



Dacorum Borough Council

Pre-Audit Statement of Accounts 2016/17

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Introduction – Councillor Andrew Williams, Leader of the Council

Welcome to Dacorum Borough Council's Statement of Accounts for the financial year 16/17.

Dacorum experienced a once in a lifetime event earlier this year when we moved into our new head office, The Forum. So far the investment we have made in the new community building, which will save £300,000 annually in running costs, is proving to be huge success with both council officers, councillors and the public.

Providing access to council services, the building also encompasses Hertfordshire County Council's Register Office and Library. The Library has proved hugely popular thanks to its new location next to popular Forum cafe and because of its innovative CreatorSpace. Citizens Advice and Dacorum Community Trust moved in during the spring – making The Forum a true shared space where local residents are welcomed to access both council and voluntary sector services.

The Forum has given us the opportunity to utilise new technology to explore new ways of working and increase our efficiency. It has been a vital step forward in meeting our corporate aim of 'Delivering an efficient and modern council' as set out in our Corporate Strategy.

But this is not the only success I am proud of this year;

- We built new council homes, including Aspen Court in Apsley and Queen Street in Tring, as we continue to build 300 new council homes before 2020.
- Our Hemel Evolution regeneration programme continued with the opening of the feature water fountain causing a splash in July and providing a summer of fun for visitors.
- We provided new multi-sports pitches at three of our adventure playgrounds giving young people more opportunities to get active across the borough.
- Hemel Hempstead was shortlisted for the Great British High Street of the Year 2016 as our £35m investment in the town centre delivered further private investment and brought new businesses into the town.
- In October we awarded local gymnast Max Whitlock the Freedom of the Borough after his success at the Rio Olympics and put on a homecoming event to give local residents the opportunity to meet Max and celebrate his fantastic achievement.
- Our Get Set, Go Dacorum project was awarded Project of the Year at the Herts Sports Partnership Awards for helping over 2,000 residents so far take part in sport or physical activity.
- We recognised Hemel Hempstead's 70th Anniversary since it was awarded New Town status on 4 February 1947.

In June the UK and Dacorum voted to leave the European Union. Brexit has bought us a time of uncertainty but we hope it will also provide us with new opportunities to help Dacorum thrive.

With continued cuts in Government funding we took the hard decision to raise Council Tax in 2017/18 to allow us to continue to deliver vital local services to residents. Over the next 12 months we will:

- Officially open the Water Gardens following restoration works
- Start work on a new splash park and play area in Gadebridge Park
- Continue to build new council homes across the borough
- Develop innovative ways to engage with our residents.

We will keep seeking to make improvements and looking for efficiencies so that we can to continue to deliver excellent services for the benefit of both our residents and businesses over the next year and in the future.

Councillor Andrew Williams
Leader of the Council

Introduction to the Statement of Accounts – James Deane, Corporate Director (Finance & Operations)

As the Council's Chief Finance Officer, I have pleasure in writing the Explanatory Foreword to Dacorum Borough Council's Statement of Accounts for 2016/17.

The work of the finance team is critical in ensuring that the proper protection and stewardship of public funds is conducted efficiently and effectively. I am pleased to say the finance team has managed to improve its performance year on year. The work that the team does, working with colleagues to challenge spend and to help improve and deliver value for money is critical in ensuring that high quality services continue to be delivered to our residents.

Financial services have met the following key objectives over the year:

- to proactively support service delivery initiatives and innovation across the Council;
- to maintain sound financial management practices across the Council;
- to review the Medium Term Financial Strategy to provide a robust financial plan for the Council for the medium- to long-term;
- to advise the Council to ensure that money raised from public taxation is used efficiently and effectively to meet local needs as reflected in the Council's priorities;
- to ensure financial management plays a key role in the performance management of the Council.

The financial future for Local Government remains extremely uncertain. The one thing we do know is that the funds received from Central Government will be reducing in future years. The approach that we have taken in our prudent approach to modelling the impact of core spending power has allowed us to develop sustainable plans for investing in the Borough and to support the provision of ambitious regeneration projects and housing growth.

We will respond to the economic challenges by ensuring that we regularly review our Medium Term Financial Strategy and ensure that our forecasts are both robust and prudent. At the same time we will continue adapting to maximise value for money for our tax-payers and aim to avoid impact on front-line service provision. To this end I believe that we have the financial governance structures in place that will enable the Council to remain successful throughout the medium term and beyond.

I hope that this Explanatory Foreword and the notes that follow give you a clear picture of how the figures make up our Statement of Accounts and show you how the cash you paid became the service you received. The Statement of Accounts is required by law and covers various statutory requirements and other relevant information.

The supporting notes are aimed at providing a more detailed explanation of the often complicated local government financial arrangements. Please provide comments and feedback on the format of the statement of accounts to enable us to make them as user friendly as possible.

James Deane MA, BA, ACMA, CGMA
Corporate Director (Finance & Operations)

Audit Opinion

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Borough Profile

The Borough approximately has a population of around 150,000 living in around 63,000 homes and 112,000 residents on the Electoral Register.

The Council holds elections for all Members once every four years. As at 31 March 2017, the Council was made up of 45 Conservatives, 4 Liberal Democrats and 2 Labour Councillor with the last full election held in May 2015.

The Council operates with a Cabinet, three Overview and Scrutiny Committees and an Audit Committee responsible for corporate governance and approval of the Statement of Accounts. There is also a Development Control Committee, Licensing Committee and a Standards Committee.

The Cabinet is chaired by the Leader of the Council. The Cabinet has executive decision making powers and meets monthly. Each of the members of the Cabinet has a portfolio for which they have responsibility.

Although a number of areas of decision making are delegated to the Cabinet and Senior Officers, the full Council retains ultimate responsibility for the Policy and Budgetary Framework of Dacorum Borough Council.

Corporate Plan 2015-2020

The Council's five priorities for the community were reviewed and set during 2016 for the period 2015-2020. The priorities drive the Councils Improvement Plan and enable the Council and partners to deliver the Community Plan.

The five priorities were:-

A clean, safe and enjoyable environment

- Reduce the amount of waste sent to landfill, helping protect the environment
- Continue to provide high quality open spaces that people can enjoy
- Ensure food businesses meet relevant requirements, providing clean and safe food
- Create more sports and leisure opportunities for residents

Building strong and vibrant communities

- Reduce digital exclusion and increase the number of activities available online
- Ensure services are tailored around the needs of residents
- Improve fitness, health and wellbeing of residents in local communities where we know there are low levels of participation in sports and physical activity
- Tackle key issues affecting our local communities

Ensuring economic growth and prosperity

- Ensure new development is accompanied by the necessary infrastructure
- Improve the look and feel of the town centre, making it an attractive place to visit, shop, live and work
- Help register over 500 new businesses, boosting the local economy and creating new jobs
- Promote the area, leading to more investment and an improved reputation

Providing good quality affordable homes

- Help residents to have a safe and secure place they can call home
- Support young families wanting to go into home ownership
- Helping to provide a variety of housing options for those in need
- Ensure residents views are at the heart of our housing policy

Delivering an efficient and modern council

- Help keep Council Tax increases low whilst still investing in front-line services
- Ensure we spend money in the most effective way possible
- Ensure we get a good return from our public services
- Reduce bureaucracy and free up staff time to focus on what matters most
- Make it easier to access services online and at a time that is convenient for you

The Accounts that follow show how the cash you paid became the service you received in line with the Council's priorities.

The Statement of Accounts

The Dacorum Borough Council (the Council) Statement of Accounts (the Accounts) has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Corporate Director (Finance & Operations), is responsible for the proper administration of the Council's financial affairs, and is required by law to confirm that the Council's system of internal controls can be relied upon to produce an accurate Statement of Accounts. This confirmation is provided in the Statement of Responsibilities.

Narrative Report

This narrative report provides an explanation of the documents incorporated within the Council's Statement of Accounts together with guidance on how best to interpret them. This is followed by a high-level analysis of the events which have had a significant impact on the Accounts.

Statements

The Accounts report the financial activity of the Council over financial year 2016/17, and the financial position of the Council as at 31 March 2017. In order to present this information clearly, the Accounts encompasses the following elements:

- **Statement of Responsibilities**
The Council is required to nominate an Officer with statutory responsibility for the proper administration of its financial affairs. For the Council this is the Corporate Director (Finance & Operations). This document explains the statutory responsibilities of this role.
- **Annual Governance Statement**
The Council is responsible for implementing and maintaining proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which include the management of risk. This document describes the Council's approach to these responsibilities.
- **Core Financial Statements**
These statements report the Council's performance for the year and its financial position as at 31 March 2017. Detail of the individual statements grouped under this heading can be seen below.
- **Supplementary Financial Statements**
This section provides additional detail regarding significant elements of the Council's financial activity, e.g. the Housing Revenue Account and the Collection Fund.

The Core Financial Statements comprise the following elements:

- **Expenditure and Funding Analysis**
The Expenditure and Funding Analysis shows how annual expenditure is used and funded from income (government grants, rents, council tax and business rates) in comparison with the income and expenditure in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the council's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.
- **Comprehensive Income and Expenditure Statement**
This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards, rather than the amount to be funded from taxation. Authorities raise taxation (and rents) to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.
- **Balance Sheet**
The Balance Sheet shows the value as at 31 March 2017 of the assets and liabilities recognised by the Council. The net assets of the authority (assets less liabilities) are matched by the reserves held by the Council.
- **Movement in Reserves Statement**
This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be used to fund expenditure or reduce local taxation) and 'other reserves'.
- **Cash Flow Statement**
The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during 2016/17. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

Operating cash flows are a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income, or from the recipients of Council services.

Investing cash flows represent the extent to which cash inflows and outflows have been made for resources which are intended to contribute to the Council's future service delivery.

Financing cash flows are useful in terms of predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.
- **Notes to the Core Financial Statements**
These notes provide additional information relevant to the understanding of the Core Financial Statements.

The Supplementary Financial Statements comprise the following elements:

- **Housing Revenue Account and Notes**
The Housing Revenue Account (HRA) reflects the Council's statutory duty to maintain a separate account to measure the resources generated and consumed in the provision of council housing during 2016/17, and the cumulative HRA balance.
- **Collection Fund and Notes**
This note shows the income and expenditure transactions of the Council in respect of the collection and distribution of Council Tax and Non-Domestic (Business) Rates.
- **Audit Opinion**
The independent auditor's report to the Members of the Council.

Narrative Report

- Glossary
A glossary is provided to give definitions for the technical terms used throughout this Statement of Accounts.

Review of the Year

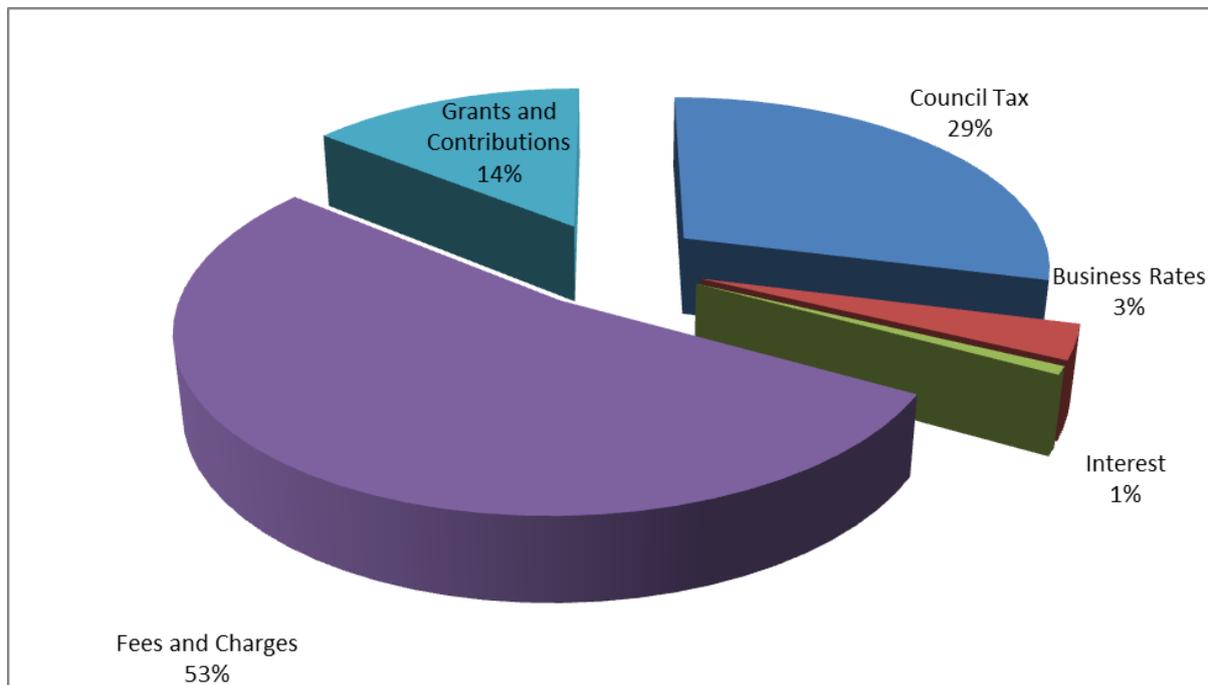
The review of the year for 2016/17 details performance within the Council's three main accounts:

- **General Fund Revenue Account**
The General Fund incorporates all services not related to the Council's Housing Landlord function. Revenue expenditure is generally incurred on day to day items that are consumed within one year. Expenditure is financed principally from Government Grant, Taxation, and fees and charges.
- **Housing Revenue Account (HRA)**
The HRA refers to services related to the Council's Housing Landlord function. HRA expenditure must be wholly funded from Rental and Service charge income generated from Council Houses. Rental income cannot be used to fund General Fund expenditure.
- **Capital Programme**
Capital expenditure is incurred when an asset is acquired or enhanced and a benefit is derived for a period in excess of one year. Capital expenditure is financed from Capital Receipts, Government Grants, Revenue contributions and Borrowing.

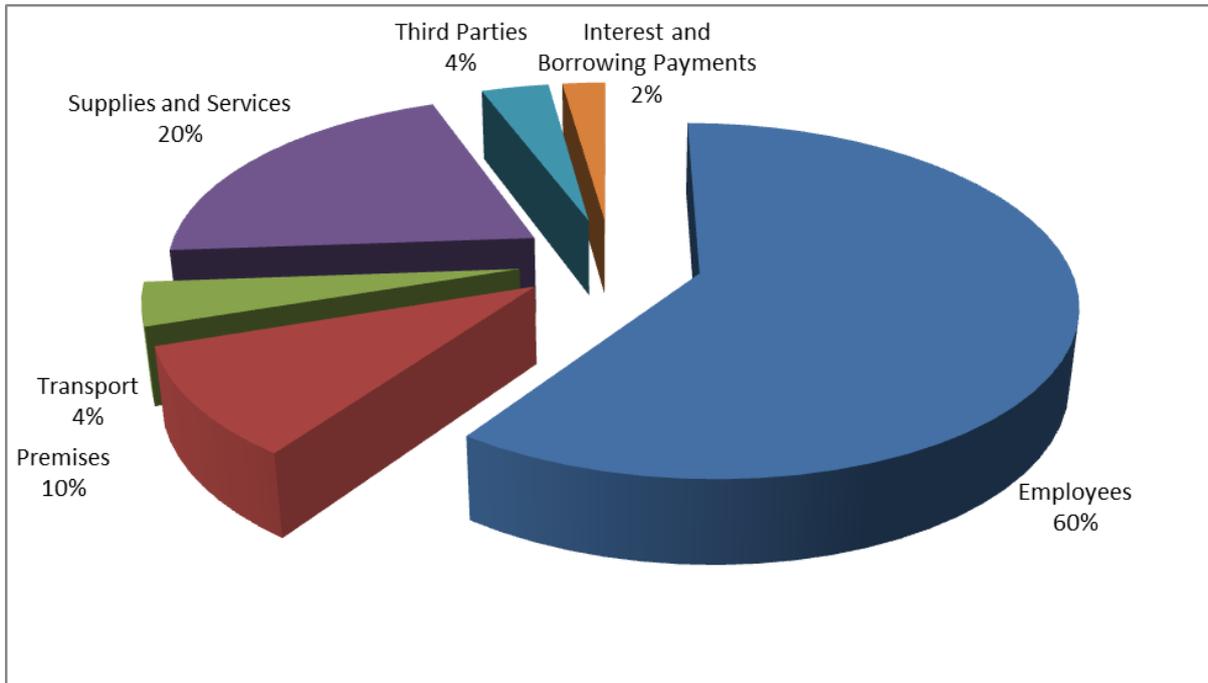
General Fund Revenue Account

The following charts outline where the Council's revenue money came from, how it was spent and on which services.

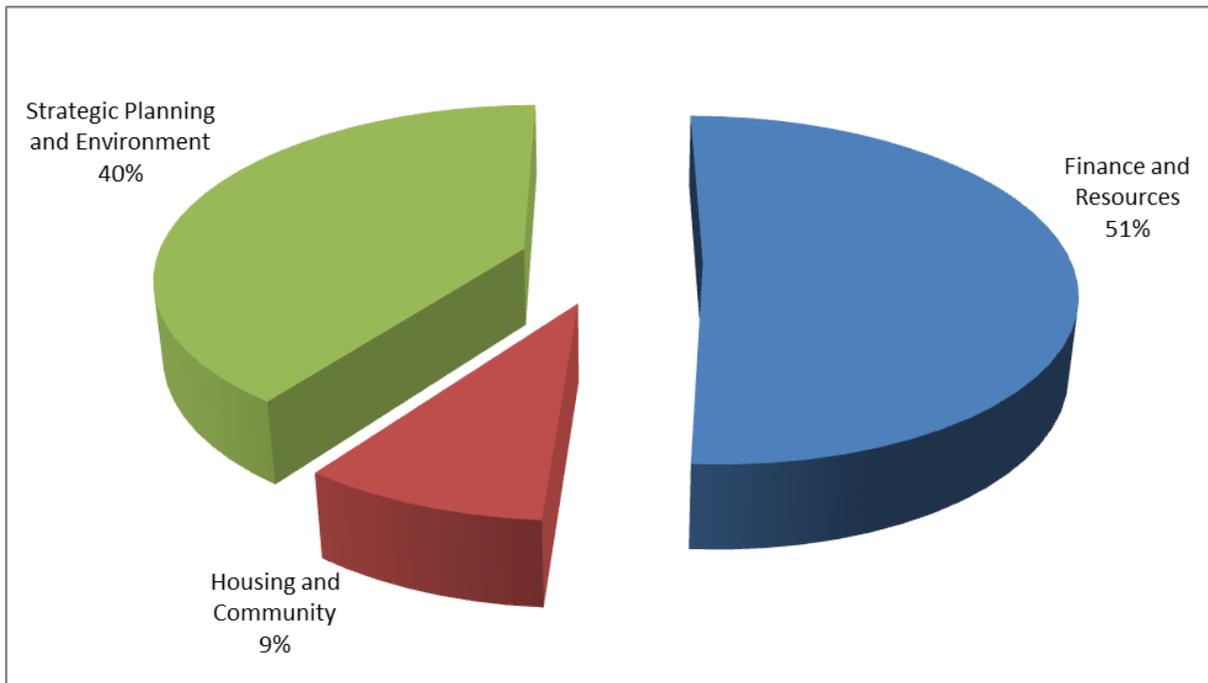
Where the Money Came From (Excluding Housing Benefits)



How the Money was Spent (Excluding Housing Benefits)



What Services Have Been Provided with the Money?



The three committees shown play an important role in guiding and examining our policies and performance. They are involved in keeping the Council's activities under review. They scrutinise the proposals, actions and decisions of the Cabinet and Council; as well as developing and reviewing policy areas and making recommendations of their own.

There are three Overview and Scrutiny Committees with different areas of responsibility:

- Finance and Resources (includes services such as property and assets, supports services such as Finance and Legal, Council Tax and Benefits, and IT);
- Housing and Community (includes services such as arts/entertainment, adventure playgrounds, anti social behaviour and homelessness). This committee is also responsible for the Council Landlord Function (the Housing Revenue Account), which is identified separately throughout the accounts);
- Strategic Planning and Environment (includes services such as waste collection, parking, planning and development)

Each committee's membership is appointed at Annual Council each year. The committees are politically balanced, to reflect the composition of the Council as a whole. The Chairman and Vice-Chair can be from any of the political groups.

GENERAL FUND

The table below summarises the Council's General Fund Revenue Account for 2016/17:

	Budget	Actual	Variance
	£'000	£'000	£'000
Finance and Resources	10,237	10,297	60
Housing and Community	2,005	1,809	(196)
Strategic Planning and Environment	8,217	8,065	(152)
Net Cost of Services	20,459	20,171	(288)
Finance and Resources - Investment Property	(3,624)	(3,926)	(302)
Interest (Receipts)/Payments	345	319	(26)
Council Tax Income and Parish Precept Payments	(10,267)	(10,267)	0
Revenue Contributions to Capital & MRP	6,174	6,512	338
General Government Grants	(4,587)	(5,371)	(784)
Business Rates Income	1,053	(1,208)	(2,261)
Surplus/Deficit on Provision of Services	9,553	6,230	(3,323)
Net Recharge to the Housing Revenue Account	(3,293)	(3,583)	(290)
Contribution from Earmarked reserves	(6,260)	(2,647)	3,613
(Surplus) / Deficit for the year	0	0	0
Working Balance Brought Forward	(2,502)	(2,502)	
Working Balance Carried Forward	(2,502)	(2,502)	

The Council's working balance remains in line with the Council's Medium Term Financial Strategy. A detailed breakdown of the movements to and from reserves can be seen in Note 19 to the Accounts.

The following paragraphs set out the main budget variations for the General Fund:

Finance and Resources - £60k above budget

- A pressure of £100k has arisen related to budgeted savings in the Parking service which have not been achieved in 2016/17. Negotiations with contractual partners have taken longer than anticipated, however these have now been concluded and the savings have been scheduled for 2017/18.
- A pressure of £70k has arisen from a review of the Estates service, which has assisted in identifying future efficiencies in the service of £50k, along with from one off professional property fees incurred in order to generate capital receipt and to maintain existing revenue income streams.
- A pressure of £55k has arisen in the Revenues and Benefits service from bank charges incurred. Changes made to the charging mechanism for debit cards have resulted in a pressure, as the provider now charges on a percentage basis not as a flat fee.
- A pressure of £40k has arisen in the Cemeteries service, in relation to new monitoring equipment including Hand Arm Vibration monitoring to satisfy health and safety requirements and to ensure there is consistency across council departments.
- A pressure of £112k has arisen in the Facilities Management service due to one-off costs relating to the move to the Council's new offices The Forum. These costs have been passed back to the Council's partners through service charges recharges (see paragraph below) and result in no actual cost to the Council.
- A surplus of £135k has arisen from Third Party costs of The Forum being charged back under lease agreement to the Council's partners through service charge recharges (see Third Parties above).
- Car parking income has achieved a surplus of £100k this financial year, due to an increased volume of customers using the Council owned car parks and the mild and dry year.
- An over-achievement of income of £50k has been realised in the Revenues, Benefits and Fraud service. £26k relates to the Benefits Administration Subsidy grant from central government, which was higher than previously expected. £16k relates to various items of grant funding, which have been received by the service for specific requirements of Central Government. £7k has been generated from the sale of Fraud expertise to a neighbouring local authority.
- An insurance rebate of £33k has been received. Under the Council's policies, rebates are receivable if the claims experience is particularly good in the prior year where the council had claimed less than previously.

Housing and Community - £196k below budget

- Income from the rental of Garages has exceeded budget by £210k. This is due to the improvements and active management implemented within Housing during 2016/17 to minimise void levels.

Strategic Planning and Environment - £152k below budget

- An overspend of £125k has arisen due to insurance provisions in Environmental Services budgets. These relate to public liability claims not covered by insurance, particularly two large subsidence claims for domestic properties from tree roots that have been settled.
- In Waste Services an additional £180k of income has been generated as a result of an incentive payment from Hertfordshire County Council (HCC). This payment rewards Dacorum for improvements in the rate of recycling as a result of the co-mingled waste service. A surplus of £60k has also been realised in recycling credits, following improved co-mingled and green waste tonnages.

Finance and Resources Investment Property - £302k above budget

- The income on Investment Properties has exceeded budget by £210k. An additional £110k of income has been generated as a result of successful rent reviews secured this financial year that exceed the inflation factor put into the budget. Additional income of £70k is related to turnover based rents on specific sites. In addition, service charges have generated an additional £30k of income due to efficiencies identified by the Finance and Estates teams working together to improve the methodology for billing tenants that have been implemented in the year.

Revenue Contribution to Capital - £338k over budget

- Additional contributions have been made from the revenue account following a review of the capital financing. These contributions have been funded from further drawdown from earmarked reserves approved in February 2017.

General Government Grants - £784k additional income

- Grants totalling £573k have been received in relation to the Business Rates Retention Scheme. These grants have been contributed to the funding equalisation reserve which is set up to manage the necessary timing and accounting adjustments that arise when actual collection differ from forecast collection.

Business Rates Income - £2.261m additional income

- Additional income of £2.261m has been received in relation to the Business Rates Retention Scheme. This additional income has arisen due to accounting and timing differences on Business Rates Collection. A key element of this relates to the appeals provision, detailed further in note 4, which remains volatile. This income has been contributed to the Funding Equalisation Reserve.

Net Recharge to the Housing Revenue Account - £290k additional charge

- An additional £210k of income has been generated from properties being used as Temporary Accommodation by the Housing Service. A higher than expected number of properties is being used as Temporary Accommodation as there is an increase in demand. Council owned properties are being used to maximise occupancy and to minimise expensive bed and breakfast provision for Housing.

Contribution from Earmarked Reserves - £3.613m reduction in use

- Additional contributions have been made to the Funding Equalisation Reserve in relation to additional Business Rates income and Business Rates Retention grants. This reserve is set up to manage the necessary timing and accounting adjustments that arise when actual collection differ from forecast collection.
- The remaining surplus on the General Fund has been contributed to reserves, detailed in the report to the Audit Committee meeting held on 28 June 2017, entitled 'Final Outturn 2016/17', which is available on the Council's website: www.dacorum.gov.uk.

HOUSING REVENUE ACCOUNT (HRA)

The Working Balance for the Housing Revenue Account is now £2.9m, which is consistent with the minimum target balance of 5% of income stated in the Medium Term Financial Strategy.

The table below summarises the Council's Housing Revenue Account for 2016/17:

	Budget	Actual	Variance
	£'000	£'000	£'000
Dwelling Rents and Service Charges	(56,237)	(55,542)	695
Interest on Investment Income	(206)	(212)	(6)
Other Income	(1,211)	(1,394)	(183)
Total Income	(57,654)	(57,148)	506
Repairs & Maintenance	10,702	11,181	479
Supervision & Management	11,766	11,182	(584)
Revenue Contribution to Capital & Depreciation	9,506	11,559	2,053
Interest Payable	11,643	11,643	0
Other Expenditure	484	665	181
Total Expenditure	44,101	46,230	2,129
Contributions to/(from) Earmarked Reserves	13,553	10,918	(2,635)
(Surplus) / Deficit for the year	0	0	0
Working Balance Brought Forward	(2,893)	(2,893)	0
Working Balance Carried Forward	(2,893)	(2,893)	0

The major budget variations for the Housing Revenue Account are set out below:

Dwelling Rent - £695k under budget

- £415k of the pressure on this budget line is due to General Fund properties being used by the HRA to house Council tenants. A budget of £160k was allowed for this in the Supervision and Management line rather than the Dwelling Rents line as a recharge from the General Fund.

The combination of the budgeting error (£160k) plus the additional use of the General Fund properties (£210k) results in a £370k under achievement of income.

- £115k is due to higher than expected Right to Buy sales and a further £120k of the pressure is due to a budgeting error in Supported Housing (0.2%).

Other Income - £183k over budget

- There is a surplus on the budget for minor capital receipts of £133k for work carried out by the Estates and Legal teams, such as deed of variation and lifting of restrictive covenants. This is partially offset by a deficit of £50k in income generated from recharges to tenants and leaseholders, as the income generated to date has been modest.
- An additional £41k of income has been generated from rental income on telecommunications aerials around the borough. This has been achieved through the negotiation of new leases carried out by the Estates team.

Repairs and Maintenance - £479k over budget

- The year end outturn position for 2016/17 shows an overspend of £479k in the repairs and maintenance budgets. The areas that have experienced the greatest pressure are Responsive Repairs and Voids, most notably during the last quarter of the financial year.
- During the last quarter and in particular the last month of the year, there was a marked increase in responsive work volumes, which is attributed in the main to repairs required after storm 'Doris' (approximately £110k). There was also an increase in void works with a rise in the quarterly number of properties from a year average of 176 to 212.
- A decision was taken earlier in the year to mitigate any potential pressure on revenue by withholding some elements of non-essential capital improvements works. This has been kept under review over the course of the year to ensure that the overall repairs and maintenance budget has been balanced across revenue and capital.

Supervision and Management - £584k under budget

The underspend has arisen in the following areas:

- £160k underspend from the budget for General Fund properties being used by the HRA being set in Supervision and Management. The actual charge has been posted against Dwelling Rents.
- £130k underspend on premises expenditure in Supported Housing. There is an underspend in building repairs and maintenance, and savings in utilities in Elderly Peoples' Dwellings.
- £100k underspend in the Tenants and Leaseholders section from vacancies in the Supporting People service. This will be examined as part of the 2018/19 budget setting process to identify if the savings can be delivered on an ongoing basis.
- £100k underspend in the Housing Cleaning service from vacancies in the service and a reorganisation of the management team. This will be examined as part of the 2018/19 budget

setting process to identify if additional savings can be delivered on an ongoing basis as well as a supervisory post that has already been removed as part of 2017/18 savings.

- £70k underspend in the Under Occupation Incentive Scheme due to lower volume of moves in the scheme this financial year.

Revenue Contribution to Capital and Depreciation - £2,053k over budget

- This variance is solely from depreciation as there was no revenue contribution to capital for 2016/17. Instead the balance on the HRA has been transferred to earmarked reserves (see below). The depreciation charge for financial year 2016/17 is £2,053k over budget, due to increased valuations of housing stock.

Other Expenditure - £181k over budget

- A pressure of £150k has arisen due to an increase in the provision for bad debts. This reflects an increase in the level of rent arrears.

Contributions to/from Earmarked Reserves - £2,635 under budget

- The contribution to earmarked reserves is that amount of surplus revenue, generated over the course of the year, which is transferred out of the Housing Revenue Account into earmarked reserves. Although these funds are earmarked for future capital expenditure, holding them in revenue earmarked reserves provides the Council with more flexibility to mitigate the financial risks of potential future Government changes to legislation, such as changes to rent policy.
- The contribution is £2,610 less than budgeted due to the increase in depreciation charges and the variances on other budget lines. Depreciation charges are also set aside for Capital expenditure.

CAPITAL PROGRAMME

The table below summarises the Council's Capital Expenditure and Financing for 2016/17:

The major variations on the Capital Programme are set out below:

General Fund Schemes

Finance & Resources

- An underspend of £290k arose on the budget for Demolition of the Health Centre. The demolition is no longer required, as an acceptable offer for the purchase of the land has been received, and the developer intends to demolish the building themselves.
- An overspend of £2.0m arose from the purchase of the Library site and associated land from Hertfordshire County Council in relation to the Forum. This expenditure is fully offset by the income generated from the long term lease for Hertfordshire County Councils occupation of The Forum.

Strategic Planning & Environment

- An underspend of £341k arose on the budget for Maylands Urban Realm. The project was value-engineered to ensure that costs were kept as low as possible. Work was undertaken in conjunction with Herts County Council, and significant parts of the project were paid for by HCC as part of their Highway programme.
- An overspend of £207k arose on Regeneration of the Town Centre. An overspend of £93k was reported last financial year on the project, which added to the £207k in 2016/17, and brings the total overspend on the project to £300k, approximately 6% of the overall budget. Unbudgeted grant and Section 106 funding has been received to the value of £105k, which offsets some of the overspend, reducing the total position to 4% of the budget.
- An underspend of £222k arose on the Bus Interchange project. £300k was carried forward from 2015/16 as slippage, in anticipation of the final costs on this project. Given the complexities of previous projects such as the Town Centre Regeneration, where a number of unforeseen expenses were incurred, a prudent estimate of the final costs was made, however this estimate has subsequently proved to be too high.

Housing Revenue Account Schemes

- A net underspend of £351k arose on the budgets for planned capital works, as a result of the gain share realised on Osborne capital works during the year. The underspend has been deliberately set aside and can be utilised to fund the overspend in revenue repairs in the HRA.

The Council's Financial Outlook

The Council's budget for 2017/18 and Medium Term Financial Forecast were approved by Full Council in February 2017. Given the testing economic outlook, the Council is projecting further significant reductions in core grant funding and continuing pressures on income streams and services. The Council has plans and resources in place to manage successfully through the medium term.

The Council's medium term capital plans will provide a significant level of investment into the Borough. It is expected that this will have a positive impact on the local economy as well as acting as a catalyst to attract private sector investment and development in Dacorum. The aim of this is to have a further positive impact within the Borough and for the Council through increased business rates or New Homes Bonus.

Council Tax Collection

The net collectable amount in respect of 2016/17 precepting and billing authority Council Tax was £85.7m. The Council achieved a collection rate of 98.4% (2015/16 98.0%). Council Tax arrears for precepting authorities (for all years) amounted to £5.5m as at 31 March 2016.

Further Information

More detailed explanations for the Council's outturn are provided in the report to the Audit Committee meeting held on 28 June 2017, entitled 'Final Outturn 2016/17', which is available on the Council's website: www.dacorum.gov.uk.

Further information about the Statement of Accounts is available from the Financial Services section at Dacorum Borough Council, The Forum, The Marlows, Hemel Hempstead, Herts, HP1 1DN. In addition, interested members of the public have a statutory right to inspect the accounts before the annual audit is completed. The availability of the accounts for inspection is advertised in the local press.

James Deane

Corporate Director (Finance & Operations)

Statement of Responsibilities

The Council's responsibilities

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council that officer is the Corporate Director (Finance and Operations).
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.
- Approve the Statement of Accounts by 30 September 2017. Approval of the Statement of Accounts has been delegated to the Audit Committee.

The Corporate Director's (Finance and Operations) responsibilities:

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

In preparing this Statement of Accounts, the Corporate Director (Finance and Operations) has:

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

The Corporate Director (Finance and Operations) has also:

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

I certify that this Statement of Accounts presents a true and fair view of the financial position of the Council as at 31 March 2017, and its income and expenditure for the year ending 31 March 2017.

James Deane
Corporate Director (Finance and Operations)
28 June 2017

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Annual Governance Statement 2016/17

Introduction

Dacorum Borough Council is committed to ensuring that good governance principles and management practices are adopted. This Annual Governance Statement has been produced in accordance with the CIPFA/SOLACE¹ framework *Delivering Good Governance in Local Government (2007)* and meets the statutory requirement set out in Regulation 4(3) of the Accounts and Audit Regulations 2011, which requires authorities to prepare the statement in accordance with proper practices.

The statement is an open and honest self-assessment of the Council's performance across all of its activities and contains a statement of the actions being taken or required in the future to address areas of concern. It is inevitable that, during a rigorous review of the Council's operations, issues will be identified to be addressed and a key element of good governance is to ensure that there is a clear action plan for addressing these issues.

The governance statement covers all significant corporate systems, processes and controls, spanning the whole range of the Council's activities. The statement includes details of how the Council:

- implements its policies;
- delivers high quality services efficiently and effectively;
- meets its values and ethical standards;
- complies with laws and regulations;
- adheres to required processes;
- ensures financial statements and other published performance information are accurate and reliable;
- manages human, financial, environmental and other resources efficiently and effectively.

The self-assessment contained within this statement has been undertaken taking account of assurance statements provided by managers from across the organisation together with regular reviews of risk management. It has also taken account of Internal Audit reports. In preparing this statement, account has been taken of both the statutory codes and the ethical governance tool-kit produced by the IDEA² and the CIPFA Financial Advisory Network.

The importance of Governance

Good governance leads to good management, good performance, good stewardship of public money, good public involvement and, ultimately, good results for residents and other service users. Good governance enables the Council to pursue its 'vision' (as defined in its corporate planning documents) as well as underpinning that vision with mechanisms for control and management of risk. Whatever our successes in the past, we can make no assumptions about the future. In a fast-changing world the maintenance of high standards of good governance requires constant vigilance.

Good governance means:

- focusing on the purpose of the authority and results for the community and creating and implementing a vision for the local area;
- members and officers working together to achieve a common purpose with clearly defined functions and roles;
- promoting the values of the Council and upholding high standards of conduct and behaviour;
- taking informed and transparent decisions which are subject to effective scrutiny, and managing risk;

¹ CIPFA – Chartered Institute of Public Finance and Accountancy
SOLACE – Society of Local Authority Chief Executives and Senior Managers

² IDEA - Improvement and Development Agency

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- developing the capacity and capability of members and officers to be effective;
- involving local people and other stakeholders to ensure strong public accountability.

Scope of responsibility

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

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs including the management of risk.

Whilst the Cabinet and senior management are responsible for delivering the Council's services and activities within these arrangements, the Audit Committee is responsible for reviewing the effectiveness of these arrangements on behalf of the Council. The Committee is also responsible for making any recommendation necessary as a result of its review or of any issue it identifies as a result of reports from external agencies such as the Audit Commission or the Local Government Ombudsman.

Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values by which the authority is directed and controlled and through which it accounts to, involves 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 Council's system of internal control is a key element of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies and objectives. It evaluates the likelihood of those risks coming to fruition, their impact should they do so and identifies ways to manage them efficiently, effectively and economically.

The governance framework has been in place throughout the financial year which ended on 31 March 2017 and continues to be in place up to the date of the approval of the statement of accounts.

In drawing together this Statement, the Governance Framework has been examined by reviewing the Council's arrangements for the following issues:

- The arrangements for identifying and communicating Dacorum Borough Council's 'vision' and intended outcomes
- Reviewing the 'vision' and its implications for governance arrangements
- Measuring the quality of services for users, ensuring that they are delivered in accordance with our objectives and represent best value for money
- Defining and documenting the roles and responsibilities of members and officers
- Developing, communicating and embedding codes of conduct and defining standards of behaviour for members and staff
- Reviewing and updating the Constitution; Financial Regulations; Scheme of Delegation; and Commissioning & Procurement Standing Orders which clearly define how decisions are taken and the processes and controls to manage risks
- Undertaking the core functions of an Audit Committee
- Ensuring that laws, regulations and internal policies and procedures are complied with and that expenditure is lawful
- Whistle-blowing and investigating complaints from the public

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- Identifying the development needs of Members and Senior Officers and providing appropriate training
- Establishing clear channels of communication with all sections of the community and stakeholders and encouraging open consultation
- Incorporating good governance arrangements in respect of Partnerships

The Governance Framework

Arrangements for identifying and communicating Dacorum Borough Council's vision and intended outcomes.

The Council has worked with its partners in the Dacorum Strategic Network to develop the Community Strategy '*Towards 2021 – the Dacorum Sustainable Community Strategy*'. This provides long-term ambitions for the Borough through to 2021. The Dacorum Strategic Network has a specific remit for the health and wellbeing of the Borough whereas Dacorum Look No Further has a specific remit for the economic well-being of the Borough.

Within this context, during 2015/16 the Council reviewed its overall vision and priorities for its local communities. The Council's aims are captured within its Corporate Plan 2015-2020 which was adopted by the Council in February 2016 and sets out five local community priorities. The five priorities included in the 2015-20 Corporate Plan are:

- A clean, safe and enjoyable environment
- Building strong and vibrant communities
- Ensuring economic growth and prosperity
- Providing good quality affordable homes
- Delivering an efficient and modern Council

To help engage communities in setting and achieving this vision and priorities, Dacorum Borough Council is committed to reviewing and improving services to make sure it is providing the services needed by local people. Throughout the year an independent market research company, Opinion Research Services undertakes a residents' tracker survey on our behalf. It is part of our ongoing efforts to understand our residents' opinions and helps us track residents' changing perceptions of their local area. It is part of a Hertfordshire wide survey along with County Council and other districts. The Council has also taken steps to improve communications with service users through its website (to improve accessibility), the corporate complaints procedure, 'GovMetric' (to obtain customer satisfaction information), and the use of social media such as Facebook and Twitter.

To support its overall vision and aims, the Council has continued to review its Medium Term Financial Strategy and 5 year Capital Programme. Reviews were undertaken during 2016/17 and also as part of the budget preparation for 2017/18. With regard to the Capital Programme, this has included aligning resources to priorities through the appraisal of new schemes based on the Council's key priorities. Our 2017/18 budget consultation included a residents' deliberative forum held and facilitated by Opinion Research Services.

The organisation has a robust framework for project management which ensures that all project proposals follow a standard approval and review process involving four key stages. Every project is defined and resourced with named individuals responsible for project and programme delivery. In addition the organisation employs a specialist project management resource to promote high standards of project management across the organisation.

Reviewing the 'vision' and its implications for governance arrangements

The Council's Corporate Plan is reviewed by Cabinet and then agreed by Council. The plan is designed to cover the five year period 2015-20 and is reviewed annually to ensure that it remains relevant. The latest Corporate Plan was updated and adopted by Council in February 2016.

Cabinet and the Corporate Management Team (CMT) also review performance indicators. All objectives included in business plans are aligned to the vision and priorities and are reviewed

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corporately by CMT and other senior managers to test completeness and consistency. A corporate review of 2016/17 performance objectives including setting new targets was undertaken by Assistant Directors and Corporate Directors in March 2017.

The Corporate Improvement and Innovation Team lead and advise on standards in relation to performance and project management and they have introduced a number of initiatives to ensure the organisation makes progress in this area. This includes performance clinics and reviews of operational performance management.

The Performance Board has an advisory and scrutiny role and makes recommendations on the types of projects and how they are to be resourced to the Cabinet or Portfolio Holder (as appropriate), so that the Board's recommendations can be carried forward into formal decisions. In addition, CMT receive updates on the work and recommendations of four working groups:

- Regeneration;
- Organisational Transformation;
- Community and Localism;
- Sustainable Environment.

Measuring the quality of services for users, ensuring that they are delivered in accordance with our objectives and represent best value for money

The Council specifies service standards for those aspects of service delivery which are reflected in Service Plans. Satisfaction surveys are undertaken by key services following the provision of services.

In the preparation of their service plans, managers are required to consider a number of items including measuring the value for money provided by their service and to set out measures for improving it in the future.

The Council has also rolled out a programme of actions to promote evidence based decision making which supports teams to make better use of data and ensure that actions are closely linked to outcomes and impacts.

In the External Auditor's Annual Governance Report for 2015/16, the most recent undertaken, (reported to the Audit Committee on 29 July 2016), the Auditor concluded that the Council had made appropriate arrangements to secure economy, efficiency and effectiveness of its resources, and to secure financial resilience.

Defining and documenting the roles and responsibilities of Members and Officers.

The Council aims to ensure that the roles and responsibilities for governance are defined and allocated so that accountability for decisions made and actions taken are clear, and these are included in the Council's Constitution.

In May of each year the Council appoints the Mayor, Deputy Mayor and the Leader of the Council. The Leader appoints the Deputy Leader and the Cabinet Members and allocates to them responsibility for the various executive functions or "Portfolios".

Additionally, the Council appoints Committees to discharge the Council's regulatory and scrutiny responsibilities. These, together with the delegated responsibilities of officers, are set out in Part 3 of the Council's Constitution (Responsibility for Functions). Appropriate training for members is provided. All Committees and the various internal corporate officer groups supporting the Council's governance framework also have defined terms of reference. The officer groups include the five Corporate Working Groups. These are the Regeneration Corporate Working Group, the Environment Corporate Working Group, The Organisational Transformation Corporate Working Group, the Community and Localism Corporate Working Group. The Audit Committee provides assurance to the Council on the effectiveness of the governance arrangements and internal control environment.

The Council's Chief Executive, as the Council's Head of Paid Service, has overall corporate policy management and operational responsibility and chairs the Corporate Management Team. Cross-

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organisational management groups are also in place for Assistant Directors and Group Managers to address cross-directorate operational issues.

All staff have clear conditions of employment and job descriptions which set out their roles and responsibilities. Job descriptions are reviewed as part of the annual performance appraisal.

The Corporate Director (Finance & Operations), as the Council's Section 151 Officer, has overall responsibility for the administration of the financial affairs of the Council, for keeping proper financial records and accounts and for maintaining an effective system of internal financial control. The finance function provides support for the budget preparation and financial monitoring process. The Corporate Director (Finance & Operations) is the lead officer for the Audit Committee. The Corporate Director (Finance & Operations) has appointed the Assistant Director (Finance & Resources) as the Deputy Section 151 Officer in his absence.

The Solicitor to the Council, as the Council's Monitoring Officer, had overall responsibility for legal compliance during 2016/17 and appointed two Legal Governance Team Leaders as the Deputy Monitoring Officer who covered the role for six months each. All Legal Services staff work closely with departments to advice on legal requirements. The Solicitor to the Council was also the lead officer on Member and employee conduct and supports the Standards Committee and its Sub-Committees during 2016/17.

Developing, communicating and embedding codes of conduct and defining standards of behaviour for Members and staff

The Council has adopted a 'local' Code of Conduct for Members in accordance with the Localism Act 2011. The Code was adopted in July 2012 and includes the mandatory provisions relating to the registration and declaration of Disclosable Pecuniary Interests.

Rachel Keil is the Council's Independent Person for the purposes of the Localism Act as part of the Council's arrangements for dealing with complaints about Members.

All elected and co-opted Members are aware of the Code and have entered their interests in the Register of Members' Interests. The Register is published on the Council's website as required by the Localism Act.

The Council also re-appointed the Standards Committee, which will continue to oversee the promotion of high standards among Members and will deal with allegations of breaches of the Members' Code.

Part 5 of the Constitution contains the Code of Conduct for Members. It sets out seven general principles: Selflessness, Honesty, Integrity, Objectivity, Accountability, Openness and Leadership. The Code requires Members to show respect for others and uphold the law. Compliance with the Code is monitored by the Standards Committee. Part 5 of the Constitution also contains sections on:

- Code of Conduct for Employees;
- Protocol for Member/Officer relations;
- Planning Code of Practice;
- Whistle Blowing Policy.

Training on the Employees' Code of Conduct as well as governance issues, has been provided during the year. The Employees' Code of Conduct is included within the officer Induction Training Programme for all new employees.

Reviewing and Updating the Constitution, Financial Regulations, Scheme of Delegation and Commissioning & Procurement Standing Orders which clearly define how decisions are taken and the processes and controls to manage risks

The Council's Constitution sets out how the Council operates and the processes for policy and decision making. Various amendments were made to the Constitution and approved by Council during 2016/17

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to enable the Constitution to remain fit for purpose. During 2016/17 the Scheme of Delegation has been amended in order to ensure that it is up to date. It has not been necessary to make more substantial changes to the Constitution during 2016/17.

Financial Regulations and Commissioning & Procurement policies were reviewed in September 2015.

During 2015/16 the Council reviewed the authorisation levels for awarding contracts. Previously any contract which was valued above £50,000 was subject to a Portfolio Holder decision.

After a review of this process it was agreed by Full Council that only contracts that were valued at £500,000 or above were subject to a Portfolio Holder Decision, for all contract values below this figure a certificate of authorisation must be signed by the officer with the relevant authority as stipulated in the Financial Regulations.

For contracts valued between £50,001 and £499,999 an officer decision record sheet is produced and is sent to Statutory Officers to review and comment upon before being signed by the officer with the relevant authority as stipulated in the Financial Regulations and is then sent to Member Support for publication.

The Council has overall responsibility for the approval of the financial and policy framework, namely: the Council's Budget, Medium Term Financial Strategy, the Corporate Plan, the Development Plan and other plans and strategies that have a borough-wide application.

The Cabinet is responsible for the discharge of most of the main functions of the authority that are not the responsibility of full Council. As such, the Cabinet is the main decision-making body of the Council and its decisions, whilst subject to scrutiny, are ultimately not capable of being overturned, other than through legal proceedings. The Cabinet also makes recommendations to Council for approval on financial and policy framework matters.

The decision-making process is reviewed by a scrutiny function which has the power to call in decisions made. It also undertakes some pre-decision scrutiny and some policy development work.

Authority to make day-to-day operational decisions is detailed in Part 3 of the Council's Constitution 'Responsibility for Functions'.

Procedures governing the Council's operations include Financial Regulations, Commissioning & Procurement Standing Orders and the Risk Management Strategy. Ensuring compliance with these procedures is the responsibility of managers across the Council. Internal Audit checks procedures are complied with as part of the Annual Audit Plan. In addition key corporate strategies provide the framework for key decisions: these include the Corporate Plan, Medium Term Financial Strategy, and Asset Management Plan.

The Finance & Resources Overview and Scrutiny Committee oversee the effectiveness of the risk management arrangements.

The Procurement Governance Framework includes the Commissioning & Procurement Standing Orders, Commissioning & Procurement Strategy, Selling to the Council Guide, Small and Medium Entity Protocol and Terms of Reference for the Procurement Board.

The Council's Corporate Business Continuity Plan was reviewed and updated in light of the programme of Information and Communications Technology (ICT) infrastructure improvements. The Council also has a number of service-specific business continuity plans in place which are updated annually as part of the service plan process.

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Undertaking the core functions of an Audit Committee

The Audit Committee has been established by the Council. When the Committee was established its terms of reference were prepared to ensure that it complies fully with the advice provided by CIPFA³. The key areas covered by the terms of reference of the Committee are Audit Activity, Regulatory Framework, Accounts and Ombudsman.

Ensuring that laws, regulations, internal policies and procedures are complied with and that expenditure is lawful.

All reports going to Cabinet or Portfolio Holders are properly scrutinised for governance issues by the Statutory Officers. Reports to Council, Cabinet and Portfolio holders for Portfolio Holder decisions contain comments from the Monitoring Officer and the Section 151 Officer. In addition, all key executive decisions taken by officers under delegated powers are required to be recorded on an executive decision sheet which must include the comments of the section 151 officer and the Monitoring Officer.

All Cabinet draft reports are made available for the Statutory Officers to review and comment upon prior to submission to Member Support for publication. Any legal or financial issues arising out of the draft reports are discussed with the report author and resolved prior to the report being issued to Member Support who then compile the agenda and publish the reports.

The Report Template requires the report author to consider and provide the following information:

- Whether the report is part I or part II (part II items contain confidential or exempt information from which the general public are excluded – when an item is classified as part II then a reason has to be provided);
- Purpose of the report;
- Recommendations;
- Link to Corporate Objectives;
- Financial and Value For Money Implications;
- Risk Implications;
- Equalities Implications;
- Health and Safety Implications;
- Monitoring Officer Comments;
- S151 Officer Comments;
- Consultees;
- Background papers.

Statutory Officers, Corporate Directors and Assistant Directors provide further representations and assurances in the form of signed assurance statements, that sound systems of internal control and processes for managing risk have been implemented within the service areas for which they are responsible, and that the Council's own internal controls have been complied with. Assurance statements have to be submitted annually to the Solicitor to the Council).

Compliance with the Regulation of Investigatory Powers Act (RIPA)

The Council is required to monitor its use of covert surveillance under RIPA. The Solicitor to the Council submits an annual statistical return to the Office of the Surveillance Commissioner (OSC) on the use of covert surveillance.

In compliance with the revised Home Office Codes of Practice the Solicitor to the Council) was designated as the Council's Senior Responsible Officer with overall responsibility for ensuring that the

³ Audit Committee – Practical Guidance for Local Authorities published 2005.

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Council complies with RIPA and with the Council's own policy and procedures on the use of covert surveillance during 2016/17.

During 2016/17 no applications were made for an authorisation under RIPA to carry out covert surveillance. The Council therefore remains a sparing user of directed surveillance.

All local authorities are subject to a three year cycle of inspections carried out on behalf of the Chief Surveillance Commissioner. In November 2014 the Council received an inspection visit from the Assistant Surveillance Commissioner. The subsequent inspection report concluded that the Council's RIPA structure remains in good working order, with a sound Policy and good record keeping. The report contained three relatively minor recommendations which have been implemented.

Compliance with the Data Protection Act (DPA)

Under the DPA 1998 the Council is required to take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data and to ensure an appropriate level of security.

The Information Security Team Leader post, reporting to the Solicitor to the Council is the Council's designated Senior Information Risk Officer (SIRO). The SIRO has responsibility for managing information risk on behalf of the Chief Executive and Corporate Management Team. The Information Security Team Leader has adopted the ICO's reporting template for potential breaches.

In 2016/17 the Data Protection Act and Information Security workshop training was made mandatory and is provided on a quarterly basis to current and new staff. The training has been updated to focus on types of breaches, offences, and how to report a breach and direction is given to where the policies and procedures are located. All Data Protection and Information Security Policies are linked to the Council's conduct procedures.

The requirement to achieve compliance to the Cabinet Office's Public Sector Network (PSN) framework has consequentially provided robust policies and information technology security.

Whistle-blowing and investigating complaints from the public.

The Council takes fraud, corruption and maladministration very seriously and has the following policies that aim to prevent or deal with such occurrences:

- Anti-fraud Policy
- Whistle-blowing Policy
- Human resources policies regarding the disciplining of staff involved in such incidents.

Fraud Awareness, Anti-Money Laundering and Whistle-blowing training are Compulsory Training Requirements for all staff.

A corporate complaints procedure is in place for the Council to receive and investigate any complaint made against it, or against a member of staff. Complaints against Members relating to alleged breaches of the Members Code of Conduct are subject to a separate complaints process for which the Monitoring Officer and Standards Committee are responsible for dealing with, as referred to above.

Identifying the development needs of Members and Senior Officers and providing appropriate training.

The Council aims to ensure that Members and employees have the skills, knowledge and capacity they need to discharge their responsibilities and recognises the value of well trained and competent people in effective service delivery. All new Members and staff undertake an induction to familiarise them with protocols, procedures, values and aims of the Council.

In 2009/10 the Council achieved Elected Member Charter Status and, while not renewing the status this year the Council has continued to show the commitment to Member Development developed

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during this exercise. The Council is committed to developing and supporting elected members. The processes put in place to achieve the Charter have helped the Council adopt a structured approach to Councillor Development and to build elected member capacity. This is particularly important given the ever changing skills and competencies essential to fulfil the requirements of being a councillor and to deal with the influx of new Members as a result of all our elections in May 2015 .

As part of the commitment to the Member training programme, attendance is registered and monitored. During 2016/17, Members attended 14 specific events and also attended additional courses and conferences. Details of the events and attendance levels are set out in the table below:

Course	Date	Attendance
Safeguarding & WRAP	06/07/16	9
Planning Committee Members Update	5/9/16	12
Effective Member Officer partnership	07/09/16	14
Condensation and Damp Training	22/09/16	5
Constitution training	6/10/16	10
Speaking with Confidence	13/10/16	8
Anaerobic Digestion Plant visit	17/10/16	5
Materials Recycling Facility	24/10/16	8
Speed Reading Government Information Unit (LGIU)	09/11/16	8
Budget	17/11/16	12
Licensing Update	13/12/16	12
Homelessness Update	19/01/17	9
Effective Scrutiny	26/01/17	16
Safe and Confident use of Social Media	9/02/17	7

Annual Performance Appraisals of staff are carried out which identify competencies and any training needs. These competencies have been developed to reflect skills and abilities needed to deliver services throughout the organisation. All Council employees have individual training records, held on the Council's Employee Information System providing details of the courses attended.

The Council sets standards of behaviour and performance for all staff and assessments of these standards are undertaken as part of annual performance reviews undertaken at year-end and interim reviews carried out during the year.

The Council has retained the Investors in People accreditation following reassessment in 2015/16. The accreditation lasts for three years.

Establishing clear channels of communication with all sections of the community and stakeholders and encouraging open consultation

The Council's planning and decision-making processes are designed to include consultation with local people and stakeholders and to take account of their views.

Arrangements for consultation and gauging local views include consultation with the Town and Parish Councils, the Tenant and Leaseholder Committee, Citizens Panel and resident associations.

The Council runs a Local Petition Scheme which helps neighbourhood action groups to set the agenda for future improvements to local areas. Our magazine Dacorum Digest and the Dacorum Borough Council website are the main methods for communicating with the Borough's residents about our roles and responsibilities and our plans for the future. We have also developed close relationships with local broadcast and newspaper journalists. We have social media accounts on Facebook, Twitter and YouTube. We also run campaigns on specific issues which make use of community noticeboards and campaign materials in our three Civic reception areas, as well as occasionally making use of radio and newspaper advertising.

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Incorporating good governance arrangements in respect of Partnerships

The Council participates in a number of partnerships aimed at improving services provided to the community, such as the Dacorum Strategic Network and Destination Dacorum and various Community Safety Partnerships.

When drawing together different partners with varying organisational cultures and methodologies for handling governance issues, it is important that clear protocols are established at an early stage to minimise and manage risk. The Council keeps its register of Partnerships under constant review.

A Review of the Effectiveness of the Governance Framework and System of Internal Control

Dacorum Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Council who have responsibility for the development and maintenance of governance systems, the Internal Audit Annual Report, and also recommendations and comments made by the External Auditors and other review agencies and inspectorates.

Throughout 2016/17, the Council's Internal Audit service was provided by Mazars Public Sector Internal Audit Limited. The independent opinion on the adequacy and effectiveness of the Council's system of internal control has been provided by Mazars Public Sector Internal Audit Limited, and is based on an internal audit methodology that complies with international auditing standards.

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The process applied in maintaining and reviewing the effectiveness of the governance framework

The key elements of the process are summarised in the following table:

Key element	Role and Activity during the year
Council	<ul style="list-style-type: none"> ○ Approve Constitution including: Financial Regulations; Codes of Conduct; Commissioning & Procurement Standing Orders; Scheme of Delegation ○ Set budget and policy framework
Cabinet	<ul style="list-style-type: none"> ○ Financial, performance and risk management of service delivery within the Budget and Policy Framework set by Council – quarterly reports ○ Responsibility for key decisions and initiating corrective action in relation to risk and internal control issues ○ Monthly public meetings (excluding any summer recess) ○ Regular briefings with Chief Officers
Audit Committee	<ul style="list-style-type: none"> ○ Five scheduled meetings per annum ○ Review and scrutinise the outcome of Internal and External audit reports and those of other external agencies such as the Ombudsman ○ Monitor the Governance arrangements within the Council ○ Delegated responsibility to scrutinise and approve the Financial Statements on behalf of the Council ○ To consider the External Auditor's report to those charged with Governance on issues arising from the audit of the accounts
Overview and Scrutiny Committees: <ul style="list-style-type: none"> ○ Housing & Community ○ Strategic Planning & Environment ○ Finance & Resources 	<ul style="list-style-type: none"> ○ To provide overview and scrutiny and policy development role in relation to business associated with the Cabinet Portfolios ○ To monitor the performance of relevant Council services, including services which are provided under contract or agreement by external organisations or private sector companies
Standards Committee	<ul style="list-style-type: none"> ○ Consider allegations of breaches of the Code of Conduct ○ Promote and maintain high standards of conduct by the members of the Council
Internal Audit – (outsourced service provided by Mazars)	<ul style="list-style-type: none"> ○ Set overall internal audit strategy to meet the Council's overall direction ○ Undertake an annual programme of audits ○ Present audit reports to Management and Audit Committee ○ Present progress reports to Audit Committee measuring performance against the Audit Plan
Chief Executive (Head of Paid Service)	<ul style="list-style-type: none"> ○ Overall corporate policy management and operational responsibility ○ Chairman of Corporate Management Team
Monitoring Officer (Solicitor to the Council) (During 2016/17)	<ul style="list-style-type: none"> ○ Maintain the Constitution ○ Ensure lawfulness and fairness of decision making ○ Supporting the Standards Committee ○ Receive complaints and decide whether they merit further

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	<p>investigation. If the complaint is investigated to report the outcome to the Standards Committee for a decision and ensure the correct procedural steps are followed and appropriate assistance is given to the Committee throughout the process</p> <ul style="list-style-type: none"> ○ Act as the Senior Information Risk Officer ○ Act as the Senior Responsible Officer (RIPA) ○ Proper officer for access to information ○ Advise whether Cabinet and Portfolio Holder decisions are within the Council's budget and policy framework ○ Provide advice and contribute to corporate management as a member of Corporate Management Team
Section 151 Officer (Corporate Director (Finance & Operations))	<ul style="list-style-type: none"> ○ Ensure lawfulness and financial prudence of decision making ○ Responsibility for administration of financial affairs of the Council and keep proper financial records and accounts for maintaining an effective system of internal financial controls ○ Contribute to corporate management as a member of Corporate Management Team ○ Provide professional financial advice to Members including the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues ○ Provide financial information to the media, members of the public and community
Statutory Officers Comments – Monitoring Officer and Section 151 Officer	<ul style="list-style-type: none"> ○ Statutory officers review all Cabinet, Portfolio Holder and Officer Decision reports to consider and comment within the report on legal and financial implications arising out of the report ○ Review of governance issues arising out of day to day working practices ○ Consider issues arising out of the annual assurance statements
Corporate Directors	<ul style="list-style-type: none"> ○ Overall strategic and operational management of those services falling within each individual directorate ○ Contribute to corporate management as a member of Corporate Management Team
Corporate Management Team	<ul style="list-style-type: none"> ○ Monthly review of budget, performance and Improving Dacorum Programme ○ Quarterly review of strategic risk management
Performance Board	<ul style="list-style-type: none"> ○ Review performance against Council Vision and Priorities ○ Review Dacorum Delivers improvement programme projects
Corporate Working Groups	<ul style="list-style-type: none"> ○ Officer/Member groups drawn from service directorates and including relevant Portfolio Holders as appropriate ○ Oversee and review delivery of all relevant operational matters and establish and receive reports from sub-groups as necessary ○ Consider options appraisals and make recommendations for CMT and Cabinet consideration
Assistant Directors and Group Managers	<ul style="list-style-type: none"> ○ Operational management for the services falling within each individual service area ○ Assurance Statements covering all of the Council's key internal controls, including: Financial Regulations; Commissioning & Procurement Standing Orders; Employees Code of Conduct; Corporate Policies; and risk management.

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Statement by Leading Member (Leader of the Council) and Leading Officer (Chief Executive) of the Council

We have been advised of the result of the review of the effectiveness of the governance framework by the Audit Committee and a plan to address the weaknesses and ensure continuous improvement of the system is in place. We have identified the significant governance issues below.

Significant governance issues

The Council's Internal Audit service, Mazars Public Sector Internal Audit Limited, undertook a total of 17 reviews in 2016/17, of which 16 (94%) were rated as providing a full or substantial level of assurance, and one (6%) provided limited assurance.

One Priority 1 recommendation was raised during the year. Priority 1 recommendations relate to issues that are deemed to be fundamental to the systems concerned and upon which immediate action has been taken. This related to:

Contract Management – Off contract spend analysis for Agency/Temporary Staff. Off-contract spend relating to Agency and Temporary Staff should be reviewed and analysed to ensure that Agency and Temporary Staff are appointed through the Council's approved agency where possible. Where the level of off-contract spend is high, the Council should determine whether a separate contract is required to fulfil the Council's needs and also whether a formal tender process is required.

A Limited Assurance opinion was given for the Housing Maintenance Contract where eight priority 2 recommendations were raised and accepted. This audit was added to the 2016/17 plan at the request of management, and all recommendations have been implemented.

The Internal Auditor has obtained satisfactory assurance that the system of internal control in place at the Council for the year ended 31 March 2017 accords with proper practice. Further details of the reviews undertaken by Internal Audit during 2016/17 are available upon request and are summarised within the Internal Auditor's draft Annual Report presented to the Audit Committee on 28 June 2017] and published on the Council's website.

Where this Governance Statement has identified other areas for improvement we propose to take steps to enhance our governance arrangements further. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

We give our assurance that the Council as a whole is committed to continuous improvement and believe that we have established the relevant foundations on which to create further capacity to continue to develop our governance arrangements.

We give our further assurance that the Council's financial management arrangements conform to the governance requirements of the CIPFA *Statement on the role of the Chief Financial Officer in Local Government* (2010).

Signed
(Councillor Andrew Williams – Leader of the Council)

Signed
(Sally Marshall – Chief Executive)

Expenditure and Funding Analysis

The Expenditure and Funding Analysis is a new statement required from 2016/17. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

Note	2016/17 Net Expenditure Chargeable to the General Fund and HRA Balances (Note 6) £'000	2016/17 Adjustments Between the Funding and Accounting Basis (Note 5) £'000	Net Expenditure in the Comprehensive Income and Expenditure Statement £'000	2015/16 Net Expenditure Chargeable to the General Fund and HRA Balances (Note 6) £'000	2015/16 Adjustments Between the Funding and Accounting Basis (Note 5) £'000	Net Expenditure in the Comprehensive Income and Expenditure Statement £'000
Finance and Resources (GRF)	10,297	2,580	12,877	10,387	5,901	16,288
Housing and Community (GRF)	1,809	3,726	5,535	2,046	4,019	6,065
Strategic Planning and Environment (GRF)	8,065	3,041	11,106	8,421	1,203	9,624
Housing and Community (HRA)	(25,931)	14,359	(11,572)	(26,802)	14,208	(12,594)
Net Cost of Services	(5,760)	23,706	17,946	(5,948)	25,331	19,383
Other Income and Expenditure	(2,509)	(16,259)	(18,768)	6,181	(49,468)	(43,287)
(Surplus)/Deficit on Provision of Services	(8,269)	7,447	(822)	233	(24,137)	(23,904)
Opening Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)	24,995			25,228		
Less Deficit on Provision of Services / Plus Surplus on Provision of Services	8,269			(233)		
Closing Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)	33,264			24,995		

Expenditure and Funding Analysis

Note	Net Expenditure Chargeable to the General Fund and HRA Balances (Note 6) £'000	2014/15 Adjustments Between the Funding and Accounting Basis (Note 5) £'000	Net Expenditure in the Comprehensive Income and Expenditure Statement £'000
Finance and Resources (GRF)	10,549	2,089	12,638
Housing and Community (GRF)	2,857	2,739	5,596
Strategic Planning and Environment (GRF)	8,452	1,571	10,023
Housing and Community (HRA)	(26,093)	(12,474)	(38,567)
Net Cost of Services	(4,235)	(6,075)	(10,310)
Other Income and Expenditure	6,111	(21,270)	(15,159)
(Surplus)/Deficit on Provision of Services	1,876	(27,345)	(25,469)
Opening Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)	27,103		
Less Deficit on Provision of Services / Plus Surplus on Provision of Services	(1,875)		
Closing Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)	25,228		

Comprehensive Income & Expenditure Statement

The 2016/17 code of practice, requires a change to the presentation of the Comprehensive Income and Expenditure Statement. It requires authorities to present the service analysis on the basis of the organisational structure. This has impacted on the breakdown of the Net Cost of Services to match the organisational structure (as explained in the narrative report), and the Financing and Investment Income and Expenditure. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

	Note	2016/17			2015/16		
		Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure RESTATED	Gross Income RESTATED	Net Expenditure RESTATED
		£'000	£'000	£'000	£'000	£'000	£'000
Finance and Resources (GRF)		65,859	(52,982)	12,877	70,102	(53,814)	16,288
Housing and Community (GRF)		9,614	(4,079)	5,535	9,723	(3,658)	6,065
Strategic Planning and Environment (GRF)		16,888	(5,781)	11,107	15,413	(5,789)	9,624
Housing and Community (HRA)		45,819	(57,392)	(11,573)	45,714	(58,308)	(12,594)
Total Cost of Services		138,180	(120,234)	17,946	140,952	(121,569)	19,383
Other Operating Expenditure	8			(4,238)			(3,825)
Financing and Investment Income and Expenditure	9			8,801			(16,686)
Taxation and Non Specific Grant Income	10			(23,331)			(22,776)
(Surplus)/Deficit on Provision of Services				(822)			(23,904)
(Surplus)/ Deficit on Revaluation of Property, Plant and Equipment	22/34			(68,409)			(99,386)
Actuarial (Gains)/Losses on Pension Asset / Liabilities	17			12,472			(20,143)
Other Comprehensive Income and Expenditure				(55,937)			(119,529)
Total Comprehensive Income and Expenditure				(56,759)			(143,433)

Comprehensive Income & Expenditure Statement

	Note	Gross Expenditure RESTATED £'000	2014/15 Gross Income RESTATED £'000	Net Expenditure RESTATED £'000
Finance and Resources (GRF)		65,295	(52,657)	12,638
Housing and Community (GRF)		8,926	(3,330)	5,596
Strategic Planning and Environment (GRF)		15,733	(5,710)	10,023
Housing and Community (HRA)		18,170	(56,737)	(38,567)
Total Cost of Services		108,124	(118,434)	(10,310)
Other Operating Expenditure	8			(3,292)
Financing and Investment Income and Expenditure	9			9,460
Taxation and Non Specific Grant Income	10			(21,326)
(Surplus)/Deficit on Provision of Services				(25,468)
(Surplus)/ Deficit on Revaluation of Property, Plant and Equipment	22/34			(59,628)
Actuarial (Gains)/Losses on Pension Asset / Liabilities	17			13,249
Other Comprehensive Income and Expenditure				(46,379)
Total Comprehensive Income and Expenditure				(71,847)

Movement in Reserves Statement

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2016		2,502	12,419	2,893	7,182	18,531	601	0	44,128	606,275	650,403
Movement in Reserves During 2016/17:											
Surplus or (Deficit) on Provision of Services		(4,409)	0	5,231	0	0	0	0	822	0	822
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	55,937	55,937
Total Comprehensive Income and Expenditure		(4,409)	0	5,231	0	0	0	0	822	55,936	56,759
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	20	1,761	0	5,686	0	(10,885)	284	14,609	11,455	(11,455)	0
Net Increase/(Decrease) Before Transfers to Earmarked Reserves		(2,648)	0	10,917	0	(10,885)	284	14,609	12,277	44,481	56,759
Transfer (to)/from Earmarked Reserves	21	2,648	(2,648)	(10,918)	10,918	0	0	0	0	0	0
Increase/(Decrease) in Year		0	(2,648)	(1)	10,918	(10,885)	284	14,609	12,277	44,481	56,759
Balance at 31 March 2017		2,502	9,771	2,892	18,100	7,646	885	14,609	56,405	650,756	707,162

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
Balance at 31 March 2015		2,654	12,534	2,846	7,194	17,570	531	314	43,643	463,327	506,970
Movement in Reserves During 2015/16:											
Surplus or (Deficit) on Provision of Services		19,220	0	4,684	0	0	0	0	23,904	0	23,904
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	119,529	119,529
Total Comprehensive Income and Expenditure		19,220	0	4,684	0	0	0	0	23,904	119,529	143,433
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	20	(19,487)	0	(4,649)	0	961	70	(314)	(23,419)	23,419	0
Net Increase/(Decrease) Before Transfers to Earmarked Reserves		(267)	0	35	0	961	70	(314)	485	142,948	143,433
Transfer (to)/from Earmarked Reserves	21	115	(115)	12	(12)	0	0	0	0	0	0
Increase/(Decrease) in Year		(152)	(115)	47	(12)	961	70	(314)	485	142,948	143,433
Balance at 31 March 2016		2,502	12,419	2,893	7,182	18,531	601	0	44,128	606,275	650,403

Balance Sheet

	Note	31 March 2017 £'000	31 March 2016 £'000
Long-term Assets			
Property, Plant & Equipment	22	993,945	941,879
Investment Property	19	81,266	74,293
Heritage Assets	41	9,103	9,030
Intangible Assets	24	734	799
Long-term Debtors	26	2,174	1,062
Total Long Term Assets		1,087,222	1,027,063
Current Assets			
Short-term Investments	40	59,583	44,124
Assets Held for Sale	25	1,438	1,478
Inventories		162	177
Short-term Debtors	27	14,380	14,586
Cash and Cash Equivalents	28	22,314	20,622
Total Current Assets		97,877	80,987
Current Liabilities			
Short-term Creditors	29	(23,603)	(18,081)
Short-term Borrowing	40	(1,065)	(894)
Revenue Grants and Contributions	32	(108)	(102)
Capital Grants and Contributions	31	(251)	(766)
Short-term Provisions	33	(4,449)	(4,722)
Total Current Liabilities		(29,476)	(24,565)
Long-term Liabilities			
Long-term Creditors	30	(9,193)	(7,107)
Long-term Borrowing	40	(364,816)	(365,754)
Net Pension Liability	17	(74,452)	(60,221)
Total Long-term Liabilities		(448,261)	(433,082)
Net Assets (Assets Less Liabilities)		707,162	650,403
Usable Reserves			
General Fund		2,502	2,502
Earmarked Reserves – General Fund	21	9,771	12,419
Housing Revenue Account		2,892	2,893
Earmarked Reserves – Housing Revenue Account	21	18,100	7,182
Major Repairs Reserve	HRA4	7,646	18,531
Capital Grants Unapplied Account		885	601
Capital Receipts Reserve		14,609	0
Total Usable Reserves		56,405	44,128
Unusable Reserves			
Revaluation Reserve	34	270,847	209,122
Capital Adjustment Account	35	455,038	459,360
Deferred Capital Receipts	36	2	4
Collection Fund Adjustment Account	37	(564)	(1,761)
Pension Reserve	17	(74,452)	(60,221)
Accumulated Absences Account	38	(114)	(229)
Total Unusable Reserves		650,757	606,275
Total Reserves		707,162	650,403

Cash Flow Statement

	Note	2016/17 £'000	2015/16 £'000
Cash Flows from Operating Activities			
Net Surplus/(Deficit) on Provision of Services		822	23,904
Depreciation & Impairment	22	15,682	14,685
Changes in Market Value of Property, Plant & Equipment	22	16,625	14,664
Amortisation of Intangible Assets	24	291	547
Changes in Fair Value of Investment Properties	19	(1,070)	(27,170)
Disposal of Assets	20	15,678	7,464
Changes in Inventory		15	3
Changes in Debtors		(1,386)	(1,487)
Changes in Creditors		7,409	(1,695)
Changes in Provisions	33	(273)	(750)
Changes in Deferred Capital Receipts	36	(2)	(6)
Changes in Net Pension Liability	17	1,759	2,839
Other non-cash Movements		0	4
Capital Grants Recognised	10	(4,600)	(3,930)
Proceeds on Disposal of Property, Plant & Equipment	20	(22,148)	(13,517)
Net Cash Flows from Operating Activities		28,802	15,555
Cash Flows from Investing Activities			
Purchase of Property, Plant & Equipment	22	(37,166)	(41,506)
Purchase of Investment Property	19	(183)	(695)
Purchase of Intangible Assets	24	(180)	(247)
Purchase of Heritage Assets	41	(73)	(1,264)
Proceeds from the Disposal of Property, Plant and Equipment	20	21,950	13,517
Net Changes in Short-term and Long-term Investments		(15,459)	(10,092)
Net Cash Flows from Investing Activities		(31,111)	(40,287)
Cash Flows from Financing Activities			
Changes in Grants and Contributions		(509)	(2,239)
Capital Grants and Contributions Recognised	10	4,600	3,930
Cash Receipts of Short-term and Long-term Borrowing		(767)	19,781
Changes in Council Tax and Business Rates Collected for Third Parties		677	415
Net Cash Flows from Financing Activities		4,001	21,887
Net Increase/(Decrease) in Cash and Cash Equivalents in the Period		1,692	(2,845)
Cash and Cash Equivalents at the Beginning of the Period		20,622	23,467
Cash and Cash Equivalents at the End of the Period		22,314	20,622
The cash flows for operating activities include the following items:		2016/17	2015/16
	Note	£'000	£'000
Interest Receivable and Similar Income	9	(499)	(552)
Interest Payable and Other Similar Charges	9	12,248	12,208

Notes to the Core Financial Statements

1. Accounting Policies

Summary of Significant Accounting Policies

The principal accounting policies applied in the preparation of the Statement of Accounts (the Accounts) are set out below.

Basis of Preparation

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting 2015/16 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The functional and presentational currency of Dacorum Borough Council (the Council) is pounds sterling.

The accounting convention adopted in the Accounts is principally historic cost, modified by the revaluation of Property, Plant and Equipment and Investment Property.

The preparation of the Accounts in conformity with the Code requires the use of certain critical accounting estimates. It also requires management to exercise judgement in the process of applying the accounting policies.

Going Concern

The Accounts are prepared on a going concern basis, i.e. on the assumption that the Council will continue to operate for the foreseeable future.

Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser, and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including those provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

Notes to the Core Financial Statements

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

The only exception to this is Housing Benefit Payments, which are recorded on a cash basis.

Exceptional Items

Items are presented as exceptional when that degree of prominence is necessary in order to give a fair presentation of the financial statements. A description of each exceptional item is given within the notes to the Accounts.

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

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively.

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

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

Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (ie the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the authority's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement. The Balance Sheet includes the authority's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) which was introduced by the planning Act 2008 and the Community Infrastructure Levy Regulations 2010(SI 2010/948) as amended.

The Council has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable developments for the authority) with appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport, flood defences and schools) to support the development of the area.

Notes to the Core Financial Statements

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out below. CIL charges will be largely used to fund capital expenditure. However, a small proportion of the charges may be used to fund revenue expenditure.

Government Grants and Other Contributions

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

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

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

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

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

Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the SeRCOP. The total absorption costing principle is used – the full cost of overheads and support service are shared between users in proportion to the benefits received with the exception of:

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

These two costs categories are defined in SeRCOP and accounted for as separate headings on the Comprehensive Income and Expenditure Statement, as part of the Surplus or Deficit on the Provision of Services.

Charges to Revenue for Non-Current Assets

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

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

Notes to the Core Financial Statements

The Council is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations depreciation, revaluations, impairment losses and amortisations are therefore reversed by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

Fair Value

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. When applying the definition of fair value, non-financial assets and, non-current assets held for sale shall be measured at highest and best use.

Property, Plant and Equipment

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

Expenditure on Property, Plant and Equipment is capitalised at cost when it will bring benefits to the Council for more than one reporting period, subject to a de-minimis capitalisation threshold of £10,000 per scheme. Items below this limit are charged to the Comprehensive Income and Expenditure Statement. The Council does not capitalise borrowing costs incurred whilst assets are under construction.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost can be measured reliably. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to the Comprehensive Income and Expenditure Statement during the financial period in which they are incurred.

Land and buildings are subsequently measured at fair value.

Fair value is estimated using a depreciated replacement cost approach when the asset is specialised and/or rarely sold.

Council dwellings are subsequently measured at fair value determined using the Existing Use Value for Social Housing (EUV-SH) method. Fair value is primarily based on the amount that would be paid for the asset in its existing use.

Assets included in the Balance Sheet at fair value are revalued with sufficient regularity to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum, every five years.

When an asset's carrying amount increases as a result of a revaluation, the increase is recognised in the Comprehensive Income and Expenditure Statement to the extent that it reverses a revaluation decrease of the same asset previously recognised in the Comprehensive Income and Expenditure Statement. Any remaining increase is credited directly to Revaluation Reserve. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset.

When an asset's carrying amount decreases as a result of a revaluation, the decrease is debited directly to the Revaluation Reserve to the extent of any credit balance existing in respect of that asset. Any remaining decrease is recognised against the relevant service lines in the Comprehensive Income and Expenditure Statement.

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

Notes to the Core Financial Statements

Infrastructure, community assets, and assets under construction, are measured at depreciated historical cost.

Non-property assets are measured at depreciated historical cost basis, which is deemed to be a proxy for fair value as the assets have short useful lives and/or low values.

Revenue Expenditure Funded From Capital Under Statute

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

Impairment

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

Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).

Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

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

Depreciation

Depreciation is calculated using the straight-line method to allocate an asset's carrying value to its residual value over its remaining estimated useful life. The basis of estimated useful lives is as follows:

Buildings	Remaining useful life is provided by the external valuers
Community Assets	Shorter of remaining life or 30 years
Infrastructure Assets	Shorter of remaining life or 30 years
Council Dwellings	Remaining useful life is provided by the external valuers
Vehicles, Plant and Equipment	Remaining lease period, or remaining life as advised by a suitable officer

Where an asset comprises two or more major components with substantially different useful economic lives, each component is accounted for separately for depreciation purposes and depreciated over its individual useful life. The requirement for componentisation for depreciation purposes is only applicable to enhancement, purchases, or revaluations after 1 April 2010.

No depreciation is charged on land or assets under construction.

The assets' useful lives and residual values are reviewed, and adjusted if appropriate, at the end of each reporting period.

Notes to the Core Financial Statements

Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the Comprehensive Income and Expenditure Statement, and depreciation based on the asset's historic cost, is transferred from the Revaluation Reserves to the Capital Adjustment Account.

Heritage Assets

The Council holds various items classified as Heritage Assets. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses, acquisitions and disposals) in accordance with the Council's accounting policies on Property, Plant and Equipment. However, some of the measurement rules are relaxed in relation to Heritage Assets.

The carrying amounts of Heritage Assets are reviewed where there is evidence of impairment, e.g. where the item has suffered physical deterioration or breakage, or where doubt arises to its authenticity. Impairments are recognised and measured in accordance with the Council's general policies on impairment. Disposals are dealt with in line with the accounting policies relating to the disposal of Property, Plant and Equipment. The groups of Heritage Assets along with the measurement basis are as follows:

Land

The Council holds three areas of land which form part of the Borough's history. Within these areas of land various sculptures and other cultural assets are on display. These assets are valued at fair value. Fair value is primarily based on the amount that would be paid for the asset in its existing use. As with Property, Plant and Equipment, assets are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years.

Civic Regalia/Treasuries

The Council holds various items of Regalia and Treasuries, many of which are on display at The Forum, Hemel Hempstead. These include the Mayoral Chain, Badges, Silver Mace and the Charters. These items are reported in the Balance Sheet at insurance valuation which is based on market values. Valuations are reviewed sufficiently regularly to ensure that their carrying amount is not materially different from their valuation at the year-end, but as a minimum every five years.

Sculptures/Statues/Artwork

The Council holds numerous sculptures and pieces of artwork located throughout the Borough. Those that are deemed to have historical, artistic or cultural significance are valued, and carried on the Balance Sheet. Where possible, these valuations are based on cost when acquired. For those items where cost information is unavailable, no value is reported in the Balance Sheet as it would involve incurring a disproportionate cost to value the assets in comparison to the benefits of the users of the accounts.

Other Heritage Assets

In addition to the previous groups, the Council holds a range of miscellaneous assets. The majority of these assets are held and managed by the Dacorum Heritage Trust (DHT), which makes them available for public viewing on request. These assets are held on the Balance Sheet at insurance valuation. Valuations are reviewed sufficiently regularly to ensure that their carrying amount is not materially different from their valuation at the year-end, but as a minimum every five years. The remaining miscellaneous assets not managed by the DHT are not reported on the Balance Sheet as the cost of valuation would be disproportionate to the benefits of the users of the accounts.

Memorials are also included within this group of which there are 31 in the Borough. Given that the value of these could never adequately reflect the emotional value vested in them by the community and would not materially affect the accounts, it would be inappropriate and misleading to present a value based on purely material costs.

Notes to the Core Financial Statements

Lease Classification

Leases are classified as either finance leases or operating leases based on the substance of the arrangement. The lease of land and building is split at inception of the lease into a separate lease of land and a lease of buildings which are independently classified. Unless title is expected to pass to the lessee at the end of the lease term, leases of land have been classified as operating leases.

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

Operating Leases (Council as Lessee)

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged on a straight-line basis over the term of the lease to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Contingent rent is recognised in the period in which it arises.

Finance Leases (Council as Lessee)

Leases of Property, Plant and Equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

Finance leased assets are capitalised at the commencement of the lease at the lower of the fair value of the leased Property, Plant and Equipment and the present value of the minimum lease payments. Up-front payments for a leasehold interest classified as a finance lease are capitalised as part of the asset.

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

The corresponding lease obligations, net of finance charges, are included in Creditors. Interest is charged to the Comprehensive Income and Expenditure Statement over the lease period at a constant periodic rate of interest on the remaining balance of the liability for each period. Contingent rent is recognised as an expense in the period in which it arises.

Operating Leases (Council as Lessor)

Where the Council grants an operating lease over an Investment Property, the leased asset remains within Investment Property on the Balance Sheet. The lease income is recognised over the term of the lease on a straight-line basis in the Income and Expenditure in Relation to Investment Properties line in the Comprehensive Income and Expenditure Statement and result in a gain for the General Fund Balance. Contingent rent is recognised in the period in which it arises.

Up-front payments received on the granting of a leasehold interest classified as an operating lease are recognised as a Creditor in the Balance Sheet and amortised over the lease term.

Finance Leases (Council as Lessor) – Property, Plant and Equipment

Where the authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether property, plant and equipment or assets held for sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the authority's net investment in the lease, is credited to the same line in the Comprehensive Income and

Notes to the Core Financial Statements

Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

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

Finance Leases (Council as Lessor) – Investment property

Where the Council grants a finance lease over an Investment Property, the leased asset is derecognised from Investment Property as a disposal and a lease receivable is recognised for any leases with rental payments in excess of peppercorn rent. Peppercorn rents are recognised in the Income and Expenditure in Relation to Investment Properties line in the Comprehensive Income and Expenditure Statement.

Investment Property

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

Investment Property is measured initially at cost and subsequently at fair value.

Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Investment Properties are not depreciated but are revalued annually.

Revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

Disposals and Non-current Assets Held for Sale

Assets are reclassified as an Asset Held for Sale when the following criteria are met:

- The asset must be available for immediate sale in its present condition
- The sale must be highly probable
- The asset must be actively marketed
- The sale should be expected to qualify for recognition as a completed sale within one year

Notes to the Core Financial Statements

The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. When applying the definition of fair value, as non-financial assets, non-current assets held for sale shall be measured at highest and best use. Fair value for social housing being disposed of under Right to Buy (RTB) legislation is the discounted RTB value.

Where there is a subsequent decrease to the fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

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

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals may be payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Capital Receipts Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

Intangible Assets

The Council accounts for its purchased software licences as intangible assets; to the extent it will bring benefits to the Council for more than one reporting period.

The intangible assets held by the Council are measured at amortised historical cost as readily ascertainable market values are not available.

Intangible assets are amortised on a straight-line basis over the shorter of remaining useful life or 5 years to the relevant service line in the Comprehensive Income and Expenditure Statement.

An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

Notes to the Core Financial Statements

Minimum Revenue Provision

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

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

Inventory

Inventory is measured at the lower of cost and net realisable value using first-in first-out method.

Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

Accounts Payable and Accrued Expenditure

A creditor is recognised in the Balance Sheet when goods and services are received prior to the reporting date and payment occurs after the reporting date.

Leave Accrual

The accrual represents leave earned as of the reporting date that will be utilised in the next reporting period. The leave accrual is measured at the amount of the benefit earned by the employees of the Council. The accrual is charged to Surplus or Deficit on the Provision of Services so that leave benefits are charged to expense in the financial year in which the leave absence occurs. To remove any impact on Council Tax Payers it is then reversed out through the Movement in Reserves Statement to the Accumulated Absences Account.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an employee or group of employees or making an offer to encourage voluntary redundancy.

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

Notes to the Core Financial Statements

Pensions

The Council provides retirement benefits as part of the terms and conditions of employment through the Local Government Pension Scheme, administered by Hertfordshire County Council. The benefits (retirement lump sums and pensions), which are based on pay and service, are earned over the term of employment.

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

- The liabilities of the Hertfordshire County Council pension fund attributable to the Council 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, and projections of projected earnings for current employees;
- Liabilities are discounted to their value at current prices, using a discount rate annually reviewed and recommended by the Actuary;
- The assets of Hertfordshire County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value:
 - quoted securities – current bid price;
 - unquoted securities – professional estimate;
 - unitised securities – current bid price; and
 - property – market value.
- The change in the net pensions liability is analysed into the following components:
 - Service cost comprising:
 - current service cost - the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
 - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - net interest on the net defined benefit liability (asset), i.e. net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that rises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate use to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
 - Re-measurements comprising:
 - the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
 - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Notes to the Core Financial Statements

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

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

Provisions

Provisions are recognised when:

- the Council has a present legal or constructive obligation as a result of past events;
- it is probable that an outflow of resources will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation. Where the effect is material, the estimated cash flows are discounted. The increase in the provision due to the passage of time is recognised as interest expense.

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

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

Provisions are not recognised for future operating losses.

Contingent Liabilities

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

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

Contingent Assets

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

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

Notes to the Core Financial Statements

Reserves

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

Certain reserves are kept to manage the accounting processes which represent unusable resources for the Council. These are the Revaluation Reserve, Capital Adjustment Account, Short-term Accumulating Compensated Absences Account, Collection Fund Adjustment Account and Pension Reserve, all of which are explained in the relevant policies and notes to the Accounts.

Financial Instruments

Recognition

Financial assets and financial liabilities which arise from contracts for the purchase and sale of non-financial items (such as goods or services), which are entered into in accordance with the Council's normal purchase, sale or usage requirement, are recognised when, and to the extent which, performance occurs. All other financial assets and liabilities are recognised when the Council becomes party to the contractual provisions to receive or make cash payments.

Classification and Measurement

Financial assets, other than cash and cash equivalents, are classified as loans and receivables, initially measured at fair value and subsequently measured at amortised cost.

Financial liabilities are classified as creditors, initially measured at fair value and subsequently measured at amortised cost.

Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments and are not quoted in an active market. Loans and receivables are initially recognised at fair value and then measured at amortised cost using the effective interest rate method. The effective interest rate is a method of calculating the amortised cost of a financial asset and of allocating the interest income to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement over the relevant period using the estimated future cash flows.

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or group of financial assets is impaired and impairment losses are incurred if there is:

- objective evidence of impairment as a result of a loss event that occurred after the initial recognition of the asset and up to the end of the reporting period ('a loss event');
- the loss event had an impact on the estimated future cash flows of the financial asset or the group of financial assets; and
- a reliable estimate of the amount can be made.

Financial assets are recorded in the Balance Sheet net of any impairment. The asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

Notes to the Core Financial Statements

A financial asset is considered for de-recognition when the contractual rights to the cash flows from the financial asset expire, or the Council has either transferred the contractual right to receive the cash flows from the asset, or has assumed an obligation to pay those cash flows to one or more recipients, subject to certain criteria. The Council de-recognises a transferred financial asset if it transfers substantially all the risks and rewards of ownership. Any gains and losses that arise on the de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Financial Liabilities

All financial liabilities are recognised initially at fair value, net of any material transaction costs incurred, and then measured at amortised cost using the effective interest rate method. They are included in Short-term Creditors except for the amounts payable more than twelve months after the end of the reporting period, which are classified as Long-term Creditors.

Interest on financial liabilities carried at amortised cost is calculated using the effective interest rate method and is charged to the Comprehensive Income and Expenditure Statement.

The Councils borrowings, are presented in the Balance Sheet as the outstanding principal repayable (plus any accrued interest); and the interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year. Exceptions to this would be where material costs are incurred when the liability is initially recognised.

Value Added Tax (VAT)

VAT is included in the Comprehensive Income and Expenditure Statement, whether of a capital or revenue nature, only to the extent that it is not recoverable. VAT receivable is excluded from income.

Events after the Balance Sheet Date

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

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

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

2. Accounting standards issued but not yet adopted

Under the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code), the Council is required to disclose information setting out the impact of an accounting change required by a new accounting standard that has been issued but not yet adopted by the Code.

The following are the accounting policies that have been issued but as yet have not been adopted by the Council as at the Balance Sheet date.

- Amendments to the reporting of pension fund scheme transaction costs
- Amendments to the reporting of investment concentration

The above amendments are not expected to have a material impact on the information provided in local authority financial statements in 2016/17

Notes to the Core Financial Statements

3. Critical judgements in applying Accounting Policies

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

The critical judgements made in the Statement of Accounts are as follows:

Lease Accounting

Judgement is required in the initial classification of leases as either operating leases or finance leases. Where a lease is taken out for land and buildings combined, the buildings element of the lease may be capitalised as a finance lease if it meets the criteria for a finance lease, but the land element will be classed as an operating lease by the Council unless title transfers at the end of the lease. If the contracted lease payments are not split between land and buildings in the lease contract, the split is made based on the market values of the land and buildings at the inception of the lease. The accounting policy for leases is set out in Note 1.

4. Assumptions made about the future and other major sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Balance Sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Valuation of Property, Plant and Equipment

Council dwellings are shown at fair value, based on professional valuations. The valuations are carried out in accordance with the Royal Institution of Chartered Surveyors Appraisal and Valuation Manual, known as the "Red Book".

The value of Council dwellings fluctuates with changes in the current market value of residential properties. A 5% increase in property prices would increase the carrying value of the council dwellings by £43.0m in the Balance Sheet and increase the annual depreciation charge by £0.717m in the Comprehensive Income and Expenditure Statement. A 5% decrease in property prices would decrease the carrying value of the council dwellings by £43.0m in the Balance Sheet and decrease the annual depreciation charge by £0.717m in the Comprehensive Income and Expenditure Statement. The accounting policy for Council dwellings is set out in Note 1 and information on Council dwellings is set out in Note 20.

Provision for Outstanding Business Rates Appeals

On 1 April 2013, Local Authorities assumed the liability for refunding ratepayers who have successfully appealed against the Business Rates rateable value of their properties. This will include amounts that were paid over (to Central Government) in respect of 2012/13 and prior years. It is unknown how many of the outstanding appeals will be successful, though estimation techniques have been applied to the outstanding appeals using historic success rate data, including for those that may be speculative claims. The carrying amount of the Provision is £9.1m, of which the Councils share of £3.6 m is reflected in the Accounts. An increase in the success rate by 5% would change the required provision by £1.7m, affecting the surplus/deficit on the Collection Fund, to be distributed to the preceptors and Central Government.

Measurement of Pension Liability

The present value of the pension liability depends on a number of factors that are determined on an actuarial basis and the value of the underlying assets. The actual liability of the Council will continue to be subject to volatility, as a result of a number of factors.

Notes to the Core Financial Statements

The estimated effects of the changes in the key individual assumptions in determining the net pension liability would increase the Council's pension liability as of 31 March 2017 as follows:

	£'m
0.5% decrease in the real discount rate	22.0
1 year increase in member life expectancy	0
0.5% increase in the salary increase rate	2.7
0.5% increase in the pension increase rate	19.1
Total	43.8

The above table presents the changes in key assumptions in isolation. The information is only indicative of the estimated impact as the assumptions interact in complex ways. The accounting policy for pensions is set out in Note 1 and further information on the pension liability is set out in Note 15.

Notes to the Core Financial Statements

5. Adjustments Between the Funding and Accounting Basis

This note is a new requirement for 2016/17 and provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances shown in the Expenditure and Funding Analysis, to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

2016/17	Note	Adjustments for Capital Purposes £'000	Net Change for Pensions Adjustments £'000	Other Adjustments £'000	Total Adjustments Between Funding and Accounting Basis £'000
Finance and Resources (GRF)		3,596	(979)	(37)	2,580
Housing and Community (GRF)		3,575	166	(15)	3,726
Strategic Planning and Environment (GRF)		2,501	578	(38)	3,041
Housing and Community (HRA)		14,491	(106)	(26)	14,359
Net Cost of Services		24,163	(341)	(116)	23,706
Other Income and Expenditure		(1,070)	2,100	(17,289)	(16,259)
(Surplus)/Deficit on Provision of Services		23,093	1,759	(17,405)	7,447

Notes to the Core Financial Statements

2015/16	Note	Adjustments for Capital Purposes £'000	Net Change for Pensions Adjustments £'000	Other Adjustments £'000	Total Adjustments Between Funding and Accounting Basis £'000
Finance and Resources (GRF)		6,597	(741)	45	5,901
Housing and Community (GRF)		3,807	223	(11)	4,019
Strategic Planning and Environment (GRF)		370	844	(11)	1,203
Housing and Community (HRA)		14,177	28	3	14,208
Net Cost of Services		24,951	354	26	25,331
Other Income and Expenditure		(27,168)	2,486	(24,786)	(49,468)
(Surplus)/Deficit on Provision of Services		(2,217)	2,840	(24,760)	(24,137)

Notes to the Core Financial Statements

2014/15	Note	Adjustments for Capital Purposes £'000	Net Change for Pensions Adjustments £'000	Other Adjustments £'000	Total Adjustments Between Funding and Accounting Basis £'000
Finance and Resources (GRF)		3,182	(1,086)	(7)	2,089
Housing and Community (GRF)		2,622	124	(7)	2,739
Strategic Planning and Environment (GRF)		1,092	503	(22)	1,573
Housing and Community (HRA)		(12,275)	(185)	(14)	(12,474)
Net Cost of Services		(5,379)	(644)	(49)	(6,072)
Other Income and Expenditure		(1,044)	2,662	(22,888)	(21,270)
(Surplus)/Deficit on Provision of Services		(6,423)	2,018	(22,937)	(27,342)

Notes to the Core Financial Statements

6. Material items of Income and Expenditure included in the Expenditure and Funding Analysis

The 2016/17 code requires the Council to disclose material items of income or expenditure on a segmental basis. This table sets out those material items. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

	Finance and Resources (GRF)	Housing and Community (GRF)	Strategic Planning and Environment (GRF)	Housing and Community (HRA)	Other income and Expenditure	Total
2016/17	£'000	£'000	£'000	£'000	£'000	£'000
Employee Benefits	9,976	2,672	9,363	5,554	0	27,565
Premises Expenditure	1,360	759	842	10,060	743	13,764
Supplies and Services	3,708	1,701	2,132	4,220	-7	11,754
Transport	41	13	1,420	67	0	1,541
Transfer Payments	456	743	89	1	0	1,289
Third Party Payments	47,738	0	0	0	0	47,738
Local Precepts	0	0	0	0	690	690
Interest Payments	0	0	0	0	12,248	12,248
Statutory Provision for Repayment of Debt and Revenue Contribution to Capital	0	0	0	0	6,512	6,512
Depreciation and Amortisation of Assets - HRA	0	0	0	11,559	0	11,559
Fees Charges and Other Service Income (External Customers)	(4,702)	(3,842)	(5,763)	(57,391)	(4,660)	(76,358)
Grants and Contributions	(48,280)	(238)	(18)	0	(5,371)	(53,907)
Council Tax Income	0	0	0	0	(10,957)	(10,957)
Business Rates Income	0	0	0	0	(1,208)	(1,208)
Interest and Investment Income	0	0	0	0	(499)	(499)
Total	10,297	1,809	8,065	(25,931)	(2,509)	(8,269)

Notes to the Core Financial Statements

	Finance and Resources (GRF)	Housing and Community (GRF)	Strategic Planning and Environment (GRF)	Housing and Community (HRA)	Other income and Expenditure	Total
2015/16	£'000	£'000	£'000	£'000	£'000	£'000
Employee Benefits	9,822	2,516	9,352	5,602	0	27,292
Premises Expenditure	1,355	417	970	11,416	746	14,905
Supplies and Services	3,779	1,928	2,327	3,671	46	11,751
Transport	44	11	1,436	68	0	1,558
Transfer Payments	48,538	0	0	0	0	48,538
Third Party Payments	664	830	128	0	0	1,622
Local Precepts	0	0	0	0	641	641
Interest Payments	0	0	0	0	12,208	12,208
Statutory Provision for Repayment of Debt and Revenue Contribution to Capital	0	0	0	0	17,196	17,196
Depreciation and Amortisation of Assets - HRA	0	0	0	10,748	0	10,748
Fees Charges and Other Service Income (External Customers)	(4,794)	(3,493)	(5,781)	(58,308)	(4,400)	(4,794)
Grants and Contributions	(49,020)	(164)	(9)	0	(5,786)	(49,020)
Council Tax Income	0	0	0	0	(10,547)	(10,547)
Business Rates Income	0	0	0	0	(3,373)	(3,373)
Interest and Investment Income	0	0	0	0	(552)	(552)
Total	10,387	2,046	8,421	(26,803)	6,180	232

Notes to the Core Financial Statements

	Finance and Resources (GRF)	Housing and Community (GRF)	Strategic Planning and Environment (GRF)	Housing and Community (HRA)	Other income and Expenditure	Total
2014/15	£'000	£'000	£'000	£'000	£'000	£'000
Employee Benefits	9,897	2,534	9,427	5,341	0	27,199
Premises Expenditure	1,249	394	1,005	11,535	644	14,827
Supplies and Services	3,860	2,141	2,100	4,013	69	12,183
Transport	49	13	1,501	83	0	1,646
Transfer Payments	47,464	0	0	0	0	47,464
Third Party Payments	687	1,104	128	(44)	0	1,875
Local Precepts	0	0	0	0	628	628
Interest Payments	0	0	0	0	11,681	11,681
Statutory Provision for Repayment of Debt and Revenue Contribution to Capital	0	0	0	0	14,468	14,468
Depreciation and Amortisation of Assets - HRA	0	0	0	9,716	0	9,716
Fees Charges and Other Service Income (External Customers)	(4,648)	(3,225)	(5,699)	(56,663)	(4,044)	(74,279)
Grants and Contributions	(48,010)	(105)	(11)	(75)	(7,685)	(55,886)
Council Tax Income	0	0	0	0	(10,243)	(10,243)
Business Rates Income	0	0	0	0	1,050	1,050
Interest and Investment Income	0	0	0	0	(456)	(456)
Total	10,549	2,856	8,452	(26,094)	6,111	1,875

Notes to the Core Financial Statements

7. Expenditure and Income Analysed by Nature

Note this paragraph requires that the nature of expenses included in the Comprehensive Income and Expenditure Statement. Following the changes for the Comprehensive Income and Expenditure Statement and introduction of the Expenditure Analysis, internal charges are no longer reported. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

2016/17	Total £'000
Expenditure	
Employees (including pension adjustments)	29,206
Premises	13,764
Transport	1,541
Supplies & Services	11,754
Third Party Payments	1,289
Transfer Payments	47,738
Capital Charges/Revaluations	34,651
Local Precepts	690
Interest Payments	12,248
Payments to the Housing Receipts Pool	1,543
Total Expenditure	154,424
Income	
Fees, Charges and Other Service Income	(76,358)
Interest & Investment Income	(499)
Income from Council Tax	(10,957)
Income from Business Rates	(1,208)
Government Grants & Other Contributions	(53,906)
Gains on Disposal of Assets	(12,318)
Total Income	(155,246)
Total Income and Expenditure by Nature	(822)

Notes to the Core Financial Statements

2015/16	Total £'000
Expenditure	
Employees (including pension adjustments)	30,157
Premises	14,905
Transport	1,558
Supplies & Services	11,750
Third Party Payments	1,623
Transfer Payments	48,538
Capital Charges/Revaluations	8,530
Local Precepts	641
Interest Payments	12,208
Payments to the Housing Receipts Pool	1,586
Total Expenditure	131,498
Income	
Fees, Charges and Other Service Income	(76,777)
Interest & Investment Income	(552)
Income from Council Tax	(10,547)
Income from Business Rates	(3,373)
Government Grants & Other Contributions	(54,978)
Gains on Disposal of Assets	(9,173)
Total Income	155,400
Total Income and Expenditure by Nature	(23,902)

Notes to the Core Financial Statements

2014/15	Total £'000
Expenditure	
Employees (including pension adjustments)	29,166
Premises	14,827
Transport	1,647
Supplies & Services	12,183
Third Party Payments	1,875
Transfer Payments	47,464
Capital Charges/Revaluations	3,293
Local Precepts	628
Interest Payments	11,681
Payments to the Housing Receipts Pool	1,397
Total Expenditure	124,158
Income	
Fees, Charges and Other Service Income	(74,279)
Interest & Investment Income	(456)
Income from Council Tax	(10,243)
Income from Business Rates	1,050
Government Grants & Other Contributions	(55,885)
Gains on Disposal of Assets	(9,814)
Total Income	(149,627)
Total Income and Expenditure by Nature	(25,468)

8. Other Operating Expenditure

	Note	2016/17 £'000	2015/16 £'000
Parish Council Precepts		690	641
Payments to the Government Housing Capital Receipts Pool		1,543	1,586
(Gains)/Losses on the Disposal of Non Current Assets		(6,271)	(6,052)
Total		(4,038)	(3,825)

9. Financing and Investment Income & Expenditure

Following the changes for the Comprehensive Income and Expenditure Statement and introduction of the Expenditure Analysis, internal charges are no longer reported. This has impacted on the Income and Expenditure in Relation to Investment Properties. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

Notes to the Core Financial Statements

	Note	2016/17 £'000	2015/16 £'000 RESTATED	2014/15 £'000 RESTATED
Interest Payable and Other Similar Charges		12,248	12,208	11,681
Interest Receivable and Similar Income		(499)	(552)	(456)
Net Interest on the Net Defined Benefit Liability/Asset	17	2,100	2,486	2,662
Income and Expenditure in Relation to Investment Properties and Changes in their Fair Value	19	(5,048)	(30,826)	(4,427)
Total		8,801	(16,684)	9,460

10. Taxation and Non Specific Grant Income

	Note	2016/17 £'000	2015/16 £'000
Council Tax Income		(10,999)	(10,543)
Non Domestic Rates Income & Expenditure		(2,361)	(2,517)
Non-ringfenced Government Grants	10	(5,371)	(5,786)
Capital Grants and Contributions		(4,600)	(3,930)
Total		(23,331)	(22,776)

11. Members' Allowances

The Council paid the following amounts to 52 (2015/16 72) elected Members of the Council during the year. There was a maximum of 51 members at any point during 2016/17.

	2016/17 £'000	2015/16 £'000
Salaries	379	370
Allowances	2	3
Expenses	2	2
Total	383	375

Salaries include basic and special allowances. Allowances include broadband, office equipment and care allowances. Expenses include travel and subsistence.

12. Grant Income

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

Non Specific Grant Income	2016/17 £'000	2015/16 £'000
Revenue Support Grant	(971)	(2,070)
New Homes Bonus	(3,491)	(2,620)
Business Rates Retention	(573)	(836)
Other	(336)	(260)
Total	(5,371)	(5,786)

Notes to the Core Financial Statements

Grants Credited to Services	2016/17 £'000	2015/16 £'000
Benefits Subsidy and Administration	(48,160)	(48,823)
Other	(306)	(323)
Total	(48,466)	(49,146)

13. Building Control

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the Building Control function. The Council sets charges for work carried out in relation to Building Regulations, with the aim of recovering all costs incurred over a three year cycle. The cumulative deficit for Chargeable services for the three year period ending 31 March 2017 was £121k, compared with a surplus of £69k for the period to 31 March 2016. The statement below shows the total cost of operating the Building Control unit divided between the chargeable and non-chargeable activities for 2016/17.

Building Control 2015/16	2016/17 Chargeable £'000	2016/17 Non Chargeable £'000	2016/17 Total £'000	2015/16 Total £'000
Employees	431	145	576	522
Transport	1	0	1	4
Supplies & Services	47	16	63	47
Support Services	254	86	340	215
Total Expenditure	733	247	980	788
Building Regulation Charges	(543)	0	(543)	(571)
Other Income	0	(2)	(2)	(2)
Total Income	(543)	(2)	(545)	(573)
Building Control (Surplus)/Deficit	190	245	435	215

14. Community Infrastructure Levy (CIL)

The Council elected to charge a Community Infrastructure Levy (CIL) from 1st July 2015. The levy is charged on new builds (chargeable developments within the Council's administrative area) with appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport, health, and education projects) to support the development of the area.

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions.

The Council received £ 947k CIL (£81k 2015/16) of which £84k (15%) (12k 2015/16) will be paid to Parish and Town Councils and £48k (5%) (£4k 2015/16) applied to costs of administration and collection. The balance of £ 815k (£70k 2015/16) has been retained and is unapplied capital contributions in 2016/17.

Notes to the Core Financial Statements

15. Remuneration of Employees

The following table shows the number of employees whose remuneration, excluding pension costs, exceeded £50,000 for the year, excluding those that have been disclosed individually in the following table of Senior Employees.

Total Remuneration	Number of Employees 2016/17	Number of Employees 2015/16
£50,000 - £54,999	4	9
£55,000 - £59,999	9	4
£60,000 - £64,999	5	6
£65,000 - £69,999	1	0
Total	19	19

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

Exit Package Cost Band (including special payments)	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band £'000	
	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17	2015/16
£0 - £20,000	1	2	0	0	1	2	9	10
£20,001 - £40,000	0	0	0	0	0	0	0	0
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,000 - £100,000	0	0	0	0	0	0	0	0
£100,000 - £150,000	0	0	0	0	0	0	0	0
£150,000<	0	0	0	0	0	0	0	0
Total	1	2	0	0	1	2	9	10

Notes to the Core Financial Statements

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

	Salary (Including Fees & Allowances)	Benefits in Kind (e.g. Lease Car)	Total Remuneration Excluding Pension Contributions	Pension Contributions	Total Remuneration
2016/17	£	£	£	£	£
<u>Posts Employed for Full Year</u>					
Chief Executive	129,692	0	129,692	19,983	149,675
Corporate Director (Housing & Regeneration)	100,540	2,550	103,090	15,881	118,971
Corporate Director (Finance & Operations)	101,676	0	101,676	15,540	117,216
Assistant Director (Neighbourhood Delivery)	79,475	0	79,475	12,224	91,700
Assistant Director (Housing Landlord)	76,392	6,907	83,299	12,223	95,522
Assistant Director (Planning, Development & Regeneration)	76,392	3,638	80,030	12,223	92,252
Assistant Director (Performance & Projects)	81,255	0	81,255	11,265	92,519
Assistant Director (Finance & Resources)	78,660	0	78,660	11,999	90,659
<u>Posts Employed for Part Year</u>					
Solicitor to the Council – (Promoted to post from May 2016)*	65,316	0	65,316	9,850	75,166
Assistant Director (Chief Executives Unit) – (April 2016)	8,247	973	9,220	1,218	10,438

The annualised salaries for posts employed during part of the year were:

- (1) Assistant Director (Chief Executives Unit) - (April 2016) - £92,474
- (2) Solicitor to the Council - (May 2016 until March 2017) - £65,680

Notes to the Core Financial Statements

The following table has been restated for expenses claimed during 2015/16. As per Accounts and Audit Regulation 2015, only expenses that fall within taxable income for the employee should be included. No expenses were claimed during 2015/16 which were taxable for the employee, so this column has been removed.

RESTATED	Salary (Including Fees & Allowances)	Benefits in Kind (e.g. Lease Car)	Total Remuneration Excluding Pension Contributions	Pension Contributions	Total Remuneration
2015/16	£	£	£	£	£
<u>Posts Employed for Full Year</u>					
Chief Executive	128,456	0	128,456	19,785	148,241
Corporate Director (Housing & Regeneration)	99,558	5,062	104,619	15,724	120,343
Corporate Director (Finance & Operations)	96,450	0	96,450	14,696	111,146
Assistant Director (Chief Executive's Unit)	83,838	6,833	90,671	14,495	105,166
Assistant Director (Neighbourhood Delivery)	79,183	0	79,183	12,102	91,285
Assistant Director (Housing Landlord)	75,636	5,091	80,727	0	80,727
Assistant Director (Planning, Development & Regeneration)	74,169	2,691	76,860	11,867	88,727
Assistant Director (Performance & Projects)	71,004	0	71,004	10,761	81,765
<u>Posts Employed for Part Year</u>					
Assistant Director (Finance & Resources) - (June 2015 until March 2016)	62,248	0	62,248	9,471	71,719

The annualised salaries for posts employed during part of the year were:

(1) Assistant Director (Finance & Resources) - (June 2015 until March 2016) - £88,284

Notes to the Core Financial Statements

16. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims by the Council's external auditors, Grant Thornton. The 2015/16 audit was delivered by Ernst and Young:

Grant Thornton	2016/17 £'000	2015/16 £'000
External audit services carried out by the appointed auditor for the year	73	0
External audit services carried out by the auditor for an earlier year	0	0
Certification of grant claims and returns for the year	18	0
Total	91	0

Ernst and Young	2016/17 £'000	2015/16 £'000
External audit services carried out by the appointed auditor for the year	0	73
External audit services carried out by the auditor for an earlier year	7	4
Certification of grant claims and returns for the year	0	23
Total	7	100

17. Pensions

Local Government Pension Scheme

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

The Council participates in the Local Government Pension Scheme, administered by Hertfordshire County Council (HCC). This is a funded benefit career average salary scheme, meaning that the Council and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets. The pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pensions Committee of HCC. Policy is determined in accordance with the Local Government Pension Scheme Regulations 2013. The investment managers of the fund are appointed by the Investment sub-committee of HCC and consist of the fifteen Investment Fund Managers.

The principal risks relating to the Council of the scheme are longevity assumptions, statutory changes to the scheme, structural changes to the scheme, changes to inflation, bond yields and the performance of equity investments held by the scheme.

Transactions Relating to Post-employment Benefits

The following transactions have been made in the Comprehensive Income and Expenditure Statement, General Fund Balance and Housing Revenue Account via the Movement in Reserves Statement during the year:

Comprehensive Income & Expenditure Statement	2016/17 £'000	2015/16 £'000
Cost of Services:		
Current Service Cost	4,357	5,006
Past Service Cost/(Gain) – Including Curtailments	0	7
Financing and Investment Income and Expenditure:		
Net Interest Expense	2,100	2,486

Notes to the Core Financial Statements

Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	6,457	7,499
Other Comprehensive Income & Expenditure:		
Return on Plan Assets (excluding amounts included in net interest expense)	(14,119)	2,394
Actuarial (Gains) & Losses Arising on Changes in Demographic Assumptions	(2,457)	0
Actuarial Gains & Losses Arising on Changes in Financial Assumptions	38,443	(19,431)
Other	(9,395)	(3,106)
Total Post Employment Benefit Charged to the Comprehensive Income & Expenditure Statement	12,472	(20,143)
	2016/17	2015/16
Movement in Reserves Statement	£'000	£'000
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for Post Employment Benefits in accordance with the Code	(6,457)	(7,499)
Employer's Contributions Payable to the Pension Scheme	4,698	4,660
Total	1,759	(2,839)

Transactions Relating to Post-employment Benefits

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

	2016/17	2015/16
Pension Assets & Liabilities Recognised in the Balance Sheet	£'000	£'000
Present value of the defined benefit obligation	(235,506)	(203,699)
Fair value of plan assets	161,054	143,478
Sub-total		
Other movements in the liability	0	0
Net liability arising from defined benefit obligation	(74,452)	(60,221)

Assets and Liabilities in relation to Retirement Benefits

Reconciliation of present value of scheme liabilities and assets are set out below:

	2016/17	2015/16
Reconciliation of Present Value of Scheme Liabilities	£'000	£'000
Liabilities as of the Beginning of the Period	(203,699)	(219,940)
Current Service Cost	(4,357)	(5,006)
Interest Cost	(7,092)	(7,026)
Contributions by Scheme Participants	(1,155)	(1,118)
Actuarial (Losses)/Gains	(26,591)	22,536
Losses on Curtailments	0	0
Benefits Paid	7,388	6,862
Past Service Costs	0	(7)
Liabilities as of the End of the Period	(235,506)	(203,699)

Notes to the Core Financial Statements

Reconciliation of Fair Value of Scheme Assets	2016/17 £'000	2015/16 £'000
Assets as of the Beginning of the Period	143,478	142,416
Expected Rate of Return	4,992	4,540
Actuarial Gains/(Losses)	14,119	(2,394)
Employer Contributions	4,698	4,660
Contributions by Scheme Participants	1,155	1,118
Benefits Paid	(7,388)	(6,862)
Assets as of the End of the Period	161,054	143,478

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

Fair Value of Employer's Assets

The fair value of the plan assets is shown in the table below:

Fair Value of Employer's Assets	2016/17 £'000	2015/16 £'000
Quoted Prices in Active Markets		
<u>Equity Securities</u>		
Consumer	12,557	11,655
Manufacturing	12,052	10,634
Energy and Utilities	2,902	2,493
Financial Institutions	10,785	10,903
Health and Care	2,181	1,900
Information Technology	8,782	6,786
Other	542	331
<u>Debt Securities</u>		
Corporate Bonds (Investment Grade)	0	0
UK Government	0	0
Other	0	0
<u>Investment Funds and Unit Trusts</u>		
Equities	33,746	29,125
Bonds	44,364	39,286
Commodities	0	678
Other	622	585
<u>Cash and Cash Equivalents</u>		
All	5,315	4,561
Total of Assets with Prices Quoted in Active Markets	133,848	118,937
Quoted Prices not in Active Markets		
<u>Private Equity</u>		
All	7,436	6,159
<u>Real Estate</u>		
UK Property	5,212	6,408
Overseas Property	6,037	3,745
<u>Investment Funds and Unit Trusts</u>		
Infrastructure	366	184
Other	8,475	8,572
<u>Derivatives</u>		
Foreign Exchange	(320)	(527)
Total of Assets with Prices Quoted not in Active Markets	27,206	24,541
Total Fair Value of Employers Assets	161,054	143,478

Notes to the Core Financial Statements

Basis for Estimating Asset and Liabilities

Liabilities have been assessed on an actuarial basis using the Projected Unit Credit Method, an estimate of the pensions that will be payable in future years is dependent on assumptions about mortality rates, salary levels, etc. The liabilities have been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the Fund being based on the latest full revaluation of the scheme as at 31 March 2016.

The principal assumptions used by the actuary in the calculations are:

Principal Assumptions	2016/17 %	2015/16 %
Rate of inflation	3.4	3.1
Rate of increase in salaries	2.5	3.7
Rate of increase in pensions	2.4	2.2
Rate of discounting scheme liabilities	2.5	3.5
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits pre April 2008 Service	50	50
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits post April 2008 Service	75	75

Mortality Assumptions	2016/17 Years	2015/16 Years
Longevity at 65 for current pensioners		
Men	22.5	22.3
Women	24.9	24.5
Longevity at 65 for future pensioners		
Men	24.1	24.3
Women	26.7	26.7

Impact on the Council's Cash Flow

The liabilities show the underlying commitments that the Council has to pay retirement benefits. The total liability of £74.5m has an impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the LGPS will be funded by improved investment returns or increased contributions over the remaining working lives of employees, as assessed by the scheme's actuary.

Funding levels are monitored on an annual basis, and the next triennial review is due to be based on 31 March 2019 data. The fund liability may go up or down based on this review, and a sensitivity analysis is set out in note 4. The total value of contributions expected to be made by the Council in 2017/18 is £5.2m.

Notes to the Core Financial Statements

The weighted duration for all members is 16.8 years. The weighted average duration and liability split of the defined benefit obligation for scheme members as at 31 March 2017 is as follows:

	Liability Split	Weighted Average Duration
Active Members	33.6%	22.9
Deferred Members	25.7%	22.2
Pensioner Members	40.7%	11.0
Total	100%	

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

Reconciliation of Fair Value of Scheme Assets	2016/17 £'000	2015/16 £'000
Surplus /(Deficit) as of Beginning of the Period	(60,221)	(77,525)
Actuarial Gains/(Losses) on Pension Assets and Liabilities	(12,472)	20,143
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	(6,457)	(7,499)
Employer's Pension Contributions	4,698	4,660
Surplus/(Deficit) as of End of the Period	(74,452)	(60,221)

Management of Pension Risks

Hertfordshire County Council, having taken appropriate professional advice, has taken steps to mitigate investment risk and to set an investment strategy that is appropriate for the Fund's liabilities. A summary of the key steps taken is provided below:

1. Diversification – the Fund has adopted a strategy that is diversified by asset class, region, sector and investment manager.
2. De-risking plan – the Fund is moving towards a lower risk strategy that will comprise 65% in “growth” assets and 35% in “defensive” assets.
3. Defensive asset portfolio – the Fund has appointed three specialist mandates to manage the defensive assets (absolute return, UK corporate bonds, and liability matching). The liability matching mandate will seek to offer some protection from changes in inflation and interest rates
4. Monitoring – the Fund's investment arrangements are regularly monitored. The Council receives independent reporting from the custodian and the Fund's investment Consultant and the Pensions Committee meets the investment managers on an ongoing basis.

Notes to the Core Financial Statements

18. Leases

Operating Leases - Council as Lessee

The Council leases various land and/or buildings under non-cancellable operating lease agreements. The lease terms range between 3 and 999 years. The operating leases do not have purchase options, although some have rent escalation clauses. The Council paid no contingent rent during the year 2016/17 (2015/16 no contingent rent paid).

The total future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:

Operating Lease Commitments	2016/17 £'000	2015/16 £'000
Not later than one year	51	51
Later than one year but not later than five years	205	205
Later than five years	180	334
Total Commitments under Operating Leases	436	590

Operating Leases - Council as Lessor

The Council leases various land and/or buildings under non-cancellable operating lease agreements. The lease terms range between 1 and 399 years. The operating leases do not have purchase options, although most have rent escalation clauses. The total future minimum lease payments receivable under non-cancellable operating leases for each of the following periods are as follows:

Operating Lease Income – Other Land & Buildings	2016/17 £'000	2015/16 £'000
Not later than one year	77	39
Later than one year but not later than five years	175	111
Later than five years	266	277
Total Minimum Lease Income under Operating Leases	518	427

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2016/17 no contingent rents were receivable by the Council (2015/16 no contingent rents received)

The Council leases its Investment Properties to lessees under non-cancellable operating lease agreements. The lease terms are between 1 and 200 years. The leases do not have purchase options, although most have escalation clauses.

The total future minimum lease payments to be received by the Council for investment properties under non-cancellable operating leases for each of the following periods as of 31 March are as follows:

Operating Lease Income – Investment Property	2016/17 £'000	2015/16 £'000
Not later than one year	2,716	3,028
Later than one year but not later than five years	8,923	9,673
Later than five years	41,218	43,195
Total Minimum Lease Income under Operating Leases	52,857	55,896

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council received contingent rent during the year 2016/17 of £0.7m (2015/16 £0.7m).

Notes to the Core Financial Statements

Finance Leases - Council as Lessee

The Council leases three properties under non-cancellable finance lease agreements. The property lease terms range between 125 and 899 years. The leases do not have purchase options, although the lease payments under one of the leases are tied to the sub-lease rental income.

The assets acquired under these leases are carried as Investment Property in the Balance Sheet at the following net amounts:

Finance Lease Assets	2016/17 £'000	2015/16 £'000
Investment Property	188	188
Finance Lease Assets (Council as Lessee)	188	188

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

Finance Lease Minimum Payments	2016/17 £'000	2015/16 £'000
Current	0	0
Non-current	188	188
Finance Costs Payable in Future Years	1,652	1,672
Minimum Lease Payments	1,840	1,860

The total future minimum lease payments to be paid under non-cancellable finance leases for each of the following periods are as follows:

Commitments Under Finance Leases	2016/17 £'000	2015/16 £'000
Not later than one year	20	20
Later than one year but not later than five years	80	80
Later than five years	1,740	1,760
Total Commitments Under Finance Leases	1,840	1,860

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council paid contingent rent during the year of £22k (2015/16 £22k). The Council has sub-let these properties held under finance leases. At 31 March 2017 the minimum payments expected to be received under non-cancellable agreements was £244k (£294k at 31 March 2016).

Notes to the Core Financial Statements

19. Investment Property

Investment Property – Balance Sheet	2016/17 £'000	2015/16 £'000
As of the beginning of the period	74,293	46,123
Additions (Purchases/construction)	183	464
Additions (Subsequent expenditure)	0	231
Reclassifications from Property Plant & Equipment	5,720	305
Disposals	0	0
Net gains/(losses) from fair value movements	1,270	27,170
As at the End of the Period	81,466	74,293

There are no restrictions on the Council's ability to realise the value inherent in its Investment Property or on the Council's right to the remittance of income and the proceeds of disposal. The Council has a contractual obligation to repair and maintain its investment properties. The properties were valued by an independent external valuer using market information to determine the values of the properties as at 31 March 2017.

The following items of income and expense in relation to Investment Property have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement

Following the changes for the Comprehensive Income and Expenditure Statement and introduction of the Expenditure Analysis, internal charges are no longer reported. This has impacted on the Income and Expenditure in Relation to Investment Properties. For comparative purposes, the prior two years (2015/16 and 2014/15) have been included.

Investment Property – Comprehensive Income & Expenditure Account	2016/17 £'000	2015/16 £'000 RESTATED	2014/15 £'000 RESTATED
Rental Income From Investment Property	(5,080)	(4,696)	(3,783)
Direct Operating Expenses Arising From Investment Property	1,102	1,038	664
Changes in Fair Value of Investment Property	(1,070)	(27,170)	(1,308)
Net Gain	(5,048)	(30,828)	4,427

20. Usable Reserves

This note details the adjustments that are made to the Comprehensive Income and Expenditure recognised by the Council in the year in accordance with proper accounting practice. These adjustments are made through the usable and unusable reserves as set out by statutory provisions. Descriptions of each of the reserves are set out below:

General Fund Balance

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

Notes to the Core Financial Statements

Housing Revenue Account Balance

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority housing provision in accordance with part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function.

Major Repairs Reserve

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

Useable Capital Receipts Reserve

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

Capital Grants Unapplied Reserve

The Capital Grants Unapplied Reserve holds the grants and contributions received towards capital projects for which the Council has met the appropriate conditions but which has yet to be spent. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

Notes to the Core Financial Statements

2016/17	General Fund Balance	Major Repairs Reserve	Housing Revenue Account	Capital Grants Unapplied	Capital Receipts Reserve	Total Impact - Usable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of Items debited or credited to the Comprehensive Income & Expenditure Account:						
Capital grants and contributions applied	(4,600)	0	0	284	0	(4,316)
Amortisation of Intangible Assets	277	0	0	0	0	277
Charges for depreciation and impairment of Non-current Assets	6,270	0	0	0	0	6,270
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	0	0	14,489	0	0	14,489
Revenue Expenditure Funded From Capital Under Statute	3,124	0	0	0	0	3,124
Movements in market value of Investment Properties	(1,070)	0	0	0	0	(1,070)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	7,803	0	7,875	0	0	15,678
Minimum Revenue Provision	(211)	0	0	0	0	(211)
Lease prepayment amortization	(51)	0	0	0	0	(51)
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement:						
Capital expenditure charged to the General Fund or HRA	(6,301)	0	0	0	0	(6,301)
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	(4,947)	0	(17,201)	0	22,148	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	2	2
Use of Capital Receipts Reserve to finance capital expenditure.	0	0	0	0	(5,998)	(5,998)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,543	0	0	0	(1,543)	0
Adjustments primarily involving the Major Repairs Reserve:						
HRA Depreciation	0	11,561	0	0	0	11,561
Use of the Major Repairs Reserve to Finance Capital Expenditure	0	(22,446)	0	0	0	(22,446)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	4,441	0	2,016	0	0	6,457
Employer's pension contributions to pension fund payable in the year	(3,231)	0	(1,467)	0	0	(4,698)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	(1,197)	0	0	0	0	(1,197)
Adjustments primarily involving the Accumulated Absences Reserve:						
Employee Absences Accrual transferred to the Accumulated Absences Account	(89)	0	(26)	0	0	(115)
Adjustments Between Accounting Basis & Funding Basis Under Regulations	1,761	(10,885)	5,686	284	14,609	11,455

Notes to the Core Financial Statements

2015/16	General Fund Balance	Major Repairs Reserve	Housing Revenue Account	Capital Grants Unapplied	Capital Receipts Reserve	Total Impact - Usable Reserves
	£'000	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of Items debited or credited to the Comprehensive Income & Expenditure Account:						
Capital grants and contributions applied	(3,905)	0	(25)	70	0	(3,860)
Amortisation of Intangible Assets	325	0	0	0	0	325
Charges for depreciation and impairment of Non-current Assets	4,647	0	0	0	0	4,647
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	0	0	14,176	0	0	14,176
Revenue Expenditure Funded From Capital Under Statute	5,804	0	0	0	0	5,804
Movements in market value of Investment Properties	(27,170)	0	0	0	0	(27,170)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	606	0	6,858	0	0	7,464
Minimum Revenue Provision	(72)	0	0	0	0	(72)
Lease prepayment amortization	(51)	0	0	0	0	(51)
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement:						
Capital expenditure charged to the General Fund or HRA	(4,683)	0	(12,442)	0	0	(17,125)
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	(79)	0	(13,438)	0	13,517	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	5	5
Use of Capital Receipts Reserve to finance capital expenditure.	0	0	0	0	(12,250)	(12,250)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,586	0	0	0	(1,586)	0
Adjustments primarily involving the Major Repairs Reserve:						
HRA Depreciation	0	10,749	0	0	0	10,749
Use of the Major Repairs Reserve to Finance Capital Expenditure	0	(9,788)	0	0	0	(9,788)
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	6,912	0	587	0	0	7,499
Employer's pension contributions to pension fund payable in the year	(4,295)	0	(365)	0	0	(4,660)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	861	0	0	0	0	861
Adjustments primarily involving the Accumulated Absences Reserve:						
Employee Absences Accrual transferred to the Accumulated Absences Account	27	0	0	0	0	27
Adjustments Between Accounting Basis & Funding Basis Under Regulations	(19,487)	961	(4,649)	70	(314)	(23,419)

Notes to the Core Financial Statements

21. Earmarked Reserves

The Council voluntarily earmarks resources for future spending plans. 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. The following sums have been earmarked as of the reporting date:

	Balance at 31 March 2016	Transfers Out	Transfers In	Transfers to Other Reserves	Balance at 31 March 2017
	£'000	£'000	£'000	£'000	£'000
General Fund Reserves:					
Management of Change	1,440	(189)	582	0	1,834
Local Development Framework	366	(266)	0	0	100
Vehicle Replacement	350	0	350	0	700
Business Rates Equalisation Reserve	2,944	(1,475)	661	0	2,130
Capital Development Reserve	0	0	500	0	500
Uninsured Loss	586	0	0	0	586
Earmarked Grants	274	(98)	27	0	203
The Forum	2,006	(2,006)	0	0	0
Pensions Reserve	1,773	0	0	0	1,773
Dacorum Development Reserve	568	(332)	120	0	356
Invest to Save Reserve	411	(163)	0	0	248
Other Reserves (Under £250k)	1,701	(666)	306	0	1,343
Total General Fund Reserves	12,419	(5,195)	2,546	0	9,771
Housing Revenue Account Reserves:					
Estate Remodelling Reserve	5,000	0	0	0	5,000
Construction Reserve	1,795	0	10,906	0	12,701
Other HRA reserves (Under £250k)	387	(12)	23	0	399
Total HRA Reserves	7,182	(12)	10,930	0	18,100
Total Earmarked Reserves	19,601	(5,206)	13,476	0	27,871

Notes to the Core Financial Statements

	Balance at 31 March 2015	Transfers Out	Transfers In	Transfers to Other Reserves	Balance at 31 March 2016
	£'000	£'000	£'000	£'000	£'000
General Fund Reserves:					
Management of Change	1,356	(270)	354	0	1,440
Local Development Framework	666	(300)	0	0	366
Vehicle Replacement	0	0	350	0	350
Business Rates Equalisation Reserve	1,338	(150)	1,756	0	2,944
Commutated Sums	609	(0)	0	(609)	0
Uninsured Loss	586	0	0	0	586
Technology	348	(185)	0	0	163
Earmarked Grants	299	(30)	5	0	274
The Forum	2,050	(44)	0	0	2,006
Pensions Reserve	1,773	0	0	0	1,773
Dacorum Development Reserve	2,046	(1,478)	0	0	568
Invest to Save Reserve	0	(198)	0	609	411
Other Reserves (Under £250k)	1,463	(179)	254	0	1,538
Total General Fund Reserves	12,534	(2,834)	2,719	0	12,419
Housing Revenue Account Reserves:					
Estate Remodelling Reserve	5,000	0	0	0	5,000
Construction Reserve	1,795	0	0	0	1,795
Other HRA reserves (Under £250k)	400	(34)	21	0	387
Total HRA Reserves	7,195	(34)	21	0	7,182
Total Earmarked Reserves	19,728	(2,868)	2,741	0	19,601

Notes to the Core Financial Statements

22. Property, Plant & Equipment

2016/17	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
Cost/Valuation						
As of the beginning of the period	813,808	95,026	18,837	849	25,642	954,162
Depreciation written out to Gross Carrying Amount on Revaluation	(11,446)	(1,186)	0	0	0	(12,632)
Revaluation increases recognised in the Revaluation Reserve	60,546	8,521	0	0	0	69,067
Revaluation decreases recognised in the Revaluation Reserve	0	(658)	0	0	0	(658)
Revaluation increases/(decreases) recognised in the (Surplus)/Deficit on the Provision of Services	670	(2,135)	0	0	0	(1,465)
Additions	15,848	13,280	1,856	238	6,144	37,366
Impairment recognised in the (Surplus)/Deficit on the Provision of Services	(15,160)	0	0	0	0	(15,160)
Reclassifications	4,481	2,458	75	118	(14,428)	(7,296)
Disposals (to Assets Held for Sale)	(7,929)	(173)	(353)	0	0	(8,455)
Disposals (Other)	0	(6,167)	(3,103)	0	0	(9,270)
As of the end of the period	860,818	108,966	17,312	1,205	17,358	1,005,659
Accumulated Depreciation						
As of the beginning of the period	0	(1,838)	(10,410)	(35)	0	(12,283)
Depreciation charge	(11,500)	(2,217)	(1,936)	(29)	0	(15,682)
Reclassifications	0	92	0	0	0	92
Depreciation written out to Gross Carrying Amount on Revaluation	11,446	1,186	0	0	0	12,632
Disposals (to Assets Held for Sale)	54	21	325	0	0	400
Disposals (Other)	0	31	3,096	0	0	3,127
As of the end of the period	0	(2,725)	(8,925)	(64)	0	(11,714)
Net Book Value at 31 March 2017	860,818	106,241	8,387	1,141	17,358	993,945
Nature of Asset Holding						
Owned	860,818	106,241	8,387	1,141	17,358	993,945
Finance Lease	0	0	0	0	0	0
Net Book Value as of 31 March 2017	860,818	106,241	8,387	1,141	17,358	993,945

Notes to the Core Financial Statements

2015/16	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000
Cost/Valuation						
As of the beginning of the period	732,760	85,496	15,540	1,310	20,998	856,104
Depreciation written out to Gross Carrying Amount on Revaluation	(10,626)	(1,106)	0	0	0	(11,732)
Revaluation increases recognised in the Revaluation Reserve	85,757	12,845	0	0	0	98,602
Revaluation decreases recognised in the Revaluation Reserve	0	(5,334)	0	0	0	(5,334)
Revaluation increases/(decreases) recognised in the (Surplus)/Deficit on the Provision of Services	7,165	(487)	0	0	0	6,678
Additions	22,391	921	2,285	134	15,775	41,506
Impairment recognised in the (Surplus)/Deficit on the Provision of Services	(21,342)	0	0	0	0	(21,342)
Reclassifications	4,611	4,802	1,324	0	(11,131)	(394)
Disposals (to Assets Held for Sale)	(6,908)	(1,481)	(206)	0	0	(8,595)
Disposals (Other)	0	(630)	(106)	(595)	0	(1,331)
As of the end of the period	813,808	95,026	18,837	849	25,642	954,162
Accumulated Depreciation						
As of the beginning of the period	0	(967)	(8,739)	(608)	0	(10,314)
Depreciation charge	(10,676)	(2,017)	(1,970)	(22)	0	(14,685)
Reclassifications	0	0	0	0	0	0
Depreciation written out to Gross Carrying Amount on Revaluation	10,626	1,106	0	0	0	11,732
Disposals (to Assets Held for Sale)	50	0	199	0	0	249
Disposals (Other)	0	40	100	595	0	735
As of the end of the period	0	(1,838)	(10,410)	(35)	0	(12,283)
Net Book Value at 31 March 2016	813,808	93,188	8,427	814	25,642	941,879
Nature of Asset Holding						
Owned	813,808	93,188	8,427	814	25,642	941,879
Finance Lease	0	0	0	0	0	0
Net Book Value as of 31 March 2016	813,808	93,188	8,427	814	25,642	941,879

Notes to the Core Financial Statements

23. Property, Plant and Equipment Valuations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. 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. The independent external valuer uses market information to determine the values of the properties. The basis for valuation is set out in Note 1.

The following statement shows the progress of the Council's rolling programme for the revaluation of Property, Plant and Equipment.

	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
Carried at Historic Cost:	0	0	17,312	1,205	0	17,358	35,877
Valued at fair value as at:							
2016/17	860,818	73,933	0	0	0	0	934,751
2015/16	0	2,434	0	0	0	0	2,434
2014/15	0	10,223	0	0	0	0	10,223
2013/14	0	21,164	0	0	0	0	21,164
2012/13	0	1,212	0	0	0	0	1,212
Total Cost or Valuation	860,818	108,966	17,312	1,205	0	17,358	1,005,661

24. Intangible Assets

Intangible assets consist of purchased software licenses which are measured at historical amortised cost.

Intangible Assets	2016/17 £'000	2015/16 £'000
As of the beginning of the Period		
Gross Carrying Amounts	3,136	3,273
Accumulated Amortisation	(2,337)	(2,264)
Net Carrying Amount as of the Beginning of the Period	799	1,009
Purchases	180	246
Reclassifications	46	89
Impairment Losses	0	(473)
Amortisation for the Period	(291)	(73)
Net Carrying Amount as of the End of the Period	734	799
Comprising:		
Gross Carry Amounts	2,578	3,136
Accumulated Amortisation	(1,844)	(2,337)
Net Carrying Amount as of the End of the Period	734	799

Notes to the Core Financial Statements

25. Assets Held For Sale

The Council sold surplus properties during 2016/17. The Council realised a net profit on disposal of £9.6m (2015/16 £6.6m) which is included in Profit on the Disposal of Non-current Assets in the Comprehensive Income and Expenditure Statement.

Assets Held For Sale	2016/17 £'000	2015/16 £'000
As of the Beginning of the Period	1,478	0
Assets Transferred	8,056	6,868
Reclassification	1,438	1,478
Sold to Other Entities and Individuals	(9,534)	(6,868)
As at the end of the Period	1,438	1,478

26. Long-term Debtors

The Council makes loans to a number of organisations. An analysis of these is shown below.

Long-term Debtors	2016/17 £'000	2015/16 £'000
Other Local Authorities	2,140	0
Other Entities and Individuals	34	1,062
Total Long-term Debtors	2,174	1,062

27. Short-term Debtors

The following table shows the analysis of short term debtors, offset by the bad debt provisions held.

Short-term Debtors	2016/17 £'000	2015/16 £'000
Central Government Bodies	1,981	2,862
Other Local Authorities	2,610	2,299
Other Entities and Individuals	9,787	9,425
Total Short-term Debtors	14,378	14,586

The following Bad Debt Impairment Allowances have been included in the above table.

Bad Debt Impairment Allowances	2016/17 £'000	2015/16 £'000
Sundry Debtors	445	471
Housing Rents	1,972	1,879
Council Tax/Summons Fees	369	394
Business Rates/Summons Fees	300	254
Benefits Overpayments	2,006	2,172
Total Bad Debt Provisions	5,092	5,170

Notes to the Core Financial Statements

28. Cash and Cash Equivalents	2016/17	2015/16
	£'000	£'000
Investments with Original Maturities of 3 Months or Less	22,288	23,219
Cash held by the Council	1	2
Bank Account Balance/(Overdraft)	25	(2,599)
Total Cash and Cash Equivalents	22,314	20,622

29. Short-term Creditors	2016/17	2015/16
	£'000	£'000
Central Government Bodies	5,237	3,581
Other Local Authorities	1,305	1,143
Other Entities and Individuals	17,059	13,357
Total Short-term Creditors	23,601	18,081

30. Long-term Creditors	2016/17	2015/16
	£'000	£'000
Other Local Authorities	2,140	0
Other Entities and Individuals	7,053	7,107
Total Long-term Creditors	9,193	7,107

31. Capital Grants and Other Contributions

The Council has received a number of grants and other contributions that have yet to be recognised as income as they have conditions attached to them which have not been satisfied as of the Balance Sheet date. The in year movements on the account are as follows:

Capital Grants and Other Contributions	2016/17	2015/16
	£'000	£'000
As of the Beginning of the Period	766	2,838
Receipts	2,346	1,631
Conditions Satisfied	(2,861)	(3,703)
Amounts Repaid	0	0
Closing Balance	251	766

The balances of the grants are as follows:

Capital Grants Yet to be Recognised as Income	2016/17	2015/16
	£'000	£'000
Growth Area Fund	251	486
Local Sustainable Transport Fund and Other Contributions	0	280
Total	251	766

Notes to the Core Financial Statements

32. Revenue Grants and Other Contributions

The Council has received a number of grants and other contributions that have yet to be recognised as income as they have conditions attached to them which have not been satisfied as of the Balance Sheet date. The in year movements on the account are as follows:

Revenue Grants and Other Contributions	2016/17 £'000	2015/16 £'000
As of the Beginning of the Period	102	269
Receipts	312	156
Conditions Satisfied	(306)	(323)
Closing Balance	108	102

The balances of the grants are as follows:

Revenue Grants Yet to be Recognised as Income	2016/17 £'000	2015/16 £'000
Statutory Notices for the 21 st Century	0	21
Public Health District Officer	14	39
Refugee Grant	38	0
Other	56	42
Total	108	102

33. Provisions

The Council maintains the following provisions as of 31 March 2017:

	Balance as at 31 March 2016 £'000	Contribution to Provision £'000	Use of Provision £'000	Amounts Reversed Unused £'000	Balance as at 31 March 2017 £'000
Short-term General Fund Provisions					
Insurance	395	378	(233)	(94)	446
Litigation Provision	25	0	(25)	0	0
Pension Strain	7	0	0	0	7
Business Rates Appeals	3,890	1,438	(258)	(1,428)	3,642
Total Short-term General Fund Provisions	4,317	1,816	(517)	(1,522)	4,095
Short-term HRA Provisions					
Insurance	405	439	(386)	(104)	354
Total Short-term HRA Provisions	405	439	(386)	(104)	354
Total Short-term Provisions	4,722	2,255	(903)	(1,626)	4,448

The Insurance Provisions (General Fund and HRA) represent the Council's view as to liabilities that have been incurred, but have yet to be settled, for insurance excess payments relating to claims made against the Council.

The Litigation Provision represents outstanding litigation claims against the Council as at the end of the financial year.

Notes to the Core Financial Statements

On 1 April 2013, Local Authorities assumed the liability for refunding ratepayers who have successfully appealed against the Business Rates rateable value of their properties. This includes amounts that were paid over (to Central Government) in respect of 2012/13 and prior years. The Business Rates provisions (short and long-term) represent the Council's share of the estimated liability of successful appeals.

The Pension Strain provision relates to the additional payments required to be made into the pension fund in relation to early retirements granted or committed by the Balance Sheet date. The sums involved have been confirmed by the administrators of the pension scheme in which the Council participates and are payable within the next financial year.

The Committed Redundancy provisions work on a similar basis, making provision for redundancy costs committed, but not yet paid, by the balance sheet date. The sums involved are payable within the next financial year.

34. Revaluation Reserve

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

Revaluation Reserve	2016/17 £'000	2015/16 £'000
Balance as of the beginning of the period	209,122	112,656
Upward revaluation of assets	69,067	104,720
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(658)	(5,334)
Surplus/(Deficit) on Revaluation of Non-Current Assets not posted to the Surplus/Deficit on the Provision of Services	68,409	99,386
Difference between fair value depreciation and historical cost depreciation	(3,614)	(2,168)
Amount written-off to Comprehensive Income and Expenditure Statement	(3,070)	(752)
Closing Balance	270,847	209,122

35. 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 Council as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Notes to the Core Financial Statements

Capital Adjustment Account	2016/17 £'000	2015/16 £'000
As of the beginning of the period	459,360	429,289
Capital grants and contributions applied	4,316	3,860
Amortisation of intangible assets	(277)	(325)
Charges for depreciation and impairment of Non-current Assets	(6,270)	(4,647)
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	(14,489)	(14,176)
Difference between fair value depreciation and historical cost depreciation	3,614	2,168
HRA depreciation	(11,561)	(10,749)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	(15,678)	(7,464)
Transfer from the Revaluation Reserve on Disposal of Assets	3,070	752
Revenue Expenditure Funded From Capital Under Statute	(3,124)	(5,804)
Movements in market value of Investment Properties	1,070	27,170
Capital Receipts applied to capital expenditure	5,998	12,250
Revenue contribution to capital	6,301	17,125
Use of MRR to finance capital expenditure	22,446	9,788
Minimum Revenue Provision(MRP)	211	72
Lease prepayment amortization	51	51
Closing Balance	455,038	459,360

36. Deferred Capital Receipts

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the authority does not treat these gains as useable 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.

Deferred Capital Receipts	2016/17 £'000	2015/16 £'000
As of the Beginning of the Period	4	10
Transfer to the Capital Receipts Reserve	(2)	(6)
Balance as at End of the Period	2	4

37. Collection Fund Adjustment Account

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

Collection Fund Adjustment Account	2016/17 £'000	2015/16 £'000
As of the beginning of the period	(1,761)	(900)
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from Business Rates income calculated for the year in accordance with statutory requirements	1,153	(856)
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	44	(5)
Balance as at End of the Period	(564)	(1,761)

Notes to the Core Financial Statements

38. Accumulated Absences Account

The Accumulated Absences Account represents payments to be made to employees by the Council in the future years for leave earned prior to the reporting date. It 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.

Accumulated Absences Account	2016/17 £'000	2015/16 £'000
As of the Beginning of the Period	229	203
Net Change During the Year	(115)	26
Balance as at End of the Period	114	229

39. Capital Expenditure and Financing

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

Capital Financing Requirement	2016/17 £'000	2015/16 £'000
Opening Capital Financing Requirement	353,150	346,728
Capital Investment:		
Property, Plant and Equipment	37,166	41,506
Capital Loans	0	0
Investment Property	183	695
Intangible Assets	180	247
Heritage Assets	73	1,264
Revenue Expenditure Funded from Capital under Statute	3,124	5,804
Total Expenditure	40,726	49,516
Sources of Finance:		
Capital Receipts	(5,798)	(12,250)
Government Grants and Other Contributions	(4,316)	(3,860)
Sums Set Aside (MRR, Deferred Capital Receipts etc)	(22,446)	(9,859)
Direct Revenue Contributions (including statutory provision for repayment of debt)	(6,512)	(17,125)
Total Financing	(39,072)	(43,094)
Closing Capital Financing Requirement	354,804	353,150
	2016/17 £'000	2015/16 £'000
Increase/(Decrease) in underlying need to borrow (Supported by government financial assistance)	0	(19,781)
Increase/(Decrease) in underlying need to borrow (Unsupported by government financial assistance)	(1,654)	13,360
Assets Acquired Under Finance Lease	0	0
Increase in Capital Financing Requirement	(1,654)	(6,421)

Notes to the Core Financial Statements

40. Financial Instruments

The Council is obliged to analyse any Financial Instruments that it holds (whether liabilities such as borrowings or assets such as investments) into certain categories.

The Investments and Debtors disclosed in the Balance Sheet, as set out below (adjusted to exclude statutory debtors), are all categorised as Loans and Receivables, and are carried in the Balance Sheet at amortised cost.

Financial Assets – Amortised Cost	2016/17 £'000	2015/16 £'000
Short-term Debtors	10,922	8,873
Long-term Debtors	1,976	1,062
Short-term Investments	59,583	44,124
Long-term Investments	0	0
Total	72,481	54,059

The investments, cash at bank and accrued interest are not yet due for repayment. No breaches of the Council's counterparty criteria occurred during the reporting period, and the Council does not expect to suffer any financial losses from default on its financial instruments. The Council's maximum potential exposure to credit risk is the carrying value of the financial assets in the Balance Sheet.

Amounts owed by customers represent sums which have been reviewed for impairment and are presented net of any impairment in the Balance Sheet.

The Short-term Creditors are carried at contract value, Long-term Creditors and Long-term Borrowings are carried at amortised cost in the Balance Sheet, as set out in the following table.

Financial Liabilities – Amortised Cost	2016/17 £'000	2015/16 £'000
Short-term Creditors	22,666	17,486
Long-term Creditors	2,128	188
Short-term Borrowings	1,065	894
Long-term Borrowings	364,816	365,754
Total	390,675	384,322

The fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the investments, using the following assumptions:

- Ranges of premature repayment discount rates as at 31 March 2017 between -0.09% and 1.68% for loans from the Public Works Loan Board (PWLb).
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate fair value.
- Trade and other receivables are taken to be the invoiced or billed amount.

The fair values are as follows:

Financial Liabilities – Fair Value	2016/17 £'000	2015/16 £'000
Short-term Creditors	22,666	17,486
Long-term Creditors	2,128	188
Short-term Borrowings	1,065	896
Long-term Borrowings	475,682	445,906
Total	501,541	464,476

Notes to the Core Financial Statements

The Authority has used a transfer value for the fair value of financial liabilities. The exit price fair value of £476.63m has been calculated using early repayment discount rates. The Authority has no contractual obligation to pay these penalty costs and would not incur any additional cost if the loans run to their planned maturity date.

Refinancing and Maturity Risk

The Council maintains a significant investment portfolio. The prudential indicator limiting the amount of funds placed in investments for terms exceeding one year is a key factor limiting this risk, as is the medium term financial policy on reducing the Council's reliance on interest earnings to fund its core activities.

Trade creditors and debtors are due to be settled within one year. The long-term debtors principally comprise amounts owed by parish councils (under the Council's small loan scheme) and amounts due under council mortgages. These are considered to be low risk payments as local parish councils are traditionally accorded low risk of default on payments, while the mortgages are secured by first charges on the proceeds of the sale of the property concerned.

Most of the current borrowing by the Council is fixed-term from the PWLB in relation to Self Financing at a preferential fixed rate. The repayment of these loans is factored into the Housing Revenue Account 30-year plan and as such there is minimal risk that the Council will need to refinance these loans at a time of unfavourable interest rates. Around £19m of the borrowing relates to financing of the General Fund Capital Programme, with repayments and interest costs factored into the Councils Medium Term Financial Strategy.

The following table sets out the maturity analysis of financial liabilities held by the Council:

Duration	Repayment Type	Interest Frequency	2016/17 £'000	2015/16 £'000
Less than 1 Year	On Maturity	Half Yearly	1,065	894
Between 1 and 2 Years	On Maturity	Half Yearly	2,788	938
Between 2 and 5 Years	On Maturity	Half Yearly	12,348	11,314
Between 5 and 10 years	On Maturity	Half Yearly	18,762	16,604
More than 10 Years	On Maturity	Half Yearly	330,917	336,898
Total			365,881	366,648

Liquidity Risk

The Council has access to the money markets for short-term debt to cover revenue expenditure and to the money markets and PWLB for longer-term borrowing. The Council's short and medium term cash forecasting procedures are aimed at ensuring that sufficient funds mature at the right time to cover expenditure. There is no significant risk that the Council would be unable to raise finance to meet its commitments under financial instruments.

Interest Rate/Credit Risk

The Council is exposed to interest rate movements on its investments, and has a number of strategies for managing interest rate risk. The annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. As part of this strategy, the Council sets the prudential indicators which provide maximum and minimum limits for fixed and variable interest rate exposure.

The in-house Treasury Team monitors market and forecast interest rate movements, and selects the most advantageous investments allowed within the limits of the Council's treasury policies.

Notes to the Core Financial Statements

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

Price Risk

The Council does not invest in equity holdings or in financial instruments whose capital value is subject to market fluctuations. It therefore has no exposure to losses arising through price valuations.

Foreign Exchange Risk

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

Gains and Losses on Financial Instruments

Gains and losses on financial instruments are limited to interest received and paid on Loans and Receivables (investments) and Borrowings. The gain arising from interest income, as recorded in the Comprehensive Income and Expenditure Statement, was £0.50m (£0.55m 2015/16). The expense arising from interest payments, as recorded in the Comprehensive Income and Expenditure Statement, was £12.2m (£12.2m 2015/16).

Notes to the Core Financial Statements

41. Heritage Assets

41a. Reconciliation of the Carrying Value of Heritage Assets Held by the Council

	Sculptures/ Artwork	Land Assets Managed by Dacorum Heritage Trust	Civic Treasuries / Regalia	Total Heritage Assets	
	£'000	£'000	£'000	£'000	
2016/17					
<u>Cost/Valuation</u>					
1 April 2016	1,747	7,069	3	211	9,030
Additions	73	0	0	0	73
Revaluation increases recognised in the Revaluation Reserve	0	0	0	0	0
Depreciation	0	0	0	0	0
31 March 2017	1,820	7,069	3	211	9,103

	Sculptures/ Artwork	Land Assets Managed by Dacorum Heritage Trust	Civic Treasuries / Regalia	Total Heritage Assets	
	£'000	£'000	£'000	£'000	
2015/16					
<u>Cost/Valuation</u>					
1 April 2015	483	990	3	173	1,649
Additions	1,264	0	0	0	1,264
Revaluation increases recognised in the Revaluation Reserve	0	6,079	0	38	6,117
Depreciation	0	0	0	0	0
31 March 2016	1,747	7,069	3	211	9,030

Housing Revenue Account

41b. Five Year Movements

Heritage Assets held by the Council and its policy for recognition and measurement are outlined in the accounting policies of Note 1. The following table provides details of the valuations of the different groups of assets. There have been no disposals, revaluations or impairments of Heritage Assets.

	2016/17	2015/16	2014/15	2013/14
	£'000	£'000	£'000	£'000
Assets Valued at Cost – Sculptures/Artwork	1,820	1,747	483	483
Assets Valued on Existing Use – Land (Valued March 2016)	7,069	7,069	990	990
Assets Valued on Insurance Valuations – Assets managed by Dacorum Heritage Trust (Valued March 2012)	3	3	3	3
Assets Valued by Specialist Valuation - Civic Treasuries/Regalia (Valued May 2016)	211	211	173	173
Total	9,103	9,030	1,649	1,649

Further Information on Land Heritage Assets

The Council holds three areas of land which form part of the Borough's history. These are Gadebridge Park, Tring Park and The Water Gardens. These areas of land are constantly accessible by the public. Within these areas of land various sculptures and other cultural and historical assets are on display. These include the Walled Garden and a re-interred Roman archaeological site. These sites have been valued by a qualified external valuer using the Existing Use Valuation method as at 31 March 2016.

Tring Park is managed by the Woodland Trust. It is believed to date back to 1066. Wealthy banker Lionel de Rothschild bought the estate at auction in 1872 and his son Nathaniel – the first Lord Rothschild – made sweeping changes to the mansion, and surrounding farms and cottages. Lord Rothschild opened a zoological museum on the site as a gift to his son Walter, who was responsible for introducing numerous exotic animals to the park.

Gadebridge is managed and preserved by the Council. It is sited on the northern edges of Hemel Hempstead and is Dacorum's principal park, forming a green wedge of urban countryside running into the heart of the town. The history of the area dates back to the late Iron Age. Excavations in 1963 and 2000 on the field north of Galley Hill revealed a farmhouse which was extended after the Roman invasion of AD43 to include stone built wings around a courtyard, a bathhouse, heated rooms and, unusually, a large swimming pool. The Walled Garden is the location of the original Bury House. The first Bury was referred to in the 1289 Ashridge Charter where "Burymilne", the Mill near the Bury, was included. Prior to 1539 the Bury was the home of the Waterhouse family, whose name today is remembered by Waterhouse Street. The Walled Garden is sometimes also known as the Charter Gardens, after the stone porch-way leading to the gardens. The Charter Tower was originally the entrance into the second Bury House, which was rebuilt between 1540 and 1595.

The Water Gardens were designed by Geoffrey Jellicoe as an integral part of his master plan for Hemel Hempstead New Town and were placed on English Heritage's Register of Parks and Gardens of Special Historic Interest in 2010 as one of the very important post war urban landscapes. The Council manages and preserves the site. This site is currently closed to the public whilst renovation works are carried out.

Further Information on Assets managed by The Dacorum Heritage Trust

The Dacorum Heritage Trust is the accredited museum organisation for the borough of Dacorum, based at the Museum Store in Clarence Road, Berkhamsted. The Museum Store is the home of over 100,000 objects relating to Dacorum. Of these objects, around 2,900 belong to the Council. All items are accessible to the public by appointment. These items have been valued based on the insured value as assessed by The Dacorum Heritage Trust.

Further Information on Civic Regalia and Treasuries

Dacorum holds, manages and preserves various items of Civic Regalia with historical relevance to the Borough. Most of these items are displayed in units outside the Council Chamber at the Forum Hemel Hempstead, and are accessible for viewing by the public during office hours. These include objects such as a silver mace, silver candlesticks, silver cups, the Mayors badges and Chains of Office and various other smaller items. These were valued In May 2016 by external valuers that specialise in antiques and fine arts.

Further Information on Sculptures and Artwork Held at Cost

There are various sculptures and pieces of art work which hold historical and cultural value to the Borough. For five of these historical cost information is available, and so the assets are held on the Balance Sheet at cost. These are all preserved and managed by the Council, and are constantly accessible to the public.

The Residents' Rainbow is located in the centre of the Royal British Legion's Memorial Garden in Hemel Hempstead Town Centre. The 9ft x 18ft sculpture was originally created by artist Colin Lambert, and was installed in 1993. The piece symbolised the optimism and aspirations of the first people to settle in the New Town after the Second World War.

The Water Feature, by Michael Rizzello OBE, celebrates youth and sport with a bronze sculpture of three children playing in the water. The location of the water feature at the junction of Marlowes and Bank Court was chosen to provide views from both ends of Marlowes as well as from the water gardens.

The steel tree stands 6 metres (20 feet) high and is located near the Roundhouse in Hemel Hempstead Town Centre. The tree, named 'New Town Growth', was designed by Peter Parkinson and created by Richard Quinnell OBE. Each panel of the tree represents a different aspect of Hemel Hempstead's past and present.

The bronze relief map depicting Hemel Hempstead as it was in 1947 is another art feature representing the past. The designer was Graham Thompson and the sculptor was John Ravera. This is located in Hemel Hempstead Town Centre.

The Phoenix Sculpture was designed to reflect the recovery of Hemel Hempstead, and the Maylands business estate in particular, from the Buncefield oil depot explosion in 2005. It was designed by Jose Zavala. It is situated on the roundabout at the entrance to Hemel from the M1 Motorway at Junction 8, which is visible in the distance.

Further Information on Sculptures and Artwork not Held on Balance Sheet

The Council holds a further seventeen pieces of artwork and sculptures for which no historic cost information is available. These are managed and preserved by the Council. These include sculptures and artwork in Highfield, Adeyfield and the Town Centre. There are also seven posters depicting types of music hall acts framed and displayed at the Old Town Hall, Hemel Hempstead. The majority of these are constantly available to the public, the exceptions being the few held at the Old Town Hall which are on display during opening hours. As no historic cost is available, and these assets cannot be valued at a cost which is commensurate to the users of the accounts, these are not held on the Balance Sheet.

Further Information on Other Heritage Assets not Held on Balance Sheet

The Council manages and preserves 29 war memorials throughout the Borough and two stone carved memorials in Little Gaddesden. It also holds seven miscellaneous assets including Cranstone's Water Fountain in Boxmoor, Cranstone's Pump in the High Street and a Milestone in Little Gaddesden. These are managed and preserved by the Council. As no historic cost is available, and these assets cannot be valued at a cost which is commensurate to the users of the accounts, these are not held on the Balance Sheet.

42. Contingencies

Contingent Liabilities

Dacorum Sports Trust has identified an increase in its pension fund deficit for employees' service as at 31 March 2016. The deficit of 0.263m, whilst a notional one based on actuarial assumptions, will be borne by the Council if the Sports Trust were to cease trading.

The Council is involved in a number of court cases the outcome of which may require the payment of compensation and/or costs. Total liabilities in this area are not material to the Council.

Contingent Assets

The Council is currently holding negotiations with a company regarding the share of proceeds from the potential disposal of a plot of land. Should these negotiations fail, the Council may choose to take legal action. These negotiations and potential legal action could provide the Council with a receipt of anything up to £4m.

43. Related Party Transactions

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

Central Government

Central Government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides a large proportion of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from Government departments are set out in Notes 8 and 10. Grant receipts unapplied are set out in Note 29.

Dacorum Sports Trust

With effect from 1 April 2004 Dacorum Sports Trust, a registered charity and company limited by guarantee, was established to manage some of Dacorum Borough Council's leisure facilities including its leisure centres. The Trust is a separate legal entity and is not restricted from managing other facilities within Dacorum or elsewhere. The Trust uses Council support services (Legal Services, Insurance, and Landscape and Recreation services) paying for these under Service Level Agreements totalling £16k.

Housing Revenue Account

The following councillors were nominated to serve on the board of the Sports Trust during the year:

- Councillor Michael Hicks
- Councillor Peter Mathews
- Councillor Israel Imarni

Dacorum Borough Council and the Sports Trust are obliged under the transfer to agree a Development Plan and Funding Agreement. Under the Funding Agreement the Council paid a grant of £0.275m to the Trust in 2016/17 towards managing those facilities (2015/16: £0.325m). Under the transfer agreement the ownership of the Council assets, leased to the Trust at a peppercorn rent, remain with the Council. Thus, the capital charges for the Council-owned assets continue to be included in the Council's accounts. The assets also remain in the Council's Fixed Assets. Hertfordshire County Council owns Longdean and Tring Sports Centre; under a joint use agreement with the Borough Council, the Trust manages the leisure services at those venues.

As there is no group relationship between the Council and the Trust, the Trust's accounts are not consolidated with the Council's own Accounts.

Members and Senior Officers of the Council

Members and Senior Officers of the Council have direct control over the Council's financial and operating policies. Disclosures of interest have been made in respect of the following organisations to which payments were made or from which payments were received (payments to major and local precepting authorities are excluded). The payments are not exclusively in respect of grants but where grants were given, they were made with proper consideration of declarations of interest and the relevant Members did not take part in any discussion or decision relating to the grants. In addition, two Members are trustees of the Dacorum Sports Trust (see above). The Register of Members' Interests shows both potential financial and other interests, including involvement with voluntary organisations, public authorities and representation on various bodies. It is open to public inspection by appointment – email member.support@dacorum.gov.uk or telephone 01442 228222.

Organisation	Name	Payable	Receivable	Amount	Nature of Payment
		£	£	£	
Stage Two	Cllr Terrence Douris	123	0	123	Supplies & Services
The Receipt Book Company	Julie Still (Group Manager Resident Services)	3,768	0	3,768	Supplies & Services
DP Taylor	Chris Taylor (Group Manager Strategic Planning & Regeneration)	6,051	0	6,051	Supplies & Services
Tring Market Auctions	Cllr Penelope Hearn & Cllr Stephen Hearn		(600)	(600)	Supplies & Services
South Hill Centre	Cllr Neil Harden	4,852	0	4,852	Supplies & Services

Housing Revenue Account

South Hill Centre	Cllr Neil Harden	11,500	0	11,500	Grants
Sutton envelopes	Cllr Graham Sutton & Rosie Sutton	0	(9,991)	(9,991)	Supplies & Services

44. Capital Commitments

The estimated maximum contractual commitments for capital expenditure for significant schemes (annual value over £250k) that had started, or where legal contracts had been entered into, as of 31 March 2017 are as follows:

Contract	Contractor	End Date	Maximum Estimated Annual Value £'000
Total Asset Management	Osborne Property Services	30/06/2019	23,500
Replacement, repair and maintenance services of boilers	Sun Realm Ltd	31/03/2019	3,500
Water Gardens	Casey group	31/03/2017	300
Maylands Urban Realm	T. Loughman	31/03/2017	378

45. Events After the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Corporate Director (Finance and Operations) on 28 June 2017. Events taking place after this date are not reflected in the financial statements or notes. No events have taken place after this date which provided information about conditions existing at 31 March 2017.

Housing Revenue Account

Housing Revenue Account – Income & Expenditure Account

HRA Note	2016/17 £'000	2015/16 £'000
Income		
	(55,107)	(56,094)
Dwelling Rents (Gross)		
	(121)	(70)
Non Dwelling Rents (Gross)		
	(911)	(847)
Charges for Services & Facilities		
	(797)	(1,026)
Contributions Received Towards Expenditure		
Sums Directed by Secretary of State that are Income in Accordance with the Code	0	0
Total Income	(56,936)	(58,037)
Expenditure		
	11,181	11,366
Repairs and Maintenance		
	11,050	11,484
Supervision and Management		
	26	13
Rents, Rates, Taxes and Other Charges		
	0	0
Negative Subsidy – Payments to Secretary of State		
	400	289
Increase in Allowance for Bad and Doubtful Debts		
	26,048	24,925
Depreciation and Impairment of Fixed Assets	8	
Exceptional Item – Self Financing Payment		
	0	0
Sums Directed by Secretary of State that are Expenditure in Accordance with the Code		
Total Expenditure	48,705	48,077
Net Expenditure/(Income) of HRA Services as Included in the Comprehensive Income & Expenditure Statement	(8,231)	(9,960)
	0	1
Non-distributable Costs – Pensions Past Service Cost		
	239	236
HRA Share of Corporate and Democratic Core		
Net Expenditure/(Income) of HRA Services	239	(9,723)
HRA Share of Operating Income and Expenditure Included in the Comprehensive Income & Expenditure Account		
	(9,326)	(6,580)
(Gain)/Loss on Disposal of Non-Current Assets		
	(212)	(208)
Interest and Investment Income		
	11,643	11,657
Interest Payments		
	656	195
Net Interest on the Net Defined Benefit Liability		
	0	(25)
Capital Grants and Contributions Received		
(Surplus)/Deficit for the Year on HRA Services	(5,231)	(4,684)

Housing Revenue Account

Statement of Movement on the Housing Revenue Account

HRA Note	2016/17 £'000	2015/16 £'000
Balance as at 1 April	2,893	2,846
Movement in Reserves:		
Surplus/(Deficit) on Provision of Services	5,231	4,684
Other Comprehensive Income & Expenditure	0	0
Total Comprehensive Income & Expenditure	5,231	4,684
Adjustments Between Accounting Basis and Funding Basis Under Regulations:		
Capital Grants and Contributions Applied	0	(25)
Revenue Expenditure Funded from Capital Under Statute	0	0
Depreciation and Impairment of Non-current Assets	0	0
Reversal of Employee Leave Accrual	(26)	0
Reversal Revaluation & Impairment (Gains)/Losses on Property Plant & Equipment	14,489	14,176
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	7,875	6,858
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(17,201)	(13,438)
Revenue Contribution to Capital	0	(12,442)
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	2,016	587
Employer's Pension Contributions to Pension Fund Payable in the year	(1,467)	(365)
Total Adjustments Between Accounting Basis and Funding Basis Under Regulations	5,686	(4,649)
Net Increase/(Decrease) Before Transfers to Earmarked Reserves	10,917	35
Transfer (to)/from Earmarked Reserves	(10,918)	12
Increase/(Decrease) in Year	(1)	47
Balance as at 31 March	2,892	2,893

Housing Revenue Account

1. Balance Sheet Value of HRA Assets

2016/17	<u>Operational Assets</u>				<u>Non-Operational Assets</u>	
	Council Dwellings	Vehicle Plant & Equipment	Intangible Assets	Other Land & Buildings	Assets Under Construction	Total Assets
	£'000	£'000		£'000	£'000	£'000
As at 1 April 2016	810,773	215	101	1,242	13,675	826,006
Additions	5,168	17	0	0	3,283	8,468
Assets Previously Omitted		26	0	0	0	26
Disposals	(7,929)	0	0	0	0	(7,929)
Disposals – Appropriations to General Fund	0	0	0	0	0	0
Impairment	0	0	0	0	0	0
Reclassifications		0	0	0	(4,587)	(4,587)
Depreciation written out to Carrying Value on Revaluation	(11,403)	0	0	0	0	(11,403)
Revaluations to the Income & Expenditure Account	670	0	0	0	0	670
Revaluations to the Revaluation Reserve	60,313	0	0	0	0	60,313
As at 31 March 2017	857,593	258	101	1,242	12,371	871,565
Depreciation and Other Impairment						
As at 1 April 2016	0	(135)	(70)	(35)	0	(240)
Assets Previously Omitted	0	(25)	0	0	0	(25)
Charge for the Year	(11,457)	(33)	(14)	(17)	0	(11,521)
Disposals	54	0	0	0	0	54
Disposals – Appropriations to General Fund	0	0	0	0	0	0
Other Impairment	0	0	0	0	0	0
Reclassifications	0	0	0	0	0	0
Depreciation written out to Carrying Value on Revaluation	11,403	0	0	0	0	11,403
As at 31 March 2017	0	(193)	(84)	(52)	0	(329)
Net Book Value as at 31 March 2017	857,593	65	17	1,190	12,371	871,236
Net Book Value as at 1 April 2016	810,773	80	31	1,207	13,675	825,766

Housing Revenue Account

2. Vacant Possession Value of HRA Dwellings

Council dwellings had a valuation of £2,079 million as at 1 April 2016 on the basis of existing use value assuming vacant possession. To comply with the requirements of the Resource Accounting regulations, a regional adjustment factor of 38% has to be applied to the Existing Use Value for Social Housing (EUV-SH) valuation. This is to reflect the fact that local authority housing is let at sub-market rents. The reduction in value shows the economic cost to the Government of providing council housing at less than open market rents.

3. Number and type of dwelling

2016/17	31 March 2016	Reclassified	Additions	Sales & Demolitions	31 March 2017
1 bedroom flats	2,448	0	15	(15)	2,448
2 bedroom flats	1,085	0	25	(17)	1,093
3 bedroom flats	166	0	0	(2)	164
1 bedroom houses	582	0	0	(1)	581
2 bedroom houses	1,639	0	0	(16)	1,623
3 bedroom houses	3,799	0	1	(43)	3,757
4+ bedroom houses	446	(1)	0	(4)	441
Chiltern Hostel – equivalent	17	0	0	0	17
Total Dwellings	10,182	(1)	41	(98)	10,124

4. Major Repairs Reserve (MRR)

Regulation 7(5) of the Accounts and Audit Regulations 2003 (as amended) establishes arrangements for the Major Repairs Reserve (MRR) under which the MRA is effectively restricted to being applied towards new capital expenditure, the repayment of debt or meeting liabilities under credit arrangements. The regulation requires a credit to the MRR of an amount in respect of the depreciation charged to the Housing Revenue Account for the year. Together with the Item 8 Determination provisions for transferring the difference between the MRA and depreciation to the MRR, the net effect is to credit a net amount equal to the MRA each year to the MRR.

	2016/17 £'000	2015/16 £'000
Balance as at 1 April	18,531	17,570
Income		
Release from Capital Adjustment Account	11,561	10,749
Expenditure		
Financing of Capital Expenditure	(19,236)	(7,041)
Transfers to Capital Adjustment Account	(3,210)	(2,747)
Balance as at 31 March	7,646	18,531

5. Rent Arrears

	2016/17 £'000	2015/16 £'000
Rents - Current Tenants	1,901	1,838
Rents - Former Tenants	874	792
Supporting People and Other	147	180
Total Arrears	2,922	2,810
Provision for Bad and Doubtful Debts	(1,972)	(1,879)
Total Housing Arrears	950	931

Housing Revenue Account

6. Capital Expenditure and Financing

	2016/17 £'000	2015/16 £'000
Capital Expenditure		
Reroofing	935	2,317
New Build Housing	4,077	9,188
Aids & Adaptations	1,681	1,209
Kitchens & Bathrooms	2,153	3,933
Doors, Windows, Soffits and Fascias	1,786	1,444
Heating	2,900	2,433
Balconies and Walkways	133	2,410
Decent Homes and Other Capital Schemes	5,572	8,589
Total Capital Expenditure	19,237	31,523
Financed by:		
Capital Receipts	0	(12,015)
Major Repairs Reserve	(19,237)	(7,041)
Capital Grants	0	(25)
Revenue Contributions	0	(12,442)
Total Financing	(19,237)	(31,523)

7. Capital Receipts

Receipts received from the sale of HRA assets were as follows:

	2016/17 £'000	2015/16 £'000
Sale of Land and Freehold	243	0
Easements Granted	85	45
Sales of HRA Dwellings	16,695	12,911
Discounts Repaid	179	0
Total Capital Receipts	17,202	12,956

Mortgage capital receipts of £2k were released in 2016/17 (2015/16 £4k) from the Deferred Capital Receipts Reserve to the Useable Capital Receipts Reserve in respect of mortgage repayments received during the year.

8. Depreciation and Impairment

Depreciation is charged on Housing Revenue Account assets in accordance with IAS 16. Depreciation is charged with reference to Balance Sheet values and the expected life remaining on the housing stock and other assets. Impairment arises when assets are revalued at a figure below their carrying value. In certain circumstances this fall in carrying value is chargeable to the Income and Expenditure Account.

	2016/17 £'000	2015/16 £'000
Operational Assets		
Depreciation on Council Dwellings	11,500	10,676
Revaluation on Council Dwellings	(670)	(7,166)
Impairment	15,160	21,342
Depreciation on Vehicles Plant and Equipment	28	36
Amortisation of Intangible Assets	14	20
Depreciation on Other Land and Buildings	17	17
Total Depreciation and Impairment	26,049	24,925

Depreciation on council dwellings has been charged on a straight line basis over the life of the dwellings, estimated by the valuer of the dwellings at 60 years.

Collection Fund – Income and Expenditure Account 2016/17

	Council Tax £'000	Business Rates £'000	Total £'000
Income:			
Council Tax Receivable	85,704	0	85,704
Business Rates Receivable	0	62,592	62,592
Total Income	85,704	62,592	148,296
Expenditure			
<u>Precepts, Demands and Shares</u>			
Hertfordshire County Council	65,599	6,152	71,751
Hertfordshire Police & Crime Commissioner (Council Tax Only)	8,126	0	8,126
Dacorum Borough Council	10,908	24,609	35,517
Central Government (Business Rates Only)	0	30,762	30,762
<u>Charges to Collection Fund</u>			
Less Transitional Payment Protection receivable	0	222	222
Less costs of collection	0	217	217
Less write offs of uncollectable amounts	486	462	948
Less increase/(decrease) allowances for impairment	(127)	118	(9)
Less increase/(decrease) provision for appeals	0	(622)	(622)
<u>Contribution towards previous year surplus/deficit</u>			
Hertfordshire County Council	305	(221)	84
Hertfordshire Police & Crime Commissioner (Council Tax Only)	39	0	39
Dacorum Borough Council	49	(885)	(836)
Central Government (Business Rates Only)	0	(1,106)	(1,106)
Total Expenditure	85,385	59,708	145,093
Movement on fund balance	(318)	(2,884)	(3,202)
Balance at beginning of year	(427)	4,536	4,109
Balance at end of year	(745)	1,652	907
Shares of balance			
Hertfordshire County Council	(578)	165	(413)
Hertfordshire Police & Crime Commissioner (Council Tax Only)	(72)	0	(72)
Dacorum Borough Council	(95)	661	566
Central Government (Business Rates Only)	0	826	826
	(745)	1,652	907

Collection Fund – Income and Expenditure Account 2015/16

	Council Tax £'000	Business Rates £'000	Total £'000
Income:			
Council Tax Receivable	81,957	0	81,957
Business Rates Receivable	0	61,715	61,715
Total Income	81,957	61,715	143,672
Expenditure			
<u>Precepts, Demands and Shares</u>			
Hertfordshire County Council	62,346	6,018	68,364
Hertfordshire Police & Crime Commissioner (Council Tax Only)	8,076	0	8,076
Dacorum Borough Council	10,467	24,073	34,540
Central Government (Business Rates Only)	0	30,092	30,092
<u>Charges to Collection Fund</u>			
Less Transitional Payment Protection receivable	0	420	420
Less costs of collection	0	218	218
Less write offs of uncollectable amounts	396	1,152	1,548
Less increase/(decrease) allowances for impairment	57	(335)	(278)
Less increase/(decrease) provision for appeals	0	(1,415)	(1,415)
<u>Contribution towards previous year surplus/deficit</u>			
Hertfordshire County Council	450	363	813
Hertfordshire Police & Crime Commissioner (Council Tax Only)	60	0	60
Dacorum Borough Council	80	1,453	1,533
Central Government (Business Rates Only)	0	1,817	1,817
Total Expenditure	81,932	63,856	145,788
Movement on fund balance	(25)	2,141	2,116
Balance at beginning of year	(402)	2,395	1,993
Balance at end of year	(427)	4,536	4,109
Shares of balance			
Hertfordshire County Council	(332)	453	121
Hertfordshire Police & Crime Commissioner (Council Tax Only)	(42)	0	(42)
Dacorum Borough Council	(53)	1,815	1,762
Central Government (Business Rates Only)	0	2,268	2,268
	(427)	4,536	4,109

1. General

This account represents the statutory requirement for billing authorities to maintain a separate Collection Fund, which shows the transactions of the billing authority in relation to Non-Domestic Rates, council tax and the distribution to the major preceptors and the General Fund. The account is consolidated with other accounts of the Council.

In 2013/14 there was a change to the method for distributing and accounting for business rates income. Prior to 1st April 2013 Non-Domestic Rates were collected by the Council and then completed paid over to the Government, who then redistributed these sums across the country in the form of the Non-Domestic rates grant.

From 1st April 2013 Business Rates Retention applies, whereby local authorities Dacorum Borough Council (40%) and Hertfordshire County Council (10%) retain 50% of the business rates collected for the area and pay the remaining 50% to central government. In addition the government has set a level of business rates funding deemed to be applicable to each area and every Council receives a top-up (if business rates collected are below this deemed level of funding) or pays a tariff (if business rates collected are above this deemed level of funding).

With the introduction of business rates retention if a local authority increases its business rates base, and thereby increases its business rate income, it is allowed to retain a proportion of this increased income, whilst paying up to a maximum of 50% across to central government. This payment where it occurs is known as a levy payment.

The Government has also stated that no local authority will suffer a reduction in business rate income or more than 7.5% of its Business Rates funding baseline. If business rates income falls below this 7.5% level (£150k for Dacorum Borough Council) then the Government will make a safety net payment.

2. Business Rates

Business Rates is a local tax that is paid by the occupiers of all non-domestic/business property.

Business rates are calculated and collected by the Council. The Government specifies an amount (49.7p in 2016/17; 48.4p for small businesses) and, subject to the effects of transitional arrangements, local businesses pay NNDR calculated by multiplying their rateable value by that amount. The income raised in Dacorum is distributed between Dacorum Borough Council, Hertfordshire County Council and Central Government in line with the distribution rules set out in Business Rates legislation.

NNDR income was £62.6m in 2016/17 (£61.7m in 2015/16). The rateable value for the Council's area was £149.8m at 31 March 2017 (2015/16: £151.0m).

3. Council Tax

The Council 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 2016/17 was calculated as 55,282.0 dwellings as follows:

Band	Estimated equivalent no. of taxable properties after effect of discounts	Ratio	Band D Equivalent Dwellings
A*	1.0	5/9ths	0.6
A	1,012.3	6/9ths	674.8
B	6,542.3	7/9ths	5,088.4
C	17,328.6	8/9ths	15,403.2
D	13,662.8	9/9ths	13,662.8
E	7,954.5	11/9ths	9,722.2
F	5,160.3	13/9ths	7,453.7
G	4,561.0	15/9ths	7,601.7
H	697.8	18/9ths	1,395.5
Totals	56,920.60		61,002.90
Adjustment for collection rate and contributions in lieu (0.5%)			(333.60)
Council Tax Support			(5,387.3)
Council Tax Base 2016/17			55,282.0
Council Tax Base 2015/16			54,637.7

A* = Disabled Band A

The total collectable income from Council Tax for 2016/17 was £85.7m.

The Council Tax payable at each band is shown below. This does not include parishes.

Band	Multiplier	Dacorum Borough Council	Hertfordshire County Council	Hertfordshire Police & Crime Commissioner	Total
A	6/9	123.22	791.08	98.00	1,012.30
B	7/9	143.76	922.93	114.33	1,181.02
C	8/9	164.29	1,054.77	130.67	1,349.73
D	9/9	184.83	1,186.62	147.00	1,518.45
E	11/9	225.90	1,450.31	179.67	1,855.88
F	13/9	266.98	1,714.01	212.33	2,193.32
G	15/9	308.05	1,977.70	245.00	2,530.75
H	18/9	369.66	2,373.24	294.00	3,036.90

Glossary of Terms

For the purposes of this Statement of Accounts, the following definitions have been adopted:

Accounting Period	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts. The end of the accounting period is the Balance Sheet date.
Accrual	A sum included in the final accounts attributable to the accounting period but for which payment has yet to be made or income received.
Appointed Auditors	The Council's appointed auditors are Grant Thornton.
Approved Institutions	Funds that are not immediately required may be invested but only with third parties meeting the credit rating criteria approved annually as part of the Council's Treasury Management Policies and Practices.
Asset	An item having value measurable in monetary terms. Assets can either be defined as fixed or current. A fixed asset has use and value for more than one year whereas a current asset (e.g. stocks or short-term debtors) can readily be converted into cash.
Audit of Accounts	An independent examination of the Council's accounts to ensure that the relevant legal obligations, accounting standards and codes of practice have been followed.
Balance Sheet	A financial statement that summarises the Council's assets, liabilities and other balances at the end of the accounting period.
Budget	A budget is a financial statement that expresses an organisation's service delivery plans and capital programme in monetary terms.
SeRCOP	Service Reporting Code of Practice. The system of local authority accounting and reporting which reflects, in particular, the duty to secure and demonstrate 'best value' in the provision of services. SeRCOP lays down the required content and presentation of costs of service activities.
Capital Expenditure	Expenditure to acquire or enhance fixed assets that will be used in providing services for more than one year.
Capital Financing	The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, direct revenue financing, usable capital receipts, capital grants, capital contributions and revenue reserves. Dacorum is debt free and does not borrow to meet capital expenditure.
Capital Programme	The capital schemes the Council intends to carry out over a specified time period.
Capital Receipt	The proceeds from the disposal of land and other assets, as long as the amount is £10,000 or more. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the government, but they cannot be used for revenue purposes.
Cashflow Statement	A statement that summarises the inflows and outflows of cash within the Council's accounts.
CIPFA	Chartered Institute of Public Finance and Accountancy. The principal accountancy body dealing with local government finance.

Glossary of Terms

Collection Fund	A separate fund maintained by a billing authority that records the expenditure and income relating to council tax and non-domestic rates, including the amounts raised on behalf of Precepting Authorities
Community Assets	Assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions in their disposal. Examples of community assets are parks and historical buildings. The value of the assets in the Balance Sheet is usually nil.
Contingent Liability	A possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control. Alternatively, a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of that obligation cannot be measured with sufficient reliability.
Contingent Asset	A possible asset that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control.
Core Financial Statements	The main accounting statements of the Council comprising the Comprehensive Income and Expenditure Statement, Statement of the Movement on the General Fund Balance, Balance Sheet and Cash Flow Statement. Together with the Supplementary Financial Statements these comprise the Council's Accounting Statements.
Council Tax	This is one of the main sources of income to a local authority. Council tax is levied on households within its area by the billing authority and the proceeds are paid into the Collection Fund for distribution to precepting authorities and for use by the billing authorities own General Fund
Creditor	Amounts owed by the Council for works done, goods received or services rendered before the end of the accounting period but for which payments have not been made by the end of that accounting period.
Debtor	Amounts due to the Council for works done, goods received or services rendered before the end of the accounting period but for which payments have not been received by the end of that accounting period.
Depreciation	The measure of the cost of the benefits of a fixed asset which have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of the asset whether arising from use, passage of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.
Estimates	Where definitive figures are not available /cannot be found, estimates are used to produce the statement of accounts. These estimates are based on the best information available at the time of production.
Events After The Balance Sheet Date	Events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date and the date when the Statement of Accounts is authorised for issue. Also referred to as Post Balance Sheet Events.
Exceptional Items	Material items deriving from events or transactions that fall within the ordinary activities of the Council needing to be disclosed separately by virtue of their size or incidence so that the financial statements give a true and fair view.

Glossary of Terms

Finance Lease	A lease which transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.
Financial Year	Period of time to which the Statement of Accounts relates. The financial year for Local Authorities runs from 1 April to 31 March.
Fixed Assets	Tangible assets that yield benefits to the Council and the services it provides for a period of more than one year.
Government Grants	Grants made by central government towards either revenue or capital expenditure to help with the cost of providing services and capital projects. Some government grants have restrictions on how they may be used whilst others are general purpose.
Gross Expenditure	The total cost of providing the Council's services before taking into account income from fees and charges and government grants.
Housing Benefits	A system of financial assistance to individuals towards certain housing costs administered by local authorities and subsidised by central Government.
Housing Revenue Account	A separate, statutory account inside the General Fund which includes the expenditure and income arising from the provision of housing accommodation by the Council acting as landlord.
Impairment	This is a reduction in value of a fixed asset as shown in the balance sheet to reflect its true value.
Income	This is the money that the Council receives or expects to receive from any source, including fees, charges, sales, grants and investment interest.
Comprehensive Income and Expenditure Statement	An account which summarises resources generated and consumed in the provision of services for which Dacorum Council is responsible.
Infrastructure Assets	Fixed assets belonging to the Council which do not necessarily have a resale value (e.g. highways) and for which a useful life span cannot be readily assessed.
Intangible Assets	These are non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the authority through custom or legal rights e.g. computer software.
International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS)	International Financial Reporting Standards cover particular aspects of accounting practice, and set out the correct accounting treatment, for example, of depreciation. Compliance with these statements is mandatory and any departure from them must be disclosed and explained. The standards originated in the commercial sector and some are not directly relevant to local authority accounts.
Inventory	These comprise one or more of the following categories: goods or other assets purchased for resale; consumable stores; raw materials and components purchased for incorporation into products for sale; products and services in intermediate stages of completion; long term contract balances and finished goods.
Liability	A liability arises when the Council owes money to others and it must be included in financial statements.

Glossary of Terms

Long Term Investments	These are investments intended to be held for use on a continuing basis in the activities of the authority. They should be classified as long term only where an intention to hold the asset for longer than one year can be clearly demonstrated.
Materiality	This is one of the main accounting concepts. It ensures that the statement of accounts includes all the transactions that, if omitted, would lead to a significant distortion of the financial position at the end of the accounting period.
Minimum Revenue Provision	The amount set aside out of our revenue to repay loans.
National Non-Domestic Rate (NDR)	A standard rate in the pound set by the Government payable on the assessed rateable value of properties used for business purposes. Also known as Non-Domestic or Business rates.
Operating Lease	A lease whereby the ownership of the fixed asset remains with the lessor.
Post Balance Sheet Event	These are events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is authorised for issue.
Precept	The levy made by precepting authorities on billing authorities, e.g. Dacorum Borough Council. The major precepting authorities are Hertfordshire County Council and Hertfordshire Police & Crime Commissioner. Parish Councils, e.g. Tring Parish Council, also raise money by means of a precept on the relevant billing authority.
Provision	An amount set aside for liabilities or losses that are certain to arise but owing to their inherent nature cannot be quantified with any certainty.
Prudential Code	The Prudential Code, introduced in April 2004, sets out the arrangements for capital finance in local authorities. It constitutes 'proper accounting practice' and is recognised as such by statute.
Rateable Value	The annual assumed rental value of a property that is used for business purposes.
Related Parties	Two or more parties are related parties when at any time during the financial period: <ul style="list-style-type: none">• One party has direct or indirect control of the other party;• The parties are subject to common control from the same source;• One party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing its own interests; and• The parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own interests.
Related Party Transactions	The transfer of assets, liabilities or services between the Council and its related parties irrespective of whether a charge is made.
Reserves	The accumulation of surpluses and deficits over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Council.

Glossary of Terms

Residual Value	This is the net realisable value of an asset at the end of its useful life.
Revaluation Reserve	An account containing any unrecognised gains or losses arising from the revaluation of fixed assets held by the Council. When assets are sold, the gain or loss on sale will be recognised in the Income and Expenditure Account once all previous entries relating to unrecognised gains or losses have been removed from the accounts.
Revenue Expenditure	The day to day expenses associate with the provision of services.
Revenue Expenditure funded from Capital under Statute	Capital expenditure which may be properly treated as such, but which does not result in, or remain matched with, tangible fixed assets. An example would be capital expenditure on improvement grants.
Revenue Support Grant	A grant paid by the Government to councils, contributing towards the costs of their services.
Code of Practice	Since the adoption of International Financial Reporting Standards in 2010/11, local authorities required to produce their accounts in accordance with the Code of Practice on Local Authority Accounting.
Statement of the Movement in Reserves	Reconciliation between the Comprehensive Income and Expenditure Statement and the General Fund or Housing Revenue Account to show the effect of spending against Council Tax or Housing Rents raised.
Supplementary Financial Statements	Additional financial statements comprising the Housing Revenue Account and Collection Fund. Together with the Core Financial Statements comprise the Council's Accounting Statements.
Trust Funds	Funds administered by the Council for such purposes as prizes charities and specific projects usually as a result of individual legacies and donations.
Useful Life	This is the period over which an organisation will derive benefits from the use of an asset.