public services in England mirroring the position in the other nations of the United Kingdom. We are supportive of this proposal on the basis that it would provide the public with clearer routes to redress in an increasingly complex public service landscape. We will advise that such a scheme should recognise the unique roles and accountabilities of local authorities and should maintain the expertise and understanding of local government that exists at LGO. We will continue to work with government as they bring forward further proposals and would encourage local government to take a keen and active interest in this important area of reform in support of strong local accountability.

The Government has also recently consulted on a proposal to extend the jurisdiction of the LGO to some town and parish councils. We currently await the outcome of the consultation but we are pleased that the Government has recognised that there are some aspects of local service delivery that do not currently offer the public access to an independent ombudsman. We hope that these proposals will be the start of a wider debate about how we can all work together to ensure clear access to redress in an increasingly varied and complex system of local service delivery.

Yours sincerely



Dr Jane Martin
Local Government Ombudsman
Chair, Commission for Local Administration in England

Local authority report – Adur District Council

For the period ending – 31/03/2015

For further information on interpretation of statistics click on this link to go to <http://www.lgo.org.uk/publications/annual-report/note-interpretation-statistics/>

Complaints and enquiries received

Local Authority	Adult Care Services	Benefits and tax	Corporate and other services	Education and children's services	Environmental services and public protection	Highways and transport	Housing	Planning and development	Total
Adur DC	0	6	0	0	0	0	2	1	9

Decisions made

Local Authority	Detailed investigations carried out		Advice given	Closed after initial enquiries	Incomplete/Invalid	Referred back for local resolution	Total
	Upheld	Not Upheld					
Adur DC	2	3	1	0	1	4	11

18 June 2015

By email

Mr Alex Bailey
Chief Executive
Worthing Borough Council

Dear Mr Bailey

Annual Review Letter 2015

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2015. This year's statistics can be found in the table attached.

The data we have provided shows the complaints and enquiries we have recorded, along with the decisions we have made. We know that these numbers will not necessarily match the complaints data that your authority holds. For example, our numbers include people who we signpost back to the council but who may never contact you. I hope that this information, set alongside the data sets you hold about local complaints, will help you to assess your authority's performance.

We recognise that the total number of complaints will not, by itself, give a clear picture of how well those complaints are being responded to. Over the coming year we will be gathering more comprehensive information about the way complaints are being remedied so that in the future our annual letter focuses less on the total numbers and more on the outcomes of those complaints.

Supporting local scrutiny

One of the purposes of the annual letter to councils is to help ensure that learning from complaints informs scrutiny at the local level. Supporting local scrutiny is one of our key business plan objectives for this year and we will continue to work with elected members in all councils to help them understand how they can contribute to the complaints process.

We have recently worked in partnership with the Local Government Association to produce a workbook for councillors which explains how they can support local people with their complaints and identifies opportunities for using complaints data as part of their scrutiny tool kit. This can be found [here](#) and I would be grateful if you could encourage your elected members to make use of this helpful resource.

Last year we established a new Councillors Forum. This group, which meets three times a year, brings together councillors from across the political spectrum and from all types of local authorities. The aims of the Forum are to help us to better understand the needs of councillors when scrutinising local services and for members to act as champions for learning from complaints in their scrutiny roles. I value this direct engagement with elected members and believe it will further ensure LGO investigations have wider public value.

Encouraging effective local complaints handling

In November 2014, in partnership with the Parliamentary and Health Service Ombudsman and Healthwatch England, we published *'My Expectations'* a service standards framework document describing what good outcomes for people look like if complaints are handled well. Following extensive research with users of services, front line complaints handlers and other stakeholders, we have been able to articulate more clearly what people need and want when they raise a complaint.

This framework has been adopted by the Care Quality Commission and will be used as part of their inspection regime for both health and social care. Whilst they were written with those two sectors in mind, the principles of *'My Expectations'* are of relevance to all aspects of local authority complaints. We have shared them with link officers at a series of seminars earlier this year and would encourage chief executives and councillors to review their authority's approach to complaints against this user-led vision. A copy of the report can be found [here](#).

Future developments at LGO

My recent annual letters have highlighted the significant levels of change we have experienced at LGO over the last few years. Following the recent general election I expect further change.

Most significantly, the government published a review of public sector ombudsmen in March of this year. A copy of that report can be found [here](#). That review, along with a related consultation document, has proposed that a single ombudsman scheme should be created for all public services in England mirroring the position in the other nations of the United Kingdom. We are supportive of this proposal on the basis that it would provide the public with clearer routes to redress in an increasingly complex public service landscape. We will advise that such a scheme should recognise the unique roles and accountabilities of local authorities and should maintain the expertise and understanding of local government that exists at LGO. We will continue to work with government as they bring forward further proposals and would encourage local government to take a keen and active interest in this important area of reform in support of strong local accountability.

The Government has also recently consulted on a proposal to extend the jurisdiction of the LGO to some town and parish councils. We currently await the outcome of the consultation but we are pleased that the Government has recognised that there are some aspects of local service delivery that do not currently offer the public access to an independent ombudsman. We hope that these proposals will be the start of a wider debate about how we can all work together to ensure clear access to redress in an increasingly varied and complex system of local service delivery.

Yours sincerely



Dr Jane Martin
Local Government Ombudsman
Chair, Commission for Local Administration in England

Local authority report – Worthing Borough Council

For the period ending – 31/03/2015

For further information on interpretation of statistics click on this link to go to <http://www.lgo.org.uk/publications/annual-report/note-interpretation-statistics/>

Complaints and enquiries received

Local Authority	Adult Care Services	Benefits and tax	Corporate and other services	Education and children's services	Environmental services and public protection	Highways and transport	Housing	Planning and development	Total
Worthing BC	0	5	2	0	2	4	6	4	23

Decisions made

Local Authority	Detailed investigations carried out		Advice given	Closed after initial enquiries	Incomplete/Invalid	Referred back for local resolution	Total
	Upheld	Not Upheld					
Worthing BC	2	4	0	5	0	11	22

Adur DC
Complaints received in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Received Date
1	14002584	Adur DC	Benefits & Tax	14/May/2014
2	14001797	Adur DC	Benefits & Tax	27/May/2014
3	14004259	Adur DC	Benefits & Tax	13/Jun/2014
4	14008577	Adur DC	Planning & Development	21/Aug/2014
5	14009060	Adur DC	Housing	01/Sep/2014
6	14013761	Adur DC	Benefits & Tax	18/Nov/2014
7	14018497	Adur DC	Housing	20/Feb/2015
8	14020128	Adur DC	Benefits & Tax	18/Mar/2015
9	14020271	Adur DC	Benefits & Tax	19/Mar/2015

Adur DC
Decisions made in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Decision date	Decision
1	13009541	Adur DC	Adult Care Services	01/Apr/2014	Upheld
2	14002584	Adur DC	Benefits & Tax	14/May/2014	Referred back for local resolution
3	13011018	Adur DC	Environmental Services & Public Protection & Regulation	09/Jun/2014	Not Upheld
4	13012094	Adur DC	Housing	16/Jun/2014	Not Upheld
5	14008577	Adur DC	Planning & Development	21/Aug/2014	Incomplete/Invalid
6	14009060	Adur DC	Housing	01/Sep/2014	Referred back for local resolution
7	14004259	Adur DC	Benefits & Tax	19/Sep/2014	Not Upheld
8	14001797	Adur DC	Benefits & Tax	10/Nov/2014	Upheld
9	14013761	Adur DC	Benefits & Tax	18/Nov/2014	Referred back for local resolution
10	14018497	Adur DC	Housing	20/Feb/2015	Advice given
11	14020271	Adur DC	Benefits & Tax	19/Mar/2015	Referred back for local resolution

Worthing BC
Complaints received in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Received Date
1	14000502	Worthing BC	Planning & Development	10/Apr/2014
2	14000950	Worthing BC	Benefits & Tax	16/Apr/2014
3	14001308	Worthing BC	Benefits & Tax	24/Apr/2014
4	14002342	Worthing BC	Benefits & Tax	12/May/2014
5	14002329	Worthing BC	Environmental Services & Public Protection & Regulation	12/May/2014
6	14002445	Worthing BC	Highways & Transport	13/May/2014
7	14005111	Worthing BC	Environmental Services & Public Protection & Regulation	27/Jun/2014
8	14005843	Worthing BC	Corporate & Other Services	09/Jul/2014
9	14002910	Worthing BC	Planning & Development	17/Jul/2014
10	14005909	Worthing BC	Benefits & Tax	21/Aug/2014
11	14009057	Worthing BC	Housing	01/Sep/2014
12	14010493	Worthing BC	Corporate & Other Services	03/Oct/2014
13	14011717	Worthing BC	Highways & Transport	14/Oct/2014
14	14014666	Worthing BC	Housing	05/Dec/2014
15	14014898	Worthing BC	Benefits & Tax	10/Dec/2014
16	14015014	Worthing BC	Housing	11/Dec/2014
17	14012262	Worthing BC	Housing	18/Dec/2014
18	14015584	Worthing BC	Planning & Development	24/Dec/2014
19	14017272	Worthing BC	Highways & Transport	30/Jan/2015
20	14017667	Worthing BC	Highways & Transport	06/Feb/2015
21	14017973	Worthing BC	Housing	11/Feb/2015
22	14019210	Worthing BC	Housing	04/Mar/2015
23	14014503	Worthing BC	Planning & Development	10/Mar/2015

Worthing BC
Decisions made in period (Apr 2014 - Mar 2015)

	Ref	Authority	Category	Decision date	Decision
1	13021344	Worthing BC	Education & Childrens Services	07/Apr/2014	Closed after initial enquiries
2	14001308	Worthing BC	Benefits & Tax	24/Apr/2014	Referred back for local resolution
3	14000950	Worthing BC	Benefits & Tax	01/May/2014	Referred back for local resolution
4	14002445	Worthing BC	Highways & Transport	13/May/2014	Referred back for local resolution
5	14002329	Worthing BC	Environmental Services & Public Protection & Regulation	06/Jun/2014	Closed after initial enquiries
6	14005111	Worthing BC	Environmental Services & Public Protection & Regulation	27/Jun/2014	Referred back for local resolution
7	14002342	Worthing BC	Benefits & Tax	24/Jul/2014	Upheld
8	13021372	Worthing BC	Environmental Services & Public Protection & Regulation	31/Jul/2014	Not Upheld
9	14002910	Worthing BC	Planning & Development	12/Aug/2014	Referred back for local resolution
10	14009057	Worthing BC	Housing	01/Sep/2014	Referred back for local resolution
11	14005843	Worthing BC	Corporate & Other Services	06/Oct/2014	Not Upheld
12	14000502	Worthing BC	Planning & Development	03/Nov/2014	Not Upheld
13	14011717	Worthing BC	Highways & Transport	04/Nov/2014	Closed after initial enquiries
14	14014666	Worthing BC	Housing	05/Dec/2014	Referred back for local resolution
15	14015014	Worthing BC	Housing	11/Dec/2014	Referred back for local resolution
16	14014898	Worthing BC	Benefits & Tax	24/Dec/2014	Referred back for local resolution
17	14012262	Worthing BC	Housing	23/Jan/2015	Referred back for local resolution
18	14010493	Worthing BC	Corporate & Other Services	11/Feb/2015	Not Upheld
19	14017973	Worthing BC	Housing	11/Feb/2015	Referred back for local resolution
20	14017272	Worthing BC	Highways & Transport	18/Feb/2015	Closed after initial enquiries
21	14017667	Worthing BC	Highways & Transport	19/Feb/2015	Closed after initial enquiries
22	14005909	Worthing BC	Benefits & Tax	31/Mar/2015	Upheld

Training for Local Authorities

by the Local Government Ombudsman's office

Sussex Training Consortium, 2nd June 2015

Nicola Driver



Effective Complaint Handling

Who are we?

- > Commission for Local Administration in England - the Local Government Ombudsman
- > established in 1974
- > investigate complaints about 'maladministration' by local authorities causing injustice to complainants
- > about 100 investigators
- > receive about 10 000 enquiries a year – advice given
- > about 10 500 complaints are forwarded for investigation

Learning outcomes

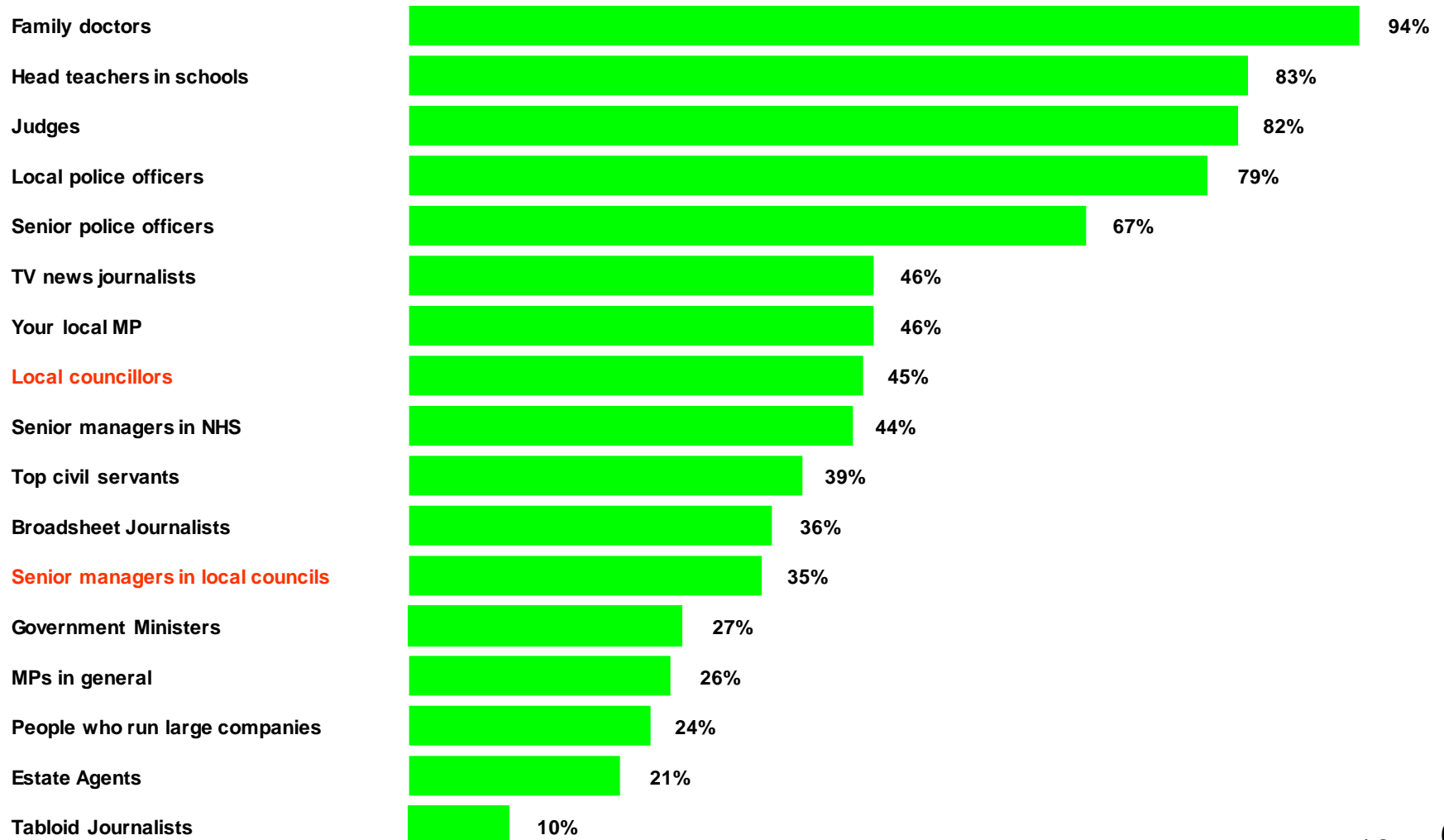
At the end of the course you will be able to.....

- > list five things that are important to people when they complain
- > describe the stages of the complaint handling process
- > accurately identify, define and summarise complaints
- > list five sources of evidence
- > investigate a complaint and reach evidence based conclusions
- > identify appropriate and proportionate remedies for injustice
- > write a comprehensive decision letter
- > explain how learning from complaints can be used to drive service improvements

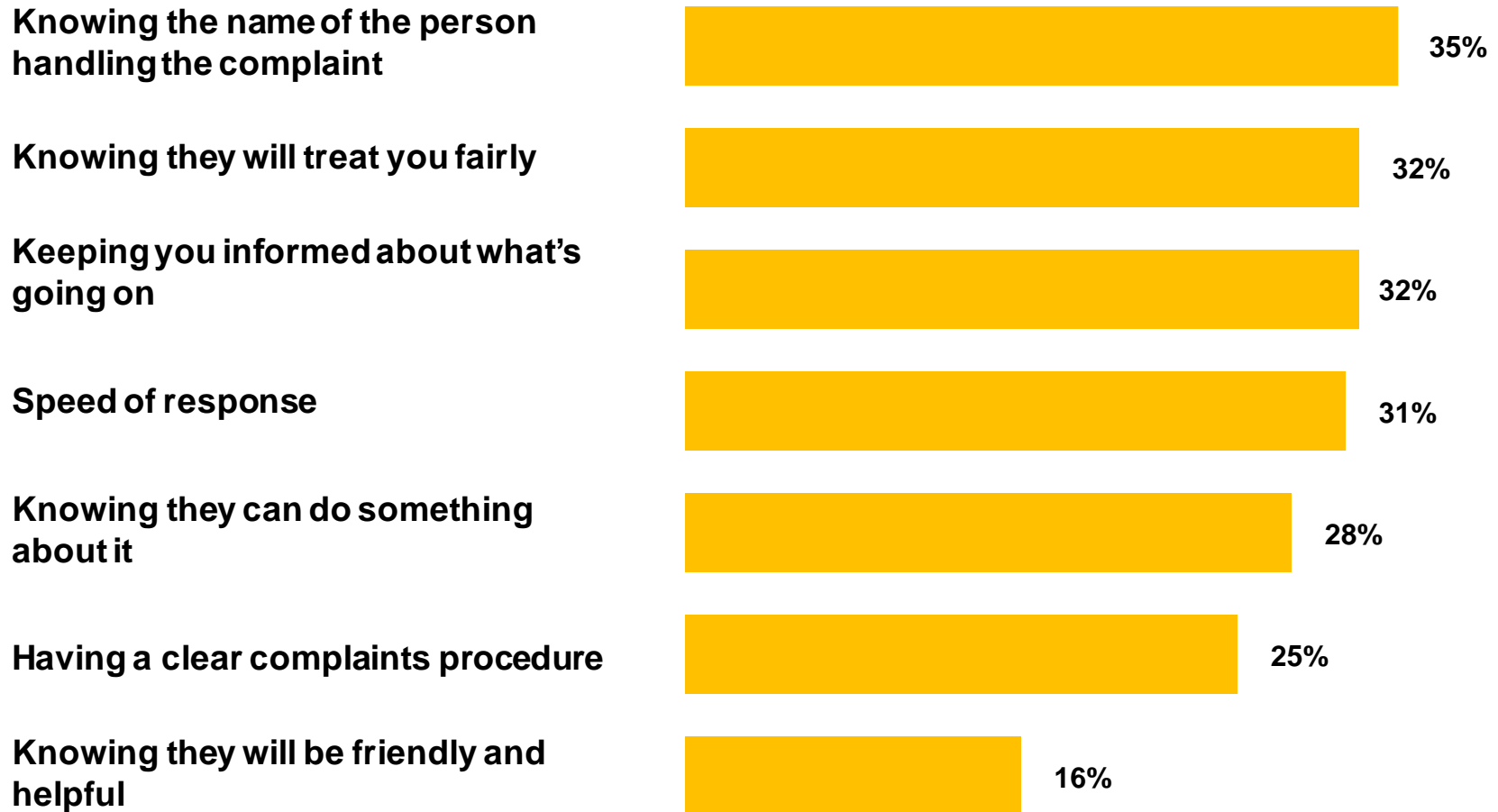


Customer care issues

Trust in professions to tell the truth



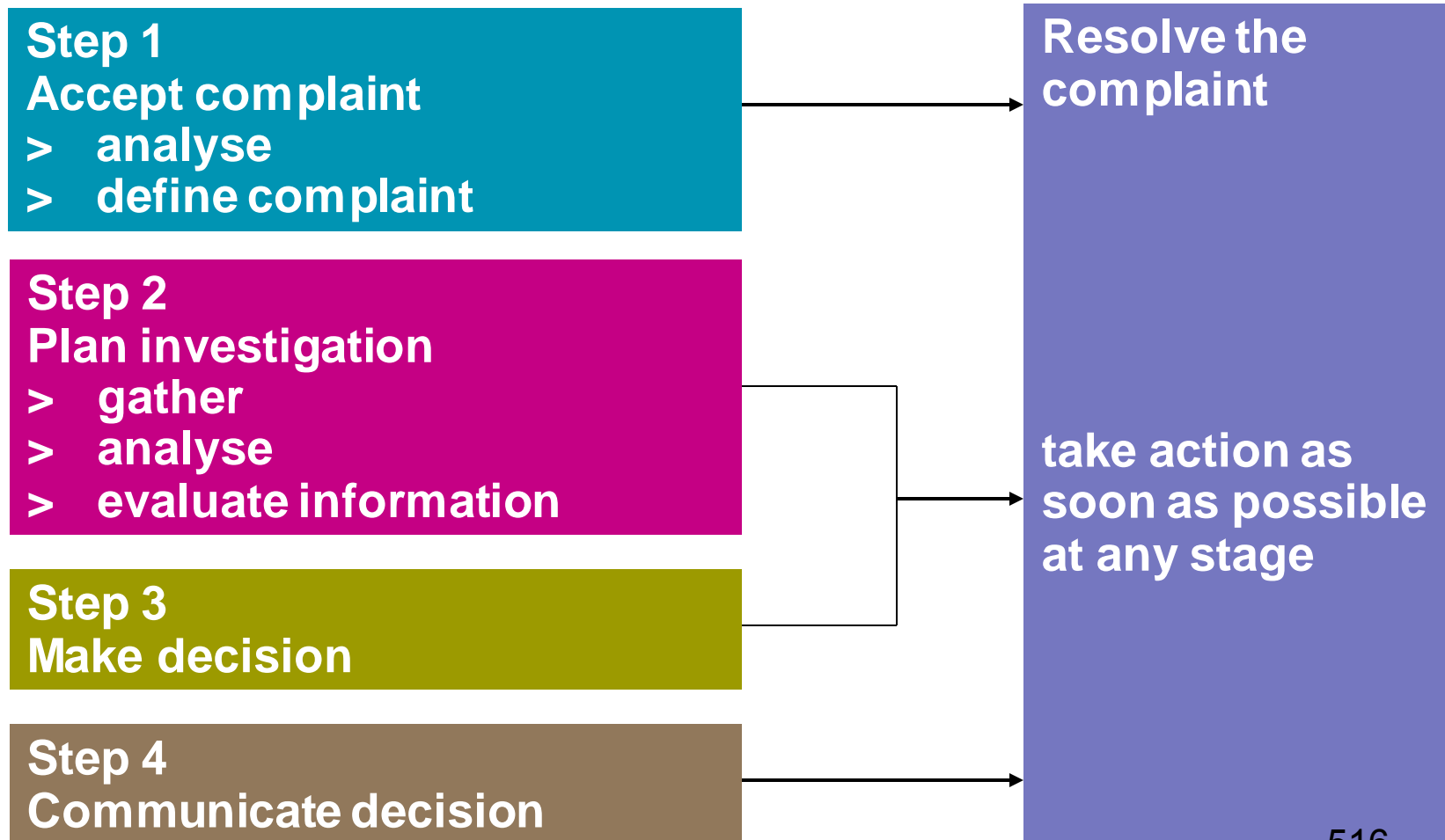
Most important factors when making a complaint



Investigating complaints



Overview of the Complaint Process



Analyse and define

- > Is it a complaint?
- > Is it for me/us?
- > Any initial issues
- > Define:
what's gone wrong from complainant's viewpoint

The investigation

- > What is established fact
- > What is uncertain
- > What needs to be established
- > How
- > Sources of Information

Evaluating information

- > Reliable
- > Relevant
- > Important

Case study

... and the Binomial Theorem...
... Theorem 6.7.1, we obtain
 $(a + b)^2 = C(2, 0)a^2b^0 + C(2, 1)2a^1b^1 + C(2, 2)b^2$
 $= a^2 + 2ab + b^2$

$$\begin{aligned}(3x - 2y)^4 &= (a + b)^4 \\ &= C(4, 0)a^4b^0 + C(4, 1)4a^3b + C(4, 2)6a^2b^2 \\ &\quad + C(4, 3)4a^1b^3 + C(4, 4)b^4 \\ &= C(4, 0)(3x)^4(-2y)^0 + C(4, 1)(3x)^3(-2y)^1 \\ &\quad + C(4, 2)(3x)^2(-2y)^2 + C(4, 3)(3x)(-2y)^3 \\ &\quad + C(4, 4)(-2y)^4 \\ &= 3^4x^4 + 4 \cdot 3^3x^3(-2y) + 6 \cdot 3^2x^2(-2)^2y^2 \\ &\quad + 4(3x)(-2)^3y^3 + (-2)^4y^4 \\ &= 81x^4 - 216x^3y + 216x^2y^2 - 96xy^3 + 16y^4.\end{aligned}$$

... coefficient of a^5b^4 in the expansion of $(a + b)^9$,
... the term involving a^5b^4 arises in the Binomial Theorem by
 $C(n, k)a^{n-k}b^k = C(9, 4)a^5b^4$

... the coefficient of a^5b^4 is 126.
... the coefficient of $x^2y^3z^4$ in the expansion of $(x + y + z)^9$.
Since
 $(x + y + z)^9 = (x + y + z)(x + y + z) \cdots (x + y + z)$ (nine terms),

... obtain $x^2y^3z^4$ each time we multiply together x chosen from two of the nine terms,
... chosen from three of the nine terms, and z chosen from four of the nine terms. We
... choose two terms for the x 's in $C(9, 2)$ ways. Having made this selection, we can
... choose three terms for the y 's in $C(7, 3)$ ways. This leaves the remaining four terms for
... z 's. Thus the coefficient of $x^2y^3z^4$ in the expansion of $(x + y + z)^9$ is
 $C(9, 2)C(7, 3) = \frac{9!}{2!7!} \frac{7!}{3!4!} = \frac{9!}{2!3!4!} = 1260.$

... coefficients in a triangular form known as Pascal's
... consists of 1's, and any interior value is the sum
... of the two values directly above it. This is stated formally in the next theorem. The
... from some counting process.

Example 6.7.8

Use Theorem 6.7.3

Making a decision

- > Has there been some fault?
- > What effect has it had on the complainant?
- > What action does the authority need to take now?

Putting things right



Putting things right

- > if possible, put the complainant in the position they would have been in if the fault hadn't happened
- > focus not so much on what went wrong, more on what the consequences were
- > take account of the complainant's views, but exercise your own judgement

Putting things right

- > make the remedy appropriate and proportionate to the harm suffered
- > if specific action is needed, eg provision of a service, ensure the action is taken
- > if no other way to remedy, consider payment of money
- > if there is something to apologise for, do it

Apologies and how **not** to do it

“The Committee has considered the Ombudsman’s report and by 9 votes to 7 has resolved that I be instructed to offer you an apology. This letter constitutes that apology. However, I must warn you that if such circumstances recur I will not hesitate to act as I did before.”

Putting things right

- > did the complainant contribute to the harm they suffered?
- > was the complainant put to a lot of time and trouble in pursuing their complaint?
- > do you need to change your practices?
sometimes, people just want to know the same thing won't happen again

<http://www.lgo.org.uk/publications/advice-and-guidance/>

Communicating decisions



Recommended ingredients of a decision letter

- > a statement/summary of the complaint
- > the steps you have taken to investigate
- > what you have taken into account – e.g.
 - things the complainant has said
 - information/evidence you've obtained – what, from whom (fact/opinion)
 - relevant authority policy
 - relevant law
 - your findings and reasons for them

Recommended ingredients of a decision letter

- > a decision on each point
- > if a remedy is to be provided, how, when, by whom
- > if the complainant is not satisfied, how to take the complaint to the next stage.

Learning from complaints





Troubleshooting

Troubleshooting: dealing with common problems

- > how can this problem, or its effects on the investigation, be overcome?
- > can you prevent it from happening again – if so, how?



Benefits of effective complaint handling

Benefits of effective complaint handling to **your organisation**

- > “free” market research, feedback
- > learn from mistakes - service improvements
- > identify training needs
- > input to planning, policy and budget
- > build better relationships – good PR
- > increased customer satisfaction
- > saves time, money – better use of resources

Review



Learning outcomes

At the end of the course you will be able to.....

- > list five things that are important to people when they complain
- > describe the stages of the complaint handling process
- > accurately identify, define and summarise complaints
- > list five sources of evidence
- > investigate a complaint and reach evidence based conclusions
- > identify appropriate and proportionate remedies for injustice
- > write a comprehensive decision letter
- > explain how learning from complaints can be used to drive service improvements



**Any
questions?**

LGO training

www.lgo.org.uk/training-councils

training@lgo.org.uk

024 7682 0042

Ward: N/A

Unsigned minutes - authority to sign

Report by the Director for Communities

1.0 Summary

- 1.1 The Local Government Act 1972 requires that minutes of a meeting are signed at a subsequent meeting of the committee (or sub-committee) to provide a complete written record of the decisions made at the meeting.
- 1.2 The Councils Constitutions have provisions for dealing with unsigned minutes where the committee or sub-committee has ceased or the functions subsumed in another committee's terms of reference. Council Procedure Rule 26.1.(e)
- 1.3 This report addresses six sets of unsigned minutes following the review of the Constitutions last year, with the revisions to the committee structure, and ongoing work in compiling minute books for binding.

2.0 Background

- 2.1 There are a number of joint unsigned minutes from committees and some sub-committees that no longer exist:

Joint Planning Committee 25.09.2014 - no longer exists

<http://www.adur-worthing.gov.uk/media/media,127629,en.pdf>

Joint Standards Sub-Committee (2) - various dates in 2014

<http://www.adur-worthing.gov.uk/media/media,126876,en.pdf>

<http://www.adur-worthing.gov.uk/media/media,126230,en.pdf>

Joint Members Appointments Committee (3) - various dates 2011 - 2014

<http://www.adur-worthing.gov.uk/media/media,89752,en.pdf>

<http://www.adur-worthing.gov.uk/media/media,104264,en.pdf>

<http://www.adur-worthing.gov.uk/media/media,126305,en.pdf>

- 2.2 The minutes relating to Joint Standards Sub-Committee and the Joint Members Appointment Committees raises a point that will be addressed in the next review of the Constitutions and placed before this committee. The membership of these committees will vary meeting to meeting depending on the selection and availability of the councillors with the subject matter - either a specific appointment or code of conduct complaint - being a 'one off' situation.
- 2.3 Until the Councils reviewed the Constitutions last year there was no process for the signing of minutes where there had not been a subsequent meeting within the municipal year, or where the committee no longer existed. Council Procedure Rule 26.1 addresses this issue with this report dealing with unsigned minutes.

3.0 Proposals

- 3.1 As the Joint Governance Committee has new terms of reference which encompass Standards matters and the Appointments made by Members (making the Joint Governance Committee the parent committee) , this is the appropriate committee to sign off the Joint Standards and the Joint Members Appointment minutes. Usually it is the chairman of the joint meeting, regardless of the Council chairing signing the minutes; officers suggest that for these minutes, the joint chairs from both the Councils sign the minutes.
- 3.2 Standards matters relate to hearings for Code of Conduct complaints and independent persons to support the Monitoring Officer. Appointments by members are meetings that interview and appoint independent people to sit on the standards committee or the independent remuneration panel which advises on the Members Allowances.
- 3.3 Regarding the set of minutes for the Joint Planning Committee, there is no parent committee for this regulatory committee. As the Joint Governance Committee has responsibility for governance and audit matters, and is not an executive committee, it could sign the minutes; alternatively this could be a recommendation to the Council meetings.

4.0 Legal

- 4.1 The Local Government Act 1972 Schedule 12, Part VI, Section 41 deals with the signing of the minutes at the next, subsequent or another suitable meeting.
- 4.2 The Councils Constitutions, (Part 3, Responsibility for Functions) was amended in the review of the Constitutions by the deletion of the Joint Planning Committee. The Joint Standards Sub-committee and the Joint Members Appointments Committee were subsumed into the terms of reference of the Joint Governance Committee.
- 4.3 The Councils Procedure Rule 26 Minutes, particularly 26.1.(e) deals with signing minutes.

5.0 Financial implications

- 5.1 There are no financial implications arising from this report. The signed minutes are added to the bundle of minutes and reports for each committee in the municipal year (annual council to annual council) which are then sent off for binding on an annual basis. When returned the bound books are then kept as the legal record of decision of the Councils in the Council's archives. Eventually these minute books are deposited with West Sussex County Council archives and maintained as part of the county records.

6.0 Recommendation

- 6.1 That the Joint Chairmen of the Governance Committee both sign the following sets of unsigned minutes:

Joint Standards Sub-committee 14 August 2014

Joint Standards Sub-committee 24 July 2014

Joint Members Appointments Committee 30 September 2011

Joint members Appointments Committee 20 September 2012

Joint members Appointments Committee 05 August 2014

Joint Planning Committee 25 September 2015

- 6.2 That the above sets of minutes, once signed, be added to the minutes of this committee and bound as part of this committee's record.

Local Government Act 1972

Background Papers:

None.

Contact Officer:

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Democratic Services Manager
Worthing Town Hall
Chapel Road
Worthing BN11 1HA

01903 221150

julia.smith@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

- 1.1 It is a statutory requirement to have signed minutes, signed minutes may have to be produced or copied for legal reasons.

2.0 Specific Action Plans

- 2.1 Matter considered

3.0 Sustainability Issues

- 3.1 Matter considered

4.0 Equality Issues

- 4.1 Matter considered

5.0 Community Safety Issues (Section 17)

- 5.1 Matter considered

6.0 Human Rights Issues

- 6.1 Matter considered

7.0 Reputation

- 7.1 Matter considered

8.0 Consultations

- 8.1 Matter considered

9.0 Risk Assessment

- 9.1 Statutory requirements are covered in paragraph 4 of the report.

10.0 Health & Safety Issues

- 10.1 Matter considered

11.0 Procurement Strategy

- 11.1 Matter considered

12.0 Partnership Working

- 12.1 Matter considered