

**NORTHAMPTON BOROUGH COUNCIL
AUDIT COMMITTEE**

Your attendance is requested at a meeting to be held in the
The Jeffrey Room, The Guildhall, St. Giles Square, Northampton, NN1
1DE
on Monday, 3 July 2017
at 6:00 pm.

**D Kennedy
Chief Executive**

AGENDA

1. APOLOGIES

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

2. DEPUTATIONS / PUBLIC ADDRESSES

3. DECLARATIONS OF INTEREST

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

5. DRAFT STATEMENT OF ACCOUNTS 2016-17 AND ANNUAL GOVERNANCE STATEMENT

(Copy herewith)

6. PROPOSAL TO RECRUIT AN INDEPENDENT AUDIT COMMITTEE CHAIR

(Copy herewith)

7. FINANCIAL OUTTURN 2016/17

(Copy herewith)

8. DEBT MONITORING REPORT

(Copy herewith)

9. INTERIMS AND VACANCIES UPDATE

(Copy herewith)

10. PERFORMANCE OUTTURN 2016/17

(Copy herewith)

11. INTERNAL AUDIT PLAN - 2017-18

(Copy herewith)

12. EXCLUSION OF PUBLIC AND PRESS

THE CHAIR TO MOVE:

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

Public Participation

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

Appendices

**A – Draft
2016/17 Statement of
Accounts
B – Draft Annual
Governance
Statement**



AUDIT COMMITTEE REPORT

Report Title	Draft Statement of Accounts 2016/17 and Draft Annual Governance Statement
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3 July 2017
Policy Document:	No
Directorate:	Management Board
Accountable Cabinet Member:	Cllr Brandon Eldred

1. Purpose

1.1 To present the draft Statement of Accounts (SoA) 2016/17 and draft Annual Governance Statement (AGS).

2. Recommendations

2.1 That the Audit Committee notes the draft SoA 2016/17 and draft AGS.

3. Issues and Choices

3.1 Report Background

3.1.1 The SoA 2016/17 will be undergoing both external audit and public inspection during July and August in line with the Accounts and Audit Regulations, and is being brought to Audit Committee now to provide an opportunity to review and comment on them before they are finalised and brought to this committee for approval in September 2017.

3.1.2 The Council is producing its draft SoA in line with the statutory timescales, in order for them to be signed by the Chief Finance Officer (CFO) – Section 151 Officer by the statutory deadline of the end of June 2017. The CFO is satisfied that the pre-audit SoA present fairly the financial position of the Council at 31 March 2017.

- 3.1.3 Any material changes arising from the audit of the 2016/17 accounts will be reported back to the September meeting of the Audit Committee, prior to approval.
- 3.1.4 It should be noted that from 2017/18 the Accounts and Audit Regulations are changing to bring about earlier closedown and audit reporting deadlines for Local Authorities. For 2017/18 the Draft Accounts will be required to be signed off by the Section 151 Officer by 31 May (1 month earlier) and the Audited Statement of Accounts are to be completed by 31 July (2 months earlier). Work is being undertaken with finance colleagues across all LGSS authorities to identify the opportunities to either change or enhance processes to meet these earlier deadlines.

3.2 Statement of Accounts 2016-17

3.2.1 The Statement of Accounts are comprised of:

- The Narrative Statement;
- Statement of Responsibilities;
- The Core Financial Statements:
 - Comprehensive Income and Expenditure Statement (CIES)
 - Balance Sheet
 - Movement in Reserves Statement (MIRS)
 - Cash Flow Statement
 - Expenditure and Funding Analysis (EFA)
- Notes to the Core Financial Statements.
- Accounting Policies
- Group Accounts
- Glossary

3.2.2 The Narrative Statement is required by the Code and provides a summary of the most significant matters reported within the accounts, and of the Council's financial position. It is intended to outline the overall context within which the Council is operating by providing commentary on the Council's priorities, its performance in 2016/17 and the inclusion of a summary of the medium-term outlook.

3.2.3 There is however a significant change in the presentation of the Comprehensive Income and Expenditure Statement (CIES) being introduced in 2016/17. The CIES shows revenue expenditure and income for the year, in line with proper accounting practice. Previous editions of the Code had required the Net of Cost of Services within the CIES to be broken down in to particular service headings prescribed by CIPFA (referred to as SeRCOP headings). This was to ensure that all authorities presented their statements in the same way, and to allow comparability between authorities. Whilst this allowed comparability from one authority to another it meant that the link between the Council's monthly financial reporting (management accounts) and the statutory accounts was difficult to follow, because the management accounts are set out with the Council's internal Directorate structure and the accounts are set out based on SeRCOP headings.

3.2.4 The change to the Code for 2016/17 allows the Authority to display the Net Cost of Services within the CIES based upon its internal reporting structure

rather than using SeRCOP headings. This means that the link between the management accounts and the statement of accounts position should be easier for the reader of the accounts to follow.

3.2.5 Another change in the 2016/17 Code is the introduction of a new disclosure in the accounts called the Expenditure and Funding Analysis (EFA). This partly replaces the segmental analysis shown in previous accounts. This statement and the accompanying disclosure notes are intended to provide a reconciliation between the budget monitoring outturn position shown in the management accounts and the accounting position shown in the CIES.

3.3 Group Accounts

3.3.1 In addition to the Council's single entity accounts outlined above the Council is required to prepare Group Accounts alongside its own financial statements where it has material interests in subsidiaries, associates, and / or joint ventures. The Group Accounts reflect the activity of any such arrangements where appropriate to do so in addition to the council's 'single entity' accounts.

3.3.2 The Council's Group Accounts consolidated the accounts of Northampton Partnership Homes.

3.3.3 The Group Accounts are prepared in accordance with the CIPFA Code of Practice, and comprise the following:

- Group Comprehensive Income and Expenditure Statement;
- Group Balance Sheet;
- Group Cash Flow Statement;
- Group Movement in Reserves Statement;
- Notes to the Group Accounts.

3.4 Financial Position

3.4.1 The Core Statements show very small net increases to general fund and HRA working balances after taking account of technical adjustments and transfers to reserves.

3.4.2 The level of General Fund and HRA working balances at 31 March 2017 are shown below.

Reserve	Amount (£m) 31 March 2017	Amount (£m) 31 March 2016
General Fund working balance	5.500	5,470
HRA working balance	5.001	5.000

3.5 Draft Annual Governance Statement (AGS)

3.5.1 Under the Accounts and Audit Regulations 2015 regulation 6(b) the Council is required to publish an Annual Governance Statement. A draft version is included as an appendix to this report as evidence of the governance in place within the organisation, which includes financial governance.

- 3.5.2 A key improvement has been the development and implementation of a governance action plan during 2016/17. This continues to be a focus for the Council and is incorporated within the draft AGS which refers to the Council's more rigorous approach to governance within the organisation.
- 3.5.3 On the first page of the AGS is the Statement of Compliance, which explains how the council complies with the CIPFA Statement on the Role of the Chief Finance Officer.

3.6 Next Steps

- 3.6.1 The public inspection period, when members of the public can come and inspect the accounts will commence on 30th June for 30 working days which is an increased requirement from 20 days in previous years, and is due to end on 11th August 2017. The public can also ask questions of the auditor during the inspection period.
- 3.6.2 The external auditors are scheduled to commence their final accounts audit work on 10th July, and plan to complete it during August. They are timetabled to provide their draft audit opinion and ISA260 report for management comment in time for the final SoA to be brought to Audit Committee on 11th September 2017 for committee to approve and sign the final SoA. The external auditors will then be looking to finalise their quality assurance work to enable them to provide their final signed audit opinion to meet the statutory deadline of 30th September, when the accounts will be formally published.

3.7 Choices (Options)

- 3.7.1 The report is only for noting, however the Committee may propose amendments to the draft SoA, for example to the narrative in the Explanatory Foreword.
- 3.7.2 The Committee may have questions or comments on the draft Accounts or Annual Governance Statement.

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

- 4.2.1 There are no direct financial implications arising from this report. The SoA reports on the financial position for 2016/17.

4.3 Legal

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

4.4 Equality

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

4.5 Consultees (Internal and External)

- 4.5.1 Management Board has been consulted on the draft SoA and AGS.
- 4.5.2 The SoA, accompanied by the draft AGS, is currently undergoing public inspection and external audit.

4.6 Other Implications

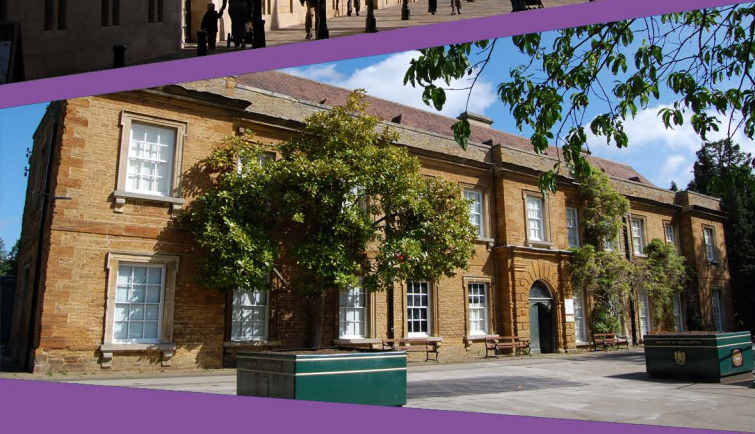
- 4.6.1 There are no other implications arising from this report.

5. Background Papers

- 5.1 The draft Accounts were prepared in line with IFRS requirements and relevant legislation, predominantly:
 - 5.1.1 Accounts and Audit Regulations 2015
 - 5.1.2 The Code of Practice on Local Authority Accounting 2016/17
 - 5.1.3 The CIPFA Statement on the Role of the Chief Finance Officer

Glenn Hammons
Chief Finance Officer, Telephone 01604 366521

Jon Lee
Head of Integrated Finance Services - LGSS



Statement of Accounts 2016 - 17 Draft



NORTHAMPTON
BOROUGH COUNCIL

TABLE OF CONTENTS

A.	NARRATIVE REPORT	4
B.	STATEMENT OF RESPONSIBILITIES.....	13
C.	INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NBC.....	14
D.	CORE FINANCIAL STATEMENTS.....	15
D1	MOVEMENT IN RESERVES STATEMENT.....	15
D2	COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	17
D3	BALANCE SHEET	19
D4	CASH FLOW STATEMENT	20
D5	EXPENDITURE & FUNDING ANALYSIS.....	21
E.	NOTES TO THE CORE FINANCIAL STATEMENTS	23
1.	MATERIAL ITEMS OF INCOME AND EXPENSE.....	23
2.	ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATION 25	
3.	TRANSFERS TO / FROM EARMARKED RESERVES.....	31
4.	PROPERTY, PLANT AND EQUIPMENT.....	34
5.	HERITAGE ASSETS	38
6.	INVESTMENT PROPERTIES.....	40
7.	FINANCIAL INSTRUMENTS.....	40
8.	CONSTRUCTION CONTRACTS	47
9.	DEBTORS.....	48
10.	CASH AND CASH EQUIVALENTS.....	49
11.	CURRENT ASSETS HELD FOR SALE.....	49
12.	CREDITORS.....	50
13.	PROVISIONS.....	50
14.	USABLE RESERVES.....	51
15.	UNUSABLE RESERVES.....	51
16.	INTANGIBLE ASSETS.....	57
17.	TRADING ACCOUNTS	58
18.	POOLED BUDGETS	58
19.	MEMBERS' ALLOWANCES.....	59
20.	OFFICERS' REMUNERATION.....	59
21.	EXTERNAL AUDIT COSTS	61
22.	GRANT INCOME	62
23.	RELATED PARTIES.....	64
24.	CAPITAL EXPENDITURE AND CAPITAL FINANCING	67
25.	LEASES.....	68
26.	IMPAIRMENT LOSSES.....	72
27.	TERMINATION BENEFITS	72
28.	DEFINED BENEFIT PENSION SCHEMES	72
29.	CONTINGENT LIABILITIES.....	80
30.	CONTINGENT ASSETS.....	81
31.	NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS	82
32.	HERITAGE ASSETS – 5 YEAR SUMMARY OF TRANSACTIONS.....	88

33.	HERITAGE ASSETS – COLLECTIONS AND POLICIES.....	88
F.	HOUSING REVENUE ACCOUNT.....	90
F1.	HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE	90
F2.	MOVEMENT IN HOUSING REVENUE ACCOUNT RESERVE	91
F3.	NOTES TO THE HRA.....	93
G.	COLLECTION FUND	99
G1.	COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT.....	99
G2.	NOTES TO THE COLLECTION FUND.....	102
H.	GROUP ACCOUNTS	105
H1.	GROUP ACCOUNTS CORE STATEMENTS.....	105
H2.	NOTES TO THE GROUP ACCOUNTS	111
I.	GLOSSARY OF TERMS	117
J.	APPENDICES	121
J1.	ACCOUNTING POLICIES.....	121
J2.	NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS	140

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Introduction

This document presents the statutory financial statements for Northampton Borough Council (the Council) for the period 1 April 2016 to 31 March 2017 and gives a comprehensive summary of the overall financial position of the Council giving a true and fair view. The Council has a statutory duty to approve and publish this Statement of Accounts document. It is, in parts, a complex document which sets out to ensure that the accounts of all Government funded bodies provide comparable and consistent information and comply with International Financial reporting Standards. As a result, its format is largely prescribed.

The final Statement of Accounts will be approved by Audit Committee at its meeting on 11th September 2017. This draft version has been signed the Section 151 Chief Finance Officer.

The Statements

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

Core Financial Statements

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

Supplementary Financial Statements

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

Group Accounts

- In order to provide a full picture of the Council's economic activities and financial position the accounting statements of the Council and Northampton Partnership Homes have been consolidated. Northampton Partnership Homes is a wholly owned subsidiary of the Council. Full details can be found in the Group Accounts section.

An explanation of each of these statements accompanies each statement.

The accounts are presented in the format recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA), as set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2016-17 (the Code). Our core financial statements use this format and meet the conditions of the Code.

This narrative statement provides a summary of the most significant matters reported within the accounts and of the Council's financial position.

The Council's Strategic / Corporate Priorities

The Council, as part of its policy and management framework adopts a Corporate Plan each year. This sets out the context of the future direction of the Council and commitments for action on behalf of the elected Administration.

The Corporate Plan that covers the period of these accounts (the 2016-2020 Corporate Plan) can be found on the Council's website at the link below:

<http://www.northampton.gov.uk/downloads/file/9285/corporate-plan-2016>

The Corporate Plan outlines the key priorities that the Council has over that time period. These priorities are as follows:

- Northampton Alive – a vibrant successful town for now and the future;
- Safer Communities – making you feel safe and secure;
- Housing for Everyone – helping those that need it to have a safe and secure home;
- Protecting our Environment – a clean and attractive town for residents and visitors;
- Love Northampton – enhancing leisure activities for local people and encouraging participation; and
- Working Hard and Spending your Money wisely – delivering quality modern services.

In addition the Corporate Plan identifies three Business Development Priorities to drive the Council's efforts to support the delivery of corporate plan commitments and manage the Council's future financial challenge. These Business Development Priorities are:

- Empowering Communities
- Economic Growth
- Partnership Working

Under each of the above priorities, commitments are made to the public of Northampton to progress these priorities.

The 2017-2022 Corporate Plan is a refresh of the 2016-2020 Corporate Plan. The new plan has been updated to reflect progress and amended or additional priorities. A key addition to the 2017-2022 Corporate Plan is the following priority:

- Improving Our Governance – implementing the Governance Action Plan.

The Governance Action Plan has been developed to reflect the importance of good governance to the achievement of the council's priorities and is therefore an important tool to assist the delivery of the new Corporate Plan. The 2017-2022 Corporate Plan can be found on the Council's website at the link below:

<http://www.northampton.gov.uk/downloads/file/9616/corporate-plan-2017>

The Council's 2016-17 Performance

This section of the narrative statement provides an overview of the Council's performance during the 2016/17 financial year and the Council's position as at 31 March 2017. Significant matters and variances are summarised in this section and supported by the detail included in the statement of the accounts and core financial statements.

Financial Performance

The Council's budget is divided across two accounts, the General Fund and the Housing Revenue Account (HRA). These two accounts, together with their respective sources of funding, are kept entirely separate from each other as required by statute. A separate capital budget is also set to fund council assets.

The Council set a balanced budget for 2016/17. The main sources for funding of the 2016/17 general fund budget were as follows:

- Revenue Support Grant £3.3m
- Business Rates Retention Scheme £7.5m
- New Homes Bonus £4.9m
- Council Tax £13.4m

At the end of the 2016/17 year, the General Fund outturn for controllable service budgets shows an underspend of £1.4m, details below:

Table 1 - Controllable Budget Outturn	Revised Budget £000	Actual Outturn £000	(Under) / Over Spend £000
Director of Regeneration, Enterprise and Planning	2,620	2,668	48
Housing and Wellbeing	1,104	1,647	543
Borough Secretary	2,737	2,737	0
Director of Customers and Communities	11,503	10,175	(1,328)
Corporate and LGSS	11,404	11,214	(190)
Total Service Controllable Spending	29,368	28,441	(927)
Debt Financing	1,904	1,448	(456)
Total	31,272	29,889	(1,383)

The main variations are as follows:

- Regeneration, Enterprise and Planning - Overspend mainly relates to additional temporary staff covering vacant positions and professional services to carry out valuations. Offset by overachievement of NNDR rebates following challenges and the higher level of development control income for the whole year.
- Housing and Wellbeing - Overspend is mainly due to additional costs of Homeless Prevention schemes, Refuge funding, higher Temporary Accommodation costs and a reduction in Licensing Income.
- Customers and Communities - Underspend reflecting additional deductions made through the Environmental Services Contract and additional car parking and licensing income. Savings on utility and NNDR costs.
- Corporate and LGSS - Underspend due to lower pension severance costs and a higher pension deficit recharge to the HRA offset by additional costs for Temporary Accommodation resulting in a higher subsidy loss.

The Council's final approved budget for General Fund capital programme expenditure in 2016/17 was £19.0m, a net increase of £5.8m from the original budget of £13.2m. The increases were due to carry-forwards from 2015/16 and other changes largely relating to increases in external financing from grants and contributions and self-funded schemes, as well as increased costs for the restoration of Delapre Abbey.

Capital expenditure for 2016/17 totalled £12.4m against the final approved budget of £19m, a net underspend of £6.6m (35%). A large proportion (£6.1m) relates to schemes that are currently underway or still planned to take place and these budgets will be carried forward into the next financial year (2017/18). The majority of this carry forward is due to the timing of approvals and the timescales for letting contracts and funding agreements.

The 2016/17 capital programme was funded as follows:

- Borrowing £4.7m
- Capital Receipts £0.8m
- Grants £2.5m
- Third Party Contributions £3.0m
- Revenue Contributions £1.4m

The HRA budget for 2016/17 was set with an expenditure budget of £53.7m. There are strict rules around the costs and income allowable against the HRA and this budget is funded through the rents collected on the HRA properties.

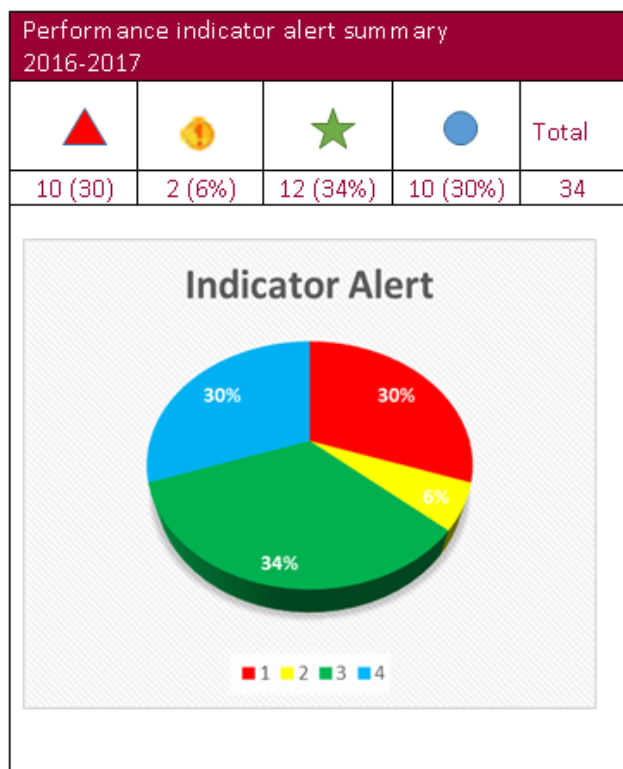
At the end of the 2016/17 year, the HRA outturn position shows an underspend on controllable spending of £0.249m. After technical accounting adjustments this position moves to an underspend of £0.366m. This has reduced the required net contribution from reserves from the budgeted amount of £7.517m to £7,151m, while the HRA working balance remains unchanged at £5m.

Further details of the budget that was set for 2016/17 can be found on the Council's website here: <http://www.northamptonboroughcouncil.com/councillors/ieListDocuments.aspx?CId=242&MIId=7967>





Further details of the Council's outturn position for 2016/17 can be found on the Council's website here (item 12 on the agenda): <http://www.northamptonboroughcouncil.com/councillors/ieListDocuments.aspx?CId=528&MIId=8155>

Non-Financial Performance

Each year the Council reports on the performance against key indicators which support the delivery of the Corporate Plan. The chart below is a summary of the Council's performance against these key indicators for 2016/17:



Report Key

	Exceptional or over performance
	On or exceeding target
	Within agreed tolerances
	Outside agreed target tolerance

Two thirds of the key indicators are either on or above target, with less than one third outside of the agreed tolerances.

The full performance outturn report for 2016/17 once finalised and reported will be found on the Council's website here:

The full performance outturn report for 2016/17 can be found on the Council's website here:

<http://www.northampton.gov.uk/downloads/download/1836/performance-outturn-report>

THE 2016-17 ACCOUNTS

The Core Financial Statements consist of the following which are explained in more detail in the notes to the accounts:

Comprehensive Income and Expenditure Statement – this statement provides a summary of the resources which have been applied and generated in providing services and managing the Council during the year. The statement shows the total expenditure and total income by major category of type of service, which shows that Housing is the largest area of gross expenditure.

- The headline figure for the CIES is an overall Surplus on the Cost of Services of £2.9m from the expenditure and income on services.
- The Other Comprehensive Income and Expenditure Total shows technical items of expense and income, which are not reflected in the (Surplus) or Deficit on the Provision of Services reports a £16.1m cost due to an increase in the Pension liability of £25.3m offset by a revaluation surplus of £9.2m on property, plant and equipment assets.

Balance Sheet – setting out the assets and liabilities recognised by the Council at the balance sheet date, the bottom line is effectively the net worth of the organisation at that date. The net assets of the Council (the assets less the liabilities) are matched by the Reserves held by the Council – net assets increased over the year by £12.8m.

The key points to note from this statement are that for NBC:

- The value of property, plant and equipment has increased by £41.7m relating to major enhancements of a higher number of council dwellings.
 - Movements in the value of short term investments and cash and cash equivalents represent a greater proportion of the council's surplus cash balances being held in order to meet day to day operational demands.
 - Other long term liabilities have increased by £24.6m, which predominantly results from the increase in the pension's liability following the annual assessment of the fund by actuaries acting on behalf of Northampton Borough Council. There is a corresponding reduction in the value of unusable reserves.
- **Movement in Reserves Statement** – representing the movements on the reserves held by the Council during the financial year analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable' reserves. The 'surplus or (deficit) on provision of services' line shows the true economic cost of providing the Council's services, more details of which are shown in the CIES. These are different from the statutory amounts required to be charged to the General Fund balance for Council Tax setting purposes. The 'net increase/decrease before transfers to earmarked reserves' line shows the statutory General Fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

The main messages from this statement are that for 2016/17 the council's net worth increased by £12.8m. The main changes in this statement year on year are the changes in the pension reserve of £24.9m from the latest actuary valuation, the increase of £8 million on the revaluation gains as Council assets are revalued and £34m resulting from changes to the Capital Adjustment Account. All of these are unusable reserves as outlined in the Unusable Reserves note.

- **Cash Flow Statement** – outlines the changes in the cash and cash equivalents, for example changes in debtor balances (those owing the Council money) and creditor balances (those which the Council owes money to) during the year. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.
- **Expenditure and Funding Analysis** – this is a new disclosure, required by the Code, and has been included in the Statement of Accounts for the first time. It shows the difference between the net expenditure chargeable to the Council's General Fund and earmarked reserves and the income and expenditure in the CIES. It also demonstrates how the Council's resources are allocated between directorates.

The net expenditure chargeable to the Council's General Fund is £4.6m. This differs from the income and expenditure shown in the CIES due to a number of technical accounting

adjustments which the Council is required to make by the Code, including capital charges such as depreciation, actuarial pension's adjustments and adjustments to the Collection Fund.

Supplementary Financial Statements – the Housing Revenue Accounts showing the in-year cost of providing housing services in accordance with generally accepted accounting practices. The transactions of the billing authority are shown on the Collection Fund Statement in accordance with the code of accounting practice.

There have been some changes to the accounting policies for 2016/17 which were reported to and approved by the Audit Committee at its meeting of 6th March 2017 as follows:

- IFRS 13 Fair value measurement was adopted in 2015-16 prescribing the methodology of valuation of assets and liabilities, which is set out in policy L. Surplus assets was omitted and has now been included as being measured at fair value.
- The review of policy L has also highlighted the need to amend the stated valuation methodology of Vehicles and Assets under Construction. This has been amended from fair value to depreciated historic cost for vehicles and historic cost for assets under construction. These asset categories have always been held on the newly stated basis therefore there is no financial change to the accounts as a result of this amendment.
- The third change is due to the change in the format of the Comprehensive Income and Expenditure Statement (CIES) required by the Code of Practice for Local Authority Accounting in the United Kingdom 2016/17. Policy C Cost of Services referred to SeRCOP and the allocation of support costs. This policy has been renamed Overheads and Support Costs that are allocated to service segments in accordance with the authority's arrangements for accountability and performance.

RISK MANAGEMENT

The Council takes a proactive approach to risk management, and this has been significantly enhanced during 2016/17 following several internal and external audit reports. The management of risk and governance is undertaken at officer level through Directorate risk registers which are subsequently reported to an overarching Management Board as a corporate risk register. These identify key risks, and any existing or planned measures to mitigate them, including an assessment based on a combination of impact and likelihood of occurrence. Member involvement is through Cabinet, Audit Committee and Council approval of policies and review of risk areas.

There are many policies and procedures in place to govern financial management and decision making with the constitution being the overarching one, which includes financial regulations and contract procedures. The Council has been reviewing many of its policies since January 2017 to ensure they are fit for purpose.

The draft Annual Governance Statement makes particular reference to the Governance Action Plan which was developed in the second quarter of 2016/17, with implementation commencing immediately and all plans to be in place by the end of January 2017. The focus of this action plan is improving governance of decision making and project management, including financial governance and ensuring organisational structures are robust.

THE 2017/18 BUDGET AND MEDIUM TERM OUTLOOK

Economic Context

The national and global economic outlook has shifted over the last 12 months, due to the outcome of the referendum on June 23rd leading to the UK's proposed withdrawal from the European Union, and more recently the outcome of the presidential election in the United States. The impact on the Borough Council's budget and medium term financial plan are:

- Reductions in GDP growth forecasts;
- Demand for housing currently remaining strong;
- Inflation is expected to increase; and
- Interest rates are forecast to stay low over the medium term.

Sources of Funding – Medium Term Forecasts

The main sources of funding for the Council's net General Fund revenue budget are Council Tax, Business Rates, New Homes Bonus and Revenue Support Grant.

- Council Tax – In addition to the annual increase in Band D Council Tax of £5, the amount of Council Tax income also increases due to increases in number of properties, forecast to grow by 1% per annum from 2018/19 onwards.
- Business Rates – following the introduction of the Business Rate Retention Scheme in April 2013, the Council now benefits from growth in the rateable value in the Borough. On the flipside, the Council also bears the risk of volatility, including successful appeals by business against their rateable value. The five-year forecasts reflect an average inflationary increase in business rates income of 1.2% per year.
- New Homes Bonus – this has been a significant source of funding in recent years. The revamp of the scheme has led to a significant reduction in this source of income for the Council, although this is mitigated by continued housing growth.

Medium Term Financial Plan

The Medium Term Financial Plan provides a forecast of the Council's expenditure and income over the next five years. The forecasts show the need to make substantial year-on-year savings, rising to £5.8m by 2020/21. The focus of activity is on the delivery of the Efficiency Plan in order to eliminate this medium term gap.

The Efficiency Plan is essential to delivery of a balanced budget over the medium term. The scale of the savings that the Council needs to find requires a fundamental review of the way in which services are provided, as well as the range and scope of those services. Work has begun and is progressing across the following themes, as detailed in the Efficiency Plan:

- Economic Growth – to prioritise new ways of delivering investment and sustaining revenue streams
- Partnership – to build on existing successful delivery partnerships such as LGSS, Northampton Partnership Homes and the Leisure Trust.
- Community Empowerment – to deliver a clearly defined community-led approach that enables the delivery of ongoing service improvements and financial savings.
- Exploiting Commercial Opportunities – The Council will use its substantial asset base to deliver commercial income, through a combination of redefining an asset's use in order to maximise income and through disposal of underutilised assets. This work stream will also look at options to invest in new assets that generate a good rate of return. There may be a need for significant capital investment which will need to be closely scrutinised to ensure that it is affordable, prudent and sustainable.

- Being more efficient - All services will continue to review their working practices to ensure that they deliver high quality services at the lowest possible net cost.

Full details of the Medium Term Financial Plan and the budgets that have been set for 2017/18 can be found on the Council's website here:

<http://www.northamptonboroughcouncil.com/councillors/ieListDocuments.aspx?CId=242&MId=8162>

FURTHER INFORMATION

For information please contact:

Glenn Hammons
Chief Finance Officer
Northampton Borough Council
Guildhall
St Giles Square
Northampton
NN1 1DE

You have the right to inspect our accounts each year before the external audit is completed. We advertise the dates during which you can inspect the accounts in the local press. Our accounts are audited by KPMG LLP. They are the auditors appointed by the Audit Commission.

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

The Authority's Responsibilities

The Authority is required to:-

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

The Chief Financial Officer

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

- Kept proper accounting records which were up to date
- Taken reasonable steps for the prevention and detection of fraud and other irregularities
- Selected suitable accounting policies and then applied them consistently
- Made judgements and estimates that were reasonable and prudent
- Complied with the Code of Practice on Local Authority Accounting

Certificate

I certify that this Statement of Accounts gives a true and fair view of the financial position of the Authority at the reporting date and of its income and expenditure for the year ended 31st March 2017.

<i>G Hammons</i>
Glenn Hammons – Chief Finance Officer (S151)
Date: 30/06/2017

Approval by Audit Committee

I confirm that these audited accounts were approved by the Audit Committee at the meeting held on 11th September 2017 and this version is signed by me under powers delegated by the Committee.

Councillor Mary Markham – Chair of Audit Committee
Date:

A. INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORTHAMPTON BOROUGH COUNCIL

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D1 MOVEMENT IN RESERVES STATEMENT

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

The Statement is shown on the next page.

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Movement in Reserves Statement	Single Entity Accounts									
	General Fund Balance £000s	Earmarked GF Reserves £000s	Housing Revenue Account £000s	Earmarked HRA Reserves £000s	Major Repairs Reserve £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Total Unusable Reserves £000s	Total Authority Reserves £000s
Balance at 31 March 2015 Brought forward	-5,470	-27,127	-5,000	-19,830	-9,288	-11,972	-5,064	-83,753	-165,894	-249,646
Movement in reserves during 2015/16										
Total Comprehensive Expenditure and Income	10,350	0	-19,989	0	0	0	0	-9,639	-33,977	-43,616
Adjustments between accounting basis and funding basis under regulations (Note 2)	-5,886	0	21,608	0	9,288	1,020	471	26,501	-26,501	0
Transfers (to)/from Earmarked Reserves (Note 3)	-4,464	4,464	-1,619	1,619	0	0	0	0	0	0
(Increase) / Decrease in Year	0	4,464	0	1,619	9,288	1,020	471	16,862	-60,478	-43,616
Balance at 31 March 2016 Carried forward	-5,470	-22,663	-5,000	-18,211	0	-10,952	-4,593	-66,891	-226,372	-293,262
Movement in reserves during 2016/17										
Total Comprehensive Expenditure and Income	899	0	-29,858	0	0	0	0	-28,959	16,123	-12,836
Adjustments between accounting basis and funding basis under regulations (Note 2)	-3,448	0	37,008	0	-12	-1,553	1,285	33,280	-33,280	0
Transfers (to)/from Earmarked Reserves (Note 3)	2,519	-2,519	-7,151	7,151	0	0	0	0	0	
(Increase) / Decrease in Year	-30	-2,519	-1	7,151	-12	-1,553	1,285	4,321	-17,157	-12,836
Balance at 31 March 2017 Carried forward	-5,500	-25,182	-5,001	-11,060	-12	-12,505	-3,308	-62,568	-243,529	-306,098

D2 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. This statement does not show in detail the amount of funding from local taxes and general government grants. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Notes to the Core Financial Statements.

The statement is shown on the next page.

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2015/16			COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	2016/17		
Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s		Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s
			INCOME AND EXPENDITURE ON SERVICES			
7,164	-3,666	3,498	Regeneration, Enterprise & Planning	9,313	-2,333	6,980
56,623	-83,386	-26,763	Housing	78,983	-112,142	-33,159
3,394	-891	2,502	Borough Secretary	3,735	-1,062	2,673
29,384	-15,651	13,733	Customers & Communities	29,581	-14,632	14,949
9,814	-2,139	7,675	Central Service Budgets	9,286	-1,815	7,471
84,523	-75,893	8,631	Corporate Budgets	69,263	-71,100	-1,837
190,903	-181,626	9,277	COST OF SERVICES	200,161	-203,087	-2,924
11,970	-8,394	3,576	Other Operating Expenditure (Note 1c)	9,257	-9,119	138
17,528	-7,097	10,431	Financing and Investment Income and Expenditure (Note 1d)	17,866	-9,131	8,735
33,024	-65,945	-32,921	Taxation and Non-Specific Grant Income (Note 1e)	33,520	-68,427	-34,907
		-9,637	(Surplus) or Deficit on Provision of Services			-28,958
		-8,735	Surplus or deficit on revaluation of Property, Plant and Equipment assets (Note 1b)			-9,175
		0	Impairment Losses on non-current assets charged to the revaluation reserve.			0
		0	Surplus or deficit on revaluation of available for sale financial assets - Generally movement in Available for Sale FI's			0
		-25,242	Actuarial gains / losses on pension assets/liabilities			25,299
		-33,977	Other Comprehensive Income and Expenditure (Note 1b)			16,124
		-43,614	TOTAL COMPREHENSIVE INCOME AND EXPENDITURE			-12,834

D3 BALANCE SHEET

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

31st March 2016 £000s	Balance Sheet	31st March 2017 £000s	Notes
548,865	Property, Plant & Equipment	590,556	4
32,364	Heritage Assets	35,893	5
6,752	Investment Property	8,057	6
721	Intangible Assets	295	16
0	Long Term Investments	0	7a
51,193	Long Term Debtors	50,341	9
639,895	Long Term Assets	685,142	
38,122	Short Term Investments	29,579	7g
19,626	Short Term Available for Sale Financial Instruments	9,068	7g
1,162	Assets Held for Sale	1,158	11
47	Inventories	39	
18,656	Short Term Debtors	20,477	9
7,603	Cash and Cash Equivalents	13,088	10
85,216	Current Assets	73,409	
-7,444	Short Term Borrowing	-3,112	7e
-31,698	Short Term Creditors	-33,792	12
-4,058	Provisions	-5,026	13
-43,201	Current Liabilities	-41,931	
-10,148	Long Term Creditors	-10,215	22
-53	Provisions	-30	13
-260,337	Long Term Borrowing	-257,558	7f
-118,111	Other Long Term Liabilities	-142,720	25b/28
-388,649	Long Term Liabilities	-410,523	
293,261	Net Assets	306,097	
66,888	Usable Reserves	62,568	MiRS
226,373	Unusable Reserves	243,529	15a
293,261	Total Reserves	306,097	

D4 CASH FLOW STATEMENT

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

2015/16 £000s	Cashflow Statement	2016/17 £000s
9,637	Net Surplus or (deficit) on the provision of services	28,958
26,324	Adjustment to surplus or deficit on the provision of services for noncash movements	2,302
-8,870	Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	-12,068
27,091	Net Cashflows from Operating Activities	19,192
-86,476	Net Cashflows from Investing Activities	-29,217
47,662	Net Cashflows from Financing Activities	15,510
-11,723	Net increase or decrease in cash and cash equivalents	5,485
19,326	Cash and Cash Equivalents at the Beginning of the Reporting Period	7,603
7,603	Cash and Cash Equivalents at the End of the Reporting Period	13,088

D5. EXPENDITURE AND FUNDING ANALYSIS (EFA)

The Expenditure and Funding Analysis demonstrates how the funding available to the Council for the year 2016/17 (i.e. government grants, rents, Council Tax and Business Rates) has been used to provide services in comparison with those resources consumed or earned under generally accepted accounting practice (GAAP). The Expenditure and Funding analysis also shows how this expenditure is allocated for decision making purposes between the Council's directorates. Income and expenditure accounted for under GAAP is presented more fully in the Comprehensive Income and Expenditure Statement.

2015/16			EXPENDITURE AND FUNDING ANALYSIS	2016/17		
Expenditure Chargeable to the General Fund and HRA balances	Adjustments between funding and accounting basis	Net Expenditure in the CIES		Expenditure Chargeable to the General Fund and HRA balances	Adjustments between funding and accounting basis	Net Expenditure in the CIES
£'000	£'000	£'000	£'000	£'000	£'000	
1,353	2,145	3,498	Regeneration, Enterprise & Planning	12,646	-5,666	6,980
-26,873	110	-26,763	Housing	-13,728	-19,431	-33,159
2,369	133	2,502	Borough Secretary Customers & Communities	2,389	284	2,673
10,326	3,407	13,733	Central Service Budgets	10,121	4,828	14,949
7,587	88	7,675	Corporate Budgets	7,368	103	7,471
2,408	6,223	8,631	Net Cost of Services	-1,919	82	-1,837
-2,831	12,107	9,276		16,877	-19,800	-2,923
8,914	-27,828	-18,914	Other Income and Expenditure	-12,274	-13,760	-26,034
6,083	-15,721	-9,638	(Surplus)/Deficit on Provision of Services	4,603	-33,560	-28,957
-57,427			Opening GF and HRA balances	-51,344		
6,083			Less Deficit/(Surplus) on General Fund and HRA balance in year	4,603		
-51,344			Closing General Fund and HRA balances	-46,741		

	PENSIONS	CAPITAL	OTHER	TOTAL
	Retirement Benefits £'000	Total Capital Adjustments £'000	Financial Instruments & Collection Fund £'000	Total Adjustments in year £'000
Regeneration, Enterprise & Planning	397	-6,063	0	-5,666
Housing	222	-19,653	0	-19,431
Borough Secretary	199	85	0	284
Customers & Communities	960	3,868	0	4,828
Central Service Budgets		103	0	103
Corporate Budgets	0	82	0	82
Other Income and Expenditure from the Funding Analysis	5,468	-18,919	-309	-13,760
Total	7,246	-40,496	-309	-33,559

1a. MATERIAL ITEMS OF INCOME AND EXPENSE

For the financial year 2016-17, NBC had three material items of income and expense.

1) The first item relates to a contract to carry out the councils Environmental Services (Waste Collection, Street Cleaning, Parks etc.) The contract cost in relation to this item in 2016/17 was £6.6m (2015/16 £6.6m).

2) The second item relates to the contract with LGSS to cover the majority of the councils back office functions (H.R., Finance, ICT and HR etc.) The contract cost in relation to this item in 2016/17 was £8.0m (2015/16 was £7.59m).

3) The following expenditure on Housing Benefits has also been made:

Rent Allowances of £38m (2015/16 £40.35m)

Rent Rebates of £30.4m (2015/16 £30.99m)

The grant income from DWP in respect of this expenditure is disclosed within Note 38.

1b. OTHER COMPREHENSIVE INCOME AND EXPENDITURE

2015/16 £000s	Other Comprehensive Income & Expenditure	2016/17 £000s
	Revaluation Reserve	
-6,507	General Fund Revaluation Gains	-6,095
763	General Fund Revaluation Losses	1,665
-3,052	HRA Revaluation Gains	-4,757
61	HRA Revaluation Losses	12
-8,735	Total	-9,175
-25,242	Actuarial Gains & Losses to the Pensions Reserve	25,299
-33,977	Other Comprehensive Expenditure and Income	16,124

1c. OTHER OPERATING EXPENDITURE

2015/16 £000s	Other Operating Expenditure	2016/17 £000s
1,022	Parish council precepts	1,024
-21	Levies	0
1,091	Payments to the Government Housing Capital Receipts Pool	1,148
257	Trading	-292
1,176	Gains/Losses on the disposal of non-current assets	-1,743
3,525	Total	137

1d. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2015/16 £000s	Financing And Investment Income And Expenditure	2016/17 £000s
7,385	Interest payable and similar charges	8,424
4,501	Pensions interest cost and expected return on pensions assets	4,045
-1,155	Interest receivable and similar charges	-2,044
-292	Income and expenditure in relation to investment properties and changes in their fair value	-1,690
10,439	Total	8,735

1e TAXATION AND NON SPECIFIC GRANT INCOME

2015/16 £000s	Taxation And Non Specific Grant Income	2016/17 £000s
-14,508	Council tax income	-14,770
-39,267	Retained Rates	-40,473
-1,674	Capital grants and contributions	-2,969
-4,944	Revenue Support Grant	-3,256
-4,023	Non-ring fenced government grants	-4,981
-1,528	Section 31 grants	-996
-1	Other NNDR related transactions	-982
32,727	Tarriff Payment	33,000
297	Levy Payment	520
-32,921	Total	-34,917

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

2016/17	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Adjustments primarily involving the Capital Adjustment Account:								
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:								
Charges for depreciation and impairment of non-current assets	-2,200	-10,506	0	-10,687	0	0	-23,393	23,393
Impairment - Long Term Debtor							0	0
Revaluation gains on PPE	1,182	54,176	0	0	0	0	55,358	-55,358
Revaluation losses on Property Plant and equipment	-5,410	-22,340	0	0	0	0	-27,750	27,750
Movements in the market value of Investment properties	1,177	67	0	0	0	0	1,244	-1,244
Amortisation of Intangible assets	-175	0	0	0	0	0	-175	175
Capital Grants & contributions applied (if any)	4,203	0	0	0	0	0	4,203	-4,203
Income in relation to donated assets if any	0	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	-3,919	0	0	0	0	0	-3,919	3,919
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	-23	-5,500	0	0	0	0	-5,523	5,523
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement								
Statutory provision for the financing of capital investment	1,299	0	0	0	0	0	1,299	-1,299
Capital expenditure charged against the General Fund and HRA balances	1,350	11,513	0	0	0	0	12,864	-12,864
Balance of MRA	0	0	0	0	0	0	0	0
Total Adjustments primarily involving the Capital Adjustment Account	-2,516	27,410	0	-10,687	0	0	14,206	-14,206

2016/17	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Adjustments primarily involving the Capital Grants Unapplied Account:								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	0					48	48	-48
Application of grants to capital financing transferred to the Capital Adjustment Account						1,237	1,237	-1,237
Total Adjustments primarily involving the Capital Grants Unapplied Account	0	0	0	0	0	1,285	1,285	-1,285
Adjustments primarily involving the Capital Receipts Reserve:								
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	7,429			-7,429		0	0
Use of the Capital Receipts Reserve to finance new capital expenditure					4,556		4,556	-4,556
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals		-163			163		0	0
Contribution from the Capital Receipts Reserve to finance payments to Government Capital Receipts pool	-1,148				1,148		0	0
Transfer from Deferred Capital receipts Reserve upon receipt of cash					-9		0	9
Total Adjustments primarily involving the Capital Receipts Reserve	-1,148	7,266	0	0	-1,572	0	4,556	-4,547
Adjustment primarily involving the Major Repairs Reserve:								
Reversal of major Repairs Allowance credited to the HRA		2,332		-2,332			0	
Use of the Major Repairs Reserve to finance new capital expenditure				13,008			13,008	-13,008
Total Adjustment primarily involving the Major Repairs Reserve	0	2,332	0	10,676	0	0	13,008	-13,008

2016/17	General Fund Balance	Housing Revenue Account	Earmarked Reserves	Major Repairs Reserve	Capital receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Movement in Unusable Reserves
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Adjustments primarily 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 the year in accordance with statutory requirements	56	0	0	0	0	0	56	-56
Adjustments primarily involving the Pensions Reserve: Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement Employer's pensions contributions and direct payments to pensioners payable in the year	-5,820 6,347	-3 2	0 0	0 0	0 0	0 0	-5,823 6,349	5,823 -6,349
Total Adjustments primarily involving the Pensions Reserve	527	-1	0	0	0	0	526	-526
Adjustments primarily involving the Collection Fund Adjustment Account: Amount by which council tax income and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax income and non-domestic rating income calculated for the year in accordance with statutory requirements	-365	0	0	0	0	0	-365	365
Adjustment primarily involving the Accumulated Absences Account: Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0	0	0	0	0	0	0	0
Total Adjustments	-3,446	37,007	0	-11	-1,573	1,285	33,271	-33,263

2015/16	General Fund Balance £000s	Housing Revenue Account £000s	Earmarked Reserves £000s	Major Repairs Reserve £000s	Capital receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Movement in Unusable Reserves £000s
Adjustments primarily involving the Capital Adjustment Account:								
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:								
Charges for depreciation and impairment of non-current assets	-2,565	0	0	-8,680	0	0	-11,245	11,245
Impairment of Long Term debtors	-10,219	0	0	0	0	0	-10,219	10,219
Revaluation gains on PPE	2,149	24,055	0	0	0	0	26,204	-26,204
Revaluation losses on PPE	-3,059	-13,806	0	0	0	0	-16,865	16,865
Movements in the market value of Investment properties	-134	5	0	0	0	0	-129	129
Amortisation of Intangible assets	-326	0	0	0	0	0	-326	326
Capital Grants & contributions applied (if any)	2,676	0	0	0	0	0	2,676	-2,676
Income in relation to donated assets if any	0	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	-3,502	0	0	0	0	0	-3,502	3,502
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	-731	-6,917	0	0	0	0	-7,648	7,648
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement								
Statutory provision for the financing of capital investment	1,262	0	0	0	0	0	1,262	-1,262
Capital expenditure charged against the General Fund and HRA balances	1,830	9,424	0	0	0	0	11,255	-11,255
Balance of MRA							0	0
Total Adjustments primarily involving the Capital Adjustment Account	-12,619	12,761	0	-8,680	0	0	-8,539	8,539

2015/16	General Fund Balance £000s	Housing Revenue Account £000s	Earmarked Reserves £000s	Major Repairs Reserve £000s	Capital receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Movement in Unusable Reserves £000s
Adjustments primarily involving the Capital Grants Unapplied Account:								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-269	0	0	0	0	269	0	0
Application of grants to capital financing transferred to the Capital Adjustment Account	0	0	0	0	0	203	203	-203
Total Adjustments primarily involving the Capital Grants Unapplied Account	-269	0	0	0	0	472	203	-203
Adjustments primarily involving the Capital Receipts Reserve:								
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,609	4,994	0	0	-6,602	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	0	6,416	0	6,416	-6,416
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	0	-131	0	0	131	0	0	0
Contribution from the Capital Receipts Reserve to finance payments to Government Capital Receipts pool	-1,091	0	0	0	1,091	0	0	0
Transfer from Deferred Capital receipts Reserve upon receipt of cash	0	0	0	0	-15	0	-15	15
Total Adjustments primarily involving the Capital Receipts Reserve	517	4,863	0	0	1,021	0	6,401	-6,401
Adjustment primarily involving the Major Repairs Reserve:								
Reversal of major Repairs Allowance credited to the HRA	0	3,930	0	-3,930	0	0	0	0
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	21,898	0	0	21,898	-21,898
Total Adjustment primarily involving the Major Repairs Reserve	0	3,930	0	17,968	0	0	21,898	-21,898

2015/16	General Fund Balance £000s	Housing Revenue Account £000s	Earmarked Reserves £000s	Major Repairs Reserve £000s	Capital receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Movement in Unusable Reserves £000s
Adjustments primarily 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 the year in accordance with statutory requirements	925	0	0	0	0	0	925	-925
Adjustments primarily involving the Pensions Reserve: Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement Employer's pensions contributions and direct payments to pensioners payable in the year	-6,574 6,038	-7 62	0 0	0 0	0 0	0 0	-6,581 6,100	6,581 -6,100
Total Adjustments primarily involving the Pensions Reserve	-536	55	0	0	0	0	-481	481
Adjustments primarily involving the Collection Fund Adjustment Account: Amount by which council tax income and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax income and non-domestic rating income calculated for the year in accordance with statutory requirements	6,093	0	0	0	0	0	6,093	-6,093
Adjustment primarily involving the Accumulated Absences Account: Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0	0	0	0	0	0	0	0
Total Adjustments	-5,888	21,609	0	9,288	1,020	472	26,500	-26,500

3. TRANSFERS TO / FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2016/17.

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Earmarked Reserve	Balance at 31 March 2015	Additions to Reserve 2015/16	Use Of Reserve 2015/16	Balance at 31 March 2016	Realignment of Reserves October 2016	Additions to Reserve 2016/17	Use Of Reserve 2016/17	Balance at 31 March 2017
	£000s	£000s	£000s	£000s		£000s	£000s	£000s
General Fund								
General Revenue Grants (Ringfenced)	3,105	2	-538	2,570	-982	30	-368	1,250
S106 Contributions	2,479	53	-285	2,248	0	70	-134	2,184
Total Ringfenced Grants & Contributions	5,583	55	-823	4,816	-982	100	-502	3,432
Borough Secretary Reserves	237	0	-137	100	-100	0	0	0
Customers and Communities Reserves	2,353	-170	-130	2,053	-803	150	-370	1,030
Regeneration, Enterprise and Planning Res.	2,619	-1,075	-287	1,257	-168	400	-925	564
Housing Reserves	172	158	0	330	0	103	0	433
Total Service Related Reserves	5,381	-1,087	-554	3,740	-1,071	653	-1,295	2,027
Future Pressures Reserve	2,961	1,785	-23	4,723	-1,713	4,172	-1,420	5,762
Service Improvements & One-off Investment	1,977	1,228	-1,273	1,932	4,515	854	-200	7,101
Strategic Investment Reserve	1,362	2,915	-559	3,718	-823	74	-118	2,851
Other Corporate Reserves	1,968	-359	-515	1,094	534	330	-1,182	776
Total Corporate Reserves	8,268	5,569	-2,370	11,467	2,513	5,430	-2,920	16,490
Insurance Reserve	1,763	0	-547	1,216	0	54	-243	1,027
Rates Retention Deficit Funding	4,850	882	-5,214	518	-1	1,963	-517	1,963
Other Technical Reserves	1,284	-230	-145	909	-459	0	-203	247
Total Technical Reserves	7,897	652	-5,906	2,643	-460	2,017	-963	3,237
Total General Fund	27,129	5,189	-9,653	22,666		8,200	-5,680	25,186
HRA								
HRA Reserves	17,067	0	-1,621	15,446	0	0	-7,151	8,295
HRA Supporting People Reserve	558	0	0	558	0	0	0	558
HRA Reform Reserve	8	0	0	8	0	0	0	8
HRA Leaseholder Reserve	500	0	0	500	0	0	0	500
HRA Service Improvement Reserve	1,395	0	0	1,395	0	0	0	1,395
HRA Insurance Reserve	300	0	0	300	0	0	0	300
Total HRA	19,830	0	-1,621	18,209		0	-7,151	11,058
Total Earmarked Reserves	46,959	5,189	-11,274	40,875		8,200	-12,831	36,244

General Revenue Grants (Ring-fenced)

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

S106 Contributions

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

Service Related Reserves

These allow the Council to commit funding to individual projects which may be spread across more than one year.

Strategic Investment Reserve

The Council has set aside funding to support future Invest to Save initiatives and meet strategic priorities. This reserve has strict criteria before monies can be drawn down. The criteria are set out in the Medium Term Financial Plan 2016-21.

Service Improvements and one-off Investments

Used to fund one-off investments leading to improved efficiency and service delivery.

Financial Pressures Reserve

The Council has set aside monies to assist with mitigation of specific risks facing the Council.

Insurance Reserve

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

Other Technical Reserves

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

HRA Earmarked Reserves

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

4. PROPERTY, PLANT AND EQUIPMENT

a) Movement

Movements in 2016/17	Council Dwellings	Housing Land and Buildings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Infra-structure Assets	Community Assets	Surplus Assets	Assets Under Construct -ion	Total Property, Plant and Equipment
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Cost or Valuation									
At 1st April 2016.	427,899	20,780	83,519	1,236	2,530	14,149	329	8,587	559,029
Additions	28,540	0	3,362	816	0	279	0	736	33,733
Donations	0	0	0	0	0	0	0	0	0
Revaluation increases / (decreases) recognised in the Revaluation Reserve	27,844	368	3,835	0	0	0	107	0	32,154
Revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	-11,521	-77	-4,163	0	0	0	-66	0	-15,827
Derecognition – disposals	-4,479	-92	-23	-2	0	0	0	0	-4,596
Derecognition – other	-1,061	0	0	0	0	0	0	0	-1,061
Assets reclassified (to) / from Held for sale	0	0	1	0	0	-1	0	0	0
Other movements in cost or valuation	-260	-364	5,282	0	0	42	581	-5,282	-1
At 31 March 2017	466,962	20,615	91,813	2,050	2,530	14,469	951	4,041	603,431
Accumulated Depreciation and Impairment									
At 1 April 2016	-6,055	-310	-2,681	-372	-492	-251	-5	0	-10,166
Depreciation Charge	-10,272	-409	-1,539	-337	-74	-157	-6	0	-12,794
Depreciation written out to the revaluation reserve	7,237	1	0	0	0	0	12	0	7,250
Depreciation written out to the Surplus/Deficit on the Provision of Services	12,424	201	578	0	0	0	0	0	13,203
Impairment losses/(reversals) recognised in the Revaluation Reserve	-10,506	0	0	0	0	0	0	0	-10,506
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0	0	0	0	0	0
Derecognition – Disposals	103	2	0	2	0	0	0	0	107
Derecognition – other	29	0	0	0	0	0	0	0	29
Other Movements	6	14	0	0	0	-2	-17	0	1
At 31 March 2017	-7,034	-501	-3,642	-707	-566	-410	-16	0	-12,876
Net Book Value									
At 31 March 2016	421,844	20,470	80,838	864	2,038	13,898	324	8,587	548,863
At 31 March 2017	459,928	20,114	88,171	1,343	1,964	14,059	935	4,041	590,555

Movements in 2015/16	Council Dwellings £000s	Housing Land and Buildings £000s	Other Land and Buildings £000s	Vehicles, Plant, Furniture & Equipment £000s	Infrastructure Assets £000s	Community Assets £000s	Surplus Assets £000s	Assets Under Construction £000s	Total Property, Plant and Equipment £000s
Cost or Valuation									
At 1st April 2015	397,631	18,826	80,672	728	2,530	13,883	580	4,531	519,381
Additions	33,521	120	1,401	359	0	266	66	4,056	39,789
Donations	0	0	0	0	0	0	0	0	0
Revaluation increases / (decreases) recognised in the Revaluation Reserve	765	1,717	5,173	157	0	0	1	0	7,813
Revaluation increases / (decreases) recognised in the Surplus/Deficit on the Provision of Services	2,615	155	-3,315	0	0	0	-202	0	-747
Derecognition – disposals	-3,482	-38	-226	-8	0	0	0	0	-3,754
Derecognition – other	-3,150	0	0	0	0	0	0	0	-3,150
Assets reclassified (to) / from Held for sale	0	0	-184	0	0	-1	-115	0	-300
Other movements in cost or valuation	0	0	0	0	0	0	0	0	0
At 31 March 2016	427,900	20,780	83,521	1,236	2,530	14,148	330	8,587	559,032
Accumulated Depreciation and Impairment									
At 1 April 2015	-5,053	-879	-3,577	-166	-419	-90	-9	0	-10,193
Depreciation Charge	-8,307	-371	-1,800	-436	-74	-162	-2	0	-11,152
Depreciation written out to the revaluation reserve	0	0	0	0	0	0	0	0	0
Depreciation written out to the Surplus/Deficit on the Provision of Services	7,046	940	2,691	225	0	0	7	0	10,909
Impairment losses/(reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	0	0	0
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	0	0	0	0	0	0	0	0	0
Derecognition – Disposals	90	0	4	5	0	0	0	0	99
Derecognition – other	171	0	0	0	0	0	0	0	171
Other Movements	0	0	0	0	0	0	0	0	0
At 31 March 2016	-6,053	-310	-2,682	-372	-493	-252	-4	0	-10,166
Net Book Value									
At 31 March 2015	392,578	17,947	77,095	562	2,111	13,793	571	4,531	509,188
At 31 March 2016	421,847	20,470	80,839	864	2,037	13,896	326	8,587	548,866

b) Depreciation

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

c) Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. All valuations were carried out internally. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture, and equipment are based on current prices where there is an active second-hand market or latest list prices adjusted for the condition of the asset.

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

The significant assumptions applied in estimating the fair values are:

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

	Council Dwellings	Housing Land & Build.	Other Land & Build.	Vehicles, Plant, Furniture & Equip.	Surplus Assets	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Valued at fair value in:						
2016/17	454,590	4,020	72,197	21	672	531,500
2015/16	7,635	16,417	6,005	157	0	30,214
2014/15	261	59	8,945	1,835	215	11,315
2013/14	572	61	3,352	0	0	3,985
2012/13	3,903	57	1,314	38	33	5,345
Previous Years	0	0	0	0	31	31
Total	466,961	20,614	91,813	2,051	951	582,390

31 March 2016 Number	Information on Assets Held	31 March 2017 Number
	Operational Assets	
11,786	Council Dwellings	11,650
	Other Land and Buildings	
26	Council Houses not used as dwellings - Community Rooms	19
79	Shared Ownership Properties	77
3,112	Council Garages	3,048
21	Other Housing Properties	21
66	Operational Shops	66
62.88ha	Allotments	62.88ha
7	Sports & Leisure Centres	7
25	Community Centres	25
1	Museums, Art Galleries	0
1	Open Markets	1
8	Public Conveniences	9
5	Multi-Storey Pay & Display Car Parks	5
1	Local Area Offices	1
3	Central Administrative Offices	3
1	Gypsy Site	1
1	Bus Station	1
17	Surface Pay & Display Car Parks	17
7	Pavilions	7
1	Depots	1
14	Sub-Depots	14
83	Infrastructure	83
151	Vehicles, Plant, Furniture and Equipment	150
	Community Assets	
925.53ha	Parks and Open Spaces	925.53ha
1	Guildhall	1
1	Historical Buildings	1
2	Monuments/Memorials/Exhibitions	2
8	Cemeteries	8
	Heritage Assets	
38	Buildings & Statuary	38
164	Museum Exhibits	164
123	Guildhall Contents	123
15	Mayoral Regalia	15
	Non-operational Assets	
278	Commercial Property (Units)	277
65.97ha	Agricultural Land	65.97ha
1	Golf Course	1
1	Cinopod	2
1	Theatres	1
50	Intangible Assets	51

e) Donated Assets

43

No donated assets were received during 2016/17.

No donated assets were received during 2015/16.

f) Commitments under Capital Contracts

As at 31st March 2017 there are no material commitments under existing capital contracts.

5. **HERITAGE ASSETS**

Reconciliation of the heritage assets held by the Authority:

Movements in 2016/17	Historic Buildings & Statuary	Museum Exhibits	Mayoral Regalia	Guildhall Artefacts	Total Heritage Assets
	£000s	£000s	£000s	£000s	£000s
Cost or Valuation					
1 April 2016	9,050	21,718	48	1,932	32,748
Additions	3,620	0	0	0	3,620
31 March 2017	12,670	21,718	48	1,932	36,368
Accumulated Depreciation and Impairment					
1 April 2016	-384	0	0	0	-384
Depreciation Charge	-91	0	0	0	-91
31 March 2017	-475	0	0	0	-475
Net Book Value					
at 31 March 2016	8,666	21,718	48	1,932	32,364
at 31 March 2017	12,195	21,718	48	1,932	35,893

Heritage Assets	Historic Buildings & Statuary £000s	Museum Exhibits £000s	Mayoral Regalia £000s	Guildhall Artefacts £000s	Total Heritage Assets £000s
Cost or Valuation					
1 April 2015	6,080	21,718	48	1,932	29,778
Additions	2,970	0	0	0	2,970
Donations	0	0	0	0	0
Derecognition - Disposals	0	0	0	0	0
Other movements in cost or valuation	0	0	0	0	0
31 March 2016	9,050	21,718	48	1,932	32,748
Depreciation and Impairment					
1 April 2015	-293	0	0	0	-293
Depreciation	-91	0	0	0	-91
31 March 2016	-384	0	0	0	-384
Net Book Value					
at 31 March 2015	5,787	21,718	48	1,932	29,485
at 31 March 2016	8,666	21,718	48	1,932	32,364

Buildings and Statuary

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

Museum Exhibits

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

Mayoral Regalia

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

Guildhall Artefacts

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

Enhancements of Heritage Assets

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

6. INVESTMENT PROPERTIES

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

2015/16 £000s	Investment Properties	2016/17 £000s
473	Rental income from investment property	494
-44	Direct operating expenses arising from investment property	-51
429	Net (gain) / loss	443

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

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

2015/16 £000s	Investment Property Valuations	2016/17 £000s
7,295	Balance at start of the year	6,752
	Additions:	
1	Construction	
-415	Subsequent expenditure	60
-129	Net gains/losses from fair value adjustments	1,245
	Disposals	
	Transfers:	
0	to/from Property, Plant and Equipment	0
6,752	Balance at end of year	8,057

7. FINANCIAL INSTRUMENTS

- a) Categories of Financial Instruments

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

Categories of Financial Instruments	Long-Term		Current	
	31 March 2016 £000s	31 March 2017 £000s	31 March 2016 £000s	31 March 2017 £000s
Investments				
Loans and receivables	0	0	45,726	42,667
Available for sale financial assets	0	0	19,626	9,068
Debtors				
Loans and receivables	51,193	50,341	10,450	9,937
Borrowings				
Financial Liabilities at amortised cost	-260,337	-257,558	-7,444	-3,113
Other Long Term Liabilities				
PFI and finance leases	-192	-28	0	0
Creditors				
Financial Liabilities at amortised cost	-10,148	-10,215	-15,125	-16,223

b) Reclassifications

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

c) Income, Expense, Gains, and Losses

2015/16				Income, Expense, Gains and Losses	2016/17			
Financial Liabilities measured at amortised cost £000s	Financial Assets: Loans and Receiva- bles £000s	Financial Assets: Available for Sale £000s	Total £000s		Financial Liabilities measured at amortised cost £000s	Financial Assets: Loans and Receiva- bles £000s	Financial Assets: Available for Sale £000s	Total £000s
7,384	0	0	7,384	8,125	0	0	8,125	
0	0	6	6	0	0	15	15	
0	1,479	0	1,479	0	542	0	542	
0	10,219	0	10,219	0	0	0	0	
7,384	11,698	6	19,088	8,125	542	15	8,682	
0	-1,156	0	-1,156		-1,745		-1,745	
0	0	-21	-21			-28	-28	
0	-1,156	-21	-1,177	0	-1,745	-28	-1,773	
7,384	10,542	-15	17,911	8,125	-1,203	-13	6,909	

The Authority did not have any Assets and Liabilities at Fair Value through Profit and Loss for either 2015-16 or 2016-17.

d) Fair Values of Assets and Liabilities

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

There were no transfers between input levels during the financial year.

There has been no change in the valuation technique used during the year for the financial instruments.

Items Available for Sale or Fair Value through the Profit and Loss

Some of the authority's financial assets are measured in the balance sheet at fair value on a recurring basis. These are described in the following table, including the valuation techniques to measure them.

Financial Assets measured at fair value				
Recurring fair value measurements	input level in fair value hierarchy	input level in fair value hierarchy	2015/16 £000s	2016/17 £000s
Available for sale - Certificate of deposits	Level 1	Unadjusted quoted prices in active market for identical shares	19,626	9,068
Total			19,626	9,068

The Council held £9.1m in Certificates of Deposit at 31 March 2017. The fair value has been calculated by using published price quotations. The fair value of the assets at 31 March 2017 is marginally higher than the carrying amount at the same date because the Authority's portfolio of investments includes a number of fixed rate investments where the interest receivable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future gain (based on economic conditions at 31 March 2017) attributable to the commitment to receive interest above current market rates.

The Council holds no other available for sale investments.

Items Disclosed on the Balance Sheet at their Carrying Amount

Except for the financial assets carried at fair value (described in the table above), all other financial assets and financial liabilities are carried on the balance sheet at amortised cost.

For investments and borrowings not quoted on an active market a Level 1 valuation is not available. To provide a fair value which provides a comparison to the carrying amount, a financial model valuation has been used. This valuation applies the Net Present Value approach, which provides an estimate of the value of payments in the future in today's terms as at the balance sheet date. Our accounting policy uses new borrowing rates to discount the future cash flows.

Fair value has been assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments (Level 2), using the following assumptions:

Financial Instruments – Liabilities

Loans are held with the PWLB, government and market lenders.

- For loans from the PWLB payable, new borrowing rates from the PWLB have been applied to provide the fair value.
- For non-PWLB market loans payable, prevailing market rates have been applied to provide the fair value.
- For non-PWLB government loans payable (HCA, GPF and LIF) made for a specified purpose, the fair value is taken to be the carrying amount as there is no market for such loans.
- For trade creditors, receipts in advance, finance leases and loans of under 12 months the fair value is taken to be the carrying amount.
- No early repayment or impairment is recognised.

Financial Instruments - Liabilities	31 March 2016		31 March 2017	
	Carrying amount £000s	Fair value £000s	Carrying amount £000s	Fair value £000s
Short Term				
Borrowing	-7,444	-7,522	-3,113	-3,229
Creditors & Receipts in Advance	-15,125	-15,125	-16,223	-16,223
Long Term				
Borrowing	-260,337	-285,950	-257,558	-311,010
Creditors & Receipts in Advance	-10,148	-10,148	-10,215	-10,215
Finance Leases	-192	-192	-28	-28
Financial Liabilities	-293,246	-318,937	-287,138	-340,705

The fair value of the liabilities is greater than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans in the market at the balance sheet date. This shows a notional loss (based on economic conditions at 31st March 2017) arising from a commitment to pay interest to lenders above current market rates.

PWLB loans included above have a carrying value of £249.5m and a fair value of £270.8m. This measures the economic effects of the terms agreed with the PWLB compared with estimates of the terms that would be offered for market transactions undertaken at the Balance Sheet date. The difference between the carrying amount and the fair value measures the additional interest that the authority will pay over the remaining terms of the loans under the agreements with the PWLB, against what would be paid if the loans were at prevailing market rates.

However, as the Debt Management Office provides a transparent approach allowing exit cost to be calculated without undertaking a repayment ~~40~~transfer it is also appropriate to disclose this exit price. The exit price reflects the fair value of PWLB loans calculated using early redemptions rates instead of

new loan rates. If a value is calculated on this basis the carrying amount of £249.5m would be valued at £318.7m.

Financial Instruments – Assets

All the financial assets are classed as Loans and Receivables. Investments are held as short term investments, and in Money Market Funds and call and notice accounts.

- For fixed term deposits the fair value has been assessed with reference to a comparable investment with the same/similar lender for the remaining period of the deposit.
- For cash equivalent investments, trade debtors, long term debtors and finance leases the fair value is taken to be the carrying amount.
- No early repayment or impairment is recognised

The fair values are as follows:

Financial Assets measured at fair value				
Recurring fair value measurements	Input level in fair value hierarchy	Input level in fair value hierarchy	2015/16 £000s	2016/17 £000s
Available for sale - Certificate of deposits	Level 1	Unadjusted quoted prices in active market for identical shares	19,626	9,068
Total			19,626	9,068

Financial Instruments - Assets	31 March 2016		31 March 2017	
	Carrying amount £000s	Fair value £000s	Carrying amount £000s	Fair value £000s
Loans & Receivables				
Short Term				
Fixed Term Investments	38,122	38,178	29,579	29,596
Cash and Cash Equivalents	7,603	7,612	13,088	13,093
Debtors	10,450	10,450	9,937	9,937
Long Term				
Long Term Debtors	51,093	51,093	50,250	50,250
Finance Leases	100	100	91	91
Loans & Receivables	107,368	107,433	102,944	102,966

The fair value of the assets at 31 March 2017 is marginally higher than the carrying amount at the same date because the Authority's portfolio of investments includes a number of fixed rate investments where the interest receivable is higher than the prevailing rates at the Balance Sheet date. This shows a notional

future gain (based on economic conditions at 31 March 2017) attributable to the commitment to receive interest above current market rates.

e) Short Term Borrowing

31 March 2016 £000s	Short Term Borrowing	31 March 2017 £000s
120	Billing Parish Council 7 day notice account	130
125	Northampton Volunteer Bureau 7 day notice account	125
27	HCA principal due within 1 year	29
6,582	PWLB Loans principal due within 1 year	2,588
591	Growing Places Fund principle due within 1 year	241
7,445	Total	3,113

f) Long Term Borrowing

31 March 2016 £000s	Long Term Borrowing	31 March 2017 £000s
	Analysis of loans by type	
242,935	Public Works Loan Board	240,422
9,069	Money Market LOBOs	9,068
1,097	Homes & Communities Agency	1,068
6,163	Growing Places Fund	5,894
1,072	Local Infrastructure Fund	1,105
260,336	Total	257,558
	Analysis of loans by maturity	
2,863	Maturing in 1-2 years	10,379
50,137	Maturing in 2-5 years	43,673
56,705	Maturing in 5-10 years	30,825
150,631	Maturing in over 10 years	172,681
260,336	Total	257,558

g) Investments

31 March 2016	Investment Type	31 March 2017
£000s		£000s
	Included in Cash and Cash Equivalents	
5,250	Deposit and Call Accounts	250
3,145	Money Market Funds	13,700
8,395	Total - Cash and Cash Equivalents	13,950
	Investments:	
	Current Investments - Under 1 Year	
28,113	Fixed Term Investments	19,572
10,009	Notice Accounts	10,007
	Long Term Investments - Over 1 Year	
0	Fixed Term Investments	
38,122	Total - Investments	29,579
	Available for Sale Financial Instruments:	
	Current Investments - Under 1 Year	
19,626	Fixed Term Investments	9,068
19,626	Total - Available for Sale Financial Instruments	9,068
66,143	Total	52,597

h) Soft Loans

The Council has made loans to Northampton Rugby Football Club (NRFC) to redevelop the Franklins Garden Stadium at the same interest rate as that available to the Council from the Public Works Loans Board (PWLB). These have been assessed as a material soft loan.

The Council made loans to Northampton Town Football Club (NTFC) to redevelop the Sixfields Stadium at the same interest rate as that available to the Council from the Public Works Loans Board (PWLB). These were assessed as material soft loans. During 2015-16 NTFC became unable to continue the interest and principal repayments on the loans. The loan agreement was terminated and as a consequence the outstanding loan balance was impaired. See Narrative Report -Significant Events and note 42 – Impairments for details.

2015/16	Material Soft Loans	2016/17
£000s		£000s
14,153	Balance at 1 April	4,624
0	Nominal value of new loans granted in year	0
0	Fair value adjustment on initial recognition	0
925	Write down of fair value adjustments in year	29
-235	Loans repaid	-220
-10219	Impairment losses	0
4,624	Balance at 31 March	4,433

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

8. CONSTRUCTION CONTRACTS

In 2016/17, the Council did not have any external construction contracts in progress.

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9. DEBTORS

Debtors	Long-term 31 March 2016 £000s	Long-term 31 March 2017 £000s	Short-term 31 March 2016 £000s	Short-term 31 March 2017 £000s
Central Government Bodies	0	0	8,203	8,016
Less Impairment Allowance	0	0	-3	0
Central Government Bodies	0	0	8,200	8,016
Other Local Authorities	0	0	3,508	3,789
Less Impairment Allowance	0	0	-57	-78
Other Local Authorities	0	0	3,451	3,711
NHS Bodies	0	0	-3	1
Less Impairment Allowance	0	0	0	0
NHS Bodies	0	0	-3	1
Other Entities & Individuals	51,193	50,341	16,863	10,210
Less Impairment Allowance	0	0	-9,856	-1,459
Other Entities & Individuals	51,193	50,341	7,007	8,751
TOTAL	51,193	50,341	18,655	20,479

The Council has made a number of loans to third parties to support local businesses and regeneration. Details are set out in the table below;

Counterparty	Purpose of loan	Start date	End Date	Initial Loan Value £000s	Amount Outstanding at 31 March 2017 £000s
Cosworth	To fund the acquisition of specialist machinery at their new factory in the Enterprise Zone	01-Jan-14	01-Jan-19	1,400	700
Saints Rugby Club (NTRFC)	To support stadium expansion and associated development	22-Jan-14	22-Jan-39	5,500	4,404
Unity Leisure	To facilitate the purchase a soft play facility in Northampton.	10-Jul-15	10-Jul-20	300	210
University of Northampton	To support the creation of a waterside campus in Northampton.	10-Mar-16	10-Mar-21	28,500	28,500
		10-Mar-16	10-Mar-56	17,500	17,265

10. CASH AND CASH EQUIVALENTS

31 March 2016 £000s	Cash and Cash Equivalents	31 March 2017 £000s
7	Cash held by the authority	11
7	Total Cash & Giro Accounts	11
-799	Operating Account used as part of cash management/ overdraft	-873
5,250	Deposit Account Facilities with banks	250
3,145	Deposits with money market funds	13,700
8,395	Total Cash Equivalents	13,950
7,603	Total Cash and Cash Equivalents	13,088

11. CURRENT ASSETS HELD FOR SALE

Current 2015/16 £000s	Assets Held for Sale	Current 2016/17 £000s
1,474	Balance outstanding at start of year	1,162
	Assets newly classified as held for sale:	
300	Property Plant and Equipment	
-611	Assets sold	0
-1	Other Movements	-3
1,162	Balance outstanding at year end	1,159

Note: All assets in Held for Sale in 2016/17 are classified as current assets where disposal is anticipated within 12 months.

12. CREDITORS

31 March 2016 £000s	Creditors	31 March 2017 £000s
-10,454	Central Government Bodies	-11,306
-10,359	Other Local Authorities	-10,998
0	Public Corporations and Trading Funds	0
-10,885	Other entities and Individuals	-11,489
-31,698	Total	-33,793

13. PROVISIONS

Long Term Provisions

Long Term Provisions	Insurance Provision £000s	Other Provisions £000s	Total £000s
Balance at 1 April 2016	-48	-5	-53
Additional Provisions Made	-15	0	-15
Amounts Used	17	0	17
Unused amounts reversed	21	0	21
Balance at 31 March 2017	-25	-5	-30

Short Term Provisions

Short Term Provisions	Insurance Provision £000s	Business Rates Appeals £000s	Accumulated Absences £000s	Total £000s
Balance at 1 April 2016	-138	-3,861	-59	-4,057
Additional provisions made	-175	-1,864	0	-2,039
Amounts used	75	978	0	1,053
Unused amounts reversed	18	0	0	18
Unwinding of discounts	0	0	0	0
Balance at 31 March 2017	-220	-4,747	-59	-5,025

a) Insurance Provision

The provision covers the following risks: -

- Liability claims under the policy excess arising from 1992/93 onwards.
- Claims under the policy excess on the Council's own dwellings.

- Claims over the “paid locally” figure but under the excess on the Council’s motor vehicles.
- Death-in-service cover for employees who have council loans for the purchase of cars required for essential purposes.
- Other small miscellaneous items arising from time to time.

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

The estimated cost of outstanding claims is held in the Insurance provision as at 31st March 2017; an actuarial forecast of future valid claims made against 2016/17 and before, is held in the Insurance Reserve.

b) Business Rates Appeals Provision

Following the localisation of the Business Rates Retention Scheme, NBC is now liable for the impact of its share of the effects of any appeals against business rates ratings assessments decided by the Valuation Office Agency (VOA), including the effects of any backdating. The provision at 31st March 2017 is therefore based on the number of appeals that have been made to the VOA at the balance sheet date, split between long-term and short-term, depending on when the appeals are expected to be settled. Disclosure has been made in the Contingent Liabilities note (note 29) for other risks associated with appeals.

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

14. USABLE RESERVES

Movements in the Authority’s usable reserves are detailed in the Movement in Reserves Statement and further detail about earmarked reserves is shown in Note 3.

15. UNUSABLE RESERVES

a) Balances

31 March 2016 £000s	Unusable Reserves	31 March 2017 £000s
-58,760	Revaluation Reserve	-66,984
436	Financial Instruments Adjustment Account	407
-15	Available for Sale Financial Instruments Reserve	-43
-285,695	Capital Adjustment Account	-319,699
-123	Deferred Capital Receipts Reserve	-132
117,919	Pensions Reserve	142,692
-194	Collection Fund Adjustment Account	171
59	Short Term Compensated Absences Account	59
-226,374	Total	-243,529

b) Revaluation Reserve

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

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

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

2015/16			Revaluation Reserve	2016/17		
General Fund £000s	Housing Revenue Account £000s	TOTAL £000s		General Fund £000s	Housing Revenue Account £000s	TOTAL £000s
-45,146	-6,487	-51,633	Balance at 1 April	-50,021	-8,738	-58,759
-6,507	-3,052	-9,559	Upward Revaluation of assets	-6,095	-4,757	-10,852
763	61	824	Downward Revaluation of assets and impairment losses not charged to the Surplus or Deficit on the Provision of Services	1,665	12	1,677
-5,743	-2,991	-8,734	Surplus or Deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	-4,430	-4,745	-9,174
743	196	939	Difference between fair value depreciation and historical cost depreciation	619	250	869
125	544	669	Accumulated gains on assets sold or scrapped	19	62	82
868	740	1,608	Amounts written off to the Capital Adjustment Account	638	312	951
-50,021	-8,738	-58,759	Balance at 31 March	-53,813	-13,170	-66,983

c) Financial Instruments Adjustment Account

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

2015/16 £000s	Financial Instruments Adjustments Account	2016/17 £000s
1,362	Balance as at 1 April	436
0	Transitional Arrangements - Unattached Premia	0
-925	Soft Loans - Statutory Fair Value Adjustments	-29
437	Balance as at 31 March	407

d) Available for Sale Financial Instruments Reserve

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

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised.

2015/16 £000s	Available for Sale Financial Instruments Reserve	2016/17 £000s
-6	Balance as at 1 April	-15
-15	Upward Revaluation of Investments	-12
-21	Surplus or Deficit on revaluation of Investments not posted to the Surplus or Deficit on the Provision of Services	-27
6	Accumulated gains on assets sold and maturing assets written out to the Comprehensive Income and Expenditure as part of Other Investment Income	-15
-15	Balance as at 31 March	-42

e) Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction, or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction, and enhancement. The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant, and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 2 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2015/16			Capital Adjustment Account	2016/17		
General Fund £000s	HRA £000s	Total £000s		General Fund £000s	HRA £000s	Total £000s
-44,276	-219,833	-264,109	Balance at 1 April	-36,773	-248,923	-285,696
			Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:			
2,565	8,680	11,245	Charges for depreciation and impairment of non current assets	2,200	21,193	23,393
10,219	0	10,219	Impairment of Long Term Debtors			0
3,059	13,806	16,865	Revaluation losses on Property, Plant and Equipment	5,410	22,340	27,751
-2,149	-24,055	-26,204	Revaluation gains on Property, Plant and Equipment	-1,182	-54,173	-55,355
326	0	326	Amortisation of intangible assets	175	0	175
3,502	0	3,502	Revenue expenditure funded from capital under statute	3,919	0	3,919
731	6,917	7,648	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	23	5,500	5,523
18,252	5,349	23,601	Total	10,545	-5,139	5,406
-868	-740	-1,608	Adjusting amounts written out of the Revaluation Reserve	-638	-312	-951
17,384	4,609	21,993	Net written out amount of the cost of the Revaluation Reserve	9,907	-5,452	4,455
			Capital financing applied in the year:			
-4,045	-2,371	-6,416	Use of the Capital Receipts Reserve to Finance new capital expenditure	-137	-4,418	-4,556
0	-21,898	-21,898	Use of the Major Repairs Reserve to finance new capital expenditure	0	-13,008	-13,008
-2,676	0	-2,676	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital expenditure	-4,251	0	-4,251
-203	0	-203	- Application of grants to capital financing from the Capital Grants Unapplied Account	-1,237	0	-1,237
-1,262	0	-1,262	Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	-1,299	0	-1,299
-1,830	-9,424	-11,254	Capital expenditure charged against the General Fund and HRA balances	-1,350	-11,513	-12,863
-10,016	-33,693	-43,709	Total	-8,274	-28,940	-37,214
134	-5	129	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	-1,178	-67	-1,245
0	0	0	Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	0	0	0
-36,773	-248,923	-285,695	Balance at 31 March 60	-36,317	-283,383	-319,699

f) Deferred Capital Receipts Reserve

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

2015/16 £000s	Deferred Capital Receipts Reserve	2016/17 £000s
-146	Balance as at 1 April	-123
0	Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0
23	Transfer to the Capital Receipts Reserve upon receipt of cash	-9
-123	Balance as at 31 March	-132

g) Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require a benefit earned to be financed as the Authority makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2015/16 £000s	Pensions Reserve	2016/17 £000s
142,680	Balance as at 1 April	117,919
-25,242	Actuarial gains or losses on pension assets and liabilities	25,299
6,581	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of services in the Comprehensive Income and Expenditure Statement	5,823
-6,096	Employer's pensions contributions and direct payments to pensioners payable in the year	-6,297
-4	Pension contribution adjustment	-52
117,919	Balance as at 31 March	142,692

h) Collection Fund Adjustment Account

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

2015/16 £000s	Collection Fund Adjustment Account	2016/17 £000s
5,899	Balance as at 1 April	-194
-466	Amounts by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	189
-5,627	Amounts by which NNDR income credited to the Comprehensive Income and Expenditure Statement is different from NNDR income calculated for the year in accordance with statutory requirements	176
-194	Balance as at 31 March	171

i) Unequal Pay Back Pay Account

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

j) Short Term Compensated Absences Account

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

2015/16 £000s	Short Term Compensated Absences Account	2016/17 £000s
59	Balance as at 1 April	59
	Movements in year	0
59	Balance as at 31 March	59

16. INTANGIBLE ASSETS

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

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

	Purchased Assets
	£000s
3 Years	230
5 Years	46
10 Years	20
Total	296

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £435k charged to revenue in 2016/17 was charged to the appropriate cost centres and then absorbed as an overhead across all the service headings in the Net Expenditure of Services where the original service charged was an overhead. It is not, therefore, possible to quantify exactly how much of the amortisation is attributable to each service heading.

2015/16		Intangible Assets	2016/17	
Other Assets £000s	Total £000s		Other Assets £000s	Total £000s
5,136	5,136	Balance at start of year	4,682	4,682
-4,101	-4,101	Gross carrying amounts	-3,961	-3,961
		Accumulated amortisation		
1,035	1,035	Net carrying amount at start of year	721	721
100	100	Purchases	9	9
-566	-566	Disposals - Gross value	0	0
566	566	Disposals - Amortisation	0	0
95	95	Revaluation increases or decreases	0	0
-509	-509	Amortisation for the Period	-434	-434
721	721	Net carrying amount at end of year	296	296
4,753	4,753	Comprising:		
		Gross carrying amounts	4,679	4,679
721	721	Net carrying amount at end of year	296	296

c) Material Items

No item of capitalised software is individually material to the financial statements.

17. TRADING ACCOUNTS

The note for this area has been removed in line with the report to Audit Committee 6 March 2017 as not a requirement under the accounting guidelines.

18. POOLED BUDGETS

The note for this area has been removed in line with the report to Audit Committee 6 March 2017 as the numbers are not material.

19. MEMBERS' ALLOWANCES

The Authority paid the following amounts to members of the Council during the year:

2015/16 £000s	Members' Allowances	2016/17 £000s
	Expenditure	
23	Mayor/Deputy Mayor Allowance	25
404	Members' Allowances	424
427	Total	449

20. OFFICERS' REMUNERATION

a) Senior Officers

Position	Position Group	Year	Note	Salary (inc Fees & Allowances) £000s	Compensation for loss of Office £000s	Total Remuneration excl Pension Contributions £000s	Pension Contributions £000s	Total Remuneration inc Pension Contributions £000s
Chief Executive	Head of Paid Service	2016/17		140	0	140	19	159
		2015/16		138	0	138	20	158
Borough Secretary	Monitoring Officer	2016/17		83	0	83	11	94
		2015/16		82	0	82	11	93
Director of Customers & Communities	Director	2016/17		112	0	112	15	127
		2015/16		111	0	111	15	126
Director of Regeneration, Enterprise & Planning	Director	2016/17	1	4	0	4	14	18
		2016/17	1	54	0	54	7	61
2015/16			105	0	105	14	119	
Head of Customer & Cultural Services	Head of Service	2016/17		71	0	71	10	81
		2015/16		71	0	71	9	80
Head of Housing & Wellbeing	Head of Service	2016/17		71	0	71	9	80
		2015/16		71	0	71	9	80
Head of Planning	Head of Service	2016/17		59	0	59	8	67
		2015/16		5	0	5	1	6
Head of Economic Development and Regeneration	Head of Service	2016/17	2	63	0	63	0	63
		2015/16		65	0	65	9	74
Head of Finance (Section 151 Officer)	Head of Service	2016/17	3	62	0	62	0	62
		2015/16		63	0	63	0	63
Totals for the year:		2016/17		656	0	656	93	749
		2015/16		646	0	646	79	724

Notes:

1 - Director of Regeneration, Enterprise and Planning left 31 Oct 2016 - Annualised Salary £124k. This post was covered by an Interim until permanent appointment from March 2017.

2 - Head of Economic Development and Regeneration post left 11 July 16 was covered by John Dale on an acting up basis. John was appointed to the Head of Service post from October 2016. The annualised salary is £79K

3 - Head of Finance is employed by NCC and contracted in as part of the wider LGSS contract. The post currently works 3 days per week for NBC

b) Officers paid over £50,000

The Council is required, under the Accounts and Audit Regulations 2003 (regulation 7(2)) to disclose the number of employees whose remuneration was £50,000 or more (excluding employer's pension contributions). This is shown in bands of £5,000 in the table below:

Note: Senior Officers earning in excess of £50k have been excluded from this note as they are disclosed within Note 36a (Senior Officers).

2015/16 No. of Employees	Remuneration Band	2016/17 No. of Employees
3	£50,000 - £54,999	4
0	£55,000 - £59,999	0
0	£60,000 - £64,999	0

c) Exit Packages

Exit Package cost band (including special payments)	Number of compulsory redundancies		Number of other agreed departures		Total Number of exit packages by cost band		Total cost of exit packages in each band (£000s)	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
£0 - £20,000	9	1	10	0	19	1	179	5
£20,001 - £40,000	3	0	0	0	3	0	75	0
£40,001 - £60,000	0	0	0	0	0	0	0	0
Total	12	1	10	0	22	1	254	5

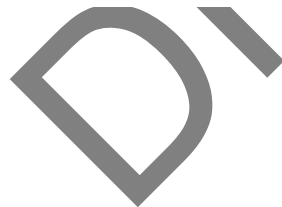
21. EXTERNAL AUDIT COSTS

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

2015/16 £000s	External Audit Costs	2016/17 £000s
98	* Fees payable with regard to external audit services carried out by the appointed auditor (Section 5 Audit Commission Act 1998)	81
11	Fees payable for the certification of Grant Claims and Returns (Section 28 Audit Commission Act 1998)	19
4	Fees payable in respect of other services provided by the appointed auditor	4
54	**Fees payable for dealing with Elector objection	
167	Total	104

*The 2015/16 external audit scale fees have been updated in relation to extra fees regarding additional work linked to the 2015/16 audit

**The 2015/16 figures have been updated to reflect additional audit work on dealing with an Elector objection, £2,000 of which relates to external legal advice obtained by the external auditors



The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2016/17:

2015/16 £000s	Grant Income	2016/17 £000s
	Credited to Taxation and Non-Specific Grant Income	
-4,944	Revenue Support Grant	-3,256
-3,836	New Homes Bonus	-4,910
-1,769	Delapre Abbey Restoration	-1,228
0	Local Growth Fund - Vulcan Works	-125
0	Princess Marina - Residential Standard Charge	-1,218
0	Land at Banbury Lane, Pineham - Standard Charge	-120
335	Princess Marina S106 - transfer to Receipts in Advance	0
-287	Other Grants Individually Less Than £100,000	-349
-10,642	Total	-11,206
	Credited to Services	
-183	Additional Housing Admin. Grant	-221
-1,277	Housing Benefit Admin. Grant	-1,135
-30,637	HRA Rent Rebates Grant	-28,693
-773	Non HRA Rent Rebates	-879
-39,814	Rent Allowance Grant	-37,526
0	EU Referendum Cost Reimbursement	-317
0	Police & Crime Commissioner Election	-287
-219	Property Searches New Burdens Payment	-61
-316	Discretionary Housing Payments	-398
-264	Section 106 Contributions	-148
-2,389	Northamptonshire County Council Recycling Credits	-2,531
-166	Northampton County Council Contribution for Grounds Maintenance	-166
-98	Joint Planning Unit Contribution	-102
-93	Total of Other Grants not included in the above	-266
-76,229	Total	-72,730

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

2015/16 £000s	Grant Income Unapplied - Current Liabilities	2016/17 £000s
	Capital Grants Receipts in Advance	
10	Other Grants/Contributions Individually Less Than £100,000	10
10	Total - Capital Receipts in Advance	10
	Revenue Grants Receipts in Advance:	
1	Grants/Contributions Individually Less Than £100,000	1
11	Total - all Receipts in Advance	11

Long-Term Liabilities

2015/16 £000s	Grant Income Unapplied - Long-Term Liabilities	2016/17 £000s
	Capital Grants Receipts in Advance:	
873	S106 - SW Country Park - Swan Valley	873
442	S106 - Land at Upton SWD Ph1 re Country Park	367
125	S106 - Southern Development Link road	125
1,612	S106 - Princess Marina	384
346	S106 - Sainsbury's Sixfields	346
103	S106 - Newport Pagnell Rd Off-Site Open Space	54
850	S106 - Land at Booth Rise	850
70	S106 - Former Millway School Site	0
2,109	S106 - Banbury Lane	1,937
437	S106 - Wellingborough Rd	405
311	S106 - Goldings School	266
262	S106 - Former Abington Vale School Site	465
335	S106 - Old Towcester Road	354
0	S106 - Project Angel	130
1,021	West Northamptonshire Development Corporation	1,031
0	Local Growth Fund re Vulcan Works	1,258
150	Albion Place Public Realm Contribution	150
561	Other Grants/Contributions Individually Less Than £100,000	630
9,607	Total - Capital Receipts in Advance	9,625
	Revenue Grants Receipts in Advance:	
155	S106 - Pineham	155
154	Upton Site F&G - Disocounted Standard Charge	0
232	Other Grants/Contributions Individually Less Than £100,000	436
541	Total - Revenue Receipts in Advance	591
10,148	Total - all Receipts in Advance	10,216

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

Central Government

Central Government has effective control over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates and provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. housing benefits). Grants received from government departments are set in Note 31 Amounts Reported for Resource Allocation Decisions. Any amounts outstanding are reported in Note 38 Grant Income.

Northampton Partnership Homes

Northampton Partnership Homes is a fully owned subsidiary of The Council, and is incorporated on the group accounts which are shown alongside the core financial statements. Northampton Partnership Homes was incorporated on the 30th April 2014 and commenced trading on the 5th January 2015. Northampton Partnership Homes is an Arm's Length Management Organisation that is wholly owned by the Council, but which has its own board of Directors. It is a company Limited by Guarantee (CLG) and is a not for profit organisation. Further information on Northampton Partnership Homes and details of transactions can be found in the Group Accounts section.

Members of the Council

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2016/17 is shown in Note 35.

During 2016/17 expenditure to the value of £1.7m (2015/16 £1.8m) was paid or granted to parties where members had an interest or where they serve as a nominated representative on the outside body. Income to the value of £0.2m (restated 2015/16 £0.4m) was receivable from these parties. Parties with transactions over £200k are shown below:

2015/16 £000s	Related Parties - Expenditure	2016/17 £000s
214	Northampton Leisure Trust	22
427	Northampton Theatres Trust	353
382	Brackmills Bid	325
253	Northampton Town Centre Bid	314
198	Delapre Abbey Preservation Trust	
	Revenue	237
	Capital	202

At 31st March 2017, the outstanding balances with these parties were debtors of £53k (2015/16 £148k); creditors of £36k (2015/16 £215k).

Contracts were entered into in full compliance with the Council's standing orders and all grants were made with proper consideration of declarations of interests. The relevant members did not take part in any discussions or decisions that involved their disclosed interests. The Register of Members' Interest is open to public inspection at The Guildhall, Northampton during office hours and is available on the Council's website.

A number of the Members of Northampton Borough Council are also members of Northamptonshire County Council. Material transactions with Northamptonshire County Council have been disclosed elsewhere in the accounts, see Notes 22 and 28.

Additionally, a number of Members are also Parish Councillors within the district of Northampton Borough Council. As above, these members did not take part in discussions related to these bodies.

One Member is also on the South East Midlands Local Enterprise Partnership (SEMLEP) Board. SEMLEP is the economic development partnership for the South East Midlands, a company operated jointly by the public and private sectors. SEMLEP is the lead body for the Enterprise Zone, administered by NBC. Additionally, SEMLEP is the accountable body (through Luton Borough Council, the administering body) for payments from DCLG's Growing Places Fund. NBC took out a £6.6m Growing Places Fund loan in 2014/15.

NBC is working in partnership with the Delapre Abbey Preservation Trust (DAPT) in regards to the Delapre Abbey Restoration Project, and has a member on the DAPT Board of Trustees. In 2016/17 NBC paid across to DAPT £138k (2015/16 £12k) as part of a £150k NBC start up grant, £100k grant payment to assist with delays and cash flow, and £202k in capital grants (2015/16 Nil) in relation to parts of the Abbey restoration project being delivered by DAPT. In 2015/16, NBC paid across to DAPT £198k (2016/17 Nil) in relation to forward funding of HLF grant monies for activity and other revenue project costs which will be funded from the HLF grant.

Senior Officers of the Council

During 2016/17 the only disclosures made by Senior Officers were in relation to roles at other Local Authority bodies, namely:

- 1) Northamptonshire County Council (see above within Members disclosures for reference of material transactions disclosed with NCC elsewhere in the accounts)
- 2) East Northamptonshire District Council (see 'Other Public Bodies' below)

Other Public Bodies

In 2013/14 the Council transferred the majority of its support services to LGSS, a Partnership established by the County Councils of Northamptonshire and Cambridgeshire, where NBC is an Added Value Partner. Following this transfer, an NBC member is now a representative on the LGSS Panel.

The Chief Financial Officer (Section 151 Officer) for NBC is also contracted from LGSS, who is shared on a part-time basis with East Northamptonshire District Council.

The Council is also involved in a number of joint working initiatives across the county with various other Local Authorities, for instance the Joint Planning Unit and Waste Management Partnership. In this capacity, a number of NBC Members have representations on their running boards. None of these relationships are considered material to either party involved both in terms of the value of transactions or the potential for the authority to control or influence NBC's actions to materially affect transactions or balances.

24. CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

2015/16 £000s	Capital Expenditure and Financing	2016/17 £000s
251,229	Opening Capital Financing Requirement	299,903
	Capital Investment	
39,773	Property, Plant & Equipment	33,733
2,971	Heritage Assets	3,620
1	Investment Properties	60
100	Intangible Assets	9
3,502	Revenue Expenditure Funded from Capital under Statute	3,919
46,300	Loans to third parties	0
92,647	Total	41,341
	Sources of Finance	
-5,468	Capital Receipts	-5,256
-948	Sums set aside from Capital Receipts	0
-2,878	Government Grants and Other Contributions	-5,488
-1,262	Sums Set aside from Revenue	-1,299
-265	Write Down of Third Party Loans	-515
-33,152	Direct Revenue contributions	-25,871
-43,973	Total	-38,429
299,903	Closing Capital Financing Requirement	302,815

2015/16 £000s	Capital Financing Requirement	2016/17 £000s
251,229	Opening Capital Financing Requirement	299,903
48,674	Increase in underlying need to borrow (unsupported by government financial assistance)	2,912
0	Assets acquired under finance lease	0
48,674	Increase/(decrease) in Capital Financing Requirement	2,912
299,903	Closing Capital Financing Requirement	302,815

25. LEASES

Authority as Lessee

Finance Leases

- a) The Council has a number of assets that are required to be treated as finance leases under IFRS accounting rules. These include recycling equipment, IT software and a specialist vehicle. The assets acquired under these leases are carried in the Balance Sheet at the following net amounts:

31 March 2016 £000s	Local Authority as Lessee - Finance Leases	31 March 2017 £000s
157	Vehicles, Plant, Furniture and Equipment	100
191	Intangible Fixed Assets	121
348	Total	221

- b) The Authority is committed to making minimum payments under these leases comprising settlement of the long term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding. The present value of the leases and the future minimum lease payments at the balance sheet date are as follows:

31 March 2016 £000s	Local Authority as Lessee - Finance Leases	31 March 2017 £000s
	Future minimum lease payments	
166	Vehicles, Plant, Furniture and Equipment	107
203	Intangible Fixed Assets	131
369	Future minimum lease payments	238
	Net present value of minimum lease payments	
156	Current	127
192	Non-current	100
348	Present value of minimum lease payments	227
21	Finance costs payable in future years	11

- c) The present value of the leases and the minimum lease payments at the balance sheet date split over the over future periods are as follows:

31-Mar-16		Local Authority as Lessee - Finance Leases	31-Mar-17	
Present Value of Leases £000s	Minimum Lease Payments £000s		Present Value of Leases £000s	Minimum Lease Payments £000s
156	170	Not later than one year	127	136
192	199	Later than one year and not later than five years	100	102
348	369	Total	227	238

- d) The Council has no sub leases required to be treated as finance leases

- e) The Council leases IT equipment, gym equipment and vehicles financed under the terms of operating leases. The future minimum lease payments due under non-cancellable leases in future years are:

The authority sub-leases housing contract hire vehicles to the Northampton Partnership Homes (NPH) for the provision of housing services.

31 March 2016 £000s	Local Authority as Lessee - Operating Leases	31 March 2017 £000s
509	Not later than one year	500
218	Later than one year and not later than five years	180
0	Later than 5 years	0
727	Minimum lease payments	680
-632	Future minimum sub-lease payments receivable	-632

- f) Charges to revenue

The expenditure charged to the Council's Comprehensive Income and Expenditure Statement during the year in relation to operating leases was:

2015/16 £000s	Local Authority as Lessee - Operating Leases	2016/17 £000s
	Minimum lease payments	
510	Contract Hire	453
23	Other	23
-375	Sublease payments receivable	-429
158	Total	47

Authority as Lessor

Finance Leases

- g) The authority has two lessor property leases that have been assessed as finance leases.

The gross investment in the leases and the minimum lease payments receivable at the balance sheet date are as follows:

31 March 2016 £000s	Leases - Authority as Lessor - Finance Leases	31 March 2017 £000s
	Gross investment in leases	
158	Other Land and Buildings	141
	Net present value of minimum lease payments	
8	Current	9
100	Non-current	91
108	Present value of minimum lease payments receivable	100
50	Unearned finance income	41

- h) The gross investment in the leases and the minimum lease payments receivable at the balance sheet date split over the future periods are as follows:

31 March 2016		Leases - Authority as Lessor - Finance Leases	31 March 2017	
Gross investment in leases £000s	NPV of minimum Lease payments receivable £000s		Gross investment in leases £000s	NPV of minimum Lease payments receivable £000s
17	8	Not later than one year	17	9
69	41	Later than one year and not later than five years	69	44
72	59	Later than five years	55	46
158	108	Minimum lease payments receivable	141	99

In respect of pre-existing leases as at 31 March 2010 the Authority has adopted the mitigation contained in The Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2010.

Operating Leases

- i) Periods

The Authority leases out property under operating leases for the following purposes:

- The provision of other land and buildings including shops and industrial units to meet local demand for commercial premises.
- The provision of community assets to meet residents' community needs.
- To provide infrastructure enabling current and future construction to service local demand for housing and commercial property.

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

31 March 2016 £000s	Local Authority as Lessor - Operating Leases - Minimum Lease Payments	31 March 2017 £000s
2,353	Not later than one year	2,267
6,631	Later than one year and not later than five years	6,172
47,422	Later than 5 years	46,089
56,406	Total	54,528

The minimum lease payments receivable do not include rents that are contingent on future events, such as adjustments following rent reviews.

Note: Assets provided under operating leases, where the Council is lessor, have been included in the Council's disclosures on owned assets.

26. IMPAIRMENT LOSSES

No assets were impaired during 2016/17.

During 2015/16 assets impaired relates to a loan to Northampton Town Football Club (NTFC).

The outstanding value of the loan of £10.22m was impaired within the 2015/16 Statement of Accounts and is shown within Corporate and Democratic Core on the face of the CIES statement.

However there is no impact on the General Fund balance as the original loan was capital in nature, and therefore has been reversed through the Movement in Reserves Statement to the Capital Adjustment Account. This has been done in line with proper accounting practices.

27. TERMINATION BENEFITS

There were no material or significant termination benefits paid in 2016/17 as set out in note 20c.

28. DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes:

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

The Authority participates in one post-employment scheme:

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

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:

DRAFT

Local Government Pension Scheme 2015/16 £000s	Comprehensive Income and Expenditure Statement	Local Government Pension Scheme 2016/17 £000s
	COST OF SERVICE:	
	Service cost comprising:	
2,069	Current service cost	1,778
10	Past service cost (including curtailments)	0
0	Gain from settlements	0
-4	Pension contribution adjustment	-52
	Financing and Investment Income and Expenditure	
4,502	Net interest expense	4,045
6,577	Total Post-employment Benefits charged to the Surplus or Deficit on the Provision of Services	5,771
	OTHER POST-EMPLOYMENT BENEFITS CHARGED TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT:	
	Remeasurement of the net defined benefit liability comprising:	
3,995	Return on plan assets (excluding the amount included in the net interest expense)	39,260
0	Actuarial gains and losses arising on changes in demographic assumptions	3,503
-23,514	Actuarial gains and losses arising on changes in financial assumptions	-50,852
-5,723	Other expenditure	-17,210
-18,665	Total Post-employment Benefits charged to the Comprehensive Income and Expenditure Statement:	-19,528
	MOVEMENT IN RESERVE STATEMENT:	
18,661	Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	-31,122
	Actual amount charged against the General Fund Balance for pensions in the year:	
6,096	Employers' contributions payable to scheme	6,297

The amounts included in the Balance Sheet arising from the authority's obligation in respect of its defined benefit plans are as follows:

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s
Present value of the defined benefit obligation	267,684	330,805	13,465	14,862	281,149	345,667
Fair value of plan assets	-163,230	-202,975	0	0	-163,230	-202,975
Net liability arising from defined benefit obligation	104,454	127,830	13,465	14,862	117,919	142,692

Reconciliation of the Movements in Fair Value of Scheme (Plan) Assets:

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s
Opening fair value of scheme assets	167,340	163,230	0	0	167,340	163,230
Interest income	5,269	5,620	0	0	5,269	5,620
Remeasurement gain/(loss):						
The return on plan assets, excluding the amount included in the net interest expense	- 3,995	39,260	0	0	-3,995	39,260
Contributions from employer	5,223	5,433	877	916	6,100	6,349
Contribution from employees into the Scheme	478	467	0	0	478	467
Benefits Paid:	-11,085	-11,035	-877	-916	-11,962	-11,951
Assets Distributed in Settlements	0	0	0	0	0	0
Closing fair value of scheme assets	163,230	202,975	0	0	163,230	202,975

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

	Local Government Pension Scheme		Discretionary Benefits Arrangements*		Total	
	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s
Opening balance at 1 April	310,896	282,065	-876	-916	310,020	281,149
Current service cost	2,069	1,778	0	0	2,069	1,778
Interest cost	9,771	9,665	0	0	9,771	9,665
Contribution from scheme participants	478	467	0	0	478	467
Remeasurement gain/(loss):					0	0
Actuarial gain/losses arising from changes in demographic assumptions	0	-3,503	0	0	0	-3,503
Actuarial gain/losses arising from changes in financial assumptions	-23,514	50,852	0	0	-23,514	50,852
Other expenditure	-5,723	17,210	0	0	-5,723	17,210
Past service cost	10	0	0	0	10	0
Losses/(gains) on curtailment:			0	0	0	0
Benefits Paid	-11,085	-11,035	-877	-916	-11,962	-11,951
Liabilities extinguished on settlements	0	0	0	0	0	0
Closing present value of scheme liabilities	282,902	347,499	-1,753	-1,832	281,149	345,667

*Where provided by The Actuary, the split between LGPS and Discretionary Benefits Arrangements has been disclosed.

Local Government Pension Scheme assets comprised:

Fair value of scheme assets ₁	Assets comprised of:	Fair value of scheme assets ₁
2015/16 £000		2016/17 £000
3,062	Cash and cash equivalents	4,851
	Equity instruments:	
	By industry type₂	
12,931	Consumer	14,820
0	Manufacturing	474
6,451	Energy and utilities	12,041
12,168	Financial institutions	14,870
7,480	Health and care	7,137
11,252	Information technology	13,838
9,794	Other	13,438
60,076	Total Equity	76,617
	Bonds:	
	By sector	
13,817	Government	18,260
13,817	Total Bonds	18,260
	Private Equity:	
97	Overseas	340
97	Total Private Equity	340
	Property:	
14,655	Retail	15,766
14,655	Total Property	15,766
	Investment Funds and Unit Trusts:	
55,818	Equities	70,997
15,705	Bonds	16,144
71,523	Total Investment Funds and Unit Trusts	87,141

₁ All scheme assets have quoted prices in active markets

₂ The risks relating to assets in the scheme are also analysed by company size below:

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

Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 1 April 2013.

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme		Discretionary Benefits Arrangements*	
	2015/16 £000s	2016/17 £000s	2015/16 £000s	2016/17 £000s
Mortality Assumptions				
Longevity at 65 for Current Pensioners:				
Men	22.3	22.1		
Women	24.3	24.2		
Longevity at 65 for Future Pensioners:				
Men	24	23.9	-	-
Women	26.6	26.1	-	-
Other:				
Rate of Increase in Pensions	2%	2%	-	-
Rate of Increase in Salaries **	4%	3%	-	-
Rate for Discounting Scheme Liabilities	4%	3%	-	-

*Where provided by The Actuary, the split between LGPS and Discretionary Benefits Arrangements has been disclosed.

** Salary Increases are assumed to be 1% p.a until 31 March 2016 reverting to the long term assumption shown.

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

Change in assumptions at 31 March 2017:	Approximate increase to Employer Liability %	Approximate Monetary Amount £000s
0.5% decrease in Real Discount Rate	8%	27,729
0.5% increase in the salary increase rate	1%	2,147
0.5% increase in the Pension Increase Rate	7%	25,314

Asset and Liability Matching (ALM) Strategy

The pensions committee of Northamptonshire County Council has agreed to an asset and liability matching strategy (ALM) that matches, to the extent possible, the types of asset invested to the liabilities in the defined benefit obligation. The fund has matched assets to the pensions' obligations by investing in long-term fixed interest securities and index linked gilt edged investment with maturities that match the benefits payments as they fall due. This is balanced with a need to maintain the liquidity of the fund to ensure that it is able to make current payments. As is required by the pensions and (where relevant) investment regulations the suitability of various types of investment have been considered, as has the need to diversify investments to reduce the risk of being invested in too narrow a range. A large proportion of the assets relate to equities (71% of scheme assets) and bonds (18%). These percentages are materially the same as the comparative year. The scheme also invests in properties as a part of the diversification of the scheme's investments.

Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales).

The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earnings schemes to pay pensions and other benefits to certain public servants.

29. CONTINGENT LIABILITIES

The Council is potentially liable for the following:

Northampton Partnership Homes

- As set out in the explanatory forward and Group Accounts, NBC set up an Arm's Length Management Organisation on 5th January 2015, Northampton Partnership Homes (NPH). NPH is a company limited by guarantee, and as such, NBC is liable for all losses experienced by NPH, and is also the guarantor for NPH's pension liabilities. See Group Accounts for disclosure of the financial performance of NPH in 2016/17.

Business Rates

- Following new Local Authority funding arrangements for Business Rates in April 2013, NBC now assumes a proportion of the liability for refunding businesses who appeal to the Valuation Office (VO) against the rateable value of their properties.
- The VO published a list of appeals outstanding up to 31st March 2017 in April 17. Estimates for these appeals that had been lodged and their success judged to be probable under IAS 37 have been provided for, see note 13.
- The estimated value of appeals within NBC's billing authority borders that had been lodged but their success deemed only possible as per IAS 37 totalled £15m. These therefore constitute a contingent liability, with NBC's share (40%) of these appeals being £5.9m.
- Additionally, it is possible that other appeals will be lodged by businesses in the future against rateable values. As the value and timing of these appeals by their nature cannot be known, it is necessary to recognise this as a contingent liability.
- The VOA have advised that Virgin Media intend to withdraw their appeal relating to the proposal to merge the Virgin Media network, that appears in councils rating lists countrywide, into a single national assessment, appearing from 1 April 2010. However this remains as a Contingent Liability until the VOA advises this has happened. The rateable value (RV) in relation to Virgin Media within NBC's billing authority borders is £0.9m. If this proposal is approved, this could see the removal of the full £0.9m RV from NBC's rating list, which equates to approximately £0.4m in net rates per annum. If backdated, this would have a negative impact of £3.0m, with NBC's share (40%) of this being £1.2m.

Other – various

- A capital grant received from the East Midland Development Agency (EMDA) for site clearance of the Blueberry Diner. The grant was awarded on condition of scheme completion within a fixed time period and, due to that time period not having been complied with, up to the full amount of the grant of £0.2m may be clawed back by EMDA. However, although no formal agreement is currently in place, the Council has been in positive discussions with HCA over agreeing variations to the original terms and been agreeable to extension of time for development to be completed. HCA is making endeavours to secure a development partner for this site and is keeping EMDA fully updated of the progress. To date they have continued to be supportive. It is unlikely for this funding will need to be returned and is disclosed as a contingency only.
- The Council has received Deposits under Section 106 agreements, which may be repayable if the conditions for each agreement are not met. No provision has been made in the Accounts for any

interest that may become repayable under the terms of the individual agreements. In the event that every one of these deposits becomes repayable with interest, the Council's maximum liability for interest payable as at 31st March 2017 is estimated to be £0.7m.

- Financial guarantee for Home Group - a Housing Association. Under the 1987 (Bond issue) "Under the 1987 [bond issue] Home Group raised finance to carry out development in a number of local authority areas. In so doing they entered into arrangements with local authorities for the purchase of land in return for nomination rights over 50% of the properties constructed. In addition the local authorities agreed to indemnify bond holders against a fixed percentage of indebtedness under the bonds incurred by Home Group. Home Group in turn gave a counter indemnity to the said local authorities in the same amount. Thus, for so long as Home Group remains solvent, there is no practical likelihood of a claim under the indemnity being made against a participant local authority.

The NBC proportion is 1.35% of £82.5m representing a value of £1.1m

- A capital grant has been agreed by the Heritage Lottery Fund to part fund the Delapre Abbey, which is now substantially completed. Non-compliance with the grant funding conditions could trigger clawback of funds to the HLF. These grant conditions are monitored by Council Project Officers.
- There are a number of outstanding insurance claims that have been received of £1.27m as assessed by our Insurance Actuary. These have been assessed and an estimated provision has been charged to the accounts of £0.25m, therefore the estimated value of the insurance claims outstanding is £1.03m.
- The council's environmental services contractor has a number of disputes with NBC that it has indicated it will pursue in court.
- There are a number of other contingent liabilities totalling £358k covering small claims, property search claims and employment tribunal claims that are considered insignificant.
- HR claims for NPH employees which if go to tribunal, could cost £158,000.
- Errors, anomalies and poor record keeping have been identified in the administration of the Council's Empty Homes Scheme (2012-14). The amount of money that the Council can expect to recover from the property owners will need to be recalculated. In many cases, this will result in the Owners financial obligation reducing.

30. CONTINGENT ASSETS

The Council is currently monitoring the following contingent assets:

- Northampton Waterside Enterprise Zone is funded from Business Rates uplift within its boundaries. Expenditure relating to administration and infrastructure loan costs has exceeded income receipts from business rates uplift, these sums will be reimbursed when the income from the projects exceeds expenditure. To date, the value to be reimbursed from Business rates uplift totals £2.049m.
- NBC have lodged a court claim for money lent to Northampton Town Football club, and is expected to issue further claims in the future.
- Historic costs associated with the redevelopment of Grosvenor/Greyfriars may be reimbursed by the developer depending on agreement of contract terms and the timing of that agreement. The expectation is in the region of £0.1m.

- There is an obligation upon National Grid (NG) (owners of property) to pay to NBC part of monies advanced by WNDC to NG for remediation of land. Payment due to NBC by 2019 or on sale of the land affected estimated at £0.75m.
- Upon completion of works by NBC, obligation on Reef Estates Limited to pay "Highways Contribution" to NBC of approximately £0.1m.

31. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

- **Credit risk** – the possibility that other parties might fail to pay amounts due to the Authority;
- **Liquidity risk** – the possibility that the Authority might not have funds available to meet its commitments to make payments; and
- **Market risk** – the possibility that financial loss might arise for the Authority as a result of changes in interest rates and stock market movements.

The Council's risk management processes consider the unpredictability of financial markets and seek to minimise potential adverse effects on the resources available to fund services. The Local Government Act 2003 places a statutory duty on the Council to have regard to guidance issued or specified by the Secretary of State. This guidance includes the CIPFA Treasury Management Code of Practice. Treasury risk management is undertaken by the LGSS treasury team under policies approved by the Council in its Treasury Management Policy Statement, Treasury Management Practices and accompanying Schedules and the annual Treasury Management Strategy. These contain overall principles for risk management and specific risks which include credit and counterparty risk, liquidity risk, interest rate risk, exchange rate risk, refinancing risk, legal and regulatory risk, and market risk.

Credit Risk

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

The risk exposure from investment counterparties is minimised through policies and procedures set out in the Council's Treasury Management Practices and accompanying Schedules and its Annual Investment Strategy. These require that deposits are not made with financial institutions unless they meet identified minimum credit criteria that include, but is not entirely dependent on, external credit ratings, including sovereign ratings.

The Annual Investment Strategy also imposes value and investment period limits for each category of approved counterparty. The maximum limits for placements with individual or group counterparties in 2016-17 were £20m and 3 years for the UK government and UK nationalised or part nationalised banking institutions, £15m and 3 years for other UK counterparties and overseas counterparties with AAA sovereign ratings, £15m for AAA CNAV Money Market Funds and £10m and 3 years for UK local authorities and overseas counterparties with AA+ sovereign rating. Within this ceiling, lower limits apply in many instances depending on credit ratings and other factors specific to each institution.

Due to the nature of its business, the Council does not assess operational customers for credit worthiness and does not set credit limits on customers. In relation to mortgages, the Authority holds an equity stake in each relevant property as collateral against the mortgage outstanding. There are also

certain exceptional circumstances under which the Council has placed a charge on a property as collateral against a specific debt. Business customers are not given individual credit limits.

To support local economic regeneration the Council has made third party loans to local organisations. Assessment of the credit risk to the authority from the loans is undertaken as part of the due diligence work.

In 2015-16 the Council experienced default on a loan to a third party - see Narrative Report -Significant Events and note 42 – Impairments. Due to the individual circumstances of this default this does not in itself increase the likelihood of default on other third party loans.

The Council's maximum exposure to credit risk in relation to its investments totalling £52.6m in banks, building societies and other institutions cannot be assessed generally as the risk of any counterparty failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2017 that this was likely to crystallise

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

Estimated Maximum Exposure to Default and Uncollectability at 31 March 2016 £000s	Credit Risk	Amount at 31 March 2017 £000s	Historical Experience of Default at 31 March 2017 %	Historical Experience Adjusted for Market Conditions at 31 March 2017 %	Estimated Maximum Exposure to Default and Uncollectability at 31 March 2017 £000s
0	Third Party Loans	50,235	0.00%	0.00	0
0	Mortgages	15	0.00%	0.00	0
0	Finance Leases	99	0.00%	0.00	0
54	Customers: Tenants	2,255	2.44%	2.44%	55
1,292	Customers: Sundry Debtors	6,736	23.06%	23.06%	1,553
0	Deposits with Banks and Financial Institutions	52,597	0.00%	0.00	0
1,346	Total	111,938			1,608

No credit limits were exceeded during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits. The Council held no investments in the form of bonds during 2016-17.

With the exception of third party loans and mortgagees, the Council does not generally allow credit for its customers.

As shown in Table 1, at 31st March there were outstanding loans to third parties of £50.2m. Such loans, by their nature, do carry a degree of risk. However all are secured according to the terms of the individual loan agreement.

Of the £111.9m total exposure to credit risk £9.0m is past its due date for payment. The past due, but not impaired, amount can be analysed by age as follows:

Amount at 31 March 2016 £000s	Aged Debt Analysis	Amount at 31 March 2017 £000s
4,640	Less than three months	4,439
1,433	Three to six months	961
239	Six months to one year	140
838	More than one year	3,452
7,150	Total	8,992

Impairment on the debtor's financial asset has been identified, standing at a total of £8.42m at the end of 2016-17

Collateral

The authority holds collateral against a number of mortgages. The balance sheet value of the principal amount outstanding is currently £15k (£15k in 2015-16). The terms and conditions relating to the pledge are standard in all the mortgages held and set out the rights and responsibilities of the Council and the mortgage holder

All loans made by the Council to third parties are secured according to the terms of each individual loan agreement.

Liquidity Risk

The Council has a comprehensive cash flow management system in place that seeks to ensure that cash is available as needed. In the event of unexpected movements to the downside, the Council has ready access to borrowings from the money markets and (for capital expenditure purposes) from the Public Works Loan Board (PWLb). There is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The strategy is to manage loans that are due to mature within any rolling three-year period through a combination of careful planning of new loans taken out and (where it is economic to do so) making early repayments.

31 March 2016 £000s	Maturity Profiles of Financial Liabilities	31 March 2017 £000s
-22,570	Less than one year	-19,336
-13,175	One to two years	-20,623
-50,166	Two to five years	-43,673
-207,336	More than five years	-203,506
-293,247	Total	-287,138

Amounts maturing within one year include short term creditors, short term grants and Section 106 funding commitments, short term borrowing, principal due within 12 months on annuity and EIP (Equal Interest Instalment) loans, and long term loans maturing within the next 12 months. PWLB loans totalling £5m are due for maturity during 2017-18. Repayment of these will be funded from internal borrowing, new loans, or a combination of both. Longer term maturities consist of long term debt (including finance leases), and long term grants and Section 106 funding.

Market Risk

Interest Rate Risk

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

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

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

The authority has a number of strategies for managing interest rate risk. For example, during periods of falling interest rates and where economic circumstances make it favourable, fixed rate loans may be repaid early to limit exposure to losses.

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

According to this assessment strategy, at 31 March 2017, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

31 March 2016 £000s	Market Risk	31 March 2017 £000s
93	Increase in interest payable on variable rate borrowing	3
-242	Increase in interest receivable on variable rate investments	-317
-149	Impact on Surplus or Deficit on the Provision of Services	-314
31	Share of overall impact credited to the HRA	116
-118	Impact remaining on General Fund	-198
256	Increase in fair value of fixed rate investment assets	137
256	Impact on Other Comprehensive Income and Expenditure	137
156	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)	236

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

Price Risk

The authority does not invest in equity shares and therefore has no exposure to loss arising from movements in share prices.

Foreign Exchange Risk

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

Paragraph 4.10.4.5 of the Code of Practice on Local Authority Accounting requires the disclosure of Heritage Assets acquired through purchase and donation, and disposed of, over the last five years. It also allows for this information not to be given for any period prior to 1 April 2010 where it is not practicable. This is the case for Northampton Borough Council.

There was a large collecting programme of trainers to enhance the shoe collection between April 2009 and April 2012. This amounted to £75k for which the museum was given a purchase grant by the Heritage Lottery Fund. Since 1 April 2012 a number of shoes, social and military history artefacts, archaeology and art works have been donated to the museum the aggregate value of which is less than £3k. There were two significant donations of artworks in 2014. Local artist Peter Newcombe donated twelve framed and glazed pictures depicting John Clare 'Shepherd's Calendar' in medium of pen, wash and other media, with a valuation of £50k. The second major donation was of an oil painting 'And Then the Comet Came and Changed All Things' by Roberta Booth (1947-2014), with a valuation of £7k.

There have been two disposals from the collections which have realised a financial return. In March 2011, a collection of mounted natural history specimens sold at auction for £52k, which has been taken to be its carrying value at the time. In July 2014 an Egyptian statue was sold at auction for £14m, with NBC receiving £8.239m payment from the sale.

33. HERITAGE ASSETS – COLLECTIONS AND POLICIES

Collections

1. Designated Shoe Collection

The collection of shoes and related objects from the industry is recognised by Arts Council England as a Designated Collection of national and international importance. The Shoe Collection is the largest collection of shoe heritage and related shoe industry objects in the world. The Shoe Collection began purely as a collection of footwear, however, over the years this has developed into a collection including over 12,000 shoes and covering the whole of the footwear industry worldwide. In total the collection contains over 60,000 objects and can be analysed into the following subdivisions: Footwear, Machinery, Tools, Lasts, Patterns and Material associated with the selling of shoes, Polish, Shoe Trees and other items used in the care of shoes, including shoe repairing, Factory Furniture and Fittings, Overshoes, Spats, Gaiters, Ice Skates and other items worn with shoes (excluding hosiery), Objects shaped like shoes and depicting shoes, Archival material including catalogues, photographs and trade magazines and Prints and paintings of shoes and shoemakers.

2. Archaeology Collection

For over a century, Northampton Museums has collected archaeological material. The majority of archaeological material now coming to light in the county is the product of contract excavations in advance of development. Significant collections include Bronze Age pottery, Iron Age finds from Hunsbury, Roman finds from Duston and Irchester, pottery, weapons and jewellery from Anglo-Saxon cemeteries and many other objects were first collected in the 19th century. This set the scene for collecting and through excavations and fieldwork this has carried on ever since. There is a Numismatic Collection of about 12,000 items, principally locally found Roman, English Medieval and later coins and tokens. Particular strengths are the coins from Northampton Mint, and a large number of Northamptonshire tokens and checks. There is also a collection of approximately 800 medals relating to local people, clubs or societies. There is a small ancient Egyptian collection of approximately 250 items.

3. Art Collection

The greater part of the fine art collection consists of British easel paintings and works on paper, from the 19th and 20th centuries. The collection's greatest strength lies in landscapes and portraits, topographical works and graphic art from 1960-2000. The collection has strong representation from local, professional artists, some of whom have been recognised nationally and are often linked to the 100 year old Town & County Art Society. The non-British pictures include an important group of 15th to 18th century Italian paintings - works of high quality by secondary masters, particularly from the Venetian School, most of which were consciously collected between 1967 and 1987 as a result of a former policy which sought to concentrate purchases in this one area of the collection. At present there are approximately 2,700 items in the Art Collection which fall into the following categories: Watercolours, Drawings, Prints (contemporary), Mixed Media (excluding drawings), and Sculpture.

4. Decorative Art

The current collection encompasses ceramics, glassware, and metal ware. The great areas of strength are the fine collections of British and Oriental ceramics given early in the 20th century by five private collectors. There are approximately 4,100 items in the decorative art collection (excluding furniture): Ceramics – British (and some Continental and North African), Glass – British (and some Irish), Metalwork, Enamels, and Oriental Collections (ceramics, bronzes and miscellaneous).

5. Ethnography

The ethnographic collection consists of about 300 historic (not contemporary) objects from India, China and Japan, Africa, North America and. Many objects were purchased in the early to mid-20th century to enhance the displays at Abington Museum or acquired as the result of local collecting as well as some casual donations.

6. Geology

A substantial number of Geological items were given to the Museum in the forty years following its founding in 1866, principally by the Third and Fourth Marquesses of Northampton and Beeby Thompson. The collection consists of about 40,000 items of which 75% are Northamptonshire Jurassic finds. The remaining 25% consists of fossils from outside the county, and a worldwide mineral collection.

7. Natural History

The small Natural History Collection consists of a few mounted specimens and small collections of birds' eggs.

8. Social History

In general, the Social History collection covers historical material post 1600 to the present that does not fall within another collection and includes fashion and costume. – The collection covers community life including civic affairs, working life, and the full range of personal and domestic life material.

9. Northamptonshire Regiment and Yeomanry

Northampton Borough Council is the sole trustee for the Northamptonshire Regimental Museum and Northamptonshire Yeomanry Regimental Museum Trust. The collecting for these collections will follow

the inherent themes for regimental collections – reflecting both the military and civilian aspects of the Regiments impact.

Policies

The Council maintains a record of its heritage assets within its asset register supplemented by the detailed records held by the relevant departments.

Some museum heritage assets are on display at the Authority's two museums; while others are held at secure locations in storage e.g. while awaiting conservation work. Access to the civic regalia is limited to appropriate occasions, such as the use of the mace and mayor's chain at Council meetings. The statues, buildings, and similar heritage assets are largely accessible to the public to view in the parks and public places of Northampton.

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F1. HOUSING REVENUE ACCOUNT INCOME AND EXPENDITURE

The Housing Revenue Account (HRA) summarises the transactions relating to the provision, maintenance, and sale of Council houses and flats. The account has to be self-financing and there is a legal prohibition on cross subsidy to or from local taxpayers.

2015/16 £000s	Housing Revenue Account	2016/17	
		£000s	£000s
	Income		
-51,414	Dwelling Rents	-50,455	
-1,165	Non Dwelling Rents	-1,094	
-2,143	Charges for services & facilities	-2,146	
-7	Contributions Towards Expenditure	-2	
-54,729	Total Income		-53,696
	Expenditure		
13,329	Repairs & Maintenance	14,853	
	Supervision & Management		
9,594	General Management	8,701	
4,080	Special Services	5,101	
271	Rent, Rates, Taxes & other charges	320	
-1,386	Depreciation, Impairment & Revaluation of Fixed Assets	-10,384	
46	Debt Management Costs	43	
204	Increased in provision for bad/doubtful debts	302	
26,139	Total Expenditure		18,935
-28,590	Net Cost of Services		-34,760
520	HRA Services share of Corporate and Democratic Core		595
	HRA share of other amounts included in the whole authority Net Cost of Services but not allocated to specific services		
0			0
-28,070			-34,165
2,054	Gain (-) or Loss on sale of HRA Fixed Assets		-1,766
	Interest Payable and other similar charges		
6,024	Interest and Investment Income		6,072
	Pensions interest cost and expected return on pensions assets		2
5			
0	Non Specific Grant Income		0
	Surplus or deficit on revaluation of noncurrent assets		-4,745
-2,991	Surplus (-) or Deficit for the year on HRA services		
-22,979	Surplus (-) or Deficit for the year on HRA services		-34,602

F2. MOVEMENT IN HOUSING REVENUE ACCOUNT RESERVE

The Income and Expenditure Account shows the Council's actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the Authority is required to account for the net costs of Council Housing in a different way.

This statement below and the detailed reconciling items on the following page summarise the differences between the outturn on the HRA Income and Expenditure Account and the Housing Revenue Account Balance.

2015/16 £000s	Statement of Movements on the Housing Revenue Account Balance	2016/17 £000s
-22,978	Surplus (-) / Deficit for the year on the HRA Income and Expenditure Account	-34,602
22,978	Net additional amount required by statute to be debited or credited to the HRA Balance for the year	34,602
0	Increase (-) / Decrease in the HRA Balance for the Year	0
-5,000	HRA Balance brought forward	-5,000
-5,000	HRA Balance carried forward	-5,000

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DETAILED TRANSACTIONS

2015/16 £000s	Reconciling Items for the Statement of Movement on the Housing Revenue Account Balance	2016/17 £000s
	Amounts included in the HRA Income and Expenditure Account but required by statute to be excluded when determining the Movement on the HRA Balance for the year	
9,424	Capital Expenditure	11,513
-13,806	Revaluation Losses	-32,846
24,060	Revaluation Gains	54,244
0	Amortisation of intangible non-current assets	0
-2,054	Gain or Loss on sale of HRA non-current assets	1,766
-7	HRA share of contributions to or from the pensions reserve	-3
0	Revenue Expenditure Funded from Capital Under Statute	0
0	Application of Capital Grants and Contributions to capital financing passing through CI&E	0
17,617	Total	34,674
	Amounts not included in the HRA Income and Expenditure Account but required by statute to be included when determining the Movement on the HRA Balance for the year	
3,930	Transfer to / from (-) Major Repairs Reserve	2,332
0	Transfers to / from (-) Housing Repairs Account	0
2,991	Transfers to / from (-) Revaluation Reserve	4,745
62	Employer's contributions payable to the Northamptonshire County Council Pension Fund and retirement benefits payable direct to pensioners	2
0	Financial Instruments Adjustments	0
0	Amount by which officer remuneration charged to CI&E on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0
0	Capital expenditure charged in-year to the HRA Balance	0
-1,622	Net transfers to / from (-) earmarked reserves	-7,151
5,362	Total	-72
22,978	Net additional amount required to be credited or debited to the HRA balance for the year	34,602

F3. NOTES TO THE HRA

1. PRIOR YEAR ADJUSTMENTS

There are no prior year adjustments in relation to the Housing Revenue Account in 2016/17.

2. HRA ASSETS AND CAPITAL TRANSACTIONS

- a) At 31st March 2017 the Council was responsible for managing 11650 units of accommodation (excluding shared ownership properties):

Type of Property	Number of Bedrooms				Total
	One	Two	Three	Four+	
Flats-Low Rise	1,419	384	2	1	1,806
Flats-Medium Rise	1,726	822	117	4	2,669
Flats-High Rise	396	82	21	0	499
Houses & Bungalows	885	2,455	3,012	324	6,676
Total	4,426	3,743	3,152	329	11,650

- b) The movement in housing stock can be summarised as follows:

Type of Property	Stock at 01 April 2016	Stock Movements			Stock at 31 March 2017
		Sold	Additions	Re-classified	
Flats	5,020	-32	16	0	5,004
Houses & Bungalows	6,764	-93	0	-25	6,646
Dwellings (excl. Shared)	11,784	-125	16	-25	11,650
Shared Ownership	79	-2	0	0	77
Total	11,863	-127	16	-25	11,727

- c) The gross balance sheet value of housing assets at 31st March was as follows:

Restated 31 March 2016 £000s	Net Balance Sheet Value	31 March 2017 £000s
	Operational Assets	
126,375	Land	140,556
295,470	Dwellings	319,371
20,758	Other Capital Assets	20,140
442,603	Total Operational Assets	480,067
355	Non Operational Assets	1,575
442,958	Total	481,641

d) Capital Receipts

2015/16 £000s	Housing Capital Receipts	2016/17 £000s
0	Land Sales	0
-5,009	Dwelling Sales	-7,411
-5,009	Total	-7,411
1,091	Payable to the Secretary of State	1,148
1,091	Net cost of Payments to CLG	1,148
-3,918	Useable Capital Receipts	-6,263

e) Capital Expenditure and Financing

2015/16 £000s	HRA Capital Expenditure and Financing	2016/17 £000s
	Expenditure	
0	Land Purchase	0
33,114	Dwellings	27,509
557	Re-Purchase of Former Council Housing	1,470
22	Other Property	11
0	Self Financing	0
33,693	Total Expenditure	28,990
	Financing	
	Dwellings	
0	Borrowing	50
2,371	Useable Capital Receipts	4,418
9,424	Revenue Contributions	11,514
21,898	Major Repairs Reserve	13,008
0	Grants	0
0	Third Party Contributions	0
33,693	Total Financing	28,990
	Other Property	
0	Useable Capital Receipts	0
0	Major Repairs Reserve	0
0	Total Other Property	0
33,693	Total Financing	28,990

3 ARREARS

During 2016/17, arrears as a proportion of gross income was 3.7%. This represents an increase of 0.1% since 2015/16 when the proportion was 3.6%. The figures for rent arrears are detailed below

2015/16 £000s	Rent Arrears	2016/17 £000s
1,863	Gross Arrears at 31 March	1,882
-739	Prepayments	-1,057
1,124	Net Arrears at 31 March	825
813	Provision for bad debts at 31 March	798

4. VACANT POSSESSION VALUE

2015/16 £000s	HRA Vacant Possession Value	2016/17 £000s
1,029,228	Vacant Possession Value as at 31st March	1,198,395

2015/16 £000s	HRA Existing Use	2016/17 £000s
363,972	Existing Use Value as at 31st March	407,806

The vacant possession value of dwellings within the HRA as at 31st March 2017 was £1,198m (£1,029m in 2015/16). For the balance sheet, the figure has been reduced to 34% of this value for all except a small number of specific properties. This reflects the economic cost of providing Council housing at less than open market rents.

5. DEPRECIATION, AMORTISATION, IMPAIRMENT, AND REVALUATION OF NON CURRENT ASSETS

a) Depreciation and Amortisation

2015/16 £000s	Depreciation and Amortisation	2016/17 £000s
	Operational Assets	
8,308	Dwellings	10,273
371	Other Property	1,947
1	Vehicles, Plant & Equipment	336
8,680	Total Depreciation	12,556
184	Intangible Assets -amortisation	260
184	Total Amortisation	260
8,864	Total	12,816

b) Revaluation Gains and Losses

2015/16 I&E £000s	2015/16 RRA £000s	Revaluation Gains & Losses	2015/16 I&E £000s	2016/17 RRA £000s
13,536	20	Dwellings	22,340	23
271	41	Other Property	0	0
0	0	Vehicles, Plant & Equipment	0	0
13,806	61	Revaluation Losses	22,340	23
-23,830	-786	Dwellings	-54,173	-58
-225	-2,266	Other Property	-225	-368
0	0	Vehicles, Plant & Equipment	0	0
-24,055	-3,052	Revaluation Gains	-54,398	-427
-10,249	-2,991	Total	-32,058	-404

6. MAJOR REPAIRS RESERVE

Authorities are required to maintain a Major Repairs Reserve (MRR). The MRR has two functions; the first is to act as a credit entry for the cost of depreciation on Council dwellings. The second is to hold unused balances of the notional Major Repairs Allowance (MRA), which can be used in future years. The notional MRA is as used in the self-financing valuation and represents the estimated annual cost of maintaining an Authority's stock at its existing level.

Council dwellings depreciation is not the same as the MRA; therefore an adjustment is required to ensure there is no bottom line impact on the HRA. This is known as the Capital asset charges accounting adjustment. The transactions on the MRR are detailed below:

Major Repairs Reserve	£000s
Balance at 1 April 2016	0
Council Dwellings Depreciation	-10,688
Depreciation adjustment to agree to MRA	-2,332
Total	-13,020
Amount used to finance Capital Expenditure	
Dwellings	13,008
Total	13,008
Balance at 31 March 2017	-12

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G1. COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

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

Collection Fund surpluses/deficits declared by the Billing Authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. For NBC, the Council Tax precepting bodies are Northamptonshire County Council and Northamptonshire Police and Crime Commissioner.

In 2013/14, the Local Government finance regime was revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the Borough. It does, however, also increase the financial risk to the authority due to non-collection and the volatility of the NNDR tax base.

The scheme allows the Council to retain a proportion of the total NNDR received. The initial Northampton Borough Council share is 40% with the remainder paid to precepting bodies. For NBC, the NNDR precepting bodies are Central Government (50% share) and Northamptonshire County Council (10% share). The NBC share is then subject to a tariff payment to Government, which was £33m in 2016/17 (£32.7m in 2015/16). The residual amount is then compared to the assessment in the Local Government Finance Settlement and any growth above the Settlement level is subject to a levy payment to Government.

NNDR surpluses/deficits declared by the Billing Authority in relation to the Collection Fund are apportioned to the relevant precepting bodies and Government in the subsequent financial in their respective proportions.

The Code of Practice followed by Local Authorities in England stipulates that a Collection Fund Income and Expenditure account is included in the Council's accounts. The Collection Fund balance sheet meanwhile is incorporated into the Council's consolidated balance sheet.

The following statement on the next page shows the statutory transactions relating to this fund.

2015/16 Council Tax £000s	2015/16 NNDR £000s	2015/16 Total £000s	Collection Fund	2016/17 Council Tax £000s	2016/17 NNDR £000s	2016/17 Total £000s	Note
INCOME							
-96,787	0	-96,787	Council Tax (net of benefits, discounts & transitional relief)	-102,352	0	-102,352	
Transfers from General Fund							
0	0	0	Council Tax benefits	0	0	0	
0	-102,497	-102,497	Income collectable from business ratepayers	0	-103,585	-103,585	
-96,787	-102,497	-199,284	Total Income	-102,352	-103,585	-205,937	
EXPENDITURE							
Precepts & demands:-							
66,201	0	66,201	Northamptonshire County Council	71,518	0	71,518	
12,445	0	12,445	Northamptonshire Police and Crime Commissioner	13,191	0	13,191	
13,897	0	13,897	Northampton Borough Council	14,425	0	14,425	
National Non-Domestic Rates							
0	49,084	49,084	Payments to Central Government	0	50,591	50,591	CF1
0	9,817	9,817	Payments to Northamptonshire County Council	0	10,119	10,119	
0	39,267	39,267	Amount retained by Northampton Borough Council	0	40,473	40,473	
0	298	298	Cost of collection	0	296	296	
0	551	551	Other - Enterprise Zone	0	1,438	1,438	
0	149	149	Transitional Protection Payments	0	-471	-471	
Bad & Doubtful Debts / Appeals							
440	5,503	5,943	Provisions	836	3,114	3,950	CF4
Contributions							
653	-14,938	-14,285	Towards previous years' Collection Fund surplus/(deficit)	3,552	411	3,963	CF3
0	0	0	Prior Year Adjustments (deferrals)	0	0	0	
93,636	89,731	183,367	Total Expenditure	103,522	105,970	209,492	
-3,151	-12,766	-15,917	Net (Surplus)/deficit for the year	1,171	2,385	3,555	
COLLECTION FUND BALANCE							
-1,524	14,486	12,962	Balance brought forward at 1st April	-4,675	1,720	-2,955	
-3,151	-12,766	-15,917	Net Deficit/(surplus) for the year (as above)	1,171	2,385	3,555	
-4,675	1,720	-2,955	Balance carried forward at 31 March	-3,504	4,105	601	
Allocated to:-							
0	860	860	Central Government	0	2,052	2,052	
-3,351	172	-3,179	Northamptonshire County Council	-2,533	410	-2,122	
-627	0	-627	Northamptonshire Police and Crime Commissioner	-464	0	-464	
-697	688	-9	Northampton Borough Council	-508	1,642	1,134	
-4,675	1,720	-2,955	Fund Balance c/fwd	-3,504	4,105	601	

G2. NOTES TO THE COLLECTION FUND

1. NATIONAL NON DOMESTIC RATES (NNDR)

The total non-domestic rateable value as at 31 March 2017 was £241.2m and the equivalent figure for 2015/16 was £244.8m. The National Non-Domestic Rate multiplier for 2016/17 was 49.7.p and the equivalent figure for 2015/16 was 49.3p. The small business non-domestic rating multiplier for 2016/17 was 48.4p and the equivalent figure for 2015/16 was 48.0p.

2. COUNCIL TAX

The Council's tax base, i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings for 2012/13, was calculated as follows: -

2015/16 Band D Equivalents	Band	Estimated number of taxable properties 2015/16 after discounts	Ratio	2016/17 Band D Equivalents
19.84	A(-)	36.67	5/9	20.37
12,851.85	A	20,689.82	6/9	13,793.22
12,667.43	B	16,927.71	7/9	13,166.00
17,221.20	C	20,072.76	8/9	17,842.45
9,362.49	D	9,693.29	9/9	9,693.29
6,246.42	E	5,167.18	11/9	6,315.44
3,261.97	F	2,309.05	13/9	3,335.30
1,977.01	G	1,205.55	15/9	2,009.25
102.50	H	52.38	18/9	104.75
63,710.71	Gross Council Tax Base			66,280.06
1,783.90	Non-collection provision			1,922.10
61,927	Council Tax Base Used for setting the Precept			64,358

The provision for non-collection was set at 2.7% for 2016/17 (2.8% for 2015/16).

3. ANALYSIS OF IN-YEAR CONTRIBUTIONS TO FUND DEFICITS

2015/16 £000s	Allocation Of Collection Fund Surplus Council Tax	2016/17 £000s
466	Northamptonshire County Council	2,541
88	Northamptonshire Police & Crime Commissioner	478
100	Northampton Borough Council	533
653	Total Surplus paid out	3,552

2015/16 £000s	In Year Contribution to Deficit NNDR	2016/17 £000s
-7,469	Central Government	206
-1,494	Northamptonshire County Council	41
-5,975	Northampton Borough Council	165
-14,938	Total Deficit Recovered	412

4. PROVISION FOR BAD AND DOUBTFUL DEBTS

2015/16 £000s	Provision for Bad and Doubtful Debts Council Tax	2016/17 £000s
10,441	Bad Debt Provision B/fwd	9,987
-840	Write Offs	-775
-54	Council tax benefit transferred to reserve	-38
440	Provision Made in Year	836
9,987	Bad Debt Provision c/fwd	10,010

The Collection Fund now also provides for Bad debts on NNDR arrears:

2015/16 £000s	Bad and Doubtful Debts NNDR	2016/17 £000s
675	Bad Debt Provision B/fwd	579
-312	Write offs of uncollectible debt	-580
216	Allowance for non collection	620
579	Bad Debt Provision c/fwd	620
0	Amounts written off in year not charged to provision	0

The Collection Fund account also provides for provisions for appeals against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31st March 2017:

2015/16 £000s	Provision for Appeals	2016/17 £000s
4,053	Appeals Provision B/fwd	9,652
-1,723	Amounts used in year	-2,445
7,322	Additional provisions made	4,660
9,652	Appeals Provision c/fwd	11,867

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In order to provide a full picture of the Council's economic activities and financial position, the accounting statements of the Council and Northampton Partnership Homes have been consolidated. The Group Accounts are presented in addition to the Council's "single entity" financial statements, and comprise:

- Group Comprehensive Income and Expenditure Statement
- Group Balance Sheet
- Group Movement in Reserves Statement
- Group Cash Flow Statement

These statements are set out on the following pages, together with accompanying disclosure notes. Disclosure notes have only been restated in the group accounts section where they are materially different from those of the Council's single entity accounts.

Northampton Partnership Homes was incorporated on the 30th April 2014 and commenced trading on the 5th January 2015. Northampton Partnership Homes is an Arm's Length Management Organisation that is wholly owned by the Council, but which has its own board of Directors. It is a company Limited by Guarantee (CLG) and is a not for profit organisation.

Northampton Partnership Homes is a subsidiary of Northampton Borough Council for accounting purposes, and have been consolidated into the Council's group accounts.

H1. GROUP ACCOUNTS CORE STATEMENTS

Group Movement in Reserves Statement

The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Group's services, more details of which are shown in the Group Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The Statement is shown on the next page:



Group Movement in Reserves Statement	Single Entity Usable Reserves	Single Entity Unusable Reserves	Total Single Entity Reserves	Authority share of reserves of subsidiary	Total Group Reserves
	£000s	£000s	£000s	£000s	£000s
Balance at 31 March 2015 Brought forward	-83,753	-165,894	-249,646	15,310	-234,336
<u>Movement in reserves during 2015/16</u>					
Total Comprehensive Expenditure and Income	-9,639	-33,977	-43,616	-3,091	-46,707
Adjustments between accounting basis and funding basis under regulations	26,501	-26,501	0	0	0
Transfers to/from Earmarked Reserves	0	0	0	0	0
(Increase) / Decrease in Year	16,862	-60,478	-43,616	-3,091	-46,707
Balance at 31 March 2016 carried forward	-66,891	-226,372	-293,262	12,219	-281,043
<u>Movement in reserves during 2016/17</u>					
Total Comprehensive Expenditure and Income	-28,959	16,123	-12,836	1,902	-10,934
Adjustments between accounting basis and funding basis under regulations	33,280	-33,280	0	0	0
Transfers to/from Earmarked Reserves	0	0	0	0	0
Increase / (Decrease) in Year	4,321	-17,157	-12,836	1,902	-10,934
Balance at 31 March 2017 carried forward	-62,570	-243,529	-306,096	14,121	-291,977

Group Comprehensive Income and Expenditure Account

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation.

2015/16			GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	2016/17		
Gross Expenditure £000s	Gross Income £000	Net Expenditure £000		Gross Expenditure £000s	Gross Income £000	Net Expenditure £000
			INCOME AND EXPENDITURE ON SERVICES			
7,164	-3,666	3,498	Regeneration, Enterprise & Planning	9,313	-2,333	6,980
49,244	-76,490	-27,246	Housing	73,113	-106,890	-33,777
3,394	-891	2,503	Borough Secretary	3,735	-1,062	2,673
29,384	-15,651	13,733	Customers & Communities	29,581	-14,632	14,949
9,814	-2,139	7,675	Central Service Budgets	9,286	-1,815	7,471
84,523	-75,893	8,630	Corporate Budgets	69,263	-71,100	-1,837
183,523	-174,730	8,793	COST OF SERVICES	194,291	-197,833	-3,542
11,970	-8,394	3,576	Other Operating Expenditure	9,257	-9,119	138
18,029	-7,109	10,920	Financing and Investment Income and Expenditure	18,298	-9,133	9,165
33,024	-65,945	-32,921	Taxation and Non-Specific Grant Income	33,525	-68,427	-34,902
		-9,630	(Surplus) or Deficit on Provision of Services			-29,141
		-8,735	Surplus or deficit on revaluation of			-9,175
		0	Impairment Losses on non-current assets charged to the revaluation reserve.			0
		0	Surplus or deficit on revaluation of available for sale financial assets - Generally movement in Available for Sale FI's			0
		-28,340	Actuarial gains / losses on pension assets/liabilities			27,384
		-37,075	Other Comprehensive Income and Expenditure (Note 9)			18,209
		-46,705	TOTAL COMPREHENSIVE INCOME AND EXPENDITURE			-10,932

Group Balance Sheet

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

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31st March 2016	Group Balance Sheet	31st March 2017
£000s		£000s
548,867	Property, Plant & Equipment	590,557
32,364	Heritage Assets	35,893
6,752	Investment Property	8,057
721	Intangible Assets	295
0	Long Term Investments	0
51,193	Long Term Debtors	50,341
639,896	Long Term Assets	685,143
38,122	Short Term Investments	29,579
19,626	Short Term Available for Sale Financial Instruments	9,068
1,162	Assets Held for Sale	1,158
131	Inventories	148
17,825	Short Term Debtors	19,420
8,683	Cash and Cash Equivalents	14,315
85,549	Current Assets	73,688
-7,444	Short Term Borrowing	-3,112
-31,931	Short Term Creditors	-33,994
-4,058	Provisions	-5,026
-43,433	Current Liabilities	-39,020
-10,148	Long Term Creditors	-10,215
-53	Provisions	-30
-260,337	Long Term Borrowing	-257,558
-130,432	Other Long Term Liabilities	-156,919
-400,970	Long Term Liabilities	-424,722
281,042	Net Assets	295,089
66,990	Usable Reserves	62,646
214,052	Unusable Reserves	229,331
281,042	Total Reserves	291,977

Group Cash Flow Statement

The Group Cash Flow Statement shows the changes in cash and cash equivalents of the Group during the reporting period. The statement shows how the Group 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 Group are funded by way of taxation and grant income or from the recipients of services provided by the Group. Investing activities represent the extent to which cash outflows have been made for resources, which are intended to contribute to the Group'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 Group.

2015/16 £000s	Group Cash Flow Statement	2016/17 £000s
9,630	Net Surplus or (deficit) on the provision of services	29,141
20,199	Adjustment to surplus or deficit on the provision of services for noncash movements	2,266
-8,870	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	-12,068
20,959	Net Cash flows from operating activities	19,339
-86,478	Net Cash flows from Investing Activities	-29,217
47,662	Net Cash flows from Financing Activities	15,510
-17,856	Net increase or decrease in cash and cash equivalents	5,632
26,539	Cash and cash equivalents at the beginning of the reporting period	8,683
8,683	Cash and cash equivalents at the end of the reporting period	14,315

H2. NOTES TO THE GROUP ACCOUNTS

1. Group Boundary

Northampton Partnership Homes was incorporated on the 30th April 2014 and commenced trading on the 5th January 2015. Northampton Partnership Homes is an Arm's Length Management Organisation that is wholly owned by the Council, but which has its own board of Directors. It is a company Limited by Guarantee (CLG) and is a not for profit organisation.

Northampton Partnership Homes is a subsidiary of Northampton Borough Council for accounting purposes, and have been consolidated into the Council's group accounts.

2. Intra Group Transactions

During 2016/17 the Council made payments of £53.483m to Northampton Partnership Homes (£57.601m in 2015/16). During 2016/17 the Council received payments of £5.055m from Northampton Partnership Homes (£6.472m in 2015/16). At 31st March 2017 there was a debtor balance of £2.939m (£3.220m in 2015/16), and a creditor balance of £5.757m (£7.011m in 2015/16) with Northampton Partnership Homes.

3. Basis of consolidation

The financial statements of Northampton Partnership Homes have been consolidated with those of the Council on a line by line basis; which has eliminated in full balances, transactions, income and expenses between the Council and Northampton Partnership Homes.

4. Business activities of Northampton Partnership Homes

Northampton Partnership Homes is responsible for the following services:

- Lettings
- Repairs and maintenance
- Housing management including dealing with anti-social behaviour
- Tenancy support
- Tenant involvement

5. Accounting Policies

In preparing the Group Accounts the Council has aligned the accounting policies of Northampton Partnership Homes with those of the Council.

6. Corporation Tax

Northampton Partnership Homes has received confirmation from HMRC that their commercial service provision activities with Northampton Borough Council are deemed to be non-trading in nature and hence do not attract Corporation Tax.

The tax currently payable is based on taxable profit for the year from activities with parties other than the Council and relate principally to the generation of interest income from balances.

7. Group Cash Flow Statement – Operating Activities

2015/16 £000s	Group Cash Flow Statement	2016/17 £000s
9,630	Net Surplus or (deficit) on the provision of services	29,141
20,199	Adjustment to surplus or deficit on the provision of services for noncash movements	2,266
-8,870	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	-12,068
20,959	Net Cash flows from operating activities	19,339
-86,478	Net Cash flows from Investing Activities	-29,217
47,662	Net Cash flows from Financing Activities	15,510
-17,856	Net increase or decrease in cash and cash equivalents	5,632
26,539	Cash and cash equivalents at the beginning of the reporting period	8,683
8,683	Cash and cash equivalents at the end of the reporting period	14,315

2015/16 £000s		2016/17 £000s
0	Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	0
-6,463	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-9,119
-2,407	Any other items for which the cash effects are investing or financing cash flows	-2,949
-8,870		-12,068

8. Group Cash Flow Statement – Operating Activities (Interest)

2015/16 £000s		2016/17 £000s
1,077	Interest received	1,745
-7,201	Interest paid	-8,125
0	Dividends received	0
-6,124		-6,380

9. Group Cash Flow Statement – Investing Activities

2015/16 £000s		2016/17 £000s
-40,060	Purchase of property, plant and equipment, investment property and intangible assets	-36,219
-57,500	Purchase of short-term and long-term investments	0
-46,300	Other payments for investing activities	0
6,486	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	9,119
45,500	Proceeds from short-term and long-term investments	852
5,396	Other receipts from investing activities	-2,969
-86,478	Net cash flows from investing activities	-29,217

10. Group Cash Flow Statement – Financing Activities

2015/16 £000s		2016/17 £000s
57,823	Cash receipts of short- and long-term borrowing	0
-3	Billing Authorities - Council Tax and NNDR adjustments	0
-155	Cash payments for the reduction of outstanding liabilities relating to finance leases and on-Balance-Sheet PFI contracts	8,400
-14,142	Repayments of short- and long-term borrowing	7,110
4,139	Other payments for financing activities	0
47,662	Net cash flows from financing activities	15,510

11. Group Defined Benefit Pension Scheme

Northampton Partnership Homes is a fully owned subsidiary of Northampton Borough Council therefore details of the Northampton Partnership Homes pension scheme need to be combined with the Northampton Borough Pension scheme to give an understanding of the group pension scheme. Full details of the Northampton Borough Council pension scheme are in note 28 to the core financial statements.

Northampton Partnership Homes is a member of the Local Government Pension Scheme administered by Northamptonshire County Council. This is a funded defined benefit scheme which provides index linked retirement benefits to employees who choose to join.

The scheme was opened on 5th January 2015 when employees of Northampton Partnership Homes Ltd transferred from Northampton Borough Council under Transfer of Undertakings (Protection of Employment) (TUPE). At the time of admission the Company scheme was fully funded under the actuarial valuation assumptions made. However the figures presented in these financial statements are reported under the requirements of IAS19, which are prepared on a different basis to the actuarial valuation.

The following tables give details of the pension assets and liabilities for the Group, including Northampton Borough Council and Northampton Partnership Homes.

The following transactions have been made in the group comprehensive income and expenditure statement and the general fund balance via the group movement in reserves statement during the year:

	2015/16	2016/17
	£000s	£000s
Cost of Service		
Current service cost	3,834	3,608
Past service cost (including curtailments)	10	0
Gain from settlements	0	0
Pension contribution adjustment	-4	-52
net interest expense	5,003	4,477
Total post-employment benefits charged to the surplus or deficit on the provision of services	8,843	8,033
Other post-employment benefits charged to the comprehensive income and expenditure statement		
Return on plan assets (excluding the amount included in the net interest expense)	4,218	36,568
Actuarial gains and losses arising on changes in demographic assumptions	0	3,241
Actuarial gains and losses arising on changes in financial assumptions	-26,834	-45,815
Other expenditure	-5,724	-17,208
Total post-employment benefits charged to the comprehensive income and expenditure statement	-19,497	-15,181
Movement in reserves statement		
Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the code	18,661	-31,122
Employers contributions payable to the scheme	6,096	6,297

Reconciliation of the movements in fair value of scheme assets:

	2015/16	2016/17
	£000s	£000s
Opening fair value of scheme assets	174,877	173,444
Interest income	5,560	6,036
Return on plan assets excluding the amount included in the net interest expense	-4,218	41,952
Contributions from employer	8,340	8,818
Contributions from employees into the scheme	847	934
Benefits paid	-11,962	-12,152
Assets distributed in settlements	0	0
Closing fair value of scheme assets	173,444	219,032

Reconciliation of the movements in the present value of the defined benefit obligation:

	2015/16	2016/17
	£000s	£000s
Opening present value of scheme liabilities	332,950	303,683
Current service cost	3,834	3,608
Interest cost	10,563	10,513
Contribution from scheme participants	847	733
Actuarial gains/losses arising from changes in demographic assumptions	0	-3,503
Actuarial gains/losses arising from changes in financial assumptions	-26,835	55,629
Actuarial gains/losses arising from other experience	-5,723	17,210
Past service cost	10	0
Benefits paid	-11,962	-11,951
Liabilities extinguished on settlements	0	0
Closing present value of scheme liabilities	303,684	375,922

Fair value of plan assets:

	2015/16	2016/17
	£000s	£000s
Equity securities		
Consumer	13,855	15,992
Manufacturing	0	511
Energy & utilities	6,913	12,994
Financial institutions	13,037	16,046
Health and care	8,014	7,702
Information technology	12,057	14,933
Other	9,994	14,501
Debt securities		
UK Government	14,805	19,704
Private equity		
All	104	367
Real Estate		
UK property	15,702	17,013
Investment funds and unit trusts		
Equities	59,807	76,614
Bonds	16,827	17,421
Cash and cash equivalents		
All	3,281	5,235
Total	174,396	219,033

12. Group External Audit Costs

Fees payable for external audit services across the Group are detailed below:

Group Auditor Fees	2015/16 £000s	2016/17 £000s
Northampton Borough Council Auditor Fees	135	104
Northampton Partnership Homes Auditor Fees	21	27
Total Group Auditor Fees	156	131

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Accruals

The accruals concept requires that the cost or benefit of a transaction is shown in the period to which the goods or services are received or provided, rather than when the cash is paid or received.

Actuary

An independent and appropriately qualified adviser who carries out statutorily required pension fund valuations.

Actuarial Basis

The estimation technique applied when estimating the liabilities to be recognised for defined benefit pension schemes in the financial statements of an organisation.

Actuarial Valuation

An actuary undertakes valuations by checking what a pension scheme's assets are worth compared to its liabilities. The actuary then works out how much needs to be paid into the scheme by the employer and the members to make sure that there will be enough money to pay the pensions when they are due.

Admitted Bodies

Voluntary and charitable bodies whose staff can become members of the Local Government Pension Scheme subject to certain terms and conditions and other organisations to whom Local Government employees have been transferred under the outsourcing of Local Government services.

Amortisation

The process of reducing the value of an asset or liability over its useful life.

Capital Receipts

Proceeds from the sale of capital assets such as land or buildings. They are available to finance new capital outlay and to repay existing loan debt.

Community Assets

Assets which are held for the benefit of the community where there is no determinable useful life, such as works of art.

Council Tax

Council Tax is a local taxation that is levied on dwellings within the local Council area, and funds all Council services.

Creditor

Represents the amount that the Council owes other parties.

Debtor

Represents the amounts owed to the Council.

Deferred Grants

Amounts received or receivable that have been used to finance capital expenditure. Under the capital accounting arrangements these amounts will be released to offset depreciation in respect of the fixed assets to which they relate.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful economic life of a long-term asset.

Dividend

The distribution of profits by a company to its shareholders. The dividend may be passed or cut if profits fall.

Earmarked Reserves

Reserve balances which have been set aside for future spending in a specific area.

Fair Value

Usually the amount that would be paid for an asset in an active market, however where there is no market for a certain type of asset (such as schools) other methods to determine fair value are used.

General Fund (GF)

This is the main revenue account of the council. Day to day transactions are conducted through this account, with the exception of those relating to the Housing Revenue Account, Collection Fund or any other trust funds held by the Council.

Grants

Payment towards the cost of local authority services. These are either for particular purposes or services (specific grants) or in aid of local services generally (formula grant).

Impairment

Impairment of an asset is caused either by a consumption of economic benefits, a deterioration in the service provided by an asset, or by a general fall in prices of that particular asset.

Infrastructure Assets

Expenditure on works of construction or improvement but which have no tangible value, such as construction of, or improvement to highways.

Intangible Assets

Non-monetary assets that cannot be seen, touched or physically measured, but can be identified as a separate asset.

International Financial Reporting Standards (IFRS)

Regulations outlining the method of accounting for activities, issued by the International Accounting Standards Board.

Inventory

Fair value of current assets purchased which have not yet been consumed.

LOBO

Lender Option Borrower Option (Loans at market rates).

Member

A Councillor, a member of the Council.

Minimum Revenue Provision (MRP)

This is the amount we have to set aside out of our revenue to repay loans.

Net Book Value (NBV)

The value of an asset after depreciation.

Non-Distributable Costs

Costs that cannot be specifically applied to a service and are held centrally.

Officer

Employee of the Council.

Payment in Advance

A charge taken into account when preparing the financial statements, which are for benefits to be received in a period after the accounting date.

PFI Credits

The financial support provided to Local Authorities to part fund PFI capital projects.

Precept

This is an amount we receive from district and borough Councils (for Council Tax collected on our behalf) so that we can cover our expenses less our income. We also pay precepts to authorities such as the Environment Agency.

Private Finance Initiative (PFI)

A Government initiative that enables, through the provision of financial support, Authorities to carry out capital projects through partnership with the private sector.

Provision

Potential costs that the Council may incur in the future because of something that happened in the past, which are likely or certain to be incurred and a reliable estimate can be made to the costs.

Provision for Bad and Doubtful Debts

A prudent reduction in the reported level of income owed to the Authority for non-payment of invoices and other debt.

Prudential Borrowing

Borrowing which is financed from the Council's own resources and conforms to the Prudential Code.

Public Works Loan Board (PWLB)

A government body set up specifically to lend money to local authorities.

PVEQ

Plant, Vehicles and Equipment.

Revaluation Gain

The increase to the fair value of an asset following a valuation.

Revenue Support Grant (RSG)

Government funding which provides general support for council services.

Straight Line Basis

The method of calculating depreciation via charging the same amount each year over the life of the asset.

Subsidiary

An organisation that is under the control of the Council aka the Council is the majority shareholder.

Surplus

The remainder after taking away all expenses from income.

Useful Life

The period with which an asset is expected to be useful to the Authority in its current state.

J1. ACCOUNTING POLICIES

Appendix 1 – Accounting Policies 2016/17

1.1 INTRODUCTION

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

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

This document outlines how Northampton Borough Council (the Council) will account for all income, expenditure, assets and liabilities held and incurred during the 2016/17 financial year.

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

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

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

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

1.2 ACCOUNTING PRINCIPLES

a Going Concern

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

b Accruals Concept

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

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

c Overheads and Support Costs

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

d Value Added Tax

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

e Changes in Accounting Policy

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

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

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

f Previous Year Adjustments

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

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

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

Where those errors are thought to be material, an adjustment will be entered into the financial statements comparative year balances, and the columns headed restated. In addition full disclosure

as to the nature, circumstance, and value of the adjustment will be disclosed in the notes to the accounts.

g Events after the Balance Sheet date

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

h Exceptional and extraordinary items and prior period adjustments

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

i Contingent assets and liabilities

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

Capital Accounting

j Recognition of Capital Expenditure (de-minimis Policy)

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

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

The capital cost of an asset is recognised to be:

- Purchase price, construction cost, minimum lease payments or equivalent including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Costs associated with bringing the asset to the location and condition necessary for it to be capable of operating in the manner required by management.
- Initial estimate of the costs of dismantling and removing the asset and restoring the site on which it is located, the obligation for which the Authority incurred either when the asset was acquired or as a consequence of having used the asset during a particular period for purposes other than producing inventories during that period.
- Subsequent expenditure that will substantially increase the market value of the asset.
- Subsequent expenditure that will substantially increase the extent to which the Authority can use the asset for the purpose, or in conjunction with the functions of the Authority.

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

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

k Non-Current Asset Classification

The Authority manages its assets in the following categories:

- **Intangible Assets.**

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

- **Property, Plant and Equipment Assets**

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

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

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

Test for Community Assets:

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

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

- **Infrastructure Assets**, include all tangible (physical) assets required within the authorities land drainage system, and cemetery roadways. There is no prospect for sale of infrastructure assets; expenditure is only recoverable through continued use of the asset.
- **Vehicles, Plant and Equipment Assets and Assets under Construction** are also classified as Property Plant and Equipment where they do not meet the criteria for Investment Property Assets or Assets Held for Sale.
- **Surplus Assets** are assets, which the Authority no longer operates from, however do not meet the definition of held for sale. All surplus assets are treated in the same way as operational assets of the same type (valuation, depreciation, recognition etc.).
- **Heritage Assets** are assets with historical, artistic, scientific, technological, geophysical or environmental qualities that make it important to ensure that they are preserved for future generations. They may be any kind of asset including buildings, works of art, furniture, exhibits, artefacts, etc. or intangible assets such as recordings of significant historical events.

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

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

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

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

○ **Assets Held for Sale**

The Authority will classify assets as held for sale where:

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

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

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

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

I Non-Current Asset Valuation Methodology

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

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

Valuations are completed as follows:

- **Intangible Assets** - the Authority recognises Intangible Assets at cost. The Authority will revalue intangible assets annually where there is determinable market value for the asset.
- **Property Plant and Equipment** - Property Assets are held at fair value, which is the amount that would be paid for the asset in its existing use. This requirement is met by providing a valuation on the basis of exiting use value (EUV) in accordance with IFRS 13. As a matter of last resort, where no other valuation method can be used, depreciated replacement cost is used.

- **Council Dwellings** – Land and building structure are valued at EUV for Social Housing, being 34% of market value. Individual components are valued at Depreciated Historic Cost.
- **Plant Vehicles and Equipment** - are held at depreciated historic cost.
- **Assets Under Construction** – are held at historic cost.
- **Community Assets** - the Authority recognises Community Assets at depreciated historic cost (not revalued).
- **Surplus Assets** – are held at fair value.
- **Infrastructure Assets** - the Authority recognises Infrastructure Assets at depreciated historic cost (not revalued).
- **Investment Property Assets** - Investment Properties are annually revalued at fair value, which is to be interpreted as the amount that would be paid for the asset in its highest and best use, i.e. market value. This includes investment property under construction. The fair value of investment property held under a lease is the lease interest.
- **Assets Held for Sale** - Assets held for sale are held at fair value.
- **Heritage Assets** – Heritage Assets are held at valuation where practicable (and at depreciated historic cost where it is not practicable to obtain a valuation).

m **Impairment of Non-Current Assets**

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

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

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

The Authority recognises impairment as:

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

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

n **Disposal of Non-Current Assets**

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

gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Sale proceeds in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts are credited to the Useable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are transferred to the Reserve from the movement in reserves statement. The value of the asset is transferred to the capital adjustment account via the movement in reserves statement.

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

o Depreciation / Amortisation Methodology

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

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

Residual values

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

Useful Economic Lives of assets are:

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

Assets Held for Sale	Not depreciated
Surplus Assets	5-60 years*

* Depending on the nature of the specific asset

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

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

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

p Component Accounting

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

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

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

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

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

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

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

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

q Leases

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

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

r **Defining a Finance Lease**

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

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

- If the lessee will gain ownership of the asset at the end of the lease term (e.g. hire purchase).
- If the lessee has an option to purchase the asset at a sufficiently favourable price that it is reasonably certain, at the inception of the lease, that it will be exercised.
- If the lease term is for the major part of the economic life of the asset even if title is not transferred.
 - The economic life of the asset is deemed to be that which is consistent with the class of asset in the depreciation policy.
 - The Authority recognises major part to be 75% of the life of the asset, unless on an individual case basis this would not give a true representation of the substance of the transaction.
- At the inception of the lease, the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.
 - The present value of the minimum lease payments is calculated by discounting at the rate inherent in the lease.
 - If this rate cannot be determined the incremental borrowing rate applicable for that year is used.
 - The Authority recognises “substantially all” to mean 90% of the value of the asset. In some circumstances, a level of 75% can be used if the Council believes that using this level will give a result that better reflects the underlying transaction.
- The leased assets are of such a specialised nature that only the lessee can use them without major modifications.
- If the lessee cancels the lease, the losses of the lessor, associated with the cancellation are borne by the lessee.
- Gains or losses from the fluctuation in the fair value of the residual accrue to the lessee (e.g. in the form of a rent rebate equalling most of the sales proceeds at the end of the lease).
- The lessee has the ability to continue the lease for a secondary period at a rent that is substantially lower than market rent.

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

s **Defining an Operating Lease**

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

t Lessee Accounting for a Finance Lease

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

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

u Lessor Accounting for a Finance Lease

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

v Lessor Accounting for an Operating Lease

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

w Lessee Accounting for an Operating Lease

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

x Service Concession Agreements (PFI and other similar contracts)

PFI and similar arrangements are usually agreements with the private sector for the construction or enhancement of fixed assets needed to provide services to a public sector body. PFI and similar contracts are assessed against criteria within IFRIC 12 (Service Concession Arrangements) to determine whether the risks and rewards incidental to ownership lie with the Authority or the contractor.

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

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

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

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

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

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

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

PFI Credits are treated as general revenue government grants.

y Capital Grants and Contributions

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

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

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

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

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

Relevant Government Grants are treated in accordance with this policy.

z Revenue Expenditure Funded from Capital Under Statute (REFCUS)

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

aa Minimum Revenue Provision (MRP)

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

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

The debt liability relating to capital expenditure incurred from 2008-09 onwards is subject to MRP under option 3, the “asset life method”, and is charged over a period that is reasonably commensurate with the estimated useful life applicable to the nature of expenditure, using the

equal annual instalment method. For example, capital expenditure on a new building, or on the refurbishment or enhancement of a building, is related to the estimated life of that building.

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

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

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

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

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

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

ab Capital Reserves

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

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

Revenue Accounting

ac Recognition of Revenue Expenditure.

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

ad Employee Costs

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

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

Short-term employee benefits:

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

Termination Benefits

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

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

- **Pensions Costs**

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

The Local Government Pension Scheme is a defined benefit scheme. The liabilities of the scheme attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of earnings for current employees.

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

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

- Current service cost - the increase in liabilities as result of years of service earned this year - allocated in the Comprehensive Income and Expenditure Statement to the revenue accounts of services for which the employees worked.

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

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

- **Early Retirement, Discretionary Payments** - the Authority has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

ae Revenue Grants and Contributions

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

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

af Provisions

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the

transfer is uncertain. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

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

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

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

ag Revenue Reserves

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

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

- Setting aside money for future policy initiatives;
- To finance expenditure on future projects;
- To mitigate the impact between financial years of expenditure and income on general working balances;
- To mitigate the effect of specifically identified significant risks; and
- To protect the Authority against unexpected events and change in legislation.

The Council's risk-based assessment of the required level of General Fund working balance is shown within the Movement in Reserves Statement. The level of general working balance is considered reasonable due to the mitigation of some risks through the holding of earmarked reserves.

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

ah Council Tax Recognition

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

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

The Cash Flow Statement includes within operating activities the net Council Tax cash received from the Collection Fund in the year (i.e. the precept for the year plus its share of Collection Fund surplus

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

The difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account and reported in the Movement in Reserves Statement.

ai Inventories and long-term contracts

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

aj Provisions for bad and doubtful debts

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

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

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

Treasury Management

ak Definition of Treasury Management Activities

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

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

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

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

al Financial Liabilities

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

Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the

instrument. For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable plus any interest accrued to 31st March and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year in the loan agreement.

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

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

am Financial Assets

Financial assets are classified into two types:

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

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

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

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

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

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

Values are based on the following principles:

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

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

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

an **Interests in Companies and Other Entities**

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

ao **Business Improvement Districts**

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

ap **Cash and Cash Equivalents**

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

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

aq General Government Grants

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

ar Group Accounts

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

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J2. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

1. PRIOR YEAR ADJUSTMENTS

There have been no material prior periods adjustments identified that require disclosure within Note 1 of the accounts for 2015/16.

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

The Code of practice on Local Authority Accounting in the United Kingdom (The Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2016/17 Code:

IAS 1 Presentation of Financial Statements; this standard provides guidance on the form of the financial statements. The "Telling the Story" review of the presentation of the Local Authority financial statements as well as the December 2014 changes to IAS 1 under the International Accounting Standards Board (IASB) Disclosure Initiative will result in changes to the format of the accounts in 2016/17. The format of the Comprehensive Income and Expenditure Statement and the Movement in Reserves will change and introduce a new Expenditure and Funding Analysis.

Other minor changes due to Annual Improvement to IFRS cycles, IFRS11 Joint arrangements, IAS 16 Property Plant and Equipment, IAS 38 Intangible Assets and IAS 19 Employee Benefits are minor and are not expected to have a material effect on the Council's Statement of Accounts.

The Code requires implementation from 1 April 2016 and there is therefore no impact on the 2015/16 Statement of Accounts.

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

The state of the economy is very unpredictable at the present time. The Authority has based its assumptions about bad debt levels based on its current expectations about peoples' ability to pay.

A judgement on the ability of Northampton Town Football Club to repay its loan from the council was made in 2016, with the full remaining balance of £10.22m being impaired (loan amount of £10.25m less repayments) in the 2015/16 accounts

Valuations of Council Dwellings have been based on the latest Government guidance.

Useful economic lives are based on estimates either from professional (RICS qualified) valuers in the case of property, and service experts in relation to other assets. Infrastructure has a useful economic life of 25 years in line with CIPFA guidance.

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

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends, and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. The items in the Authority's Balance Sheet at 31 March 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

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Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Benefit Overpayments Provision	The Authority has made a provision of £5.506m in respect of Overpayments to Benefit Claimants. This provision is based upon a analysis of outstanding debt as at year end and is considered prudent in light of the highly uncertain nature of future recovery levels.	As the provision for Benefit Overpayments is currently set at 88.23% of the overall debt, any movement in the level of overpayments will have a corresponding, equivalent impact on the level of provision required.
Insurance Provision and Reserve	The Council has made a provision of £0.245m for actual insurance claims outstanding and a reserve of £1.027m is set aside for unknown future claims. The amount in the reserve is based upon an actuarial report from our independent advisors, who have specialist experience in forecasting.	If the insurance provision proves to be insufficient then funds can be transferred from the insurance reserve. If the level of insurance reserve were to prove incorrect, then the effect would be equivalent to the amount of the additional claims.
Pensions Liability	The Council has a liability for retirement benefits promised under the terms of the pension scheme of £142.692m. Liabilities are measured on an actuarial basis, estimating future cash flows discounted to present values. This estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	If the principal assumptions used to measure the liability were to differ, then the increase in liability would be: - 0.5% decrease in discount rate = £27.729m - 0.5% salary increase = £2.147m - 0.5% increase in Pensions rate = £25.314m
Arrears	The General Fund has provided for a bad debt provision of £1.472m. This is based on modelled assumptions of the amount of debt cleared at various time points. The model is based on past recovery rates but any changes in the economic climate could impact on the recovery of outstanding debts.	The amount of debt having a provision against it equates to £2.805m. Therefore any changes in the recovery of our debts will have a maximum impact of £1.350m.
Business Rates Appeals	The council has made a provision for the effects of business rates appeals (including backdated appeals) of which the NBC element is £4.747.m. This is based on appeals that had been lodged and were outstanding at 31 March 2017. Contingent liabilities have been disclosed in relation to the risk of new appeals that may come forward in the future and other appeals/risks that have been currently assessed as not meeting the IAS 37 criteria for requiring a provision as at 31st March 2017.	If appeals on the list are rejected or settled at a lower value from the amount taken into account in the appeal provision, the provision for the excess would be released. If appeals on the list are settled at a higher value than the appeal provision or appeals are settled that are not included on the list at 31 March, there would be an impact on the business rates income to the authority under the Rates Retention Scheme.
Minimum lease payments on operating leases (authority as lessor)	Future estimates of minimum lease payments contain a number of assumptions about lease rental income and lease periods; for example that leases will not be renewed at the end of their term, and that vacant properties will not be leased at a future date.	If leases are extended beyond their original term or renewed on expiry, and vacant properties are leased out, then future rental income will exceed the minimum lease payments calculated. Conversely if lessees default on their leases or payments then future rental income may be reduced.

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

5. EVENTS AFTER THE BALANCE SHEET DATE

The Grenfell Tower fire of 14 June 2017 has highlighted some serious concerns about the fire safety of the country's hundreds of high rise blocks of flats. Although it is not yet known what changes the Government will make to the regulatory framework in relation to fire safety, it is anticipated that additional responsibilities will be placed on social landlords and these will need to be considered as part of the Council's 30 year HRA Business Plan. In the meantime, Northampton Partnership Homes (ALMO) has been working closely with the Council and the Northamptonshire Fire & Rescue Service to review the fire risk assessments for the 11 multi-storey blocks of flats (5 storeys and above) that the Council owns. This review has highlighted no concerns at this stage.

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NORTHAMPTON
BOROUGH COUNCIL

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Annual

Governance

Statement

2016/17

NORTHAMPTON BOROUGH COUNCIL ANNUAL GOVERNANCE STATEMENT 2016/17

1 Executive Summary

This document describes Northampton Borough Council's governance arrangements and assesses how closely the Council aligns with good practice. In overall terms this is a positive statement for the financial year 2016/17. This document relies on several assurance mechanisms including the internal audit annual review, internal audit reports throughout the year, returns by Senior Officers, the Statement of Accounts, Audit Committee, the overview and scrutiny process, and external audit.

External audit has been undertaken since November 2012 by KPMG. This provides assurance on the controls the Council has in place. Where the auditor identifies weaknesses in the Council's arrangements, these are highlighted in the Annual Audit and Inspection Letter. The Council received an unqualified audit opinion on its 2015/16 main financial statements with no significant issues, but an adverse opinion in relation to value for money relating to a previous loan to a third party.

A significant change in 2016/17 has been the development of a Governance Action plan to address the recommendations from a PwC internal audit report relating to the football club loan. This was developed by management board and presented to Audit Committee in December 2016. The progress against this plan has been a key report to each subsequent Audit Committee and a key focus within the organisation.

2 Statement of Compliance

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

In response to the issuing of new guidance on governance by CIPFA SOLACE in December 2016 the authority has commenced a self-evaluation of its compliance within the framework which is planned to be completed in July 2017. This will identify any gaps in compliance which may need addressing through policy updates and/or training.

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

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

The Board comprises of 16 members including representatives from tenants, Northampton Borough Council elected Members, independent members and two employees of the Company. The structure of the Board is such that no single group holds a majority position. The Board meet approximately every six weeks. The Board is supported by five Committees; Finance, Audit & Risk, Operations and HR and the Remuneration Committee. Each Committee comprises of 5/6 Members of the Board and currently meet approximately every six weeks. Committees have no delegated powers relevant to their specific terms of reference but they consider the detail of matters under their remit and report to the Board where formal approval to any reports and proposals is given.

3 Scope of responsibility

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

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

Northampton Borough Council has agreed a local code of corporate which takes account of, and is currently being reviewed and developed against the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Framework 'Delivering Good Governance in Local Government' from 2016.

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

4 The purpose of the governance framework

The System of Internal Control and the Governance Framework have been in place at Northampton Borough Council for the year ended 31 March 2017 and up to the date of the approval of the statement of accounts.

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

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

5 The Governance Framework

The Constitution is the key document in the Council's governance framework. The Borough Secretary (the 'Monitoring Officer') has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution regularly to incorporate any necessary changes that are approved as part of any policy changes.

The Council's Governance Framework derives from the six core principles identified in a 2004 publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services – a commission set up by CIPFA, and the Office for Public Management. The commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA / SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007, with a revision in 2016. The core principles that this Governance Framework follows and the key elements of each of those core principles are as follows.

5.1 Defining outcomes in terms of sustainable economic, social, and environmental benefits.

The Council's corporate priorities are set out in the Corporate Plan 2017 -22, which was adopted by the Council at its meeting on 27 February 2017. These are based around seven key areas:

- Northampton Alive – a vibrant successful town for now and the future
- Safer Communities – making you feel safe and secure
- Housing for Everyone – helping those that need it have a safe and secure home, and ensuring that a buoyant market provides a wide choice of homes for all ages
- Protecting Our Environment – a clean and attractive town for residents and visitors
- Love Northampton – Enhancing leisure facilities for local people and encouraging participation
- Working hard and spending your money wisely – delivering quality modern services
- Improving Our Governance – implementing the Governance Action Plan

The final priority around improving governance is in direct response to reports and recommendations of both Internal and External Auditors during 2016, in order to raise the profile and change the culture of the organisation in relation to governance.

The Council's annual financial planning process is driven by the council's Medium Term Financial Strategy to ensure that the future priorities and ambitions are resourced.

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

There are detailed contract procedure rules set out in the constitution, these explain how procurement must be carried out. A detailed review of these rules by external advisors commenced in 2016/17, and is due for completion by the end of 2017.

The Council's Risk Management Strategy, which incorporates business continuity management, was further improved in 2011 and has been subject to a review during 2016 supported by the Council's internal auditors PwC. The revised draft strategy was presented to Audit Committee in January 2017 and is being finalised by a specialist external resource, supported by the Governance and Risk Manager. The Strategy clearly sets out the processes and responsibilities for managing risks across the authority and is supported by a Risk and Business Continuity Management Handbook. Risks are identified and registers comprehensively refreshed on an annual basis as part of the Service Planning process and are updated regularly at Departmental Management Team meetings. This enables risks to be associated clearly to objectives and priorities, providing management with valuable monthly reporting information and ensuring resources are targeted to the priorities and objectives most at risk.

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

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

5.2 Determining the interventions necessary to optimise the achievement of intended outcomes

The Council's governance action plan includes governance around decision making, financial governance and project management. It is designed to ensure that decisions made by the Council either at Cabinet or at project level include robust option appraisal and identification of any risks involved.

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

5.3 Developing the entity's capacity, including the capability of leaders and individuals.

5.3.1 The Constitution

The Council has adopted a Constitution, which sets out how the Council operates, how decisions are made and the procedures that are followed to ensure these are efficient, transparent, and accountable to local people. The constitution reflects the 'Executive/Scrutiny' model following the Local Government Act 2000 with the latest revision in February 2013. The Council commissioned external advisors in March 2017 to undertake a review of the Constitution with a focus on the scheme of delegation, and contract and finance procedures. Council will be required to approve a revised Constitution during 2017 once this work is complete.

5.3.2 The Cabinet

Cabinet is responsible for making executive decisions as defined by law and operates within the budget and policy framework approved annually by full Council. Meetings are open to the public except when personal or confidential matters are being discussed. Accountable Cabinet Members have authority to make non-key delegated decisions in accordance with the Leader's Scheme of Delegations in the Constitution. Furthermore, senior and other officers of the Council can make decisions under delegated authority – again the extent of these delegations is set out in the Officers' Scheme of Delegations in the Constitution. The Council publishes an executive decision notice, which contains details of key decisions to be made by the Cabinet. Each Cabinet member has a specific range of responsibilities requiring him or her to work closely with senior and other employees in order to achieve the Council's ambitions. Cabinet members also meet on a regular basis at Executive Programme Board with senior officers to consider and discuss potential future cabinet reports and other relevant issues.. This is a recent change as part of the Governance Action Plan to inform and improve decision making. In addition to the above, the Cabinet and Leadership Team meet on a cycle to discuss key strategic issues, by reference to Cabinet member priorities.

5.3.3 Management Board

The Council's Management Board, which consists of the Chief Executive, Directors, the Chief Finance (s.151) Officer, and the Monitoring Officer met on a regular basis during 2016/17. Management Board considers other internal control issues, including strategic risk management, performance management, compliance, efficiency and value for money, and financial management. Management Board has a corporate responsibility for the messages that the Council puts out, both internally and externally.

A new Governance Action Plan was developed during 2016 by the authority's three statutory officers with input from other staff before being reviewed and signed off by Management Board. This focussed on areas that needed to be strengthened within the organisation to improve the robustness of decision making and monitoring, as well as the management of risk. Three new posts were identified to increase the organisation's capacity in relation to risk and project management, and these have been or are in the process of being recruited to.

5.3.4 Corporate Briefing

This group consists of Management Board members and all Heads of Service. This group met on a regular basis during 2016/17. The group, which is non-decision making, provides collective responsibility for:

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

5.3.5 Directorate Management Team

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

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

5.3.6 Managers' Sessions

These are held on a monthly basis throughout the year covering a range of corporate subjects. During 2016/17 these included health and safety, housing and wellbeing, organisational changes. The sessions cover all managers and team leaders across the council.

As part of the Governance Action Plan a 'licence to practice' training programme is being developed for all managers and relevant staff. This is being targeted to cover all governance areas within the Council, and is planned for delivery during 2017. Initial mandatory training sessions around financial governance have already taken place during early 2017, which will form part of the programme.

5.3.7 Councillor Induction and Development

The Council has a structured Councillor Development programme which is informed by corporate priorities, legislative changes and development plans for councillors. The outcomes from the development sessions are evaluated and monitored. The authority also offers its training schedule to parish councils within the borough, a number of parish councillors attended various sessions in 2016/17.

The Council also has an extensive Councillor Induction programme, this takes place after each four yearly election cycle. Any councillors elected mid-term are provided with individual sessions as appropriate.

5.3.8 Programme and Project Management Governance

During 2016/17 key Programme Boards reported into Management Board on the key project streams for the year. The governance arrangements were amended as part of the governance action plan to improve the focus of decision making, and to support the early consideration of issues through new member/officer arrangements. Individual projects are governed by project boards report into the following new or redefined programme boards for decision or by exception:

- Corporate Governance & Support Officer Programme Board
- Northampton Alive Officer Programme Board
- Transformation and People Officer Programme Board
- Efficiency/MTFS Officer Programme Board

Each Programme Board is chaired by the Chief Executive, Borough Secretary, or a Director, and they report into Management Board by exception. The programme boards will not encompass every single project that NBC is actively delivering, but rather those identified by Management Board as requiring corporate governance controls.

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

5.4 Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

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

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

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

Codes and Protocols

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

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

The financial management of the Authority is conducted in accordance with the financial rules set out at Article 13 and in the Financial Regulations section within the Constitution. The Council has appointed and has a designated Chief Finance Officer in accordance with Section 151 (S151) of the Local Government Act 1972. The Strategic Finance Business Partners are Deputy S151 officers. The Section 151 and Deputy 151 Officers are LGSS employees and their function is provided to the Council through the LGSS Partnership Agreement. This arrangement has been reviewed against CIPFA's Statement on the Role of the Chief Finance Officer 2010, and successfully complies with all of the criteria. As stated above, the Chief Finance Officer is a member of Management Board and reports directly to the Chief Executive.

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

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

5.5 Managing risks and performance through robust internal control and strong public financial management.

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

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

The Council has several committees, which carry out regulatory or scrutiny functions, and ensure that decisions and financial performance can be scrutinised:

5.5.1 Cabinet

Cabinet makes executive decisions which can be called in by Scrutiny using formal call-in powers in the constitution.

5.5.2 Planning Committee

Planning Committee determines planning applications and related matters.

5.5.3 Standards Committee

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

On behalf of Standards Committee the Council's Monitoring Officer has provided briefings and guidance to Members, Parish Councillors and relevant officers on matters in relation to Standards generally and to also remind Members of their obligations under the Code of Conduct, the Register of Interests, Gifts and Hospitality.

5.5.4 Audit Committee

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

The Audit Committee has continued to be effective during 2016/17. Audit Committee has the opportunity to question and challenge on any reports brought before it. This supports a good internal control framework. Action plans around changes to the governance framework and responding to external audit recommendations have both been regularly reported to Audit Committee. The Committee have continued to review financial performance including debt management, treasury management and the use of interim/agency staff.

The Committee also approved the 2015/16 Annual Governance Statement (AGS) and Statement of Accounts, and will approve these for 2016/17. The committee receives annual training from internal and external audit, as well as officer training relating to the Statement of Accounts.

5.5.5 Licensing Committee

Licensing Committee monitors and reviews the effectiveness of the Council's licensing policy and procedures and make individual licensing decisions as required. Committee Members receive initial training to enable them to sit on the Committee, and ad-hoc training on any legislation changes as required.

5.5.6 General Purposes Committee

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

5.5.7 Appointments and Appeals Committee

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

5.5.8 The Overview and Scrutiny Committee

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

Some of the Overview and Scrutiny Committee responsibilities are:

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

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

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

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

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

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

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

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

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

The Council’s Overview and Scrutiny (O&S) Committee is a very effective model, both for pre-decision investigations, and for a call-in process to scrutinize decisions of the executive.

5.6 Ensuring openness and comprehensive stakeholder engagement

The Council is committed to the importance of openness and transparency in local government. The Constitution contains Access to Information Procedure Rules and Guidelines for Open Government, which are managed on a day to day basis by the Council’s Democratic Services Department to ensure that the public are able to easily access Council meetings and information in accordance with legislative requirements.

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

The Council adopts a strategy of community engagement activities through a number of routes including the following:

- Six community forums held bi-monthly covering equality characteristics including; the women’s forum; disabled peoples’ forum; pensioners’ forum; youth forum; LGBTQ forum and diverse communities forum
- Parish council forum
- Park Management Committees
- Residents Association forum
- Community Centre forum

The key principles of our engagement are that:

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

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

5.7 Implementing good practices in transparency, reporting and audit to deliver effective accountability

The Council as part of its governance action plan has included the following actions to improve transparency in decision making and reporting:

- Gateway reviews for all major projects to ensure progress on track and within scope
- Project and board meetings to be properly minuted and where appropriate declarations of interests obtained
- The requirement for full and comprehensive project files and records
- Extensive risk management and reporting processes.
- Regular reporting back to Cabinet on key projects
- A review of the decision ‘call over’ process

- Guidance on standards around cabinet report writing, including evidence and options expected, and enhanced procedures around clearance of reports

The Audit Committee has a key role to play in ensuring effective accountability. The committee receives regular reports around financial and performance management, as well as developments in corporate governance. During 2016/17 it has requested additional information and scrutiny over a number of different areas. Both external and internal auditors attend committee to provide assurance and challenge to the committee on aspects of council delivery.

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

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

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

6 Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of its governance framework including the system of internal control. The process adopted during 2016/17 for a review is below.

- PwC Internal Audit reports as part of the audit plan
- Development of a Governance Action Plan
- Review and approval by Management Board
- Review and approval by the Audit Committee

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

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

- Risk management
- Control and;
- Governance processes.

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

An audit plan is prepared each year and is agreed at the Audit Committee. For 2016/17 the audit plan was considered by Audit Committee on June 27 2016.

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

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

PWC Internal Audit Outturn

The below table sets out the Internal Audit opinions that can be given:

<i>Type of opinion</i>	<i>Indication of when this type of opinion may be given</i>
Satisfactory	<ul style="list-style-type: none"> A limited number of medium risk rated weaknesses may have been identified, but generally only low risk rated weaknesses have been found in individual assignments; and None of the individual assignment reports have an overall report classification of either high or critical risk.
Generally satisfactory with some improvements required	<ul style="list-style-type: none"> Medium risk rated weaknesses identified in individual assignments that are <i>not significant in aggregate</i> to the system of internal control; and/or High risk rated weaknesses identified in individual assignments that are <i>isolated</i> to specific systems or processes; and None of the individual assignment reports have an overall classification of critical risk.
Major improvement required	<ul style="list-style-type: none"> Medium risk rated weaknesses identified in individual assignments that are <i>significant in aggregate but discrete parts</i> of the system of internal control remain unaffected; and/or High risk rated weaknesses identified in individual assignments that are <i>significant in aggregate but discrete parts</i> of the system of internal control remain unaffected; and/or Critical risk rated weaknesses identified in individual assignments that are <i>not pervasive</i> to the system of internal control; and A <i>minority</i> of the individual assignment reports may have an overall report classification of either high or critical risk.
Unsatisfactory	<ul style="list-style-type: none"> High risk rated weaknesses identified in individual assignments that <i>in aggregate are pervasive</i> to the system of internal control; and/or Critical risk rated weaknesses identified in individual assignments that are <i>pervasive</i> to the system of internal control; and/or <i>More than a minority</i> of the individual assignment reports have an overall report classification of either high or critical risk.
Disclaimer opinion	<ul style="list-style-type: none"> An opinion cannot be issued because insufficient internal audit work has been completed. This may be due to either: <ul style="list-style-type: none"> Restrictions in the audit programme agreed with the Audit Committee, which meant that our planned work would not allow us to gather sufficient evidence to conclude on the adequacy and effectiveness of governance, risk management and control; or We were unable to complete enough reviews and gather sufficient information to conclude on the adequacy and effectiveness of arrangements for governance, risk management and control.

Based on the work completed, internal audit have issued the following opinion:

Satisfactory	Generally satisfactory with some improvements required	Major improvement required	Unsatisfactory
<p>There are significant weaknesses and non-compliance in the framework of governance, risk management and control which put the achievement of organisational objectives at risk.</p> <p>Major improvements are required to improve the adequacy and effectiveness of governance, risk management and control. Please see our Summary of Findings in Section 2.</p>			

The significant change in opinion from 'generally satisfactory with some improvements required' has followed the issuing of their final report on the Northampton Town Football Club loan. The report highlighted issues around decision making, governance, risk management and project management. Internal Audit recognised in their annual report that the Council were taking significant steps to address these issues, which commenced with the implementation of a far reaching governance action plan in December 2016. Progress against the governance action plan is being monitored by Audit Committee, and a number of actions have already been completed.

The other internal audit reports during 2016/17 identified limited findings, with most findings being rated generally medium or low risk.

There were significant changes made in year to the Internal Audit Plan to enable the Football Club Loan Report to be concluded which has limited the amount of internal audit work undertaken in other planned areas. These changes were agreed jointly by the Council in order to respond to key risks and amended priorities. However, PwC were satisfied that sufficient internal audit work had been undertaken to allow an opinion to be given as to the adequacy and effectiveness of governance, risk management and control, but have noted this opinion is based solely on the audit reviews completed in the year and interactions with management and the Audit Committee.

The changes in the audit plan can be summarised as follows:

- Resource was diverted to complete a report on the loan granted to Northampton Town Football Club and in particular to consider the relevant policies and procedures that are applicable to a transaction of this nature.
- The original internal audit plan included work to review the resources in place within LGSS to compare the level of charges with the service being received. This did not take place as the Council gave notice on a number of elements of the LGSS contract.
- The following reviews were not undertaken with resource being diverted to the loan report; partnerships and communities, private sector housing, customers and cultural services, borough secretary directorate governance, business continuity and corporate policy.
- The planned review of performance management was deferred until the Council had completed building new outturn reports, resetting KPIs, and new processes around performance management were fully embedded.

During the year PwC completed reviews in the following areas:

- Environmental Health and Licensing
- Economic development and regeneration
- Planning: Building Control
- Housing options
- Key financial system controls

The reviews identified 18 findings in total of which 13 are classified as a low rating and 5 medium.

Risk Management Support – in November and December 2016 PwC provided advice on governance, including supporting development of a new risk management strategy and policy, input into the job description for a new Governance and Risk Manager role.

LGSS Internal Audit

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

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

Assurance	Definition
Substantial	There are minimal control weaknesses that present very low risk to the control environmental.
Good	There are minor control weaknesses that present low risk to the control environment. .
Moderate	There are some control weaknesses that present a medium risk to the control environment.
Limited	There are significant control weaknesses that present a high risk to the control environment.
No Assurance	There are fundamental control weaknesses that present an unacceptable level of risk to the control environment.

The areas reviewed by LGSS in 2016/17 were Accounts Receivable (Debtors), Accounts Payable (Creditors), Payroll and Bank Reconciliation (Cash), General Ledger, Revenues and Benefits, System Access to ICON and IBS, and Treasury Management.

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

Auditable Area	Control Environment Assurance	Compliance Assurance
Accounts Payable*	Substantial	N/A
Accounts Payable*	Substantial	N/A
General Ledger*	Substantial	N/A
Revenue and Benefits*	Substantial	N/A
Bank Reconciliations	Substantial	Substantial
ICON System Access	Substantial	Good
IBS System Access**	Substantial	Substantial
Treasury Management**	Substantial	Substantial

**Reviews focus on assessing control environment with limited compliance testing (i.e. walkthrough) meaning that it is impractical to assess compliance assurance.*

***Audit at draft report stage at the time of writing this report but the emerging opinions are included*

For each process area where the assurance is less than “Substantial” either at an overall opinion level or for specific areas within the process, an action plan of improvements for implementation by LGSS has been agreed between the relevant LGSS Service Manager and LGSS Internal Audit. These actions will be monitored and followed up.

7 Northampton Partnership Homes (NPH)

On 5 January 2015 NPH began trading. NPH is an Arm’s Length Management Organisation, wholly owned by the Council. NPH is a subsidiary of the Council for accounting purposes and their accounts have been consolidated into the Council’s Group Accounts. The governance structure of NPH is detailed at section 2 above.

7.1 Statement on Internal Controls

As part of their Annual Report, NPH are required to make a formal statement on Internal Controls, covering:

- Corporate Governance
- Business Planning
- Executive Management Team
- Risk Assessment and Management
- Audit
- Performance Management
- Financial Control and Budget Management
- Budgetary Control and Reporting
- Service Level Agreements
- Policies and Procedures

7.2 NPH - Review of Effectiveness

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

- Risk management
- Control and;
- Governance processes.

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

An audit plan is prepared each year and is agreed at NPH's Audit Committee. For 2016/17 the audit plan was agreed by their Audit Committee on 8 March 2016 and ratified by their main Board on 30 March 2016.

RSM 2016/17 Annual Internal Audit Opinion

Head of internal audit opinion 2016/17

The organisation has an adequate and effective framework for risk management, governance and internal control.

However, our work has identified further enhancements to the framework of risk management, governance and internal control to ensure that it remains adequate and effective.

RSM stated that their work had not identified any issues that should be included within the Annual Governance Statement for 2016/17

LGSS Internal Audit

NPH also receive the same back office support functions as The Council from LGSS. Therefore, please see section 6 for the review of effectiveness by LGSS Internal Audit.

8 Significant Governance Issues

8.1 Review of the current and previous year's Significant Governance Issues

The key issue raised by both the internal and external auditors related to governance and value for money surrounding the Northampton Town Football Club Loan. The Council has developed a Governance Action Plan to address the issues raised. Implementation of the plan started in autumn 2016, and will continue through 2017.

The focus is around governance of decision making, both at officer and member level including early review of key decisions, and increasing the capacity and capability of risk and financial management both corporately and across the organisation.

9 Conclusion

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

10 Approval of the Annual Governance Statement

To be signed post-audit, before Audit Committee on 11th September 2017

In accordance with the appropriate regulations, the Annual Governance Statement was approved by the Audit Committee on 11th September 2017 at the same time as the Statement of Accounts for 2016/17 was approved.

Councillor Jonathan Nunn

David Kennedy

Leader of the Council

Chief Executive

Date:

Date:

Appendices:
1. CIPFA Audit Committee Self-Assessment Questionnaire



AUDIT COMMITTEE REPORT

Report Title	Proposal to Recruit an Independent Audit Committee Chair & Audit Committee Self-Assessment Questionnaire
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3 rd July 2017
Policy Document:	The Governance Action Plan
Directorate:	Borough Secretary and Monitoring Officer
Accountable Cabinet Member:	Cllr Brandon Eldred - Finance

1. Purpose

- 1.1 The purpose of this report is to seek Audit Committee’s views on the appointment of an independent chair of Audit Committee and to recommend that Audit Committee make a recommendation to Full Council.
- 1.2 The Committee is also invited to review and comment as appropriate on the CIPFA produced ‘Self-assessment of Good Practice’ questionnaire for Audit Committees which will allow it to assess the effectiveness of the Audit Committee and identify whether there are any further actions that could be taken to strengthen the Committee’s overall effectiveness.

2. Recommendations

It is recommended that:-

- 2.1 Audit Committee make a recommendation to Full Council that the composition of the Audit Committee is altered to provide that the Chair of Audit Committee will be an independent, non-voting, co-opted member and will be in addition to seven elected Members, and that the necessary amendments are made to the Council’s Constitution.
- 2.2 The Committee considers and comments on the CIPFA Self-assessment of Good Practice questionnaire for Audit Committees at Appendix 1 and identifies whether there is any further work or actions required as a result of its consideration.

3. Issues and Choices

3.1 Report Background

Proposal to have an Independent Chair of Audit Committee

- 3.1.1 The Audit Committee is responsible for considering and monitoring processes for risk, control and governance as set out in further detail in Article 9 of the Council's Constitution. The purpose of the Audit Committee is to provide independent assurance and to support strong financial management and good governance.
- 3.1.2 In order to strengthen its overall governance framework and to address recommendations following an internal audit review, the Council is currently implementing a Governance Action Plan, as detailed in a report to this Committee on 5th December 2016.
- 3.1.3 As reported to Audit Committee on 5th December 2016, one of the keys to the success of the Governance Action Plan has been identified as "*enhancements to the role of the Audit Committee in overseeing compliance with policies, procedures and agreed audit recommendations within the Council*". As part of this, it is necessary to first consider the composition of the Audit Committee, to ensure that it is well equipped to perform its current role and any enhancements to it.
- 3.1.4 Article 9 of the Constitution sets out the composition of the Audit Committee:
- "The Audit Committee will be composed of seven Councillors, excluding members of the Cabinet.*
- The Committee shall have delegated powers to appoint co-opted members, without voting rights but with expertise in relevant areas".*
- 3.1.5 Currently therefore, the Committee is made up of a Chair who is a Councillor and six other Councillor members. [There are no co-opted (as opposed to elected) members on the Committee at present].
- 3.1.6 It is proposed that the Chair of Audit Committee should be an independent co-optee, (rather than an elected member of the Council) and that Full Council should be recommended to approve this change to the Committee's composition. The independent co-opted Chair would be in addition to seven elected Members (and any other non-voting co-opted Members with expertise in relevant areas appointed by the Committee under delegated powers).
- 3.1.7 [There are no statutory requirements that determine the composition of the Council's Audit Committee] meaning it would be permissible to have an independent co-opted Chair.
- 3.1.8 The Chartered Institute of Public Finance and Accountancy (CIPFA) has set out its view of best practice for Audit Committees in local authorities in a publication entitled, '*Audit Committees, Practical Guidance for Local Authorities and Police – 2013 Edition*' (the 'CIPFA Guidance').

3.1.9 CIPFA notes that co-option of independent members may be beneficial to an Audit Committee. CIPFA has identified some of the reasons that local authorities have chosen to recruit independent members, including:

- To bring additional knowledge and expertise to the Committee.
- To reinforce the political neutrality and independence of the Committee.

3.1.10 The CIPFA guidance also outlines some potential pitfalls to the use of independent members, including:

- Over-reliance on independent members by other committee members can lead to a lack of engagement across the full Committee.
- Lack of organisation knowledge or 'context' among independent members when considering risk registers or audit reports.

3.1.11 In relation specifically to Chairs of Audit Committees, the CIPFA guidance states that one characteristic of a good Audit Committee is, "*a strong, independently minded chair – displaying a depth of knowledge, skills and interest*".

3.1.12 The CIPFA guidance also makes it clear that a key feature of a successful committee will be a strong chair displaying a depth of skills and interest. They suggest that the specific characteristics required of an effective audit committee chair will include:-

- ability to plan the work of the committee over the year and beyond
- skills of managing meetings
- ability to bring an objective, apolitical attitude
- core knowledge and skills required of audit committee members
- a clear focus on the role of the committee and an ambition to lead the committee in line with good governance principles
- a focus on improvement and securing agreement on actions.

3.1.13 It should be noted that there is no statutory requirement or recommendation within the CIPFA Guidance that Chairs of Audit Committees should be independent co-optees.

CIPFA Self-assessment of Good Practice questionnaire for Audit Committees

3.1.14 The CIPFA Guidance also includes a suggested self-assessment questionnaire which sets out CIPFA's key principles of recommended practice. Authorities are encouraged to use the checklist as a starting point and as an indicator of whether they are meeting recommended practice and also of the Committee's effectiveness. Following use of the questionnaire, any changes or improvements that may be needed can identified within the overall objective of enhancing the Committee's performance.

3.1.15 The CIPFA Guidance explains that when an audit committee has a high degree of performance against the good practice principles, it is an indicator that the Committee is soundly based with a knowledgeable membership.

3.1.16 Completion of the self-assessment can also offer a number of other benefits. It can for example be used to support the planning of the Committee's annual work programme and to identify any training needs of Members and develop related training plans to meet these needs.

3.2 Choices (Options)

Recommendation One

3.2.1 Option 1 (Recommended)

Audit Committee make a recommendation to Full Council that the composition of the Audit Committee is altered to provide that the Chair of Audit Committee will be an independent, non-voting, co-opted member, and that the necessary amendments are made to the Council's Constitution.

3.2.2 Option 2

Conclude that the composition of the Audit Committee should remain as it currently is, and not therefore make any recommendation to Full Council.

3.2.3 Option 3

Propose an alternative Audit Committee composition to Full Council.

Recommendation Two

3.2.4 Option 1 (Recommended)

Further action occurs on the CIPFA Self-assessment of Good Practice questionnaire for Audit Committees including further consideration or potentially undertaking the questionnaire.

Option 2

3.3.5 No further action occurs on the CIPFA Self-assessment of Good Practice questionnaire for Audit Committees

4. Implications (including financial implications)

4.1 Policy

4.1.1 The report does not have any policy implications.

4.2 Resources and Risk

4.2.1 There will be some costs incurred in recruiting an independent Chair with suitable skills and expertise (if changes to the Constitution are agreed by Full Council).

4.2.2 [The Chair of Audit Committee receives a Special Responsibility Allowance pursuant to the current Scheme for Members' Allowances. The Council's Independent Remuneration Panel have been asked to consider the payment and amount of an allowance for a co-opted Chair of Audit Committee, and make recommendations, which would need to be considered by Full Council in due course].

4.2.3 As indicated above a potential risk could be an over-reliance on an independent members by other committee members which could lead to a lack of engagement across the full Committee. Another potential risk is a lack of organisation knowledge or 'context'

on the part of an independent member when considering risk registers or audit reports. However with the provision of relevant and targeted induction and training, these risks can be reduced and mitigated.

4.3 Legal

4.3.1 The Audit Committee is an ordinary committee of the Council. As such, the requirement in section 15 of the Local Government and Housing Act 1989 to maintain political balance on the Committee applies. This requirement would still apply if the Chair of the Committee was a co-opted, non-voting independent member. If the number of elected members on the Committee remains the same as it currently is, political balance will not be affected by the addition of an independent Chair.

4.3.2 Section 13 of the Local Government and Housing Act 1989 provides that subject to a number of exceptions, (which do not apply in the circumstances), a co-opted member of a Committee shall for all purposes be treated as a non-voting member of that Committee. Therefore, if Full Council agreed to a requirement for Audit Committee to have a co-opted independent Chair, that Chair would not be able to vote.

4.4 Equality

4.4.1 There are no equality and health implications arising directly from this report. Any future process to recruit an independent Chair for Audit Committee would need to have due regard to equality considerations.

4.5 Consultees (Internal and External)

4.5.1 To date no one has been consulted, either internally or externally, other than the Committee themselves via this report.

4.6 Other Implications

4.6.1 None.

5. Background Papers

5.1 *Audit Committees, Practical Guidance for Local Authorities and Police, 2013 Edition, CIPFA, Chartered Institute of Public Finance & Accountancy.*

Francis Fernandes
Borough Secretary and Monitoring Officer

CIPFA Audit Committee Self-Assessment Questionnaire - Appendix 1

	GOOD PRACTICE QUESTIONS	YES	NO	PARTLY
	Audit Committee purpose and governance			
1	Does the authority have a dedicated audit committee?			
2	Does the audit committee report directly to full council? (Applicable to local government only.)			
3	Do the terms of reference clearly set out the purpose of the committee in accordance with CIPFA's Position Statement?			
4	Is this role and purpose of the audit committee understood and accepted across the authority?			
5	Does the audit committee provide support to the authority in meeting the requirements of good governance?			
6/3	Are the arrangements to hold the committee to account for its performance operating satisfactorily?			
	Functions of the Committee			
7	Do the committee's terms of reference explicitly address all the core areas identified in CIPFA's Position Statement?			
	<ul style="list-style-type: none"> • Good governance 			
	<ul style="list-style-type: none"> • Assurance framework 			
	<ul style="list-style-type: none"> • Internal audit 			
	<ul style="list-style-type: none"> • External audit 			
	<ul style="list-style-type: none"> • Financial reporting 			
	<ul style="list-style-type: none"> • Risk management 			
	<ul style="list-style-type: none"> • Value for money or best value 			
	<ul style="list-style-type: none"> • Counter-fraud and corruption 			

CIPFA Audit Committee Self-Assessment Questionnaire - Appendix 1

	GOOD PRACTICE QUESTIONS	YES	NO	PARTLY
8	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?			
9	Has the audit committee considered the wider area identified in CIPFA's Position Statement and whether it would be appropriate for the committee to undertake them?			
10	Where coverage of core areas has been found to be limited, are plans in place to address this?			
11	Has the committee maintained its non-advisory role by not taking on any decision-making powers that are not in line with its core purpose?			
Membership and Support				
12	Has an effective audit committee structure and composition of the committee been selected?			
174	This should include			
	<ul style="list-style-type: none"> • Separation from the executive 			
	<ul style="list-style-type: none"> • An appropriate mix of knowledge and skills among the membership 			
	<ul style="list-style-type: none"> • A size of committee that is not unwieldy 			
	<ul style="list-style-type: none"> • Where independent members are used, that they have been appointed using an appropriate process. 			
13	Does the chair of the committee have appropriate knowledge and skills?			
14	Are arrangements in place to support the committee with briefings and training?			
15	Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?			
16	Does the committee have good working relations with key people and organisations, including external audit, internal audit and the chief financial officer?			

CIPFA Audit Committee Self-Assessment Questionnaire - Appendix 1

	GOOD PRACTICE QUESTIONS	YES	NO	PARTLY
17	Is adequate secretariat and administrative support to the committee provided?			
Effectiveness of the committee				
18	Has the committee obtained feedback on its performance from those interacting with the committee or relying on its work			
19	Has the committee evaluated whether and how it is adding value to the organisation?			
20	Does the committee have an action plan to improve any areas of weakness?			
175				

Appendices: 1



NORTHAMPTON
BOROUGH COUNCIL

AUDIT COMMITTEE REPORT

Report Title	2016/17 Financial Monitoring and Outturn Report
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3rd July 2017
Policy Document:	No
Directorate:	Finance Directorate LGSS
Accountable Cabinet Member:	Cllr B Eldred

1. Purpose

- 1.1 To present Committee with the Financial Outturn for 2016-17 as presented to Cabinet on 21st June 2017.

2. Recommendations

- 2.1 To consider the contents of the finance report:
- Finance and Monitoring Outturn Report 2016/17 (Appendix 1)
- 2.2 To consider whether Committee requires any additional information in order to fulfil its governance role.

3. Issues and Choices

3.1 Report Background

- 3.1.1 A Finance and Performance report was presented to Cabinet quarterly during 2016/17 (including the outturn report).
- 3.1.2 Audit Committee has asked to receive these reports which are brought to the first available meeting following their production.

3.2 Issues

3.2.1 The Council's Revenue and Capital Outturn 2016-17 is set out in Appendix 1.

3.3 Choices (Options)

3.3.1 None

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

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

4.3 Legal

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

4.4 Equality

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

4.5 Consultees (Internal and External)

4.5.1 None at this stage.

4.6 How the Proposals deliver Priority Outcomes

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

4.7 Other Implications

4.7.1 Not applicable

5. Background Papers

21st June 2017 Cabinet – Finance and Monitoring Outturn Report 2016/17

Glenn Hammons
Chief Finance Officer, Telephone 01604 366521



CABINET REPORT

Report Title	FINANCE AND MONITORING - PROVISIONAL OUTTURN REPORT 2016/17
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	21 June 2017
Key Decision:	Yes
Within Policy:	Yes
Policy Document:	No
Directorate:	Management Board
Accountable Cabinet Member:	Cllr B Eldred
Ward(s)	N/A

1. Purpose

- 1.1 This report sets out the provisional financial outturn position for the Council's General Fund, Housing Revenue Account (HRA), Capital Programme and Northamptonshire Partnership Homes (NPH) for the financial year 2016/17.

2. Recommendations

- 2.1. That Cabinet note the provisional outturn for the General Fund and Housing Revenue Account for the financial year 2016/17 as set out at **Appendix 1** and **Appendix 5**.
- 2.2 That Cabinet approve the use of and contributions to General Fund Revenue Earmarked Reserves as shown in paragraph 3.2.4 and **Appendix 3**.
- 2.3 That Cabinet approve the proposed revenue budget carry forwards detailed in paragraph 3.2.8
- 2.4 That Cabinet approve the net movement in Housing Revenue Account Reserves and working balances as set out at **Appendix 6**.
- 2.5 That Cabinet note the outturn for the Council's General Fund and Housing Revenue Account Capital Programmes for 2016/17 and how the expenditure was financed as set out at **Appendix 4** and **Appendix 7**.

- 2.6 That Cabinet approve the proposed capital carry forwards into 2017/18 set out in **Appendix 4** and **Appendix 7**.
- 2.7 That Cabinet note the outturn for Northampton Partnership Homes for 2016/17 as set out at **Appendix 8**.

3. Issues and Choices

- 3.1 The Council's budget is divided across two accounts, the General Fund and the Housing Revenue Account (HRA). These two accounts, together with their respective sources of funding, are kept entirely separate from each other as required by statute. HRA expenditure and income relates solely to the Council's role as a housing landlord, whilst the General Fund encompasses all other services. Please note that the accounts for the year will include a number of technical accounting adjustments that will be taken in the draft Statement of Accounts to Audit Committee on the 3rd July, and which may result in a change to the final level of General Fund Reserves.

3.2 General Fund

- 3.2.1 The General Fund outturn for controllable service budgets shows an underspend of £1,383k. This is listed in **Table 1** below and detailed in **Appendix 1**.

Table 1 - Controllable Budget Outturn	Revised Budget £000	Actual Outturn £000	(Under) / Over Spend £000
Director of Regeneration, Enterprise and Planning	2,620	2,668	48
Housing and Wellbeing	1,104	1,647	543
Borough Secretary	2,737	2,737	0
Director of Customers and Communities	11,503	10,175	(1,328)
Corporate and LGSS	11,404	11,214	(190)
Total Service Controllable Spending	29,368	28,441	(927)
Debt Financing	1,904	1,448	(456)
Total	31,272	29,889	(1,383)

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

3.2.2.1 Regeneration, Enterprise and Planning

- Overspend mainly relates to additional temporary staff covering vacant positions and professional services to carry out valuations. Offset by overachievement of NNDR rebates following challenges and the higher level of development control income for the whole year.

3.2.2.2 Housing and Wellbeing

- Overspend is mainly due to additional costs of Homeless Prevention schemes, Refuge funding, higher Temporary Accommodation costs and a reduction in Licensing Income.

3.2.2.3 Customers and Communities

- Underspend reflecting additional deductions made through the Environmental Services Contract and additional car parking and licensing income. Savings on utility and NNDR costs.

3.2.2.5 Corporate and LGSS

- Underspend due to lower pension severance costs and a higher pension deficit recharge to the HRA offset by additional costs for Temporary Accommodation resulting in a higher subsidy loss.

3.2.3 All outturn variations will be reviewed as part of a robust review of the current 2017/18 budget and Medium Term Financial Plan going forward.

3.2.4 **Table 2** below sets out the proposed use of the 2016/17 underspend. The underspend is being used to mitigate risk and ensure that the Council can continue to invest in future service improvements and economic initiatives across the Borough.

Table 2 – Use of 2016/17 Underspend	Para. Ref.	£000
Underspend against Controllable Budgets		(927)
Other Technical Variances		(456)
Funding towards Improved Governance	3.2.6	50
Funding towards Greyfriars Redevelopment	3.2.7	74
Project Budget Carry Forwards	3.2.8	181
Contribution to MTFP Cashflow Reserve	3.2.9	1,048
Contribution to General Fund Balance		30

3.2.5 Planning Appeals at Collingtree and Hardingstone resulted in costs to the Council in 2016/17 of £554k, funded from a drawdown from the MTFP Cashflow Reserve. This drawdown is reflected in the revised budget shown in Appendices 1 and 2.

3.2.6 The Council has put in place a comprehensive Governance Action Plan which sets out improvements to governance processes to be achieved in the next 12 months. An earmarked reserve of £50k will support the training and other professional support required to achieve this.

3.2.7 The redevelopment of the Greyfriars site requires additional revenue expenditure above the original estimated £200k approved 11th November 2015, on professional and legal advisors to enable the project team to consider final cost appraisals and deal with external enquiries prior to reporting back to Cabinet as agreed in the last progress report to Cabinet on 11th January 2017. The funding for this is to be set aside in the Strategic Investment Reserve.

3.2.8 Specific carry forwards totalling £181k have been requested for use in 2017/18. These include the carry forward of underspends in 2016/17 for Councillor enabling funds, for essential works to Grosvenor Car Park and for Neighbourhood Planning.

3.2.9 The Council has identified a number of risks, including reducing government funding, increasing service costs and contract management costs. Monies are

set aside in the MTFP Cashflow Reserve to assist with the management of these risks.

General Fund Balances

- 3.2.10 The Chief Finance Officer has undertaken a risk-based assessment of reserve balances. This assessment suggests that, taking all known risks into account along with the Council's gross expenditure requirement, the minimum level of balances should remain in the order of £5.5m. The unaudited outturn shows that this can be achieved as at 31 March 2017.
- 3.2.11 The Council also holds General Fund earmarked reserves of £23m to mitigate against specific risks to which the Council may be exposed and investing in service improvement. These are detailed in **Appendix 3**. These earmarked reserves were fundamentally reviewed in October 2016, with the aim of ensuring that specific reserves remained relevant and bringing together those no longer specifically required into two corporate reserves – Delivering the Efficiency Plan and the MTFP Cashflow reserve.

General Fund Capital

- 3.2.12 The Council's final approved budget for General Fund capital programme expenditure in 2016/17 was £19.0m, a net increase of £5.8m from the original budget of £13.2m. The increases were due to carry-forwards from 2015/16 and other changes largely relating to increases in external financing from grants and contributions and self-funded schemes, as well as increased costs for the restoration of Delapre Abbey.
- 3.2.13 The overall capital programme includes revenue expenditure funded from capital under statute (REFCUS). This is expenditure, such as grants to homeowners for disabled facilities, which can be funded from capital resources under statute and regulations.
- 3.2.14 Capital expenditure for 2016/17 totalled £12.4m against the final approved budget of £19m, a net underspend of £6.6m (35%). A large proportion (£6.1m) relates to schemes that are currently underway or still planned to take place and these budgets will be carried forward into the next financial year (2017/18). The majority of this carry forward is due to the timing of approvals and the timescales for letting contracts and funding agreements. This includes £3.5m in relation to schemes with specific earmarked funding, e.g. specific government grants, section 106 contributions, earmarked reserves or self-funded borrowing, meaning that any underspend does not create a saving to Northampton Borough Council.
- 3.2.15 The capital expenditure position by Directorate is summarised in **Table 3** below, with further details set out in **Appendix 4**, along with explanations of the reasons for any significant variances.

Table 3 Capital Expenditure 2016/17	Final Approved Budget	Outturn	Variance
General Fund	£000	£000	£000
Customers & Communities	1,274	922	(452)
Regeneration, Enterprise & Planning	15,809	9,645	(6,164)
Housing General Fund	1,393	1,367	(26)
LGSS Managed Budgets	462	417	(45)
Total	19,038	12,351	(6,687)

3.2.16 **Table 4** below shows how the capital programme for 2016/17 has been funded. In line with the approved Capital Strategy and the Treasury Management Strategy, capital receipts and revenue reserves have been utilised to fund expenditure on short-life assets whilst prudential borrowing has been used where assets have a longer life.

Table 4 Financing of Capital Programme 2016/17	General Fund
	£000
Borrowing	4,676
Capital Receipts	837
Grants	2,494
Third Party Contributions	2,994
Revenue Contributions	1,350
Total	12,351

3.2.17 The approved capital programme for 2016/17 included assumed capital receipts to be realised during the year of around £5m. Due to economic conditions and staff capacity these were not brought to fruition in the year but are expected to be realised in 2017/18. This was mitigated to some degree by the amounts to be carried forward, but the quantum of expenditure funded from borrowing was around £1m higher than budget. Assuming that the capital receipts are received in 2017/18 then borrowing in that year should be lower than planned such that

the cumulative position will be in line with original budgeted intentions, i.e. the additional borrowing is only temporary.

3.2.18 The proposed carry forwards on General Fund Capital Schemes are required to complete schemes and realise the outcomes set out in the original appraisals. Justifications are given against each scheme in **Appendix 4**. After taking account of these carry-forwards, the net overspend in funding by corporate borrowing and capital receipts is £187k.

3.2.19 **Table 5** below shows the amount of carry forward from 2016/17 into the 2017/18 capital programme. Details are shown on a scheme by scheme basis at **Appendix 4**.

Table 5 General Fund Capital Carry forward 2016/17	£000
Customers & Communities	453
Regeneration, Enterprise & Planning	5,631
Housing General Fund	0
LGSS Managed Budgets	45
Total	6,129

3.2.20 The carry forward schemes will be incorporated into the 2017/18 agreed capital programme and monthly monitoring processes.

3.2.21 Completion of works at Delapre Abbey additional funding of £490k, which is detailed in a report elsewhere on this Cabinet agenda. This will be funded by use of £120k underspend on the 2016/17 capital programme plus £370k to be reallocated from the approved 2017/18 block programmes.

3.3 Housing Revenue Account

3.3.1 The HRA outturn position shows an underspend on controllable spending of £249k. After technical accounting adjustments this position moves to an underspend of £366k. This has reduced the required net contribution from reserves from the budgeted amount of £7.517m to £7,151m, while the HRA working balance remains unchanged at £5m.

3.3.2 It should be noted that Northampton Partnership Homes (NPH) have managed most of the HRA expenditure budgets in 2016/17 and the actual expenditure incurred is therefore reflected in the summary HRA accounts as management fee payments to NPH. The NPH outturn figures are shown separately (see 3.4 below).

3.3.3 The summary HRA outturn is attached at **Appendix 5**.

Main Variances

3.3.4 **Table 6** below summarises the main variances detailed in Appendix 5. All outturn variations are already being reviewed to identify ongoing issues which need to be reflected within the current forecast and future year budgets.

Table 6 – HRA Service Budget Outturn	Revised Budget	Outturn	Variance
	£000	£000	£000
Repairs and Maintenance	14,625	14,807	182
General Management	7,462	7,461	(1)
Special Services	4,599	4,339	(260)
Increase in Bad Debt Provision	550	301	(249)
Capital Charges	13,008	13,279	271
Interest and Financing	6,270	6,144	(126)
Revenue Contributions to Capital	11,513	11,513	0
Net Support Service Recharges	2,945	2,683	(262)
Rent and Other Income	(53,734)	(53,696)	39
Other Minor Variations	279	318	39
HRA Net Expenditure 2016/2017	7,517	7,151	(366)
Net Contribution to/(from) Reserves	(7,517)	(7,151)	366
Housing Revenue Account Deficit/(Surplus)	0	0	0

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

- 3.3.5 Repairs and Maintenance: - higher expenditure on property maintenance and voids works.
- 3.3.6 General Management and Special Services – savings largely reflect lower employee related expenditure as a result of Pension adjustments and vacant posts held within Northampton Partnership Homes.
- 3.3.7 Other Variances:-
- Lower contribution to the Bad Debt Provision than budgeted reflecting on the good performance of managing arrears and also the further delay on full implementation of the Welfare reforms and Universal Credit.
 - Lower interest and financing costs reflecting the higher level of balances held on the HRA for the year.
 - Lower Support Service Recharges reflect savings within General Fund services.

3.3.8 Further details regarding recommended budget revisions and management actions required to ensure that the budget remains in balance will be included in the next budget monitoring report to Cabinet.

Contribution to HRA Working Balances and Reserves.

3.3.9 The total balance on all HRA reserves and balances at 31 March 2017 is £16.056m. **Appendix 6** details the movement to and from HRA reserves, excluding working balances. Contributions to and from working balances and earmarked reserves are summarised in **Table 7** below.

Cabinet are asked to approve the reallocation and contributions from reserves.

Table 7 – HRA Working Balances and Reserves	Balance 1 April 2016 £000	Movement in Year £000	Balance 31 March 2017 £000
Working Balance	5,000		5,000
Capital Programme Reserve	15,446	(6,190)	9,256
Leaseholders Reserve	500		500
Service Improvement and Project Reserve	1,395	(395)	1,000
Stock Options Appraisal	8	(8)	0
Supporting People Reserve	558	(558)	0
Insurance reserve	300		300
Total HRA Balances	23,207	(7,151)	16,056

HRA Capital

3.3.10 The Council's final approved budget for HRA capital programme expenditure in 2016/17 was £38.847m, a net increase of £4.397m from the original budget of £34.450m. The budget initially increased due to carry-forwards from 2015/16 (£2.397m) and was subsequently increased by a further £2m to reflect the movement Voids works from Revenue to Capital.

3.3.11 HRA Capital expenditure for 2016/17 totalled £28.99m against the final approved budget of £38.847m, a net underspend of £9.857m (25%). This underspend relates to various schemes including those managed by NPH (£307k), the Repurchase of Former Council Houses (£255k) and New Build Schemes (£9.3m). Further details are provided in Appendix 7.

3.3.12 **Table 8** below shows how the HRA capital programme for 2016/17 has been funded.

Table 8 Financing of HRA Capital Programme 2016/17	HRA £000
Capital Receipts	4,418
Major Repairs Reserve	13,008

Revenue Financing	11,513
Borrowing	50
Total	28,989

3.3.13 The proposed HRA carry forward of £275k, as detailed in **Appendix 7** relate to NPH managed schemes in respect of IT System upgrades. The programme for 2017/18 onwards has been reconfigured in line with the latest stock condition survey. Any HRA capital resources becoming available as a result of the underspend and the next revision of the 30-year Business Plan will be allocated to priority improvements and/or new provision.

3.3.14 The carry forward schemes will be incorporated into the 2017/18 agreed capital programme and monthly monitoring processes.

3.4 Northampton Partnership Homes (NPH) Outturn

3.4.1 The NPH accounting profit for the year 2016/17 was £183k. After technical accounting adjustments in relation to the Pensions Reserve, this position moves to an accounting loss of £24k. In accordance with the Management Agreement, this will be adjusted back into the retained HRA in 2017/18 and offset against prior year balances.

3.4.2 **Table 9** below summarises the overall NPH outturn position against the revised budget. The main variances against the elements of the Total Fee are shown in **Appendix 8**.

	Revised Budget	Actual	Variance
Table 9– NBC / NPH Extract from Pre-Audited Accounts	£000	£000	£000
Management Fee	(54,123)	(53,076)	1,047
Expenditure	54,123	52,458	(1,665)
Operating Surplus Before Financing and Tax)	0	(618)	618
Financing Costs	0	435	(435)
Operating Surplus	0	(183)	183

3.4.3 The original management fee budget of £52.9m was increased to £54.12m as a result of the approved carry forward of capital budgets totalling £1.21m from 2015/16.

3.4.4 The actual variance of (£1.047m) shown above reflects the re-phasing of the HRA Capital programme (£275k) into 2016/17, Capital Programme savings

(£31k), HRA Revenue savings (£731k) largely as a result of lower staff and Estate Services costs and minor General Fund savings (£10k).

3.5 Choices (Options)

- 3.5.1 Cabinet is invited to note the report and the explanations of the actual outturn on controllable income and expenditure for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes.
- 3.5.2 Cabinet is asked to approve the movements in the General Fund and HRA reserves.
- 3.5.3 Cabinet is asked to approve the capital and revenue budgets to be carried forward to 2017/18.
- 3.5.4 In determining the recommendations set out in the report the Chief Finance Officer and Management Board, in conjunction with the appropriate Cabinet Member, have considered the options open to the Council. The recommendations made ensure the Council:
- continues to support its capital programme projects by seeing them to completion,
 - manages its financial/service risks through the creation of appropriate reserves,
 - supports NPH by reinvesting unspent monies.

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

- 4.2.1 This report informs Cabinet of the outturn for the General Fund, Housing Revenue Account, Capital Programme and Northamptonshire Partnership Homes for 2016/17. The impact of individual outturn variances needs to be assessed against current and future years' budgets.

4.3 Legal

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

4.4 Equality

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

4.5 Consultees (Internal and External)

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

4.6 How the Proposals Deliver Priority Outcomes

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

4.7 Other Implications

- 4.7.1 The Appendices are set out as follows:
1. General Fund Outturn 2016/17
 2. General Fund - Service Budget Outturn Position 2016/17
 3. Extract of General Fund Earmarked Reserves Movements 2016/17
 4. General Fund Capital Programme 2016/17 - Outturn and Carry Forwards
 5. Summary of Housing Revenue Account Outturn Position 2016/17
 6. Summary of HRA Earmarked Reserves 2016/17
 7. HRA Capital Programme 2016/17 - Outturn and Carry Forwards
 8. Northampton Partnership Homes Outturn 2016/17

5. Background Papers

- 5.1 Cabinet Reports – Budget Setting and Budget Monitoring throughout 2016/17

Glenn Hammons
Chief Finance Officer (Section 151 Officer)
07872 197220

General Fund Summary Outturn 2016/17

Appendix 1

Key

"-" figure denotes a budget under spend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

	Revised Budget £000	Actual Outturn £000	(Under) / Over Spend £000
Director of Regeneration, Enterprise and Planning	2,620	2,668	48
Housing and Wellbeing	1,104	1,647	543
Borough Secretary	2,737	2,737	0
Director of Customers and Communities	11,503	10,175	(1,328)
Corporate and LGSS	11,404	11,214	(190)
Service Controllable	29,368	28,441	(927)
Interest and Financing	1,904	1,448	(456)
Net Support Service Recharges	(2,945)	(2,605)	340
Parish Precepts and Grants	1,024	1,024	0
Government Funding	(15,643)	(15,643)	0
Council Tax	(14,959)	(14,959)	0
Other Technical Accounting Adjustments	0	(361)	(361)
Technical Accounting Adjustments	(30,619)	(31,096)	(477)
General Fund (under)/over spend	(1,251)	(2,655)	(1,404)
Net Contribution to/(from) Reserves	1,251	2,625	1,374
Contribution from/(to) GF Balance	0	(30)	(30)
Balance b/fwd		(5,470)	
Balance c/fwd		(5,500)	

General Fund Revenue Budget
Service Budget Outturn Position 2016/17

Key

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Asset Management	961	1,063	102	Additional temporary staff covering vacant positions and professional services to carry out valuations £84k. NNDR rebates following challenges (£68k). Overspend on repairs and maintenance budget £36k and shortfall of income £27k
Other Buildings & Land	(2,004)	(1,998)	6	
Division Total - Asset Management	(1,043)	(935)	108	
Director of Regeneration, Enterprise and Planning	305	267	(38)	Savings mainly on Alive due to slippage in event taking place
Division Total - Director of Regeneration, Enterprise & Planning	305	267	(38)	
Head of Economic Development and Regeneration	109	159	50	Overspend relates Interim cover of Head of Service post & extra resource employed during year
Programmes & Enterprise	1,941	2,221	280	Enterprise Zone £185k more than original budget, will be recovered against additional business rates uplift.
Division Total - Economic Development and Regeneration	2,050	2,380	330	
Building Control	(45)	(9)	36	Building Control Income £70k less than original budget, 2017/18 budget amended to reflect trend. This has been partially offset by underspend on salary expenditure due to changes in staffing hours and various other underspends within the section
Development Control	491	285	(206)	Additional development control income.
Head of Planning	110	72	(38)	Saving relates to staffing budgets
Joint Planning Unit	108	34	(74)	Refunds relating to contribution to JPU
Planning & Regeneration Project Support	25	28	3	
Planning Policy & Heritage	578	504	(74)	Additional income received from partners for work on Open Space study
Bus Service Contribution	42	42	0	
Division Total - Head of Planning	1,308	956	(352)	
Directorate Total - Director of Regeneration, Enterprise & Planning	2,620	2,668	48	
Housing Options & Advice	739	1,074	335	Homeless Prevention schemes, Refuge funding and higher B+B costs.
Head of Housing and Wellbeing	129	137	8	
Travellers Sites	38	35	(4)	Lower expenditure on repairs
Private Sector Housing	41	331	290	Lower fee income from HMO Licensing and DFG works
Housing Strategy & Wellbeing	157	71	(86)	Higher recharge to the HRA
Division Total - Housing and Wellbeing	1,104	1,647	543	
Directorate Total - Housing and Wellbeing	1,104	1,647	543	
Communications	256	217	(39)	Underspend due to post funded through EZ.
Emergency Planning	52	52	0	
Human Resources	107	101	(6)	Underspend due to service being transferred back to NBC from LGSS, but posts not filled from day one.
Performance and change	55	96	41	Overspend due to Culture Change costs - offset by other underspends in the Directorate.
Division Total - Business Change	470	466	(4)	
Chief Executive	185	182	(3)	
Civic and Mayoral Expenses	91	110	19	Overspend partly due to higher non-staffing costs; and partly due to the Civic & Mayoralty Officer being filled through agency for part of the year.
Overview & Scrutiny	47	46	(1)	
Councillor & Managerial Support	535	526	(9)	Underspend due to vacant Political Assistant Admin post
Electoral Services	303	517	214	Overspend of £144k due to spend on the Association of Electoral Administrators while the Elections Manager post is being recruited to; overspend of £71k due to reimbursement for general election costs less than claimed.
Land Charges	(13)	(20)	(7)	Underspend due to service being transferred back to NBC from LGSS, but posts not filled from day one.

**General Fund Revenue Budget
Service Budget Outturn Position 2016/17**

Appendix 2

Key

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Legal	858	730	(127)	Underspend due to overachievement of legal income; and service being transferred back to NBC from LGSS, but posts not filled from day one.
Democratic Services	261	179	(82)	Underspend due to posts being vacant during the year.
Division Total - Borough Secretary	2,267	2,270	4	
Directorate Total - Borough Secretary	2,737	2,737	0	
Director of Customers & Communities	182	215	33	Prior year unallocated saving not achieved
Division Total - Director of Customers & Communities	182	215	33	
Events	295	238	(57)	Savings made on professional services (£15k) and additional income achieved (£33k)
Museums and Arts	772	760	(12)	Savings on utilities in both museums due to closure for refurbishment (£24k). Additional expenditure on Art Development of £12k due to funding the move of the Leathercraft exhibition.
CCTV	177	178	1	
Town Centre Management	40	27	(13)	Rent for Victoria Street toilet less than budget
Car Parking	(950)	(1,485)	(535)	Reduction in NNDR demands (£67k). Increase in usage of carparks (£402k). Various other savings including utility and rent costs. Additional expenditure included building cleaning costs and equipment upgrades, maintenance and safety works. Increased bad debt provision £37k. Grosvenor Car Park remedial works are still outstanding (£122k) request for project carry forward completed.
Bus Station	116	80	(35)	Additional income was achieved (£69k). Additional security costs incurred £20k. Maintenance to equipment £9k and increased bad debt provision £5k.
Call Care	(12)	(59)	(47)	Savings on staff budget (£15k) Further savings (£12k) due to a stock adjustment at year end for lifelines. (£16k) savings on annual costs for hardware and software.
Head of Customer & Cultural Services	90	117	27	Costs for Options appraisal (Revenues and Benefits)
Customer Services	290	301	11	Income was underachieved by £7k and employees were overspent by £6k due to the full vacancy factor not being met as this is a front line service.
Facilities Management	1,282	1,032	(250)	Staff savings were achieved (£38k). Savings were also made in relation to Utilities costs (£84k). Postage savings were made (£27k) and further savings were made in relation to printing (£50k). Additional income was also achieved. Part of the savings (£60k) have been requested to be carried over to fund enhanced security to the lower floor of the Guildhall.
Markets	(40)	21	61	Reduction in income due to reduced number of traders
Division Total - Head of Customer & Cultural Services	2,059	1,212	(847)	
Community Safety (includes CCTV)	199	213	14	
Leisure Contract	75	19	(57)	Unachieved income £50k off set by ceased contract payment of £65k.
Policy	5	5	0	
Community and Other Grants	1,218	1,183	(35)	There is underspend on the Councillor Enabling Fund which will be requested to be carried forward (£23k). There is also savings on NTT (£12k) due to a property no longer required by NTT which NBC paid rent on their behalf.
Community Developments	92	87	(4)	Saving on interpretation costs.
Community Centres	20	18	(2)	
Licensing	(258)	(407)	(149)	The surplus for the year is due to a significant increase in the number of private hire drivers and vehicles licenced which has increased income. In addition there was a reduction in spending on staffing during the year as posts were vacant for some time until a new structure was put in place. The new structure is now in place and budgets have been adjusted accordingly.
Pest Control	2	3	2	
Commercial Services	233	242	9	There was unforeseen spend during the year on legal fees associated with potential prosecutions. This was partially offset by an increase in income from Primary Authority activities and skin piercing licensing.

**General Fund Revenue Budget
Service Budget Outturn Position 2016/17**

Appendix 2

Key

"(-)" figure denotes a budget under spend or an income budget or improvement in outturn

"*" figure denotes a budget overspend or an expenditure budget or deterioration in outturn

	2016/2017 Revised Budget	Outturn	Outturn Variance	Explanation
	£000	£000	£000	
Environmental Protection	375	334	(41)	The surplus is due to increased efficiency at recovering the cost of undertaking local authority funerals, together with a reduction in the number of stray dog collected and kennelled and an increase in the income from Licensing of animal boarding establishments. The development of a low emissions strategy is funded by a DEFRA grant held in reserves.
Environmental Services Contract	7,120	6,820	(300)	Reduction in price of contract paid (£580k), underspend in the tree maintenance (£8k). £292k additional costs spent mainly on employees and ground maintenance for pro active work on fly tipping.
Parks & Open Spaces	521	620	99	There were unforeseen insurance charges as a result of claims being settled during the year.
Environmental Services	(340)	(389)	(49)	Additional income has been received for the PU costs recharged to Daventry for 2013/14, 2015/16 and 2016/17.
Division Total - Head of Communities and Environment	9,262	8,748	(514)	
Directorate Total - Director of Customers & Communities	11,503	10,475	(1,328)	
Audit	160	185	25	Overrun fees on 2015/16 audit
Non Distributed Costs	5,561	5,082	(479)	No severance pension costs incurred. Pension Deficit recharge to HRA increased in line with revised methodology.
Corporate Finance	73	(17)	(90)	2015/16 performance increment increase less than budgeted.
Benefits	(1,467)	(982)	485	Higher B+B usage leading to greater Subsidy loss.
Revenues	(913)	(1,057)	(144)	
Division Total - Corporate	3,414	3,211	(203)	
Local Government Shared Service	7,990	8,003	13	
Division Total - LGSS	7,990	8,003	13	
Total	29,368	28,441	(927)	

Extract of General Fund Earmarked Reserves Movements 2016/17

Earmarked Reserve	Balance after Realignment Oct 2016	Additions to Reserve 2016/17	Use Of Reserve 2016/17	Balance at 31 March 2017
	£000s	£000s	£000s	£000s
Customers and Communities Reserves	1,568	150	(370)	1,348
Regeneration, Enterprise and Planning Res.	1,456	430	(1,163)	723
Housing Reserves	638	103	(131)	610
Total Service Related Reserves	3,662	683	(1,664)	2,681
Delivering the Efficiency Plan	6,447	854	(200)	7,101
MTFP Cashflow Reserve	3,010	4,213	(1,420)	5,803
Strategic Investment Reserve	2,895	74	(118)	2,851
Other Corporate Reserves	2,222	330	(1,181)	1,371
Total Corporate Reserves	14,574	5,471	(2,919)	17,126
Insurance Reserve	1,215	54	(242)	1,027
Rates Retention Deficit Funding	517	1,446		1,963
Other Technical Reserves	450		(203)	247
Total Technical Reserves	2,182	1,500	(445)	3,237
Total General Fund	20,418	7,654	(5,028)	23,044

GF Capital Programme 2016/17 - Outturn and Carry Forwards

Cost Centre Code	Cost Centre Description	Final Budget 2016/17	Actual 2016/17	Proposed Carry Forward	Variance after Carry Forward	Reason for Variance/Carry Forward
BA165	Corporate EDRMS	56,805	6,854	49,951	-	This programme has been delayed due to delays in back-scanning by NPH and the roll-out of the electronic post room. In addition, a decision was required in relation to the online forms solution. This will now be completed by the end of October 2017.
BA211	Extension of Duston Cemetery		2,589		2,589	Scheme complete
BA216	Central Museum Development	150,179	112,586	37,593	-	Procurement processes have overrun in relation to appointing M&E and Structural Engineer consultants to ensure value for money
BA223	Eastfield Park Play Area	46,527	45,000		- 1,527	Scheme complete
BA225	Car Park Pay Machines		7,500		7,500	Scheme Complete
BA232	Southfields Recreation Park Play Equipment	24,995	24,564		- 431	Scheme complete
BA233	Banbury Lane Pocket Park Play Equipment	23,500	22,550		- 950	Scheme complete
BA234	Hardingstone Recreation Ground	41,615	36,754		- 4,861	Scheme complete
BA235	CCTV Technology Upgrade	200,000	178,013	21,987	-	The CCTV upgrade project has overrun due to unexpected technical complexities in merging the new and old technologies. Based on the revised programme of works project will be completed by 30 June.
BA240	Abington Park Museum - Renewal of Displays	210,000	4,050	205,950	-	Two month delay securing Listed Building Consent due to lengthy planning process. Work has commenced on ground floor works and display work is about to go to tender.

BA241	Improvements to town centre cleansing	17,000	16,624		-	376	Scheme complete
BA245	Berrywood Road Footpath	10,000	9,825		-	175	Scheme complete
BA246	Southfield Park Footpaths	20,000	19,850		-	150	Scheme complete
BA247	Emergency Nightshelter	100,000	100,007			7	Scheme complete
BA250	Town Centre Statues	35,000	7,500	27,500		-	The statues project is in progress and due for completion by the end of August 2017. Each statue is paid for once complete therefore the budget will be spend by August.
BA659	Call Care	9,000	9,000	-		-	Scheme complete
BA673	Parks/Allotments/Cemeteries Enhancemnets	344,986	310,026	34,960		-	Ogoing programme of works based on priority needs.
BA764	One Stop Shop, CRM		4,113			4,113	This can be merged with the Corporate EDRMS Project as it closely linked and relates to the procurement of scanners to support assisted self-service in the OSS.
BA889	Mayorhold Car Park - Drainage Works	76,725	1,995	74,730		-	The works have been delayed as the scope of the works had to be agreed as there are insufficient funds to undertake the whole works on the car park. Property Maintenance are looking to commence the works on the worst areas of the car park by the end of May.
BA893	Microsoft Office 2010 Upgrade	7,844	2,246			5,598	This can be merged with the Corporate EDRMS Project as it closely linked and relates to the upgrade of software required to suport the new scanners and MS integration.
Total - Customers and Communities		1,374,176	921,645	452,671		140	

BA180	Strategic Property Acquisition	60,600	60,000		-	600	Lease acquisition Tanners Pub - completed
BA215	Moulton Athletics Track	631,016	551,229		-	79,787	Sceme completed under budget
BA220	St Crispins Community Centre	2,172,673	2,167,025	5,648	-	0	Money to be carried forward for internal fixtures and equipment.
BA221	Vulcan Works	850,000	124,926	725,074		-	Underspend due to a delay in the programme to allow sufficient time for a thorough cost analysis of the tender price.
BA224	Delapre Abbey Infrastructure	296,890	18,335	278,555		-	The construction of the Abbey has reached its final stages. This budget is expected to be expended by Q4 2017.
BA226	Purchase of National Grid Land	1,500,000	0	1,500,000		-	
BA227	Duston Art Project	40,600	37,620	2,980		-	Scheme complete
BA229	Weston Favell Improvements	32,615	8,899		-	23,716	Scheme complete
BA230	St Crispins Allotments	265,000	253,917		-	11,083	Scheme complete
BA231	LED Lighting - Mayorhold & St Johns MSCP	127,760	72,203	27,785	-	27,772	
BA236	Car Park Lifts	250,000	0	250,000		-	The required contract exemption form is now signed and expenditure is expected June 2017
BA243	Lodge Farm Community Centre	52,748	700	52,048		-	This has been tendered and the work is programmed for Q2 2017
BA383	R&D Cinepod (EFF2)	566,000	566,000	-		-	Works completed and expenditure accrued, final payments will be made Q1 2017
BA645	S106 Contributions to Other Local Authorities	74,000	74,000	-		-	Scheme complete
BA652	Visitor Signage in Town Centre	72,990	4,649	68,341		-	Additional signage is being discussed at a high level & the overall project will be implemented as part of the Town centre Delivery Strategy
BA653	Delapre Abbey Restoration	4,020,303	3,568,302	452,001		-	A number of areas including car parking, security, and the lodge are yet to be commissioned during summer 2017

BA663	Duston Wetlands	201,163	0		201,163	There are currently not sufficient funds to carry out the purchase of the land & to complete the project. A revised scheme will be brought forward as and when developed
BA666	Greyfriars Bus Station Demolition	30,000	24,252		5,748	Scheme complete
BA668	Abington Street - Opening Up to Traffic		(1,693)		1,693	Scheme complete
BA669	St Giles St Public Realm	1,918,499	1,932,591		14,092	Final Account from NCC expected to result in a refund that will more than offset the overspend in 2016/17
BA670	Southbridge Waterside	40,000	20,000	20,000	-	Delays with Flood modelling & Environment Agency permits. Works on site Sep 2017
BA671	Heritage Gateway	88,147	11,297	76,850	-	Discussions ongoing for various projects to be implemented under this budget. I.E. Northampton Castle + Interpretation
BA672	Capital Imps - Regeneration Areas	502,875	180,948	321,927	-	£217k to be used to fund essential works required to Old Gaol Block roof.
BA674	Operational Buildings Enhancements	416,046	39,062	376,984	-	Capital expenditure as part of planed maintance and enhancements for the asset portfolio will start to be realised by Q4 2017. Capacity issues have meant that this budget has not been expended in the previous financial year.
BA675	Commercial Landlord Responsibilities	411,778	29,211	382,567	-	As above.
BA682	St Peters Way Improvements		(150,000)		150,000	Refund from NCC re works paid for in 2015/16
BA684	Superfast Broadband	45,000	45,000	-	-	Approved schedule of payments
BA685	Northampton Bike Hire Scheme	55,000	45,000	10,000	-	
BA687	St Peters Waterside	20,697	(10,436)	31,133	-	Feasibility discussions ongoing.
BA698	Delapre Abbey Tea Rooms	0	0	-	-	
BA883	Planning IT Improvements (HPDG)	17,000	0		17,000	Scheme complete
BA891	Bus Interchange		(28,144)		28,144	NCC Contribution for works done on their behalf

	Town Centre Traffic Enhancements	50,000	0	50,000	-	This will be informed from traffic modelling linked to the Greyfriars site. Expenditure not expected until Q4 2017.
	St James Mill Link Road	1,000,000	0	1,000,000	-	This project is now programmed for Q4 2017. there are critical barriers that need to be overcome before construction can commence.
	Total - Regeneration Enterprise and Planning	15,809,400	9,644,893	5,631,894	(532,614)	
BK015	DFG's Owner Occupiers	1,393,000	1,367,014	-	25,986	2017/18 Budget set to meet anticipated need, no need for carry forward.
	Total - Housing GF	1,393,000	1,367,014	0	(25,986)	
BA207	ICT Improvements & Refresh	462,225	417,397	44,828	-	This programme is almost complete with only a few service areas awaiting roll-out of the desktop refresh. This will be complete by the end of June 2017.
	Total - LGSS Managed Budgets	462,225	417,397	44,828	0	
	Grand Total - General Fund	19,038,801	12,350,949	6,129,393	(558,459)	

198

GF Capital Financing

Grants	3,926,773	2,494,264	1,328,207	104,302	Additional BCF funding for DFG's (budget assumed only 90% received)
Section 106	3,477,857	2,993,606	269,434	214,817	Variance largely due to Dustons Wetlands scheme not currently proceeding
Revenue/Reserves	2,356,130	1,349,594	804,760	201,776	Reduced to maximise flexibility in use of revenue reserves

Self-funded Borrowing	1,666,225	959,213	482,828	224,184	Repayment from NCC re St Peter's Way £150k
Corporate Borrowing	2,720,664	3,717,065	1,184,730	2,181,131	Additional borrowing required due to delays in capital receipts
Capital Receipts	4,891,152	837,207	2,059,434	1,994,511	Receipts delayed. Once received these will need to be used to repay borrowing
Total Financing	19,038,801.00	12,350,949	6,129,393	558,459	

Summary of Housing Revenue Account Outturn Position 2016/17**Key**

"(" figure denotes a budget underspend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

Summary HRA	2016/17	2016/17	2016/17	(Under) /
	Revised Budget	Projected Outturn as at Period 10	Outturn	Over Spend
	£000	£000	£000	£000
Rents - Dwellings Only	(50,494)	(50,358)	(50,455)	39
Rents - Non Dwellings Only	(1,109)	(1,117)	(1,094)	15
Service Charges	(2,077)	(2,128)	(2,146)	(69)
Other Income	(55)	(5)	(2)	53
Repairs and Maintenance	14,625	14,408	14,807	182
General Management	7,462	7,343	7,461	(1)
Special Services	4,599	3,924	4,339	(260)
Rents, Rates, Taxes & Other Charges	279	279	318	39
Increase in Bad Debt Provision	550	350	301	(249)
Rent Rebate Subsidy Deductions	0	0	0	0
Total within Budget Managers Control	(26,220)	(27,305)	(26,469)	(249)
Capital Charges	13,008	13,008	13,279	271
Interest and Financing	6,270	6,312	6,144	(126)
Revenue Contributions to Capital	11,513	11,513	11,513	0
Net Support Service Recharges	2,945	2,945	2,683	(262)
Technical Accounting Adjustments	33,737	33,779	33,620	(117)
HRA Net Expenditure 2016/2017	7,517	6,473	7,151	(366)
Net Contribution to/(from) Reserves	(7,517)	(6,473)	(7,151)	366
Housing Revenue Account Deficit (Surplus)	0	0	0	0
Working Balance b/fwd	5,000	5,000	5,000	0
Working Balance c/fwd	5,000	5,000	5,000	0

Summary of HRA Earmarked Reserves 2016/17

Appendix 6

Summary	Balance B/f 1 Apr 2016 £000	Reallocated £000	Earmarked in Year £000	Applied in Year £000	Unearmarked in Year £000	Balance C/f 31 Mar 2017 £000
HRA Reserves	(15,446)	(961)	0	7,151	0	(9,256)
HRA Supporting People Reserve	(558)	558	0	0	0	0
HRA Reform Reserve	(8)	8	0	0	0	0
HRA Leaseholder Reserve	(500)	0	0	0	0	(500)
HRA Service Improvement Reserve	(1,395)	395	0	0	0	(1,000)
HRA Insurance Reserve	(300)	0	0	0	0	(300)
Total HRA Earmarked Reserves	(18,207)	0	0	7,151	0	(11,056)
Minimum Level of HRA Reserves	(5,000)	0	0	0	0	(5,000)
Total HRA Reserves	(23,207)	0	0	7,151	0	(16,056)

201

HRA Capital Programme 2016/17 - Outturn and Carry Forwards

Cost Centre	Scheme Title	A	B	C=B-A	D	E=C+D	Reason for Variance/Requested Carry Forward
		Approved Budget £000	Actual £000	Overspend/ (Underspend) £000	Requested Carry Forward £000	(Saving)/ Overspend £000	
BH140	Disabled Grant - Major Repairs	0	(9)	(9)	0	(9)	Minor residual transactions.
BH317	Decent Homes	0	8	8	0	8	Minor residual transactions.
BH324	Gas Appliance Replacement - Planned Ptnrship	0	3	3	0	3	Minor residual transactions.
BH370	Repurchase of Former Council Houses	1,725	1,470	(255)	0	(255)	
BH383	Sotheby Rise and Dallington Haven Car Park Improvements	0	7	7	0	7	Minor residual transactions.
BH384	New Build	9,306	0	(9,306)	0	(9,306)	Scheme under review
BH801	NPH Capital - Managed Budget Improvement to Homes	23,157	23,597	439	0	439	NPH managed budget. Offset by underspends on BH802 and BH803.
BH802	NPH Capital - Managed Budget Improvement to Environment	3,970	3,580	(390)	0	(390)	NPH Managed budget. The underspend is offset by BH801 expenditure.
BH803	NPH Capital - ITC	689	333	(356)	275	(81)	NPH managed budget. System upgrade works ongoing. £275k be carried forward to 2017/18.
Total HRA		38,847	28,990	(9,857)	275	(9,582)	

NBC / NPH EXTRACT FROM PRE- AUDITED ACCOUNTS**Key**

"()" figure denotes a budget underspend or an income budget

"+" figure denotes a budget overspend or an expenditure budget

	Revised Budget £'000	2016/17 Outturn £'000	(Under) / Over Spend £'000
Management Fee - HRA	14,210	12,055	(2,155)
Management Fee - GF Housing	246	234	(12)
Maintenance - Managed Budget Responsive / Cyclical	14,329	12,478	(1,851)
Capital - Managed Budget Improvement to Homes & Environment	33,573	32,364	(1,209)
Total Management Fee	62,358	57,131	(5,227)
Housing Revenue Account - Management Fee	14,210	11,571	(2,639)
General Fund - Management Fee	246	234	(12)
Housing revenue Account - Repairs & Mtce	14,329	12,478	(1,851)
Housing Revenue Account - Capital	33,573	32,364	(1,209)
Total Expenditure	62,358	56,648	(5,710)
NPH Operating (Loss) / Surplus Before Financing and Tax	0	484	484
Financing Costs	0	489	489
NPH Operating (Loss) / Surplus	0	(6)	(6)

Note:

Not all capital budgets were transferred over to be managed by NPH : for example Repurchase of Former Council Houses.

Appendices: 1



AUDIT COMMITTEE REPORT

Report Title	Corporate debt – Progress and Age debt analysis
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3 rd July 2017
Policy Document:	No
Directorate:	Finance Directorate LGSS
Accountable Cabinet Member:	Cllr Brandon Eldred

1. Purpose

- 1.1 To update Committee on the position regarding the Council's outstanding debts as at 31st March 2017.
- 1.2 The detailed focus of the report this month is primarily on Council Tax as this is the area that has been receiving the most scrutiny recently.

2. Recommendations

- 2.1 To note the latest position in relation to the Council's outstanding debts as at 31st March 2017
- 2.2 To consider whether Committee requires any additional information in order to fulfil its governance role.

3. Issues and Choices

3.1 Report Background

- 3.1.1 The Revenues and Benefits Service compile a corporate debt summary that monitors the % of debt not currently managed (inactive debt) within the Council. This has been in place for a number of years and provides assurance that all debt is managed to a high standard and not left idle. The % that is shown relates to debt that has fallen out

of one status and is in the process of being moved to another stage. This summary also provides a view of the current status of debt.

3.1.2 Managed debt is where a debt type is within a specific set of clearly measurable criteria, and unmanaged debt is outside these criteria. An example of this is:

Criteria “Invoiced debt will be sent a reminder if it remains unpaid after 28 days”. All debts invoiced and outstanding less than 29 days is “managed”, any debt outstanding after 28 days, outstanding and not issued with a reminder is “unmanaged”. The debt that has just had a reminder issued would then become subject to a new set of criteria for invoices at reminder stage, which it is measured against.

3.1.3 This principle supports the theory that managed debt is more likely to be paid, and more promptly. It can be applied to all stages in the life of a debt, how long a disputed debt is on hold, how long a debt is with enforcement agents, or how long it takes to go through a legal process etc.

3.1.4 The process supports evidence gathering for process change and improvement, identifying blockages, removing hearsay and myth busting, and the write-off of irrecoverable debts at an earlier stage.

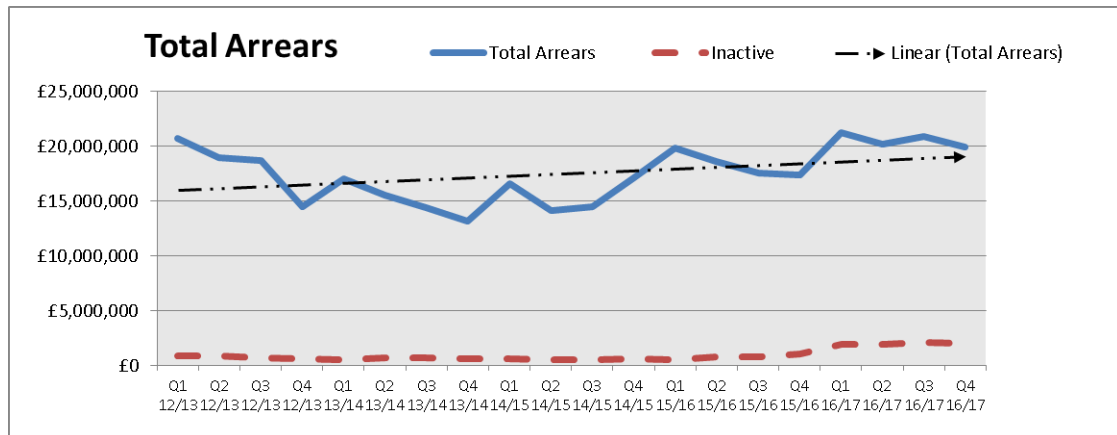
3.1.5 Each service area has a detailed recovery timetable, with definitions of debt type and criteria that recovery is taken against.

3.1.6 The amount of unmanaged debt is a corporate KPI. Currently being no more than 4.5% of the total amount of outstanding arrears.

3.1.7 Although the KPI is measured on a monthly basis for internal performance purposes, it is reported quarterly, and the graphs used below provide a pictorial illustration of performance since the 1st April 2012.

3.1.8 Half-yearly performance for the same period, demonstrated by value of managed, unmanaged and total arrears outstanding can be found in Appendix A.

3.1.9 Overall debt levels as at 31st March 2017

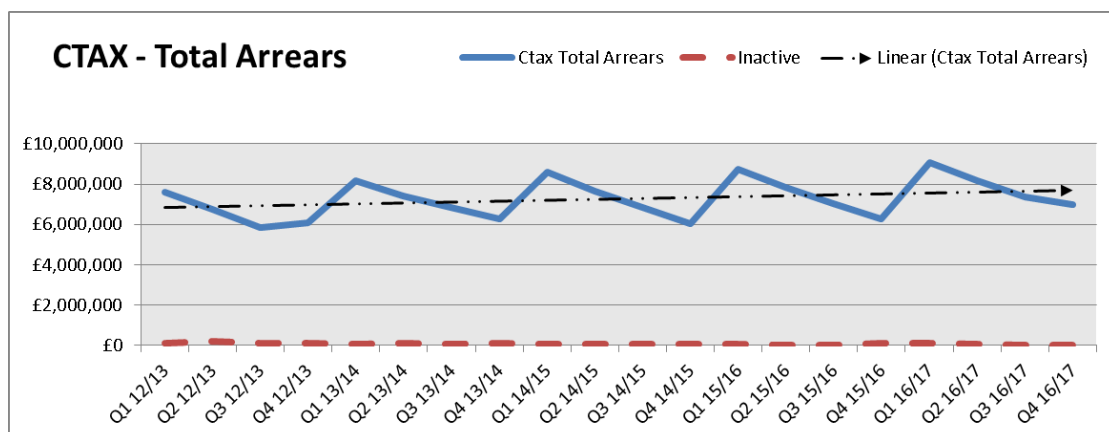


3.1.10 The overall outstanding arrears have increased by £2,552k compared to the same point last year. Please see individual debt types for explanation of the increase.

3.1.11 Unmanaged debt is £956k more than the same time last year. The majority of unmanaged debt within the Council sits within Asset management and is currently standing at £1.4m. The Asset management debt type is the collection and recovery of the commercial rent and any associated insurance, for council land and buildings. This does not include the Council’s housing stock.

3.1.12 A significant part (£1,080k) of the unmanaged debt in the asset management debt type relates to County Developments (Northampton) Ltd, which is currently part of the Council’s on-going discussions with the Liquidators.

3.1.13 Council Tax as at 31st March 2017



3.1.14 The overall outstanding arrears are £156k more than at the same point last year, which is due to an increase in the Council Tax charge in 2015/16 and a reduction in the 2015/16 Council Tax Reduction Scheme.

- 3.1.15 Unmanaged debt is £50k less than the same time last year and the amount of debt collected against arrears is £388k higher during this financial year.
- 3.1.16 The continued introduction of Welfare Reforms continue to increase the pressure on those liable for Council Tax and on a low income. There has also been a significant rise in the number of attachment of benefits orders.
- 3.1.17 The current amount of unmanaged (inactive debt) is 0.72%, which is seen as good performance and maximising the opportunity to collect any outstanding arrears.
- 3.1.18 Whilst there are pressures on in-year collection, the table shows that the Council is making efforts to collect monies over the longer term. This is more often than not, arrangements of smaller amounts over the longer term. This is the most proven way of helping our customers make sustainable repayment plans and equally allowing the balancing of their personal budgets.
- 3.1.19 Comparison between the 31st March 2017 and the 31st March 2016
- 3.1.20 The continued introduction of Welfare Reforms continues to increase the pressure on those liable for Council Tax and on a low income. There has also been a significant rise in the number of attachment of benefits orders.
- 3.1.21 The table below 3.1.25 provides some context around the impact that the welfare reforms are having on both our service users and the service.
- 3.1.22 The Council Tax Reduction Scheme (CTRS) is the support provided towards the Council Tax for those customers on a low income.
- 3.1.23 An Attachment of Benefit (AOB) is a deduction from a debtor's benefit, which can only be made after a liability order has been granted. The current rate is £3.70 per week.
- 3.1.24 Special Arrangements (SPARs) are non-statutory arrangements made on accounts where a summons has been issued and a customer has agreed to repay the debt over a period of time, based on their personal circumstances.

3.1.25 The table below highlights some of the key impacts, predominately as a result of the introduction of welfare reforms

In-year collection rate	96.32%	31-Mar-17	96.04%	31-Mar-16
Annual CTRS award	£11m	2016/17	£11.7m	2015/16
Uncollected liability CTRS cases	£0.8m	31-Mar-17	£0.5m	31Mar16adj
CTRS caseload	15,497	31-Mar-17	16,385	31-Mar-16
AOB	£1.1m	31-Mar-17	£916k	31-Mar-16
Monthly amount collected	£29.6k	31-Mar-17	£29.2k	31-Mar-16
AOB hold	591k	31-Mar-17	£473k	31-Mar-16
SPARs	£1.3m	31-Mar-17	£1.2m	31-Mar-16
Reminders & Finals issued	56,732	31-Mar-17	52,202	31-Mar-16
Summons	12,542	31-Mar-17	12,039	31-Mar-16

3.1.26 The Council has implemented cut of 8% in the amount of CTRS awarded in 2016/17, the overall collection rate has increased from 96.04% in 15/16 to 96.32%, in comparison to the end of January. However this is due to improved collection on non-CTRS cases.

3.1.27 The Council continues to be collecting debt from people, who in previous years, were used to receiving more financial support for their Council Tax.

3.1.28 Whilst the annual amount of CTRS awarded has reduced by 8%, the amount of uncollected liability on the same cases has increased by £269k.

3.1.29 The CTRS caseload falling by 5.4% means that the uncollected liability is also being borne by fewer customers.

3.1.30 The amount of debt subject to an attachment of benefit is significantly higher than last year, as is the amount of debt that is being held awaiting an existing attachment to be paid off. A customer can only have one attachment for council tax in operation at any given time. The monthly amounts being paid direct from the DWP has remained the same, which demonstrates a large increase in the number of customers subject to an attachment, but not necessarily clearing the overall liability.

3.1.31 The issue of recovery documents has increased as compared to last year, with reminders and final notices being up 8.7%, and summonses being up 4.2%.

3.1.32 Collection Rates for CTRS cases

3.1.33 The table below highlights the comparison between the claimant types between the 31st March 2017 and the 31st March 2016.

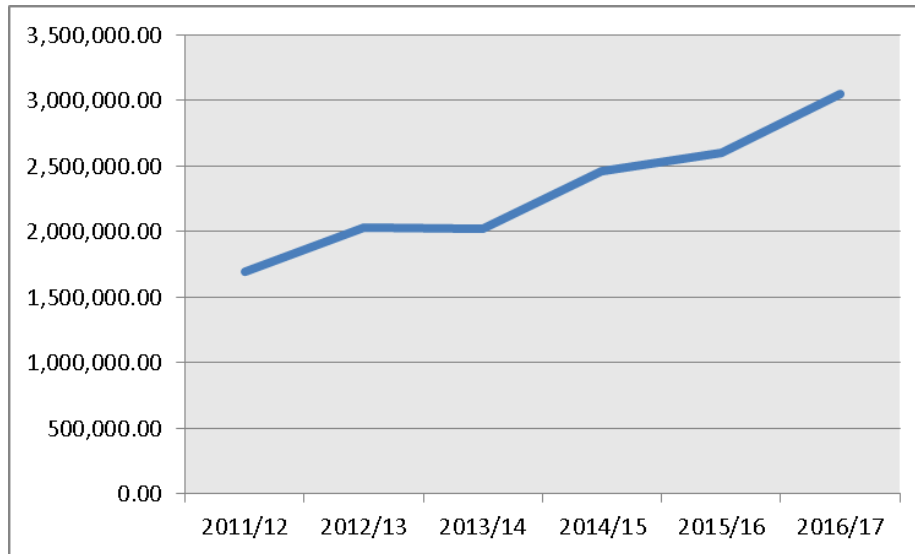
March	2016/17			
CTRS SCHEME	LIABILITY	RECEIPTS	COLLECTION RATE	UNCOLLECTED
	£	£		£
Vulnerable households are claimants who are either lone parents or couples with at least one dependent under 5 years old.	481,359.07	332,714.80	69.12%	148,644.27
Vulnerable are claimants on NBCs local scheme or modified scheme e. g. War widows and disablement pension cases	317.31	399.43	125.88%	-82.12
Pensionable cases are claimants who are of pensionable age and are exempt from the CTRS reduction.	917,939.82	1,053,662.83	114.79%	-135,723.01
Working age employed are claimants who are either single people or couples who are in paid employment.	1,184,456.46	986,265.18	83.27%	198,191.28
Working age other are claimants who are either single people or couples not in paid employment, and in receipt of DWP benefits.	1,994,367.61	1,415,531.92	70.98%	578,835.69
TOTALS	4,578,440.27	3,788,574.16	82.75%	
March	2015/16			
CTRS SCHEME	LIABILITY	RECEIPTS	COLLECTION RATE	UNCOLLECTED
	£	£		£
Vulnerable households	410,675.98	293,419.63	71.45%	117,256.35
Vulnerable	2,846.86	2,944.43	103.43%	-97.57
Pensionable	944,380.91	1,087,943.50	115.20%	-143,562.59
Working age employed	1,086,204.13	896,278.00	82.51%	189,926.13
Working age others	1,590,530.84	1,131,095.19	71.11%	459,435.65
TOTALS	4,034,638.72	3,411,680.75	84.56%	

3.1.34 Whilst the overall collection for CTRS cases is 82.75% for 2016/17, it should be noted that the collection rate, excluding pensioners, remains at 74.714%. This is a reduction in collection rate, as compared to the increase reported in 3.1.26 above, and suggests that not only is this customer group finding it more difficult to pay, but disproportionately also.

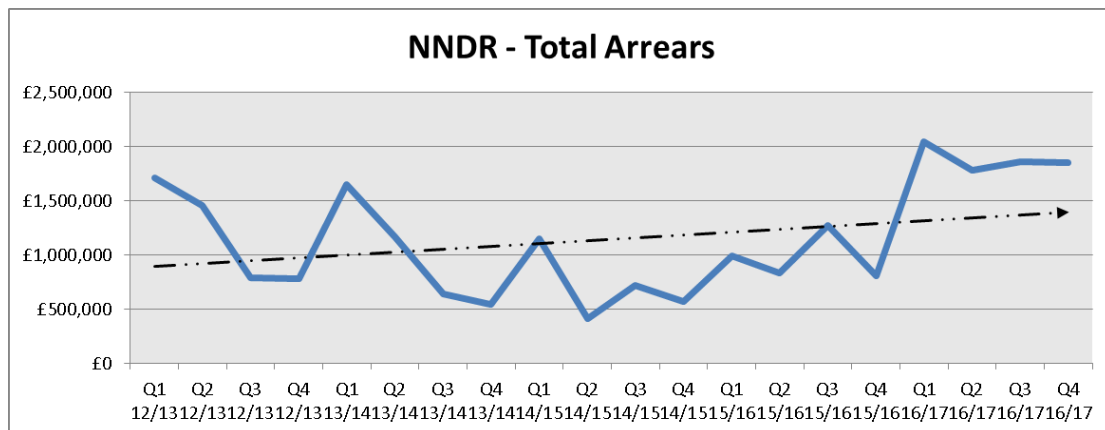
- 3.1.35 For those customers that cannot, or won't, make an arrangement, they will be issued with a summons. Although there is not much attendance at court, the Council will still make an arrangement at this stage.
- 3.1.36 There has been an increase in the number of summons issued in the the financial year.
- 3.1.37 Where a Liability Order is obtained, the Council's preferred option is to serve an attachment of benefit, and the use of this method of repayment is on the increase compared to previous years. The Council currently collects £29.6k per month through AOB, as compared to £29.2k last year.
- 3.1.38 It should be noted that the maximum amount of money that can be deducted is £3.70 per week, regardless of how much a customer owes, and the recovery of council tax is not a priority debt for deduction by the DWP. The maximum a customer in these circumstances can repay is £192.40 per year. In 2016/17, an unparished band A property with two adults would be liable for £1,026.90, reducing by maximum CTR would leave the customer liable to pay £279.95. The issue of a summons would add a further £82.40, leaving a customer with an annual charge of nearly £170 more than the Council is able to recover.
- 3.1.39 There is also a process to support customers whose debt is passed to Enforcement Agents, similar to that provided by the Council.
- 3.1.40 Where customers are making realistic arrangements to pay these are often small amounts, over a long period of time, regardless of what point of the recovery cycle a customer has reached. Customers have struggled to maintain even these small value arrangements and this increases the cost to the Council to administer.

3.1.41 Historic council tax arrears collection

The table below demonstrates the increase in arrears collected in each of the last 6 financial years.



3.1.42 Business Rates (NNDR) as at 31st March 2017



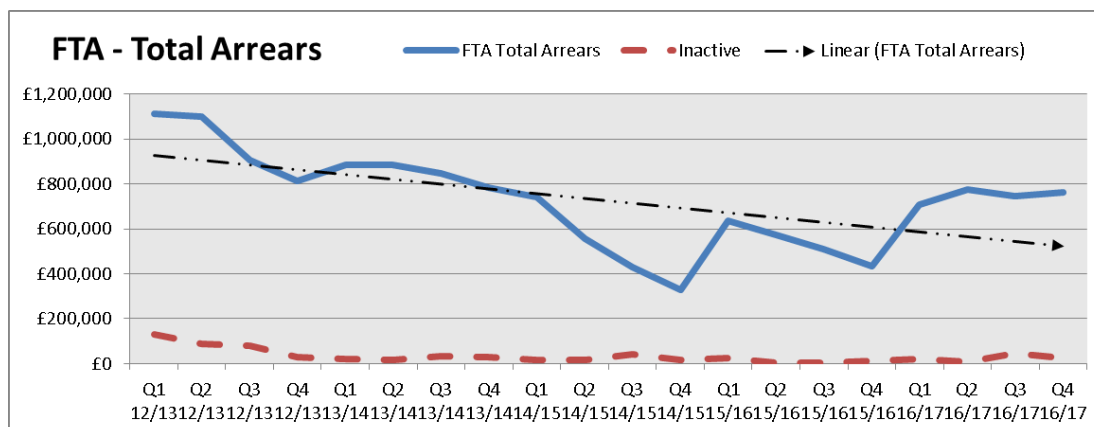
3.1.43 The overall outstanding arrears are £1,089k more than at the same point last year. This is primarily due to an increase the 2015/16 business rates multiplier and one business which has a backdated account. This is expected to be paid by the end of March 2017.

The service has made considerable strides towards tightening up recovery & arrangement processes and procedures, in order to improve the collection rate and in February and March an improvement in the collection rate reflecting the improvement generated by these initiatives. In February 2017 the monthly performance of 3.39% exceeded the target of 2.90% and in March the collection of 3.39% compared to a target of 3.10%. A “health” check to enable increased opportunity of new properties and collectable revenue (yield) being raised, which has been backdated into previous financial years where appropriate. This has seen a considerable cash increase in terms of

collectable revenue, which in turn has increased the total % to collect (this presents itself as a drop in performance % rather than the positive it is in terms of cash value). This has been achieved by robust scrutiny of s.44a, void and charity relief applications. In 2017/18 the cultural behaviours around protecting the yield and a more robust approach to recovery will ensure ongoing improvements to the collection rate.

- 3.1.44 Unmanaged debt remains unchanged in NNDR as all accounts continue to be monitored on a monthly basis, due to the low number and high value of cases.

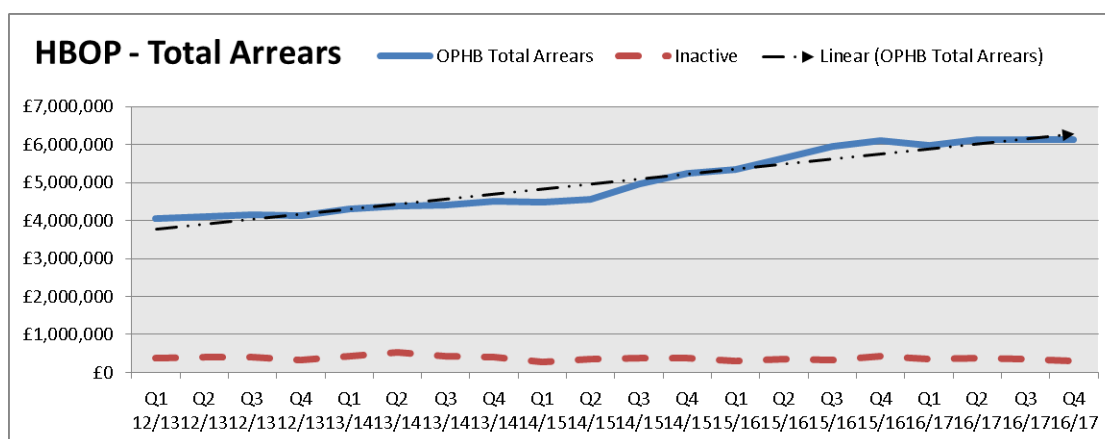
3.1.45 Former Tenant Arrears as at 31st March 2017



3.1.46 The overall outstanding arrears are £328k more than at the same point last year.

3.1.47 Unmanaged debt is £31k more than the same time last year.

3.1.48 Housing Benefit Overpayments Payments as at 31st March 2017



3.1.49 The overall outstanding arrears are £91k more than at the same point last year. This increase is in line with the national trend for overpayments and relates to the Department for Work and Pensions ongoing initiatives to identify overpayments. These two schemes, “Real Time Information” and “Fraud and Error Reduction Incentive Scheme”, are being fully supported in Northampton and the Council receives an incentive payment for the successful identification and reduction of error.

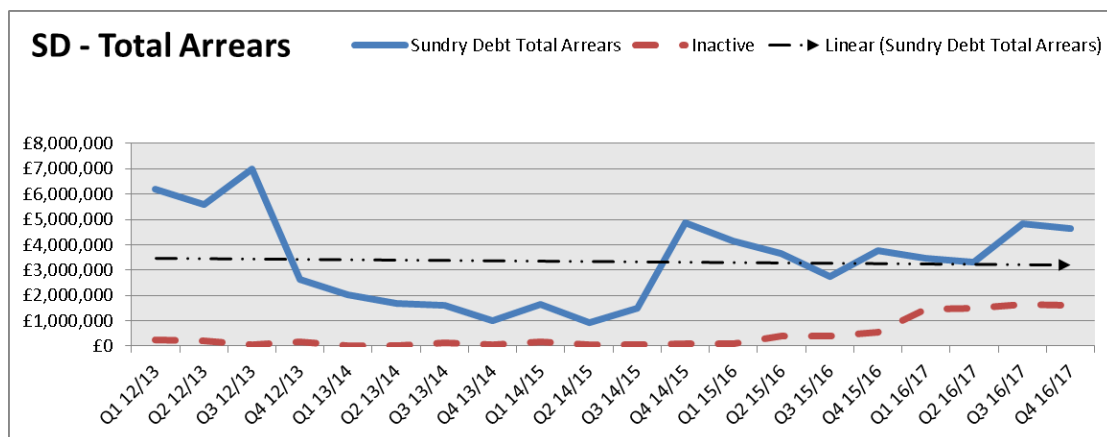
3.1.50 The current performance by our teams has reduced the impact on the Council of these new overpayments. By focusing resource on this debt has the team have supported better outcomes, which can be demonstrated by the reduction in the percentage of unmanaged debt. These debts remain very difficult to collect due to the limited recovery methods available to us, and the economic climate.

3.1.51 Unmanaged debt is £100k less than the same time last year, demonstrating that the Council is working hard to try to recover the outstanding monies.

3.1.52 The national Welfare Reform measures underway are increasing the pressure on individual debtors and their ability to pay debts. Housing benefit overpayments are deemed as a lower priority, as per the Corporate Debt policy, when compared to other debt types, and arrangements tend to be small amounts over a long period of time.

3.1.53 There has also been an increase in direct debit payers for this type of debt, but once again small amounts over a longer period of time.

3.1.54 Sundry Debts (SD) as at 31st March 2017



3.1.55 The overall outstanding arrears are £858k more than at the same point last year.

3.1.56 The unmanaged debt is £1,074k more than the same time last year. The majority of this is controlled within individual service areas in the Council. The unmanaged debt controlled by the Revenues and Benefits Service is 0.55%.

3.1.57 To allow some context around where the unmanaged debt is sitting within the council is detailed below.

	Level 4 Analysis (Number)			Level 4 Analysis (£)			Level 4 Analysis (%)		
	Managed	Unmanaged	Total	Managed	Unmanaged	Total	Managed	Unmanaged	Total
Abington Museum	1	0	1	40	0	40	100.00%	0.00%	0.01%
Asset Management	34	1	35	51,099	75,933	127,033	40.23%	59.77%	21.28%
Building Control	4	1	5	4,456	213	4,669	95.44%	4.56%	0.78%
Call Care	7	0	7	6,432	0	6,432	100.00%	0.00%	1.08%
Car Parks	16	0	16	7,449	0	7,449	100.00%	0.00%	1.25%
Community Centres	4	0	4	1,120	0	1,120	100.00%	0.00%	0.19%
Community Safety	2	1	3	405	246	650	62.22%	37.78%	0.11%
Environmental Health	1	1	2	515	10	525	98.10%	1.90%	0.09%
Events	2	0	2	272	0	272	100.00%	0.00%	0.05%
Exchequer Section	0	0	0	0	0	0	0.00%	0.00%	0.00%
Guildhall Office	16	1	17	6,793	150	6,943	97.84%	2.16%	1.16%
Strategic Housing	16	0	16	6,777	0	6,777	100.00%	0.00%	1.14%
Housing Repairs	4	0	4	400	0	400	100.00%	0.00%	0.07%
Human Resources	0	0	0	0	0	0	0.00%	0.00%	0.00%
Insurance	3	0	3	7,254	0	7,254	100.00%	0.00%	1.22%
Legal	29	2	31	271,461	24	271,485	99.99%	0.01%	45.49%
Licensing	27	0	27	7,624	0	7,624	100.00%	0.00%	1.28%
Market Office	17	0	17	1,627	0	1,627	100.00%	0.00%	0.27%
Museums	7	0	7	6,019	0	6,019	100.00%	0.00%	1.01%
One Stop Shop	1	0	1	1,514	0	1,514	100.00%	0.00%	0.25%
Payroll	11	0	11	6,774	0	6,774	100.00%	0.00%	1.13%
Planning	4	0	4	22,377	0	22,377	100.00%	0.00%	3.75%
Private Sector Housing	11	1	12	6,272	400	6,672	94.00%	6.00%	1.12%
Print Services	0	0	0	0	0	0	0.00%	0.00%	0.00%
Rent Assistance	97	6	103	51,536	1,579	53,116	97.03%	2.97%	8.90%
Revenues and Benefits	27	0	27	50,065	0	50,065	100.00%	0.00%	8.39%
Westbridge Admin Team	0	0	0	0	0	0	0.00%	0.00%	0.00%
	341	14	355	518,280	78,555	596,835	86.84%	13.16%	100.00%

3.1.58 Level 4 debt is debt that has received an invoice, reminder and a second reminder/final notice and the later stages of the recovery process is managed within the individual service areas.

3.1.59 A significant part (£1,080k) of the unmanaged debt in the asset management debt type relates to County Developments (Northampton) Ltd, which is currently part of the Council's on-going discussions with the Liquidators.

3.2 Issues

3.2.5 The managed debt analysis and commentary to 31st March 2017 contained within this report.

3.3 Choices (Options)

3.3.1 None

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

4.2.1 Ongoing monitoring of the Council's debt position enables early intervention and appropriate remedial action, thus mitigating risks to the Council's financial position and to its reputation.

4.3 Legal

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

4.4 Equality

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

4.5 Consultees (Internal and External)

4.5.1 None at this stage.

4.6 Other Implications

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

5. Background Papers

5.1.1 Not applicable

Ian Tyrer, Revenues Manager, Extension 7451

Appendix A		Half-yearly performance from 2012/13 to present by value of managed, unmanaged and total arrears									
YEAR on YEAR PERFORMANCE	2012/13		2013/14		2014/15		2015/16		2016/17		
	SEP	MAR	SEP	MAR	SEP	MAR	SEP	MAR	SEP	MAR	
TOTAL ARREARS	18,990,764	14,448,119	15,552,879	13,133,970	14,124,390	17,079,190	22,074,394	17,405,921	20,164,989	19,927,887	
Total Awaiting Action	889,537	635,627	686,348	578,997	499,008	580,064	552,182	1,084,977	1,924,839	2,041,016	
Managed Debt	18,101,227	13,812,492	14,866,531	14,052,291	13,625,382	16,499,126	21,522,212	16,320,944	18,240,150	17,886,871	
% unmanaged debt [PI]	4.68%	4.40%	4.41%	4.41%	3.53%	3.40%	2.50%	6.23%	9.55%	10.24%	
CTAX	6,748,461	6,090,189	7,430,390	6,281,511	7,664,327	6,053,552	7,857,713	6,280,780	8,167,738	6,436,472	
unmanaged debt	190,988	111,528	123,521	103,752	81,410	63,263	43,391	96,208	49,717	46,552	
managed debt	6,557,474	5,978,660	7,306,869	6,177,759	7,582,917	5,990,289	7,814,322	6,184,572	8,118,021	6,389,920	
unmanaged debt	2.83%	1.83%	1.66%	1.65%	1.06%	1.05%	0.55%	1.53%	0.61%	0.72%	
NNDR	1,454,169	776,782	1,162,504	543,491	407,858	568,644	830,958	807,217	1,777,515	1,896,148	
unmanaged debt	0	0	0	0	0	0	0	0	0	0	
managed debt	1,454,169	776,782	1,162,504	543,491	407,858	568,644	830,958	807,217	1,777,515	1,896,148	
unmanaged debt	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
FTA	1,101,424	814,503	886,670	784,750	557,708	328,049	573,762	435,545	773,435	763,559	
unmanaged debt	87,568	30,016	17,649	28,324	16,431	17,761	4,015	11,925	7,560	43,324	
managed debt	1,013,856	784,487	869,021	756,426	541,277	310,288	569,747	423,620	765,875	720,235	
unmanaged debt	7.95%	3.69%	1.99%	3.61%	2.95%	5.41%	0.70%	2.74%	0.98%	5.67%	
HBOP	4,090,115	4,122,698	4,381,953	4,515,411	4,555,039	5,243,926	5,645,801	6,094,450	6,127,991	6,185,830	
unmanaged debt	409,456	328,701	528,023	399,861	355,323.49	386,239	340,936	439,155	377,010	339,374	
managed debt	3,680,659	3,793,997	3,853,930	4,115,550	4,199,716	4,857,687	5,304,865	5,655,295	5,750,982	5,846,456	
unmanaged debt	10.01%	7.97%	12.05%	8.86%	7.80%	7.37%	6.04%	7.21%	6.15%	5.49%	
Sundry Debt	5,596,594	2,643,948	1,691,362	1,008,807	939,457.37	4,885,020	7,166,160	3,787,929	3,318,311	4,645,878	
unmanaged debt	201,526	165,382	17,155	47,060	45,844.00	112,802	163,839	537,689	1,490,553	1,611,766	
managed debt	5,395,068	2,478,566	1,674,207	961,747	893,613	4,772,218	7,002,321	3,250,240	1,827,758	3,034,112	
unmanaged debt	3.60%	6.26%	1.01%	4.66%	4.88%	2.31%	2.29%	14.19%	44.92%	34.69%	

Appendices: 0



AUDIT COMMITTEE REPORT

Report Title	Position Statement on Vacant Posts and Interim/Agency Staff
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3 rd July 2017
Policy Document:	No
Directorate:	Finance Directorate LGSS
Accountable Cabinet Member:	Cllr Brandon Eldred

1. Purpose

- 1.1 To present Committee with a position statement as to the numbers of staff vacancies and interims/agency staff engaged.

2. Recommendations

- 2.1 To consider the contents of this finance report.
- 2.2 To consider whether Committee requires any additional information in order to fulfil its governance role.

3. Issues and Choices

3.1 Report Background

- 3.1.1 A Finance report is presented to Cabinet quarterly (including the outturn report) which are then brought to the first available Audit Committee meeting following their production.
- 3.1.2 At it's meeting on the 14 March 2016 Audit Committee raised a query requesting further information on:
- The number of interim/agency staff and vacant positions currently held at the Council

3.2 Interim/Agency Staff and Vacant Positions

3.2.1 The number of interim and agency staff engaged to provide cover for vacant posts in the establishment.

Directorate	February 2016	February 2017	May 2017
Borough Secretary	9	5	5
Director of Customers & Communities	*13	7	7
Director of Regeneration, Enterprise & Planning	13	6	1
Housing and Well Being	4	4	4
Total	39	22	17

3.2.2 The number of interim and agency staff engaged and the length of engagement is summarised in the table below.

Directorate	May 2017	Length of time engaged				
		<1 month	1-3 months	3-6 months	6-12 months	12+ months
Borough Secretary	5		1			4
Director of Customers & Communities	7	4	1	1	1	
Director of Regeneration, Enterprise & Planning	1		1			
Housing and Wellbeing	4				1	3
Total	17	4	3	1	2	7

3.2.3 The number of staff vacancies is summarised in the table below.

Directorate	Vacancies (March 2016)	Vacancies (February 2017)	Vacancies (May 2017)	Recruiting to	Covered by Interims/ Agency
Borough Secretary	11	5	10	5	5
Director of Customers & Communities	23	7	11	8	7
Director of Regeneration, Enterprise & Planning	13	11	13	2	1
Housing and Well Being	5	8	7	4	4
Total	52	31	41	19	17

3.2.4 Borough Secretary. Of the 10 vacancies, through the department, 5 posts have been recruited to and awaiting start dates, 2 are currently being advertised, 1 being shortlisted and 1 under review.

3.2.5 Of the 11 vacancies in the Directorate of Customers & Communities, 8 are in the process of being recruited to and the remainder are being held pending restructures to find further savings.

3.2.6 Of the 13 vacancies within the Directorate of Regeneration, Enterprise and Planning, 2 posts were successfully recruited to in June and 2 posts have been unsuccessfully recruited to. All vacancies are under review pending the medium term resourcing strategy.

3.2.7 Of the 7 vacant positions in the Housing and Wellbeing Service, 4 are in the process of being recruited, and 1 was unsuccessfully recruited to; this post is under review.

3.3 Choices (Options)

3.3.1 None

4. Implications (including financial implications)

4.1 Policy

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

4.2 Resources and Risk

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

4.3 Legal

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

4.4 Equality

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

4.5 Consultees (Internal and External)

4.5.1 None at this stage.

4.6 How the Proposals deliver Priority Outcomes

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

4.7 Other Implications

4.7.1 The responsibility for determining whether agency/interim workers are deemed employees for tax purposes has been that of public sector bodies from April 2017. This will means that the Council has to assess all individuals who are doing work for the authority against a number of criteria as indicated by HMRC. This is a change from the previous position where the individual has to make the assessment as to whether they are what is known as 'IR35' compliant.

4.7.2 Where the Council determines that individuals are inside IR35 then they will have to notify those individuals and the agency that represents them (in the case of NBC this is mostly Guidant) so that personal tax can be deducted at source through a PAYE system rather than leaving it to the individual as either an employee of their own limited company or as a self employed person to calculate and pay the relevant tax.

4.7.3 Management have been working with the Council's preferred supplier Guidant and all other agencies to ensure that the new responsibilities are met. All agency and temporary contracts as at April 2017 were reviewed against the criteria to ensure the authority was complying with the change in responsibility.

4.7.4 The change in responsibility of determining IR35 compliance to the public sector has had an impact on the interim/consultancy market, and as a result the Council will need to develop its reporting to future Audit Committees.

5. Background Papers

None

Glenn Hammons
Chief Finance Officer, Telephone 01604 366521

Appendices: 1



AUDIT REPORT

Report Title	Corporate Performance All Measures Report January to March 2017
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AGENDA STATUS: Public

Audit Committee Meeting Date:	3rd July 2017
Policy Document:	No
Directorate:	Borough Secretary
Accountable Cabinet Member:	Cllr Larratt

1. Purpose

- 1.1 To inform Audit Committee of the Council's monthly and quarterly performance indicators figures for 2017 quarter 4
- Reporting period: 1 January 2017 to 31 March 2017

2. Recommendations

- 2.1 That Audit Committee review the contents of the performance report (appendix 1) and recommend actions to be taken, if any, to address the issues arising.
- 2.2. That Audit Committee approves the performance report that will be presented to Cabinet on 21 June 2017 (normally an extract of the minutes would be provided as an appendix)
- The governance process is that the performance report is first presented to Cabinet and then Audit Committee.
 - In order to provide the performance information to Audit Committee in a timely manner, due to timings of the meeting dates, there is no extract from the Cabinet minutes to confirm formally the outcome of Cabinet as the minutes have not been released as at the date of preparing this report. The verbal update is that Cabinet approved the performance report presented:

21 June 2017	Cabinet	Report was approved by Cabinet Minutes to be published formally
3 July 2017	Audit Committee	Papers submitted for Audit

3. Issues and Choices

Report Background

3.1 Performance data is collected across a range of locally developed indicators which are collected on a monthly, quarterly or on an annual basis. These form the basis of the Councils performance monitoring process. Cabinet members receive detailed information on all the measures through the Corporate Performance All Measures Report (Appendix 1). This enables the monitoring of the Corporate Plan within their portfolios on a regular basis. This information is also then presented to Audit Committee.

3.1.1 This report summarises the Council's monthly and quarterly performance indicators figures for 2017 quarter 4:

- Reporting period: 1 January 2017 to 31 March 2017

The appended report details:

- A performance dashboard overview for each of the corporate themes
- Detailed Key Performance Indicator (KPI) results with supporting commentary

Issues

Progress against Corporate Plan priorities

3.2 73% of performance measures (where data was available) reached their target for the Corporate Plan priorities.

Overall indicator performance against targets

3.2.1 The overall performance percentages compared to the previous quarter are detailed:

Performance Status	Quarter 3 %	Rounded Total	Quarter 4 %	Rounded Total
Blue • Exceptional or over-performance	32.14	64%	30.3	73%
Green • On or exceeding target	28.57		33.33	
Amber • Within agreed tolerances	03.57		09.09	
Red • Outside agreed target tolerance	35.71	36%	27.27	27%

Highlights:

3.2.2 The exceptions, the highs and lows for this reporting quarter are detailed.

Exceptions are reported to highlight whether the exceptional or over performance is required and the resources to achieve these remain valid and the under- performing performance identify actions that include corrective and preventative actions:

3.2.3 The below exceptions have been considered by Management Board as to whether any of these are considered to be classified as corporate risks.

High Performing Highlights (Exceptional or Over Performing)											
BV008	<p>Local Invoices Paid</p> <ul style="list-style-type: none"> Consistently high achieving Good processes in place Target 80% - consistently achieving between 87% to 94% Action: Increase target for 2017/18 to 90% 										
CH10	<p>Museum Web Visits</p> <ul style="list-style-type: none"> Web content will be a main channel for engagement whilst museum is closed Action: Web visits continue to be monitored whilst Guildhall Road museum closed for extension work 										
ESC02	<p>Missed Bins Corrected</p> <ul style="list-style-type: none"> Consistently providing a very high performance response Action: Constant review of improving operations to prevent missing bins, therefore reducing the need to correct missed bins. There will always be an element of missed bins with such a high volume operation. KPI ESC01n (total missed bins/boxes missed) trend is stabilising <table border="1"> <thead> <tr> <th>Trend</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>March</th> </tr> </thead> <tbody> <tr> <td>stabilising</td> <td>679</td> <td>759</td> <td>458</td> <td>491</td> </tr> </tbody> </table>	Trend	Dec	Jan	Feb	March	stabilising	679	759	458	491
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		exceptional performance for quarter 4 overall compared to previous quarters										
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NI157c	Other Planning Applications	<ul style="list-style-type: none"> 100% for quarter 4 This time last year 98.80% Currently a high performing service 										
MPE02	NWEZ New Jobs	<ul style="list-style-type: none"> This time last year 602, now 613 Reports quarterly. Increasing trend <table border="1"> <tr> <td>Increasing Trend</td> <td>June</td> <td>Sept</td> <td>Dec</td> <td>March</td> </tr> <tr> <td></td> <td>145</td> <td>43</td> <td>132</td> <td>293</td> </tr> </table>	Increasing Trend	June	Sept	Dec	March		145	43	132	293
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IG03	FOI/EIR Responded to Within 20 Working Days	<ul style="list-style-type: none"> Under performance relates to three cases; data quality issues and case complexity Action: Continue to prioritise and manage performance to targets 										
PP06	Crime Change <ul style="list-style-type: none"> Multi agency statistics are summarised and reported over the year 	<ul style="list-style-type: none"> Vehicle crime (theft from vehicle, theft of vehicle, key theft, and smash and grab of property from cars) has risen by 1,061 crimes over the year Crimes and domestic burglary risen by 54 Domestic burglary reporting a reduction in second half of the year Difficult to predict future reported crime 										

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PP53	Environmental Service/Warden Requests	<ul style="list-style-type: none"> • Service requests responded to within 3 working days was below target due to staffing issues during the latter part of 2016/17 • Action: Manager resource capacity to meet service demand 									
MPE01	NWEZ New Businesses	<ul style="list-style-type: none"> • Just 7 businesses located in the NWEZ this quarter which is below target. • Action: We continue to proactively promote as part of the Northampton Alive project. 									
PP16	Compliant Off Licence Checks	<ul style="list-style-type: none"> • Target checks being made. Anticipate non-compliance as those premises with issues have been the focus • Action: Continue to focus on premises of higher risk and concern • Checks outcomes: <table border="1" data-bbox="790 1108 1428 1332"> <tr> <td>2</td> <td>No summary licence displayed</td> <td>Action: Potential further action</td> </tr> <tr> <td>1</td> <td>No exclusion register</td> <td>Action: Advisories</td> </tr> <tr> <td>1</td> <td>Challenge 25 notice missing</td> <td>Repeat inspection during May</td> </tr> </table> 	2	No summary licence displayed	Action: Potential further action	1	No exclusion register	Action: Advisories	1	Challenge 25 notice missing	Repeat inspection during May
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Data Quality

3.2.4 The Council has processes in place to ensure that the data and information it provides to support management decision-making is as reliable as possible. The Council has a strategy to improve data quality and service areas are working to achieve the objectives within it.

A quality assurance process is in place for the validation of data. The measure owners challenged and checked the data and these were then signed off at Director Level.

3.1 Governance

3.3 Cabinet reviewed and approved the appended performance report.

4. Implications (including financial implications)

Policy

- 4.1 Corporate performance measures are monitored on a monthly or quarterly basis to track progress towards delivering the Council's priorities; as detailed in the Council's Corporate Plan.
- 4.1.1 Service areas review and develop objectives annually through the service planning process. Measures and targets are identified to help track delivery and any issues and risks.

Resources and Risk

- 4.2 Each service has a service plan that details how the Corporate Plan priorities will be delivered. The service plans identify objectives, measures and actions that show how performance will be tracked. The service plans are risk assessed monitored and each service area will have a directorate risk register. The directorate risk registers feed into the corporate risk register process.
- 4.2.1 The risk process includes challenging and confirming the capacity and ability to deliver as well as the confirming continued priorities. These will be assessed as to whether these are within the levels or accepted risk appetite for the organisation.

Legal

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

Equality and Health

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

Process and Consultees (Internal and External)

- 4.5 The process for consulting has been complied with. The process timescales for this quarter's performance monitoring are detailed as follows:

Qtr. 4		
	Report produced - data is submitted direct by the measure owners	✓
	Owners comment on how the information is presented	✓
	Governance Feedback - challenge on narrative and performance	✓
	Report Refined – following governance feedback and owner revision	✓
25 April	Approved by the Borough Secretary	✓
Directors Approval		
25 April	Circulated to Directors for discussion at Management Board	
Management Board		
25 May	Presented to Management Board	✓
Pre Cabinet Meeting with Performance Portfolio Holder – Cllr Larratt		
15 May	Meeting – Go through the performance report	✓
Cabinet		
21 June	Meeting	✓
Audit Committee		
3 July	Meeting	

Intranet	
26 June	Upload to intranet after Cabinet approval

4.5.1 The main consultees for this quarter's performance process are:

Who?	When?
Measure Owners and Heads of Service	April 2017
Management Board	25 May 2017
Cabinet	21 June 2017
Audit Committee	3 July 2017

4.5.2 The performance and finance report is monitored by Cabinet on a quarterly basis. The report is submitted to the Overview & Scrutiny on request. The report is then presented to the Audit Committee following Cabinet. Heads of Service and Management Board are involved and consulted as part of the performance monitoring process.

4.5.3 Performance data (financial and non-financial) is published on the NBC website following Cabinet approval.

How the Proposals Deliver Priority Outcomes

4.6 Performance monitoring (financial and non-financial) to improve performance is good practice, in terms of efficient and effective management. It focuses on the key areas and therefore contributes directly to one of the 2017-20 priorities of the Corporate Plan "Working Hard and Spending Your Money Wisely" through quality modern services.

Other Implications

4.7 There are no other implications arising from this report.

5. Background Papers

Appendix 1: Corporate Performance – All Measures Report – March 2017

Francis Fernandes, Borough Secretary (Extension: 7334)

Report date: 23 June 2017

Appendices: 1



CABINET REPORT

Report Title	Corporate Performance All Measures Report January to March 2017
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AGENDA STATUS: Public

Cabinet Meeting Date:	21 June 2017
Key Decision:	No
Within Policy:	Yes
Policy Document:	No
Directorate:	Borough Secretary
Accountable Cabinet Member(s):	Councillor P Larratt
Ward(s)	n/a

1. Purpose

- 1.1 To inform Cabinet of the Council's monthly and quarterly performance indicators figures for 2017 quarter 4
- Reporting period: 1 January 2017 to 31 March 2017

2. Recommendations

- 2.1 That Cabinet review the contents of the performance report (appendix 1) and recommend actions to be taken, if any, to address the issues arising.
- 2.2. That Cabinet approves for the performance report be presented to Audit Committee.

3. Issues and Choices

Report Background

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	1	Challenge 25 notice missing	Repeat inspection during May	

Data Quality

- 3.2.4 The Council has processes in place to ensure that the data and information it provides to support management decision-making is as reliable as possible. The Council has a strategy to improve data quality and service areas are working to achieve the objectives within it.

A quality assurance process is in place for the validation of data. The measure owners challenged and checked the data and these were then signed off at Director level.

3.1 Governance

- 3.3 Cabinet are asked to review the appended performance report and recommend actions to be taken, if any, to address the issues arising.

4. Implications (including financial implications)

Policy

- 4.1 Corporate performance measures are monitored on a monthly or quarterly basis to track progress towards delivering the Council's priorities; as detailed in the Council's Corporate Plan.
- 4.1.1 Service areas review and develop objectives annually through the service planning process. Measures and targets are identified to help track delivery and any issues and risks.

Resources and Risk

4.2 Each service has a service plan that details how the Corporate Plan priorities will be delivered. The service plans identify objectives, measures and actions that show how performance will be tracked. The service plans are risk assessed monitored and each service area will have a directorate risk register. The directorate risk registers feed into the corporate risk register process.

4.2.1 The risk process includes challenging and confirming the capacity and ability to deliver as well as the confirming continued priorities. These will be assessed as to whether these are within the levels or accepted risk appetite for the organisation.

Legal

4.3 There are no specific legal implications arising from this report.

Equality and Health

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

Process and Consultees (Internal and External)

4.5 The process for consulting has been complied with. The process timescales for this quarter's performance monitoring are detailed as follows:

Qtr. 4			
4.5.1 The main consultees for this quarter's performance process are:	Report produced - data is submitted direct by the measure owners	✓	
	Owners comment on how the information is presented	✓	
	Governance Feedback - challenge on narrative and performance	✓	
	Report Refined – following governance feedback and owner revision	✓	
	25 April	Approved by the Borough Secretary	✓
	Directors Approval		
	25 April	Circulated to Directors for discussion at Management Board	
	Management Board		
	25 May	Meeting	
	Pre Cabinet Meeting with Performance Portfolio Holder – Cllr Larratt		
	15 May	Meeting – Go through the performance report	
	Cabinet		
	21 June	Meeting	
	Audit Committee		
	3 July	Meeting	
Intranet			
22 June	Upload to intranet after Cabinet approval		

Who?	When?
Measure Owners and Heads of Service	April 2017
Management Board	23 May 2017
Cabinet	21 June 2017
Audit Committee	3 July 2017

- 4.5.2 The performance and finance report is monitored by Cabinet on a quarterly basis. The report is submitted to the Overview & Scrutiny on request. The report is then presented to the Audit Committee following Cabinet. Heads of Service and Management Board are involved and consulted as part of the performance monitoring process.
- 4.5.3 Performance data (financial and non-financial) is published on the NBC website following Cabinet approval.

How the Proposals Deliver Priority Outcomes

- 4.6 Performance monitoring (financial and non-financial) to improve performance is good practice, in terms of efficient and effective management. It focuses on the key areas and therefore contributes directly to one of the 2017-20 priorities of the Corporate Plan “Working Hard and Spending Your Money Wisely” through quality modern services.

Other Implications

- 4.7 There are no other implications arising from this report.

5. Background Papers

Appendix 1: Corporate Performance – All Measures Report – March 2017

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

Corporate Performance

All Measures Report

March 2017



Introduction





The report details the full list of performance measures monitoring the Council's Corporate Plan by corporate priority and is published quarterly.

The measures contained within this report are monitored on a monthly, quarterly, half yearly or four monthly basis.

Performance is reported against the latest report period and then by overall performance year to date (YTD). Overall YTD performance is monitored against the current profiled target and helps us to keep track of the progress towards meeting the annual target.

Performance comparison against the same time last year is highlighted where comparative data is available.

Report Key:

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

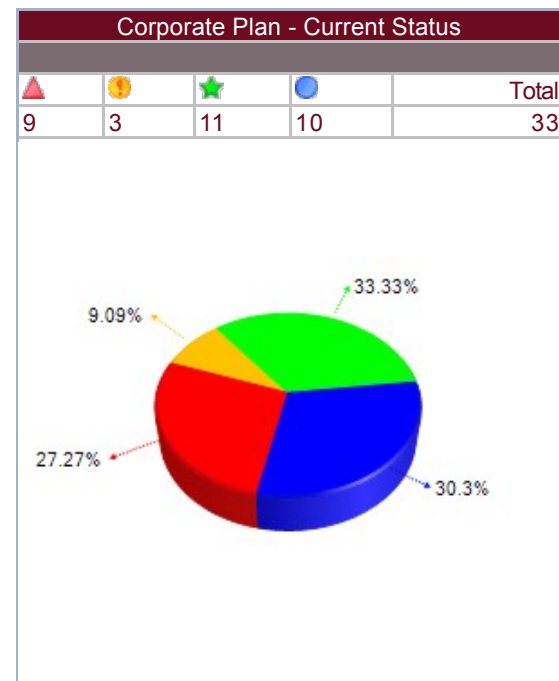
NBC Corporate Plan

The table below has been included for informational purposes, and shows the current year to date performance of each element of the Corporate Plan. The Alerts are generated from the PIs which each Service Area aligned to the 8 priorities during the service planning process.

Corporate Plan	
	YTD
NBC Corporate Plan - Securing Northampton's Future	▲

Theme
Working Hard and Spending your Money Wisely - Delivering quality modern services
Safer Communities - Making you feel safe and secure
Protecting Our Environment - A clean and attractive town for residents and visitors
Northampton Alive - A vibrant successful town for now and the future
Love Northampton - Enhancing leisure activities for local people and encouraging participation
Housing for Everyone - Helping those that need it to have a safe and secure home

238



Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
AST05a External rental income demanded against budgeted income (M)	? ?	? ?	? ?	? ?	? ?	? ?	97.00 %		- Bigger is Better	? ?	105.88 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
AST05b % commercial rent demanded within the last 12 months (more than 2 months in arrears) (M)	? ?	? ?	? ?	? ?	? ?	? ?	3.00 %		- Smaller is Better	? ?	2.47 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
AST12 % achieved where return on (sub group) investment properties meets agreed target rate (M)	90.28 % ?	? ?	? ?	? ?	? ?	? ?	95.00 %		- Bigger is Better	? ?	90.14 %
The Service has been unable to supply data for this quarter. Head of Service is aware and is resolving the problem. Head of Service has met with the responsible Cabinet member to discussed and the KPIs will be revised for the new financial year.											
Source Date 31/03/2017											
BV008 Local invoices paid within 10 days (M)	88.39 ?	87.37 ?	94.08 ?	92.09 ?	92.01 ?	80.00	80.00	Bigger is Better	?	93.65	
Target to be increased for new financial year.											
Source Date 31/03/2017											
BV008 Percentage of invoices for commercial goods & serv. paid within 30 days (M)	99.89 % ?	98.51 % ?	99.89 % ?	98.26 % ?	99.23 % ?	99.00 %	99.00 %	Bigger is Better	?	99.72 %	
Target to be be increased for new financial year.											
Source Date 31/03/2017											
BV012_12r Ave. no. of days/shifts lost to sickness for rolling 12 month period (M)	7.99 ?	7.84 ?	7.57 ?	8.05 ?	8.05 ?	7.50	7.50	Smaller is Better	?	7.83	
Within agreed tolerances, but slightly over outturn target. Increase in muscular skeletal sickness. DSE assessment in place to support employees who have had MSS. Review of reporting arrangements in place to confirm data quality accuracy following return of the HR service from LGSS.											
Source Date 31/03/2017											
CH10 No. of unique visits to Museum Pages (M)	2,890 ?	4,835 ?	5,436 ?	4,480 ?	52,221 ?	15,000		- Bigger is Better	?	65,332	
Quarter Update. Museum closed on 19th February 2017 as work begins on the new extension. Web stats most likely driven by people seeing information on museum closure and future plans.											
Year End: Strong web stats driven by great use of social media to direct visitors to the website and resulted in a year end result of 11% above target.											
Source Date 31/03/2017											
CS05 Percentage satisfied with the overall service provided by the Customer Service Officer (M)	100.00 % ?	89.58 % ?	90.41 % ?	92.22 % ?	94.44 % ?	90.00 %		- Bigger is Better	?	92.34 %	
Surveys are currently offered to the One Stop Shop front counter customers and customers who make contact via email. A total of 284 surveys were returned for Quarter 4 of 2016/17, of which 259 were satisfied and above and 25 were dissatisfied and below. The dissatisfied and below have been analysed and corrective and preventative measures put in place as appropriate. The return rate is a constant challenge to influence. Customer Relationship Management and telephone system are to be upgraded which will include emailing and texting customers for feedback. The aim is to											







Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
increase feedback opportunity and return rates.											
Source Date 31/03/2017											
⊕ CS13a % of calls for NBC managed services into contact centre answered (M)	95.06 %	91.74 %	92.86 %	91.16 %	89.32 %		90.00 %		- Bigger is Better		92.74 %
Calls have increased by 2661 this month, with general enquiries/Environmental Services accounting for 1263 of these in comparison to February. Daily averages have remained reasonably static with repairs and Streetscene showing a slight decrease. The overall average wait time decreased by 12 seconds in March in comparison to February. The Contact Centre are continuing to increase the utilization of cross trained staff within the One Stop Shop, to help increase call efficiency and reduce unavailability. Further training for repairs is underway for 2 more staff members and should improve the call answered % by the end of April. There have been good improvements over the first half of the year due to consistent efforts to improve standards with staff training.											
Source Date 31/03/2017											
⊕ CS14a % OSS customers with an appointment seen on time (M)	95.8 %	95.0 %	97.6 %	95.4 %	94.1 %		90.0 %		- Bigger is Better		94.7 %
One Stop Shop hit an overall target of 95.43% of customers seen within 10 minutes. 1 additional customer service officer has been trained in Benefits to assist in enquiries and support the team. There has been a higher demand for appointments due to council tax and issuing of rent statements. There has been a slight increase in the number of Housing Emergencies booked. Customer Services in the One Stop Shop are continuing to support the contact centre during busy periods when required.											
Source Date 31/03/2017											
⊕ ESC01n Total bins/boxes missed in period (M)	679	759	458	491	7,240		1,400		- Smaller is Better		4,811
Vehicle issues have impacted on the number of missed collections. Spare vehicles have been procured to cover vehicle breakdowns and therefore reduced missed collections.											
Source Date 31/03/2017											
⊕ ESC02 % missed bins corrected within 24hrs of notification (M)	96.02 %	95.78 %	92.79 %	95.52 %	95.14 %		84.00 %		- Bigger is Better		89.05 %
This PI has over performed this year in comparison to previous years. We have been proactive in ensuring prompt notification with missed bins and this is reflected in the overall figures.											
Source Date 31/03/2017											
⊕ ESC04 % household waste recycled and composted (NI192) (M)	34.53 %	34.52 %	31.26 %	39.96 %	41.12 %		49.00 %		- Bigger is Better		40.76 %
The contractor will look at ways of increasing participation in an attempt to increase the recycling percentage for next year.											
Source Date 31/03/2017											
⊕ ESC09 % of Fly Tipping incidents removed within 2 working days of notification (SO2) (M)	99.93 %	99.94 %	99.79 %	100.00 %	99.98 %		98.00 %		- Bigger is Better		99.89 %
On track - exceeding target.											
Source Date 31/03/2017											
⊕ HML01 Total no. of households living in temporary accommodation (M)	143	167	160	164	164		100		- Smaller is Better		66
As expected, the total number of households living in temporary accommodation remains above target. This is due, in the main, to the consistently high number of homelessness applications and the shortage of affordable rented housing. It is hoped that the establishment of the Social Lettings Agency this year will increase the options available to homeless households, and help people to move on from temporary accommodation. Work has already started on the development of a temporary accommodation reduction strategy.											
Source Date 31/03/2017											
HML07 Number of households that are prevented from becoming homeless (M)	54	102	62	102	1,003		693		- Bigger is Better		504
The number of homeless households prevented from becoming homeless continues to exceed the target. Even though the private rented sector offers a few opportunities to prevent homelessness and meeting housing need, it is hoped that the current level of performance will be sustained throughout 2017/18.											

Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
Source Date 31/03/2017											
HML09 Number of households for whom a full homelessness duty is accepted (M)	33	47	34	38	478		540		- Smaller is Better		313
Although the number of homelessness decisions made each month has remained consistently high, the increase in homelessness applications received has resulted in a growing backlog of applications awaiting a decision. This has increased officers' caseloads and will have an impact on the number of households for whom a rehousing duty is accepted in the future. Measures have been identified to increase the capacity within the team to enable the backlog of outstanding decisions to be made, and to help reduce the officers' caseloads.											
Source Date 31/03/2017											
IG03 % FOI/EIR cases responded to within 20 working days (M)	97.3 %	96.3 %	86.8 %	93.4 %	93.0 %		100.0 %		- Bigger is Better		93.6 %
The under performance of this target refers to three cases. These were originally 1 - 2 working days overdue. One request related to a prefabricated, post war, non insulated single skin property and the information that was previously released was found to require updating. This cause a short delay which impacted on the request response time. It was six days overdue as there were data quality issues. An Environmental Information Request (EIR) was overdue because of the complexity of the information requested.											
Source Date 31/03/2017											
IG04 % Subject Access requests responded to within 40 days (M)	100.0 %	100.0 %	100.0 %	75.0 %	96.6 %		100.0 %		- Bigger is Better		96.6 %
1 response overdue and fell out of timescales. This was due to it being a large and complicated request which could not be responded to within normal time guidelines. we continue to strive to prioritise and manage performance to targets.											
Source Date 31/03/2017											
NI157a % Major Planning applications determined in 13 weeks or agreed extension (M)	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %		80.00 %	100.00 %	Bigger is Better		100.00 %
100% applications determined within agreed time scales for Quarter 4.											
Source Date 31/03/2017											
NI157b % of 'minor' planning apps determined within 8 weeks or agreed extension (M)	100.00 %	100.00 %	100.00 %	100.00 %	97.76 %		95.00 %		- Bigger is Better		98.22 %
100% applications determined within agreed time scales for Quarter 4.											
Source Date 31/03/2017											
NI157c % of 'other' planning apps determined within 8 weeks or agreed extension (M)	100.00 %	100.00 %	100.00 %	100.00 %	99.13 %		95.00 %		- Bigger is Better		98.80 %
100% applications determined within agreed time scales for Quarter 4.											
Source Date 31/03/2017											
PP06 % change in serious acquisitive crime from the baseline (M)	32.19 %	36.46 %	42.03 %	43.76 %	43.76 %		-2.17 %		- Smaller is Better		8.39 %
Serious Acquisitive Crime has seen an overall increase of +1,232 crimes over the year. Within this, vehicle crime has risen by 1,061 crimes, with an increase in smash and grab of valuables from vehicles, theft of vehicles and damage to vehicles, and domestic burglary by 54 crimes. However, domestic burglary has shown a reduction in the second half of the year in Northampton Borough, and although difficult to predict it is hoped that there will be a reduction in reported crime in the next quarter. We are working with partner agencies to reduce car crime, and will see improvements in the next quarter.											
Source Date 31/03/2017											
PP22 % Hackney Carriage and private hire vehicles inspected which comply with regulations (M)	43.33 %	83.33 %	72.22 %	58.62 %	67.90 %		70.00 %		- Bigger is Better		69.61 %

Monthly Measures

Measure ID & Name	Dec 16	Jan 17	Feb 17	Mar 17	Overall perf. to date	YTD	Current Profiled Target	Outturn Target	Polarity	Perf. vs. same time last year	YTD value same time last year
<p>Checks are specifically targeted on cases of concern so a level of non compliance is not unexpected. The indicator is being redefined in 17/18 to reflect the actual situation. Most of the infringements logged are technical, relating to failure to display badge etc.</p> <p style="text-align: right;">Source Date 31/03/2017</p>											
+ PP53 % Service requests responded to within 3 working days (M)	93.39 % 	89.33 % 	88.01 % 	81.70 % 	85.82 % 		94.00 %		- Bigger is Better		89.64 %
<p>This Performance Indicator relates to Environmental Service and Warden related requests. A number of serious staffing issues have impacted on the departments ability to respond to targets within timescales. We are working to address staff vacancies to ensure that we are fully staffed, and also ensure that staff are deployed as efficiently as possible.</p> <p style="text-align: right;">Source Date 31/03/2017</p>											

Quarterly Measures

Measure ID & Name	Jun 16	Sep 16	Dec 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
⊕ ESC16 Overall level of quality against an agreed std - Open Spaces & Parks (%) (Q)	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %		5.00 %		- Smaller is Better		0.00 %
This KPI is no longer a useful measure and will be removed at year end (March 31 2017)											
Source Date 31/03/2017											
HMO01 No. HMOs with Mandatory licence (Q)	322	333	362	360	360		340		- Bigger is Better		321
This mandatory licence scheme was introduced in 2006. 43 properties are currently being processed, for both renewals and new applications. Figure increases will be if new properties are converted or intelligence information indicates that a mandatory licence is required. Properties reported are risk assessed and will become subject to further investigation which could lead to a prosecution for failure to apply for a licence.											
Source Date 31/03/2017											
HMO08 No. of HMOs with an additional licence (Q)	472	340	515	525	525		550		- Bigger is Better		435
This figure falls short by 25 properties, however, there are currently 20 properties where the licence application is in progress. The Housing Standards Team have been concentrating on taking prosecutions, which are currently going through the court process. It is anticipated that successful prosecutions will result in landlords applying for applications proactively instead of the team using its limited resources to seek them out.											
Source Date 31/03/2017											
⊕ IG01 % LGO cases responded to within 28 days (excl. pre-determined cases) (Q)	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %		100.0 %		- Bigger is Better		100.0 %
All Local Government Ombudsman cases dealt with in timescales. On target											
Source Date 31/03/2017											
⊕ IG02 Av. days to respond to LGO enquiries (excl. pre-determined cases) (Q)	0.00	0.00	0.00	0.00	0.00		0.00		- Smaller is Better		23.00
One case from the Local Government Ombudsman (LGO) was recorded and responded to within timescales. On target.											
Source Date 31/03/2017											
MPE01 No. of new businesses locating on NWEZ (Q)	0	0	11	7	18		25		- Bigger is Better		17
Only seven new businesses were reported for this quarter which is below target.											
Source Date 31/03/2017											
MPE02 No. of new jobs created on NWEZ (Q)	145	43	132	293	613		350		- Bigger is Better		602
This quarter has seen a rise in figures although overall the year is slightly down on the predicted levels.											
Source Date 31/03/2017											
⊕ PP16 % Off licence checks that are compliant (Q)	43.75 %	53.13 %	33.33 %	20.00 %	46.43 %		85.00 %		- Bigger is Better		70.83 %
A number of checks have been carried out on specific targets that are of concern, therefore non compliance would be anticipated. There have been no checks on properties that are anticipated to be compliant, as the focus is on non compliance. The checks returned two 'No summary licence displayed' cases which we may take further action on; one 'No Exclusion Register' and one 'Challenge 25' notice missing. Both of these are advisories and we will return in May to ensure they are in place.											
Source Date 31/03/2017											
TCO05n Town Centre footfall (Q)	4,351,837	3,956,060	4,203,658	3,126,019	15,637,574		13,250,000		- Bigger is Better		15,280,622
Footfall for March exceeded the target figures for the month and for the year.											
Source Date 31/03/2017											

Quarterly Measures

Measure ID & Name	Jun 16	Sep 16	Dec 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
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4 Monthly Measures

Measure ID & Name	Jul 16	Nov 16	Mar 17	Overall perf. to Date	YTD	Current Profiled Target	Annual Target	Polarity	Perf. vs. same time last year	YTD value same time last year
+ ESC05 % of Land and Highways assessed falling below an acceptable level - Litter (NI195a) (4M)	5.67 %	1.67 %	2.83 %	3.39 %		2.00 %	2.00 %	Smaller is Better		2.39 %
This measure is a four monthly measure, and is difficult to line up with quarterly reporting. However, it is only just falling outside target over the whole year. We are continuing to work proactively and reactively to issues.										
Source Date 31/03/2017										
+ ESC06 % of Land and Highways assessed falling below acceptable level - Detritus (NI195b) (4M)	4.67 %	3.00 %	2.17 %	3.28 %		4.00 %	4.00 %	Smaller is Better		1.83 %
Over performing. On downward trend (smaller is better measure).										
Source Date 31/03/2017										
+ ESC07 % of Land and Highways assessed falling below acceptable level - Graffiti (NI195c) (4M)	1.33 %	0.67 %	0.67 %	0.89 %		2.00 %	2.00 %	Smaller is Better		0.61 %
On target.										
Source Date 31/03/2017										
+ ESC08 % of Land and Highways assessed falling below acceptable level - FlyPosting (NI195d) (4M)	0.00 %	0.00 %	0.00 %	0.00 %		2.00 %	2.00 %	Smaller is Better		0.00 %
On target.										
Source Date 31/03/2017										

Annual Measures

Measure ID & Name	Mar 16	Mar 17	Outturn Target Mar 2018	Polarity
NI154 Net additional homes provided (A)	678.00 ▲	? ?		- Bigger is Better
no longer measured centrally				
				Source Date 31/03/2016
NI159 Supply of ready to develop housing sites (A)	? ?		? ?	- Bigger is Better
The West Northamptonshire Joint Core Strategy Submission - Proposed Modifications identifies the 5 year housing supply target. It supersedes Regional Planning targets, which although no longer part of the development plan, were the last housing targets set for the town. Against the target set the housing trajectory identifies how delivery will occur. Delivery is stronger due to the increase in confidence in the housing market.				
Source Date 31/03/2014				

Delivery of the Northampton Waterside Enterprise Zone

40 new jobs have been created in Q4 for the University Waterside Campus development and a further £35.55 million private sector capital investment obtained on this project. Seven new enterprises have been created with an estimated 17 jobs created.

Source Date 31/03/2017

Development of the Greyfriars site

Agreement for lease and other legal documents progressed. Highway Public Realm design meeting with NCC on-going.

Source Date 31/03/2017

Restoration and regeneration of Delapre Abbey and Park

Snagging ongoing and to be completed by the end of April. Café has been launched and is now operational.

Source Date 28/02/2017

Delivery of the Business Incentive Scheme and account management to key businesses

Seven businesses supported with £69,500 committed grants which have created 37 jobs and leveraging approx. £499,000 of private sector investment during Quarter 4 2016/17

Source Date 31/03/2017

Delivery of the Four Waterside Development

Heads of terms complete for the site for commercial office space. Marketing plans for potentially pre letting the office space prior to build are being researched.

Source Date 31/03/2017

Development of the Cultural Quarter

Old Goal Block handed over in March 2017. Surveys commenced on site archaeology and building recording commenced. CCTV/drainage survey completed. Employers requirements ongoing.

Source Date 31/03/2017

Delivery of the Castle Station development

Scope of programmes being reviewed to include a wider development footprint.

Source Date 31/03/2017

Appendices

**1 : PwC Proposed
Audit Plan 2017/18**



AUDIT COMMITTEE REPORT

Report Title	PwC Internal Audit Proposed Plan 2017/18
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AGENDA STATUS: PUBLIC

Audit Committee Meeting Date:	3 rd July 2017
Policy Document:	No
Directorate:	LGSS Finance
Accountable Cabinet Member:	Cllr Brandon Eldred

1. Purpose

1.1 To inform the Audit Committee on the PwC internal audit proposed workplan for 2017/18. The work that is proposed to be done by PwC is designed to provide assurance around financial and governance controls and compliance, and highlight any areas of risk.

2. Recommendations

2.1 It is recommended that the Audit Committee agreed the PwC internal audit plan for 2017/18.

3. Issues and Choices

3.1 Report Background

3.1.1 The proposed PwC internal audit plan for 2017/18 is included as an appendix to this report. It shows the areas that are proposed to be reviewed during 2017/18 and the estimated resource days allocated. The workplan has been developed in conjunction with the council’s management board members to focus on key areas around governance and management of risk and finance, and organisational change.

3.2 Choices (Options)

- 3.2.1 Audit Committee have the opportunity request changes to the audit plan and to ask questions directly to the internal auditors on anything contained in their proposed plan, and issues around the internal audit process. They also have the opportunity to question management on any of the issues raised.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 None to report.

4.2 Resources and Risk

- 4.2.1 None to report at present.

4.3 Legal

- 4.3.1 None to report at present.

4.4 Equality

- 4.4.1 Not applicable.

4.5 Consultees (Internal and External)

- 4.5.1 None.

4.6 Other Implications

- 4.6.1 None.

5. Background Papers

- 5.1 None to date.

Glenn Hammons
Chief Finance Officer, Telephone 01604 366521

Internal Audit Risk Assessment and Plan 2017/18

Northampton Borough
Council

June 2017

Contents

1. Introduction and approach	1
2. Audit universe, corporate objectives and risks	4
3. Risk assessment	6
4. Annual plan and internal audit performance	8
Appendix 1: Detailed methodology	11
Appendix 2: Risk assessment criteria	13
Appendix 3: Key performance indicators	15

Distribution List

For action	Audit Committee
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This document has been prepared only for Northampton Borough Council and solely for the purpose and on the terms agreed with Northampton Borough Council in our engagement letter dated 19 June 2017.

1. Introduction and approach

Introduction

This document sets out the risk assessment and our internal audit plan for Northampton Borough Council.

Approach

The internal audit service will be delivered in accordance with the Internal Audit Charter. A summary of our approach to undertaking the risk assessment and preparing the internal audit plan is set out below. The internal audit plan is driven by Northampton Borough Council's organisational objectives and priorities, and the risks that may prevent Northampton Borough Council from meeting those objectives. A more detailed description of our approach can be found in Appendix 1 and 2.



Basis of our plan

In order to carry out the level of work that our risk assessment indicates is appropriate, we estimate that the resource requirement for Northampton Borough Council's internal audit service is in excess of the available budget in order to evaluate the effectiveness of risk management, control and governance processes. The level of agreed resources for the internal audit service for the period 1 April 2017 to 31 March 2018 is 200 days and £89,000, and therefore the plan does not purport to address all key risks identified across the audit universe as part of the risk assessment process. Accordingly, the level of internal audit activity represents a deployment of limited internal audit resources and in approving the risk assessment and internal audit plan, the Audit Committee recognises this limitation.

Basis of our annual internal audit conclusion

Internal audit work will be performed in accordance with PwC's Internal Audit methodology which is aligned to the Public Sector Internal Audit Standards. As a result, our work and deliverables are not designed or intended to comply with the International Auditing and Assurance Standards Board (IAASB), International Framework for Assurance Engagements (IFAE) and International Standard on Assurance Engagements (ISAE) 3000.

Our annual internal audit opinion will be based on and limited to the internal audits we have completed over the year and the control objectives agreed for each individual internal audit. The agreed control objectives will be reported within our final individual internal audit reports.

In developing our internal audit risk assessment and plan we have taken into account the requirement to produce an annual internal audit opinion by determining the level of internal audit coverage over the audit universe and key risks. We do not believe that the level of agreed resources will impact adversely on the provision of the annual internal audit opinion.

Other sources of assurance

In developing our internal audit risk assessment and plan we have taken into account other sources of assurance and have considered the extent to which reliance can be placed upon these other sources. These are summarised below.

The other sources of assurance for Northampton Borough Council are as follows:

- Internal audit work performed by the Local Government Shared Service (LGSS);
- Additional work performed by PwC;
- External inspections; and
- External audit work.

We do not intend to place reliance upon these other sources of assurance.

Our engagement contract includes the option for a call off arrangement. Such pieces of work will provide assurance that certain aspects of the change programme as being managed effectively. The scope, nature and extent of the support will be agreed with management as and when required but will focus on your risk management, contract management and change projects predominantly.

Key contacts

Meetings have been held with the following key personnel during the planning process:

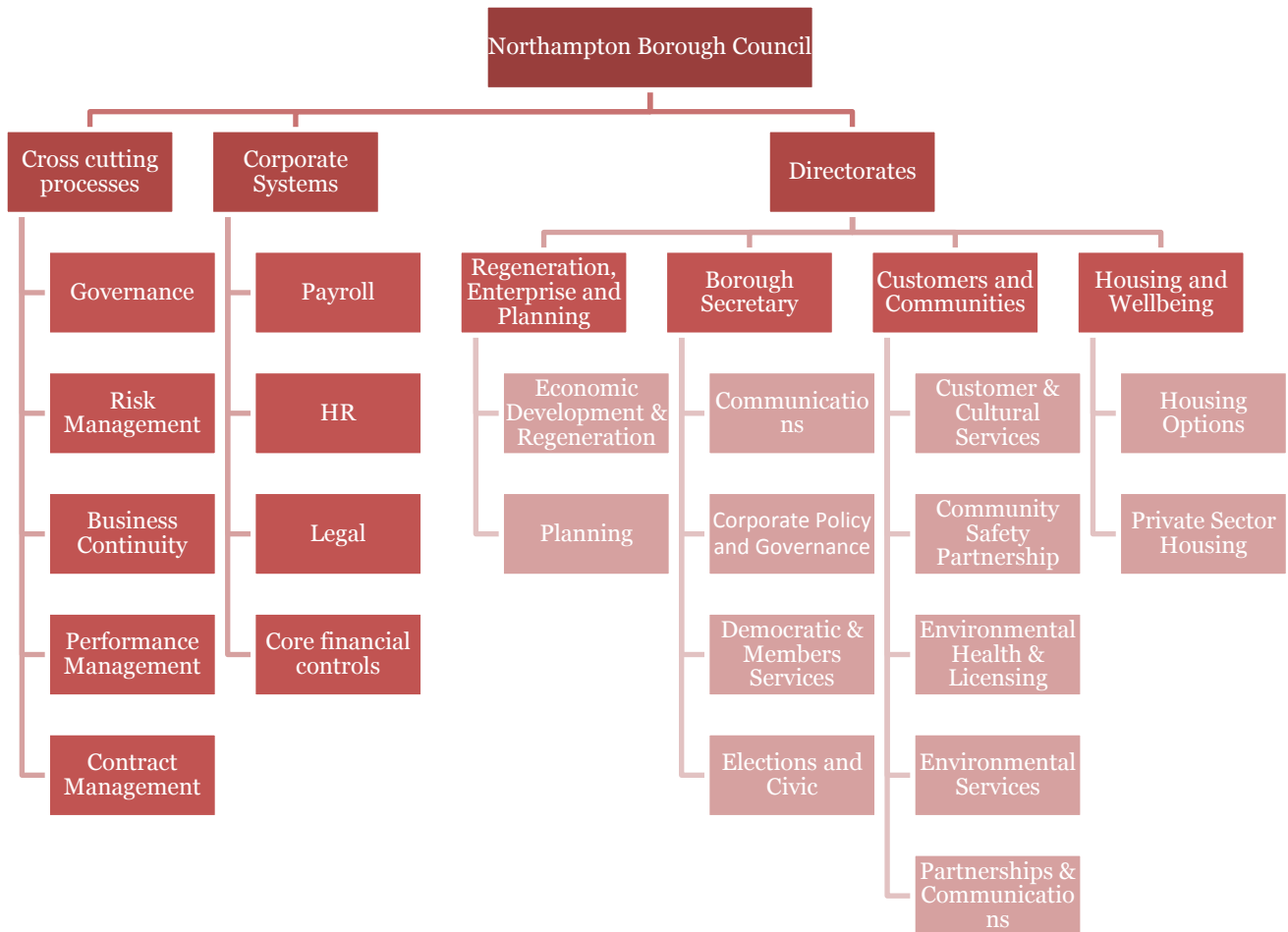
- David Kennedy, Chief Executive
- Francis Fernandes, Monitoring Officer
- Glenn Hammons, Section 151 Officer
- Cllr Jonathan Nunn, Leader of the Council
- Cllr Mark Markham, Audit Committee Chair (former)

- Management Board
- KPMG, External Audit
- LGSS Internal Audit

2. Audit universe, corporate objectives and risks

Audit universe

The diagram below represents the high level auditable units within the audit universe of Northampton Borough Council. These units form the basis of the internal audit plan.



The Local Government Shared Service (LGSS) is responsible for delivery of the following services on behalf of Northampton Borough Council:

- ICT
- Finance
- Revenues and Benefits
- Procurement
- Insurance

These areas will be considered as part of the LGSS internal audit risk assessment and plan.

Corporate objectives and risks

Corporate level objectives and risks have been determined by Northampton Borough Council. These are recorded in the table below and have been considered when preparing the internal audit plan.

<i>Objective</i>	<i>Risk(s) to achievement of objective</i>	<i>Cross reference to Internal Audit Plan (see Section 4)</i>
Northampton Alive	The Council is in the process of revising the risk management framework and updating the strategic risk register in line with the Corporate priorities for 2016-2020. Our internal audit plan will support this process and is flexible to ensure work is focused on areas of risk and/or priority.	CP1
Invest in safer, cleaner neighbourhoods		CP2
Celebrating our heritage and culture		CP3
Making every £ go further		CP4
Better homes for the future		CP5
Creating empowered communities		CP6
Promoting health and wellbeing		CP7
Responding to your needs		CP8

In response to the Northampton Town Football Club report officers issued a Governance Action Plan. This is focused on improving current processes and establishing a strong control environment. The Governance Action Plan focuses on the following categories:

- Risk management;
- Decision governance;
- Project and programme management;
- Recommendation tracking; and
- Financial governance.

In the prior year, we have worked closely with management to assess the new Governance Board and plans arising from the Governance Action Plan. We have developed our plan to support the Council in implementing their plans and providing the Audit Committee with adequate assurance.

3. Risk assessment







Risk assessment results

Each auditable unit has been assessed for inherent risk and the strength of the control environment, in accordance with the methodology set out in Appendix 1 and 2. The results are summarised in the table below.

Ref	Auditable Unit	Corporate Objectives	Inherent Risk Rating 1=low, 6=high	Control Environment Indicator 6 = strong, 1= weak	Audit Requirement Rating	Colour code (RAG)	Frequency – PwC standard approach
A	Cross cutting processes						
A.1	Governance	CP1 - 6	6	1	6	R	Annual
A.2	Risk Management		6	2	5	A	Annual
A.3	Business Continuity		5	2	4	A	Annual
A.4	Performance Management		5	2	4	A	Annual
A.5	Contract Management		4	2	3	A	Every two years
B	Corporate systems						
B.1	Payroll	CP4	4	3	3	A	Every two years
B.2	HR	CP4, CP6	4	3	3	A	Every two years
B.3	Legal	CP4	4	3	3	A	Every two years
B.4	Core financial controls	CP4	6	3	5	A	Annual
C	Regeneration, Enterprise and Planning						
C.1	Economic Development & Regeneration	CP1, CP2, CP3, CP4, CP8	6	2	5	A	Annual
C.2	Planning	CP1, CP2, CP4, CP5, CP8	4	4	2	A	Every three years
D	Borough Secretary						
D.1	Communications	CP6, CP8	3	3	2	A	Every three years
D.2	Corporate Policy and Governance	CP6, CP8	6	2	5	A	Annual
D.3	Democratic & Members Services	CP6, CP8	3	4	n/a	n/a	n/a
D.4	Elections & Civic	CP6, CP8	2	3	n/a	n/a	n/a
E	Customers and Communities						
E.1	Customer & Cultural Services	CP1, CP3, CP4, CP6, CP8	5	5	3	A	Every two years

E.2	Community Safety Partnership	CP2, CP6, CP8	CP4, CP7,	4	4	2	A	Every three years
E.3	Environmental Health & Licensing	CP2, CP7, CP8	CP4,	4	3	3	A	Every two years
E.4	Environmental Services	CP2, CP7, CP8	CP4,	6	3	5	A	Annual
E.5	Partnerships & Communications	CP1, CP8	CP4,	6	3	5	A	Annual
F	Housing and Wellbeing							
F.1	Housing Options	CP5, CP8	CP6,	6	3	5	A	Annual
F.2	Private Sector Housing	CP5, CP8	CP6,	6	3	5	A	Annual

Key to frequency of audit work

Audit Requirement Rating	Frequency – PwC standard approach	Colour Code
6	Annual	
5	Annual	
4	Annual	
3	Every two years	
2	Every three years	
1	No further work	

4. Annual plan and internal audit performance

Annual plan and indicative timeline

The following table sets out the internal audit work planned for 1 April 2017 to 31 March 2018, together with indicative start dates for each audit.

Ref	Auditable Unit	Indicative number of total audit days	Q	Audit days per Q	Comments	Responsible
A	Governance action plan					
A.1	Governance and risk management	50	Q1-2	20	Support the management team in aligning its strategy and risks and implementing the refreshed risk management strategy and effective governance model by holding a workshop to ensure all relevant risks are identified and critically challenged	Governance and Risk Manager
			Q3-4	15	Support the management team in mapping the identified risks against current sources of assurance and ensuring that adequate coverage is obtained over key risks	
			Q3-4	5	Perform a benchmarking exercise to assess improvements made and current performance against peers	
A.2	Organisational change	40	Q2	10	Review the Council's vision and strategy to ensure it aligns with the current Council structure. We will obtain copies of the Council's plans and critically review these to assess whether they are established and adequately supported within the Council	Borough Secretary
			Q3-4	30	Assess the re-integration of HR, legal and payroll services and ensure controls are operating effectively. We will hold a workshop to identify the scope of responsibilities within each department and review that adequate controls have been developed and implemented to mitigate identified risks	
A.3	Financial governance	50	Q2	5	Hold a workshop to identify key controls across the Council and identify frequency and scope of responsibility to develop a testing regime which will be applied on a regular frequency	Chief Finance Officer
			Q2-4	30	Perform continuous auditing model for identified key controls across the organisation on a quarterly basis to provide ongoing assurance.	

			Q2-4	15	Deep dive value add assurance reviews and departmental financial process, focusing on: <ul style="list-style-type: none"> • budgetary control • purchase to pay • procurement 	
A.4	Tracking recommendations and follow up	20	Q2	8	Review the closed recommendations and ensure the classification as complete is appropriate	Borough Secretary
			Q2	2	Support the management team in establishing a reporting routine, including an appropriate summary report to be communicated at each Audit Committee	
			Q2-4	10	Implement a regular routine of checking implementation and removing completed items, including reporting to the Audit Committee each quarter	
B	Other areas					
B.1	Culture	30	Q2-4	23	Undertake a survey / interviews with key personnel focusing on the following areas: <ul style="list-style-type: none"> – Integrity and ethical values – Commitment to competence – Audit Committee – Management’s philosophy and operating style – Organisational structure – Assignment of authority and responsibility – Human resources policies and procedures Provide a summary report detailing how the findings link to the planned Cultural Change Strategy and the Council’s overall strategy and vision	HR Manager
			Q3	7	Review of the changes made to the Whistleblowing process	
C	Project Management					
C.1	IA management time	10	Q1-Q4	10	Including: <ul style="list-style-type: none"> • liaison with external audit • attendance at Audit Committees and a report to each Audit Committee providing an update on the implementation of the Council’s governance action plan • attendance at management meetings, where requested 	NA
	Total days	200				

D Additional services						
D.1	Call off arrangement	As required	Q1-Q4		Additional reviews considered relevant to support the Council, specifically around: <ul style="list-style-type: none"> • Contract management • Environmental services contract re-provision • Significant regeneration projects, including the Vulcan Works 	NA

The following areas are those we think require attention following our risk assessment exercise as defined in section 3. However, they are not currently included in the internal audit plan:

- Review the business continuity arrangements in place to support the Council
- Deep dive assurance reviews around and departmental financial process:
 - performance management
 - private sector housing
 - partnerships
 - customer and cultural services

Key performance indicators

Appendix 4 sets out the proposed Key Performance Indicators for internal audit. Performance against these indicators will be reported annually to the Audit Committee.

Appendix 1: Detailed methodology

Step 1 -Understand corporate objectives and risks

In developing our understanding of your corporate objectives and risks, we have:

- Reviewed your corporate plan and organisational structure;
- Drawn on our knowledge of the local government sector; and
- Met with a number senior management and members.

Step 2 -Define the Audit Universe

In order that the internal audit plan reflects your management and operating structure we have identified the audit universe for Northampton Borough Council made up of a number of auditable units. Auditable units include functions, processes, systems, products or locations. Any processes or systems which cover multiple locations are separated into their own distinct cross cutting auditable unit.

Step 3 -Assess the inherent risk

The internal audit plan should focus on the most risky areas of the business. As a result each auditable unit is allocated an inherent risk rating i.e. how risky the auditable unit is to the overall organisation and how likely the risks are to arise. The criteria used to rate impact and likelihood are recorded in Appendix 2.

The inherent risk assessment is determined by:

- Mapping the corporate risks to the auditable units;
- Our knowledge of your business and its sector; and
- Discussions with management.

Impact Rating	Likelihood Rating					
	6	5	4	3	2	1
6	6	6	5	5	4	4
5	6	5	5	4	4	3
4	5	5	4	4	3	3
3	5	4	4	3	3	2
2	4	4	3	3	2	2
1	4	3	3	2	2	1

Step 4 -Assess the strength of the control environment

In order to effectively allocate internal audit resources we also need to understand the strength of the control environment within each auditable unit. This is assessed based on:

- Our knowledge of your internal control environment;
- Information obtained from other assurance providers; and
- The outcomes of previous internal audits.

Step 5 -Calculate the audit requirement rating

The inherent risk and the control environment indicator are used to calculate the audit requirement rating. The formula ensures that our audit work is focused on areas with high reliance on controls or a high residual risk.

Inherent Risk Rating	Control design indicator					
	1	2	3	4	5	6
6	6	5	5	4	4	3
5	5	4	4	3	3	n/a
4	4	3	3	2	n/a	n/a
3	3	2	2	n/a	n/a	n/a
2	2	1	n/a	n/a	n/a	n/a
1	1	n/a	n/a	n/a	n/a	n/a

Step 6 -Determine the audit plan

Your risk appetite determines the frequency of internal audit work at each level of audit requirement. Auditable units may be reviewed annually, every two years or every three years.

In some cases it may be possible to isolate the sub-process (es) within an auditable unit which are driving the audit requirement. For example, an auditable unit has been given an audit requirement rating of 5 because of inherent risks with one particular sub-process, but the rest of the sub-processes are lower risk. In these cases it may be appropriate for the less risky sub-processes to have a lower audit requirement rating be subject to reduced frequency of audit work. These sub-processes driving the audit requirement areas are highlighted in the plan as key sub-process audits.

Step 7 -Other considerations

In addition to the audit work defined through the risk assessment process described above, we may be requested to undertake a number of other internal audit reviews such as regulatory driven audits, value enhancement or consulting reviews. These have been identified separately in the annual plan.

Appendix 2: Risk assessment criteria

Determination of Inherent Risk

We determine inherent risk as a function of the estimated **impact** and **likelihood** for each auditable unit within the audit universe as set out in the tables below.

Impact rating	Assessment rationale
6	Critical impact on operational performance or Critical monetary or financial statement impact; or Critical breach in laws and regulations that could result in material fines or consequences ; or Critical impact on the reputation or brand of the organisation which could threaten its future viability
5	Significant impact on operational performance; or Significant monetary or financial statement impact; or Significant breach in laws and regulations resulting in large fines and consequences; or Significant impact on the reputation or brand of the organisation.
4	Major impact on operational performance; or Major monetary or financial statement impact or Major breach in laws and regulations resulting in significant fines and consequences or Major impact on the reputation or brand of the organisation.
3	Moderate impact on the organisation's operational performance; or Moderate monetary or financial statement impact or Moderate breach in laws and regulations with moderate consequences or Moderate impact on the reputation of the organisation.
2	Minor impact on the organisation's operational performance or Minor monetary or financial statement impact; or Minor breach in laws and regulations with limited consequences or Minor impact on the reputation of the organisation
1	Insignificant impact on the organisation's operational performance; or Insignificant monetary or financial statement impact; or Insignificant breach in laws and regulations with little consequence ; or Insignificant impact on the reputation of the organisation

Likelihood rating	Assessment rationale
6	Has occurred or probable in the near future
5	Possible in the next 12 months
4	Possible in the next 1-2 years
3	Possible in the medium term (2-5 years)
2	Possible in the long term (5-10 years)

<i>Likelihood rating</i>	<i>Assessment rationale</i>
1	Unlikely in the foreseeable future

Appendix 3: Key performance indicators

Key performance indicators

To ensure your internal audit service is accountable to the Audit Committee and management, we have proposed the following key performance indicators.

<i>KPI</i>	<i>Target</i>	<i>Comments</i>
Infrastructure		
Audits budgeted v actual	+/- 10 plan days	We expect to deliver the annual plan with tolerance of 10 days with the agreement of management
Planning		
% of audits with Terms of Reference	100%	Terms of reference will be agreed with the Audit Sponsor before fieldwork commences
Fieldwork		
% of audits with an exit meeting	100%	Exit meetings will be held with the Audit Sponsor once fieldwork has been completed for all reviews undertaken
Reporting		
Draft reports issued promptly	100%	Draft reports will be issued within three weeks following fieldwork completion
Attendance at Audit Committee	100%	
Relationships		
Overall client satisfaction score	9/10	



In the event that, pursuant to a request which Northampton Borough Council has received under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 (as the same may be amended or re-enacted from time to time) or any subordinate legislation made thereunder (collectively, the "Legislation"), Northampton Borough Council is required to disclose any information contained in this document, it will notify PwC promptly and will consult with PwC prior to disclosing such document. Northampton Borough Council agrees to pay due regard to any representations which PwC may make in connection with such disclosure and to apply any relevant exemptions which may exist under the Legislation to such [report]. If, following consultation with PwC, Northampton Borough Council discloses any this document or any part thereof, it shall ensure that any disclaimer which PwC has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

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Internal Audit Charter

**Northampton
Borough Council**

July 2017

268

Distribution List: Audit Committee

Purpose and scope



This Internal Audit Charter provides the framework for the conduct of the Internal Audit function in Northampton Borough Council and has been approved by the Audit Committee. It has been created with the objective of formally establishing the purpose, authority and responsibilities of the Internal Audit function.

Purpose

Internal Auditing is an independent, objective assurance and consulting activity designed to add value to and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.

Scope

All of Northampton Borough Council's activities (including outsourced activities) and legal entities are within the scope of Internal Audit. Internal Audit determines what areas within its scope should be included within the annual audit plan by adopting an independent risk based approach. Internal Audit does not necessarily cover all potential scope areas every year. The audit program includes obtaining an understanding of the processes and systems under audit, evaluating their adequacy, and testing the operating effectiveness of key controls. Internal Audit can also, where appropriate, undertake special investigations and consulting engagements at the request of Audit Committee and regulators.

Notwithstanding Internal Audit's responsibilities to be alert to indications of the existence of fraud and weaknesses in internal control which would permit fraud to occur, the Internal Audit activity will not undertake specific fraud-related work.

Internal Audit will coordinate activities with other internal and external providers of assurance and consulting services to ensure proper coverage and minimise duplication of efforts.

Authority, responsibility and independence



Authority

The Internal Audit function of Northampton Borough Council derives its authority from the Council through the Audit Committee. The Chief Audit Executive is authorised by the Audit Committee to have full and complete access to any of the organisation's records, properties and personnel. The Chief Audit Executive is also authorised to designate members of the audit staff to have such full and complete access in the discharging of their responsibilities, and may engage experts to perform certain engagements which will be communicated to management. Internal Audit will ensure confidentiality is maintained over all information and records obtained in the course of carrying out audit activities.

Responsibility

The Chief Audit Executive is responsible for preparing the annual audit plan in consultation with the Audit Committee and senior management, submitting the audit plan, internal audit budget, and resource plan for review and approval by the Audit Committee, implementing the approved audit plan, and issuing periodic audit reports on a timely basis to the Audit Committee and senior management.

The Chief Audit Executive is responsible for ensuring that the Internal Audit function has the skills and experience commensurate with the risks of the organisation. The Audit Committee should make appropriate inquiries of management and the Chief Audit Executive to determine whether there are any inappropriate scope or resource limitations.

It is the responsibility of management to identify, understand and manage risks effectively, including taking appropriate and timely action in response to audit findings. It is also management's responsibility to maintain a sound system of internal control and improvement of the same. The existence of an Internal Audit function, therefore, does not in any way relieve them of this responsibility.

Management is responsible for fraud prevention and detection. As Internal Audit performs its work programs, it will be observant of manifestations of the existence of fraud and weaknesses in internal control which would permit fraud to occur or would impede its detection.

Independence

Internal Audit staff will remain independent of the business and they shall report to the Chief Audit Executive who, in turn, shall report functionally to the Audit Committee and administratively to the Section 151 officer.

Internal Audit staff shall have no direct operational responsibility or authority over any of the activities they review. Therefore, they shall not develop nor install systems or procedures, prepare records or engage in any other activity which they would normally audit. Internal Audit staff with real or perceived conflicts of interest must inform the Chief Audit Executive, then the Audit Committee, as soon as these issues become apparent so that appropriate safeguards can be put in place.

Professional competence, reporting and monitoring



271

Professional competence and due care

The Internal Audit function will perform its duties with professional competence and due care. Internal Audit will adhere to the Definition of Internal Auditing, Code of Ethics and the Standards for the Professional Practice of Internal Auditing that are published by the Institute of Internal Auditors.

Internal Audit will also adhere to the requirements of the Public Sector Internal Audit Standards (PSIAS).

Reporting and monitoring

At the end of each audit, the Chief Audit Executive or designee will prepare a written report and distribute it as appropriate. Internal Audit will be responsible for appropriate follow-up of audit findings and recommendations. All significant findings will remain in an open issues file until cleared by the Chief Audit Executive or the Audit Committee.

The Audit Committee will be updated regularly on the work of Internal Audit through periodic and annual reports. The Chief Audit Executive shall prepare reports of audit activities with significant findings along with any relevant recommendations and provide periodic information on the status of the annual audit plan.

Periodically, the Chief Audit Executive will meet with the Chair of the Audit Committee in private to discuss internal audit matters. The performance of Internal Audit will be monitored through the implementation of a Quality Assurance and Improvement Programme, the results of which will be reported periodically to Senior Management and the Audit Committee.

Definitions



272

Board

The highest level of governing body charged with the responsibility to direct and/or oversee the activities and management of the organisation.

Throughout this document, the term 'Board' refers to the full Council.

Audit Committee

The governance group charged with independent assurance of the adequacy of the risk management framework, the internal control environment and the integrity of financial reporting.

Senior Management

The individuals at the highest level of organisational management who have day-to-day responsibility for managing the organisation.

Chief Audit Executive

Chief Audit Executive describes a person in a senior position responsible for effectively managing the internal audit activity. The specific job title of the Chief Audit Executive may vary across organisations.

Throughout this document, the term 'Chief Audit Executive' refers to Head of Internal Audit and this role is fulfilled by Richard Bacon, PwC Partner.

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