

AUDIT AND GOVERNANCE COMMITTEE

Date: Wednesday 25 July 2018
Time: 5.30 pm
Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Officer on 01392 265477.

Entry to the Civic Centre can be gained through the Customer Services Centre, Paris Street.

Membership -

Councillors Vizard N (Chair), Wood (Deputy Chair), Begley, Foggin, Mrs Henson, Lamb, Musgrave, Pattison, Sheldon, Thompson and Warwick

Agenda

Part I: Items suggested for discussion with the press and public present

1 **Apologies**

To receive apologies for absence from Committee Members.

2 **Minutes**

To approve and sign the minutes of the meeting held on Wednesday 14 March 2018.

3 **Declaration of Interests**

Councillors are reminded of the need to declare any discloseable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 **Local Government (Access to Information) Act - Exclusion of Press and Public**

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 11 – Appendix E and item 12 on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 5 | ISA260 Report and Management Representation Letter
To consider the report of the Council's External Auditor – <i>Report to follow from KPMG</i> | (Pages 3 - 10) |
| 6 | Final Statement of Accounts 2017/18
To consider the report of the Council's External Auditor. | (Pages 11 - 130) |
| 7 | External Audit Fee Letter 2017/18
To consider the report of the Council's External Auditor. | (Pages 131 - 134) |
| 8 | Annual Governance Statement 2017/18
To consider the report of the Chief Finance Officer. | (Pages 135 - 148) |
| 9 | Anti-Money Laundering Policy
To consider the report of the Chief Finance Officer. | (Pages 149 - 160) |
| 10 | Annual Internal Audit Report 2017/18
To consider the report of the Audit Managers. | (Pages 161 - 184) |

Part II: Appendix E suggested for discussion with the press and public excluded

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| 11 | Annual Internal Audit Report - Appendix E | (Pages 185 - 198) |
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Part II: Items suggested for discussion with the press and public excluded

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| 12 | Review of Corporate Governance Risk Register
To consider the report of the Corporate Manager Policy, Communications and Community Engagement. | (Pages 199 - 214) |
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Date of Next Meeting

The next **Audit and Governance Committee** will be held on Wednesday 19 September 2018 at 5.30 pm

Find out more about Exeter City Council by looking at our website <http://www.exeter.gov.uk> . This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on 01392 265107 for further information.

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KPMG LLP
66 Queen Square
Bristol
BS1 4BE

Civic Centre, Paris Street, Exeter, EX1 1JN
www.exeter.gov.uk

Please ask for: Dave Hodgson

Direct Dial: 01392 265292

Email: david.hodgson@exeter.gov.uk

Our ref:

Your ref:

Date: 25 July 2018

Dear Darren,

Management Representation

This representation letter is provided in connection with your audit of the financial statements of Exeter City Council ("the Authority"), for the year ended 31 March 2018, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority as at 31 March 2018 and of the Authority's expenditure and income for the year then ended; and
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

These financial statements comprise the Expenditure and Funding Analysis, the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes (including the Expenditure and Funding Analysis).

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority as at 31 March 2018 and of the Authority's expenditure and income for the year then ended; and

- ii. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.
5. In respect of the restatement made to correct a material misstatement in the prior period financial statements; where a £4.140m lease premium was recognised in 2016/17, but the lease did not complete until 4 April 2017. In accordance with proper accounting practice, the lease premium should not have been recognised until 2017/18. The Authority confirms that the restatement is appropriate.

Information provided

6. The Authority has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - un-restricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
7. All transactions have been recorded in the accounting records and are reflected in the financial statements.
8. The Authority confirms the following:
 - i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Authority has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Authority and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) Allegations of fraud, or suspected fraud, affecting the Authority's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

9. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
10. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
11. The Authority has disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as we understand them as defined in IAS 24 and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

12. The Authority confirms that:
 - a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Authority's ability to continue as a going concern as required to provide a true and fair view.
 - b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Authority to continue as a going concern.
13. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (Revised) *Employee Benefits*.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
 - statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - funded or unfunded; and
 - approved or unapproved,

have been identified and properly accounted for; and

- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Audit Committee on 25 July 2018.

Yours faithfully,

Signed.....

Position.....

Date.....

Signed.....

Position.....

Date.....

Appendix to the Authority Representation Letter of Exeter City Council: Definitions

Financial Statements

A complete set of financial statements comprises:

- A Comprehensive Income and Expenditure Statement for the period;
- A Balance Sheet as at the end of the period;
- A Movement in Reserves Statement for the period;
- A Cash Flow Statement for the period; and
- Notes, comprising a summary of significant accounting policies and other explanatory information and the Expenditure and Funding Analysis.

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund.

A pension fund administering authority must prepare Pension Fund accounts in accordance with Chapter 6.5 of the Code of Practice.

An entity may use titles for the statements other than those used in IAS 1. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

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

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

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

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled, or jointly controlled by a person identified in (a).
 - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - viii. The entity or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

Key management personnel in a local authority context are all chief officers (or equivalent), elected members, the chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a) a government that has control, joint control or significant influence over the reporting entity;
and
- b) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

REPORT TO: AUDIT AND GOVERNANCE COMMITTEE
DATE OF MEETING: 25 JULY 2018
REPORT OF: Chief Finance Officer
TITLE: Statement of Accounts 2017-18

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

To seek Members' approval and adoption of the Council's Statement of Accounts for 2017-18.

2. Recommendations:

It is recommended that the Audit and Governance Committee approve the audited Statement of Accounts for 2017-18.

3. Reasons for the recommendation:

The publication of a Statement of Accounts is a statutory requirement. The Accounts and Audit Regulations 2015 brought forward the timetable for the closure of the accounts in respect of 2017-18 and subsequent financial years.

In England and Wales, each authority is now required to prepare its unaudited statement of accounts by 31 May and to approve and publish the audited statement of accounts by 31 July. Approval of the Council's financial statements and notes to the accounts is therefore in accordance with this new statutory deadline.

4. What are the resource implications including non financial resources

The audited Statement of Accounts is intended to give a 'true and fair' view of the financial position and transactions of the Council, including group financial statements, as at 31 March 2018.

5. Section 151 Officer Comments:

This report sets out the final financial position of the Council, as at 31 March 2018. It is to be read alongside the ISA260 audit findings report from the Council's external auditors, KPMG LLP (UK).

The draft Statement of Accounts were issued on 24 May 2018 and it is therefore pleasing to report that the accounts were delivered in accordance with the earlier statutory deadline with a only a small number of amendments and presentational changes identified during the course of the audit.

6. What are the legal aspects?

The Statement of Accounts has been prepared in accordance with the statutory framework established for England by the Accounts and Audit (England) Regulations 2015.

The audit of the accounts has been undertaken in accordance with the statutory framework established by section 20 of the Audit and Accountability Act 2014, by the Council's external auditors, KPMG LLP (UK).

7. Monitoring Officer Comments:

This report flags up no issues of concern to the Monitoring Officer.

8. Report Details:

STATEMENT OF ACCOUNTS 2017-18

The purpose of a local authority's published Statement of Accounts is to give electors, those subject to locally levied taxes and charges, members of the authority, employees and other interested parties clear information about the authority's finances.

Information contained in the Statement of Accounts will be consolidated into the Whole of Government Accounts.

8.1 Presentation of the Statement of Accounts

The Code of Practice on Local Authority Accounting provides guidance on the format and content of the Statement of Accounts and means that they have to conform to a national standard.

8.2 Main Changes to the Accounts

The key accounting changes affecting the Statement of Accounts for 2017-18 are:

- **Timetable for Closure of the Accounts**

The Accounts and Audit Regulations 2015 brought forward the timetable for the closure of the accounts in respect of 2017-18 and subsequent financial years.

In England and Wales, each authority is now required to prepare its unaudited statement of accounts by 31 May and to approve and publish the audited statement of accounts by 31 July. Alongside these deadlines, the period for the public inspection of the accounts must include the first 10 working days of June and run for a period of 30 working days.

It was recognised that the new deadlines would be a significant challenge as it requires the Statement of Accounts to be audited and published a full two months earlier than previous statutory deadlines. In readiness of this change, the Finance Team undertook a successful 'dry run' for achieving earlier closedown in 2016-17, publishing the unaudited accounts by 25 June 2017. The same tested approach was therefore adopted for 2017-18, which resulted in the unaudited accounts being published on 24 June 2018, ahead of the statutory deadline.

- **Accounting Standards**

There were no significant changes to accounting standards introduced in the 2017-18 Code of Practice on Local Authority Accounting.

- **Retrospective Restatement**

During the process of closing the 2017-18 accounts it was identified that a £4.1m lease premium was incorrectly recognised in the 2016-17 accounts in respect of

granting a 150 year lease. The lease was not completed until 4 April 2017 and therefore should have been properly recognised in 2017-18 in accordance with accrual based accounting (accounted for in the year activity takes places).

In order to deal with this timing issue, the prior period figures have been corrected retrospectively by amending the opening balances and comparative amounts for 2016-17. A Prior Period Restatement note is included in the Statement of Accounts (Note 8), which sets out the impact on the accounts.

8.3 Audit Findings

At the time of writing, our external auditors anticipate issuing an unqualified audit opinion on the Authority's financial statements and their findings are as follows:

- **Material Misstatements**

No material misstatements were identified during the course of the audit.

- **Audit Adjustments**

A number of audit adjustments were identified and corrected as follows;

- A £10m loan from another local authority, which is due to mature in December 2019, has been reclassified from short-term borrowing to long-term borrowing, as it will be in place for over 12 months from the reporting date.
- Note 31. Members Allowances has been updated to include the allowances paid to the Mayor and Deputy Mayor, as these roles are undertaken by elected members.
- Note 32. Officer Remuneration has been updated to include payments made to the Returning Officer, as this role is undertaken by a senior officer.
- Note 38. Operating Leases has been updated in respect rental income receivable under non-cancellable leases. The disclosure note has previously provided the income due in the forthcoming financial year, but has been expanded to provide income receivable for all future years based upon leases granted at the reporting date.
- Note 2 to the Collection Fund incorrectly provided the business rate multiplier rates for 2018-19. These have been amended to the rates applicable for 2017-18.

- **Presentational**

A number of presentational issues were identified, which included:

- Adding the number of union representatives in the Narrative Report, in accordance with Trade Union (Facility Time Publication Requirements) Regulations 2017.
- The Statement of Responsibilities has been updated to include an assessment of the Authority's ability to continue as a going concern.
- Note 17. The revaluations note has been updated to better present how the carrying values of property, plant and equipment derive from the 5 year rolling revaluation programme.

Overall, the amendments to date have had no impact on either the General Fund balance or the Housing Revenue Account balance, which remain as reported to Council. The overall financial performance of the Council for 2017-18 was reported to Executive on 10 July 2018 and to Council on 24 July 2018.

9. How does the decision contribute to the Council's Corporate Plan?

The Statement of Accounts set out the financial position at the end of the 2017-18 and the transactions of the Council during 2017-18, both of which help underpin delivery of the Corporate Plan.

10. What risks are there and how can they be reduced?

The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Board and Members. There is also a risk of failing to implement key accounting changes in accordance with approved accounting standards, but this is mitigated by the external audit of the Statement of Accounts.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

12. Are there any other options?

No

Chief Finance Officer

**Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report:**

None

Contact for enquiries:
Democratic Services (Committees)
Room 2.3
(01392) 265275

STATEMENT OF ACCOUNTS

2017-2018



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1. Background

Local authorities in England are required by the Accounts and Audit Regulations 2015 to publish a narrative statement with the Statement of Accounts.

As a part of the requirement to provide a narrative statement, regulation 8(2) of the Accounts and Audit Regulations 2015 stipulates that a local authority must provide information on its “financial performance and economy, efficiency and effectiveness in its use of resources over the financial year”.

This Narrative Report provides information about Exeter, including the key issues affecting the Council and its accounts. It also provides a summary of the financial position at 31 March 2018 and is structured as follows:

- An introduction to Exeter
- Key information about Exeter City Council
- The Corporate Plan
- Financial Performance 2017/18
- Non-Financial Performance 2017/18
- Future Financial Plans
- Statement from Chief Finance Officer

2. Introduction to Exeter

Exeter’s history goes back to Roman times with 2/3rds of the Roman Wall still visible. Exeter Cathedral is prominent in the centre of this bustling city. This and other historic buildings help to make Exeter a popular tourist attraction.

Below are some key facts about Exeter:

Population: Exeter, the capital city of Devon, has an estimated population of 129,800 and is at the heart of a travel to work area of over 470,000 residents. Exeter is the second fastest growing city by population in the UK, with only Coventry growing at a faster rate.

Employment: The city’s wider area includes much of the district council areas of East Devon, Teignbridge and Mid Devon. 287,000 of these residents are of working age and just under 243,500 are employed. Well over half the workforce is well qualified, substantially higher than the national average.

Commuters: Approximately 35,000 people commute into Exeter on a daily basis.

Geography: Exeter is one of two large urban centres within the rural county of Devon, Plymouth being the other.

Total companies: 5,079 registered for business rates in Exeter.

Average City Centre footfall: 800,000 people per month.

Exeter specialisms: The largest number of meteorologists and climate change specialists in the UK are based in Exeter.

Education: Exeter University is amongst the top 150 universities worldwide according to the Times Higher Education World University Rankings and the Times and Sunday Times Good University Guide ranks Exeter in 14th position in the UK.

Exeter College was established in 1970 and was the first tertiary college in England. It is ranked as the best college in the country for the second year running in the FE Week’s league table.

Culture: The Council’s Royal Albert Memorial Museum (RAMM) won the gold award in the Devon Tourism Awards 2017 for ‘Large Attraction of the Year’ and is celebrating its 150th anniversary in 2018, the city also has four theatres and its own currency – the Exeter Pound.

Retail: Exeter’s retail scene that features most major national stores including John Lewis, has been refreshed with the opening of eight new restaurants within the Guildhall Shopping and Dining Centre. Ikea opened its new 29,000 square metre Exeter store on 10 May.

Sport: Exeter Chiefs play in the top level of domestic rugby union in England and won the English Premiership for the first time in their history in the 2016/17 season. Founded in 1871, the club play their home games at Sandy Park, which is located on the outskirts of the city. Exeter City Football Club is a professional association football club, which was founded in 1904. The team play in League Two, the fourth tier of the English football league system.

Two years ago, Exeter became the most active city in the South West and now wants to become the most active city in England.

Exeter and Cranbrook is one of only 12 places in England to be awarded Pilot status by Sport England to tackle inactivity in communities and to trail-blaze new ways of getting people active for life.

3. Key Information about Exeter City Council

The City Council provides a range of services within the city including housing, refuse collections and recycling, planning, economic development, tourism, leisure and arts facilities. The Council also provides housing and council tax benefits as well as collecting the council tax on behalf of the county council, police and fire services. Its policies are directed by the Political Leadership and implemented by the Strategic Management Board and Officers of the Council.

Exeter City Council’s Mission Statement

‘We will enhance Exeter as the regional capital working with our partners to improve the quality of life for all people living, working in and visiting the city’.

Political Structure in the 2017/18 Municipal Year

There are 39 councillors on Exeter City Council, representing the 13 wards of the City. The current political make-up of the Council is:

Labour	29
Conservative	8
Liberal Democrat	1
Green Party	1

The Council holds elections by thirds over a four-year cycle; one third of seats being contested in each of the three years and elections to Devon County Council taking place in the fourth.

NARRATIVE REPORT

Management Structure

The Council's senior management structure, effective from 1 April 2018, is set out below:

Updated 1 Apr 18

Strategic Management Board

Customers - Service Users

Director  Jo Yelland 01392 265226 jo.yelland@exeter.gov.uk	Director  David Bartram 01392 265239 david.bartram@exeter.gov.uk	Director  Bindu Arjoon 01392 265199 bindu.arjoon@exeter.gov.uk	Director Comms & Marketing  Jon-Paul Hedge 01392 265891 jon-paul.hedge@exeter.gov.uk	Corporate Manager Executive Support Unit  Bruce Luxton 01392 266166 bruce.luxton@exeter.gov.uk
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Leader



Cllr Pete Edwards
01392 465114
cllr.peter.edwards@exeter.gov.uk

Chief Executive & Growth Director



Karime Hassan
01392 265188
karime.hassan@exeter.gov.uk

Chief Finance Officer



David Hodgson
01392 265292
david.hodgson@exeter.gov.uk

City Solicitor & HR



Baan Al-Khafaji
01392 265874
baan.al-khafaji@exeter.gov.uk

City Surveyor



Mike Carson
01392 265169
michael.carson@exeter.gov.uk

Corporate Manager



John Street
01392 265106
john.street@exeter.gov.uk

Council Employees

The Council employs 685 people in full time and part time contracts (March 2018). In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to recruit and retain employees with the right skills and capabilities to meet the needs of the Council now and in the future, but at the same time providing value for money to the residents of Exeter. The Council works within a pay and reward framework that takes account of regional and national variations, local market factors, is open and transparent and complies with equal pay legislation.

With effect from 1 January 2014, the Council adopted the Living Wage as its minimum pay scale, which ensures that all staff are paid at least a living wage or more.

The Council has 15 staff who are union representatives, with one officer spending at least 50% of their working hours on union activities.

4. The Council's Corporate Plan – 2017/18

One of the key strategic documents that frames the actions of the Council is the Council's Corporate Plan. This is a working document that exists to help Councillors, staff and partners work together to deliver the vision for Exeter. The Corporate Plan was approved by Full Council on 6 October 2015 and remains valid for the 2017/18 financial year. There are currently five key strands to the strategy:

- Provide services to meet customer's needs
- Reduce operating costs
- Invest in the City
- Grow the economy
- Support Exeter's communities

How we performed

The table, opposite, provides some key achievements against the five key strands of the Corporate Plan.

<p>Services to Meet Customers Needs</p> <ul style="list-style-type: none"> - The Council launched a new graffiti reporting system in January 2018. The new system allows real-time alerts to be sent to the clean-up teams and gives the public ongoing progress updates. - In partnership with Keep Britain Tidy's 'BeachCare' programme, discarded plastic collected from our coastline is being sent to the Council's Materials Reclamation Facility. - The Council won a national award at the 2017 Granicus Digital Strategy Awards for 'Creative Use of Digital Citizen Engagement' for effective and innovative communications in respect of the Royal Clarence Hotel fire. - An extra 15 emergency beds were provided from 1 December to the end of March in the city centre to provide shelter for rough sleepers during the harshest winter weather. - A Corporate Peer Challenge was undertaken with colleagues from other councils and the Local Government Association, looking at our role as leaders of the city and how we work with partners. - The Council adopted a new Fire Safety Management policy for its housing stock; working closely with the Devon & Somerset Fire & Rescue Service.
<p>Reduce Operating Costs</p> <ul style="list-style-type: none"> - The shared ICT service with East Devon and Teignbridge District Council's, Strata Service Solutions Ltd, distributed savings of £565,000 in 2017/18. - £437,000 Council savings achieved in 2017/18, as identified during the 2016/17 budget cycle including additional car park income
<p>Invest in the City</p> <ul style="list-style-type: none"> - Exeter's 29,000 square metre IKEA store opened on 10 May, with 350 jobs created and parking for 1,000 cars. - Exeter Science Park commenced construction of two new 'grow-on buildings'. The buildings are the first phase of a wider strategy, which targets employment for over 3,000 people in science, technology, engineering, maths and medicine businesses on site by 2034. - The Tourism team launched a new 'Visit Exeter' website in June to inspire people to make a visit to the city.
<p>Grow the Economy</p> <ul style="list-style-type: none"> - Devon has been selected as one of 10 areas to take part in a national pilot allowing councils to retain 100 per cent of growth in business rates, which will encourage councils to work together to deliver growth in the region. - Our Chief Executive was named as one of Grant Thornton's 100 Faces of a Vibrant Economy - individuals who are celebrated for their innovation, growth and purpose. - Exeter had the tenth highest growth in private sector jobs in the UK last year. The Centre for Cities Outlook 2018 report shows an increase of 3,000 jobs in Exeter - a 5.1% increase on the previous year.
<p>Support Exeter's Communities</p> <ul style="list-style-type: none"> - In conjunction with Teignbridge District Council, the Council ran a Homelessness Awareness Week from 9 to 13 October to highlight what help and support is available. - Wellbeing Exeter - a strategic alliance of public, voluntary and community organisations to improve the health and wellbeing of people in Exeter won a national Health Service Journal award. The Integrated Care Exeter (ICE) initiative explores ways of supporting patients who visit their GP with socially based, rather than medical problems. - The Council collaborated with the Met Office, Kaleider, Exeter Phoenix, TEDxExeter and Exeter Cavern to host a three-day Lost Weekend festival of music, art, ideas and technology to celebrate Exeter as a home to world-leading technologists and scientists.

What's next?

<p>Services to Meet Customers Needs</p> <ul style="list-style-type: none"> - To support customers affected by the transfer to Universal Credit. Universal Credit is due to arrive at Exeter Jobcentre in September 2018, from that point on, all claims to legacy benefits will instead be claims to Universal Credit. - To prepare an Air Quality Action Plan following public consultation, to improve air quality in the city. - Plans to celebrate the Royal Albert Memorial Museum's 150th birthday include the 'Carnival of the Animals' on 21 April, a 'Behind the Scenes at the Museum' photographic exhibition and an exhibition of children's illustrations for a new book specifically for the RAMM.
<p>Reduce Operating Costs</p> <ul style="list-style-type: none"> - The City Council is supporting Exeter City Futures in striving to become an energy independent and congestion free city by 2025, achieving environmental and financial benefits. - To undertake asset transfers that achieve wider benefits to the community and a reduction in operating costs. - Identify savings of £2.75m in the period up to 2021/22. - Continue to practise good budget discipline. - Introduce a new Procurement Function in order to comply with legislation and delivery of value for money for the Council.
<p>Invest in the City</p> <ul style="list-style-type: none"> - Continue to progress the delivery of the new bus station and leisure complex, St Sidwell's Point, which will be a major attraction for the city and bring health and wellbeing benefits. - To deliver a Car Park Investment Strategy for the multi-storey car parks and a Development Potential Feasibility Study for city centre surface car parks and explore implications for city centre car use reduction. - To undertake a detailed feasibility study in respect of a new entertainment venue in the city, following public consultation. - Set up a new vehicle for delivering new housing and commercial schemes within the city.
<p>Grow the Economy</p> <ul style="list-style-type: none"> - The Exeter and East Devon Growth Point is a dynamic public/private sector partnership with the aim of delivering major business and employment developments to the area as well as improved infrastructure in the period up to 2026. - All of the councils in Devon and Somerset, along with the Local Enterprise Partnership, the two National Park Authorities and the three Clinical Commissioning Groups are working in partnership towards the Heart of the South West Productivity Plan, which is an overarching strategy that aims to improve business productivity and to increase opportunities for people to contribute, and to benefit from, economic growth.
<p>Support Exeter's Communities</p> <ul style="list-style-type: none"> - Exeter and Cranbrook has been chosen by Sport England as a pilot area to work with on a bold new approach to build healthier, more active communities across England. Around £100 million of National Lottery Funding will be invested in the 12 pilot areas over 4 years.

5. Financial Performance 2017/18

The 2017/18 revenue budget process was influenced and framed by the continued need to make significant budget reductions whilst delivering Council priorities, due to reductions in funding from central government. This process is ongoing and will be continuously reviewed as the Council develops a stronger understanding of the financial challenges it faces, which include:

Government Announcements:

- The Government are undertaking a fair funding review, which will set new baseline funding allocations for local authorities by delivering an up-to-date assessment of their relative needs and resources. The outcomes of the review are planned to be implemented in 2020/21, following the end of the current four year settlement.
- The move to a reformed 100% Business Rate Retention national system, which was due to be implemented in 2019/20 has been delayed, but the Government has announced its aim for councils to retain at least 75% of business rates in 2020/21. Devon has been selected as one of 10 areas to take part in a national pilot allowing councils to retain 100% of growth of business rates. The pilot will run for 2018/19 and will test whether full retention of business rates can be rolled out nationally.
- Changes to the new homes bonus scheme were announced as part of the Local Government Finance Settlement in December 2016. The number of years for which payments are made reduced from six to five years in 2017/18 and will further reduce to four years from 2018/19. Exeter City Council received £3.6m in new homes bonus in 2017/18, it therefore represents a significant source of funding.
- The requirement to pay a 'high value levy' to the Government in respect of high value vacant local authority housing.

NARRATIVE REPORT

2017/18 Service Revenue Outturn

In preparing the Medium Term Financial Plan for 2015/16 to 2020/21, saving targets of £1.407m were factored in for 2017/18, resulting in a £0.073m contribution from the General Fund Balance, in order to achieve a balanced budget.

The outturn for 2017/18 resulted in a £0.491m transfer from the General Fund Balance.

The Council's current policy is such that the minimum level of the General Fund Balance will remain above £3 million. This is considered prudent taking into account the potential level of financial risk facing the Council in the medium term.

	Revised Annual Budget £'000	Year End Outturn £'000	Variance to Budget £'000
SCRUTINY - PEOPLE	2,927	3,409	482
SCRUTINY - PLACE	6,687	5,868	(818)
SCRUTINY - CORPORATE	7,777	6,891	(885)
Less Notional Capital Charges	(3,076)	(3,076)	0
Service Committee Net Expenditure	14,314	13,092	(1,222)
Net Interest	150	82	(68)
New Homes Bonus	(3,597)	(3,597)	0
Revenue Contribution to Capital	0	917	917
Minimum Revenue Provision	764	648	(116)
Voluntary Revenue Provision	1,000	117	(883)
General Fund Expenditure	12,632	11,259	(1,373)
Transfer To/(From) Working Balance	(1,536)	(573)	963
Transfer To/(From) Earmarked Reserves	769	2,419	1,650
General Fund Net Expenditure	11,865	13,105	1,240
Met By:			
Formula Grant	(5,177)	(5,177)	0
Business Rates Growth / Pooling Gain	(1,350)	(2,400)	(1,050)
CIL Income	0	(190)	(190)
Council Tax	(5,338)	(5,338)	(0)
	0	0	0
	March 2017	March 2018	
Working Balance	5,264	4,691	

2017/18 Capital Outturn

The Council spent £10.331m on its Capital Programme in 2017/18 compared to the revised forecast spend of £12.986m. The capital expenditure, by strategic theme, and financing of this expenditure is set out below.

The variance between the outturn forecast and actual outturn for the year was £2.655m. This will require the re-profiling of planned expenditure into future years and therefore does not present any financial issues for the Council.

	2017/18 Forecast Outturn £'000	2017/18 Outturn £'000	Variance £'000
Capital Expenditure			
Help me find somewhere to live	4,601	3,960	(641)
Keep place looking good	187	124	(63)
Keep the environment safe & healthy	1,250	1,061	(189)
Provide great things for me to see & do	497	371	(126)
Deliver good development	1,143	1,219	76
Well run Council	1,280	322	(958)
Maintain our property assets	4,028	3,274	(754)
Total Expenditure	12,986	10,331	(2,655)
Resources			
Major Repairs Reserve	1,245	551	(694)
Capital Receipts	1,617	2,025	408
Grants and Contributions	2,938	2,259	(679)
Community Infrastructure Levy (CIL)	220	285	65
Revenue Contributions	3,897	4,714	817
Prudential Borrowing	3,068	497	(2,571)
Total Financing	12,986	10,331	(2,655)

Key achievements in 2017/18 Capital Programme:

- **£208k RAMM World Cultures Galleries**
RAMM's World Culture galleries opened in 1999 after the ethnographic collection was awarded Designation status in recognition of the range and quality of objects from Africa, Middle East, Asia, Pacific Ocean islands and the Americas. Work started during 2017/18 to refurbish the galleries, which are set to open in May 2018 as part of the museum's 150th birthday celebrations.



- **£476k Temporary Accommodation Purchase**
The Council acquired a property comprising seven self-contained bedsits, for refurbishment and conversion into hostel accommodation to help meet increasing demand for emergency accommodation.
- **£3.3m Improvements to Council Housing**
An extensive range of improvement works were undertaken to the Council's social housing stock including: kitchen and bathroom replacements, adaptations, enhancements to footpaths and walls and re-roofing works at Shilhay.
- **£539k Estate Regeneration**
The Council successfully bid for £1.295m Estate Regeneration Funding for four estates across the City from the Homes and Communities Agency. The funding is being used to accelerate the pre-construction stage and design development with £539k spent during 2017/18.

- **£2.1m Council Own Build – Wave 2**
Work is almost complete in respect of Chester Long Court; a development of 26 new one and two-bedroom apartments for people over the age of 60 in housing need. The apartments are designed and built to the low energy Passivhaus environmental standard. Completion is expected in May 2018.



Show home interior

Housing Revenue Account

The Housing Revenue Account (HRA) is a ring-fenced landlord’s account for the running of the Council’s housing stock.

During 2017/18 the HRA reported an operating surplus of £1.694m, this was after making a £3.8m revenue contribution to capital expenditure. The surplus was transferred to the HRA working balance.

The Council’s current policy is such that the minimum level of the HRA working balance will remain above £4 million. This is considered prudent taking into account the potential level of financial risk facing the HRA in the medium term. As at 31 March 2018, the working balance was £10.212m, considerably higher than the minimum level. This is predominantly due to delays with certain capital schemes, including St Loyes Extra Care and Rennes House refurbishment. Significant revenue contributions will be required over the next 2 years towards financing the capital schemes, which will reduce the working balance.

The key risk relates to the High Value Assets Levy, which may require the Council to make a payment to the Government in respect of its ‘high value’ housing. Due to the uncertainty regarding the definition of ‘high value’ and calculation of the levy payable, it was considered prudent to maintain a minimum balance of £4 million.

Key achievements

In addition to the achievements in the Capital Programme, highlighted above, the HRA completed an extensive stock condition survey comprising 60% of dwellings and 100% of blocks of flats, in order to better inform future asset management plans.

In October 2017, the Council adopted a new Fire Safety Management Policy for its housing stock, whereby designated

escape routes and alternative routes which could be used for escape be maintained free from all obstacles in order to secure tenant safety and compliance with statutory duties.

HRA Benchmarking

Each year the HRA participates in a benchmarking exercise to assess performance and satisfaction in comparison with similar organisations within a peer group. The peer group comprises 57 other local authority social housing landlords. The results of the most recent exercise were:

Headline measures	Value	Quartile	Performance
Cost headlines			
Overheads as a % of direct revenue costs	10.8%	Upper	Costs in lowest 25% of peer group
Total cost per property of Housing Management	£266.87	Upper	Costs in lowest 25% of peer group
Total cost per property of Responsive Repairs & Void Works	£636.59	Upper	Costs in lowest 25% of peer group
Total cost per property of Major Works & Cyclical Maintenance	£1,387.84	Upper	Costs in lowest 25% of peer group
Operation performance headlines			
Total tenant arrears as % rent due (excluding voids)	2.71%	Middle upper	Better than average of the peer group
Average re-let in days (standard re-lets)	23.93	Upper	Within top 25% of peer group
Rent loss due to empty properties (voids) as % rent due	0.97%	Middle upper	Better than average of the peer group
Average number of calendar days taken to complete repairs	9	Middle upper	Better than average of the peer group
Percentage of repairs completed at the first visit	94.10%	Middle upper	Better than average of the peer group
Percentage of dwellings that are non-decent at the end of the year	2.50%	Middle lower	Below average of the peer group
Percentage of properties with a valid gas safety certificate	100.00%	Upper	Within top 25% of peer group
Staff turnover in the year %	7.04%	Upper	Within top 25% of peer group
Sickness absence average working days lost per employee	15.81	Lower	Bottom 25% of the peer group

Pension Fund

The Council has net pension liabilities of £113.568 million in the Balance Sheet. This reflects the value of pension liabilities which the Council is required to pay in the future as they fall due, offset by the value of assets invested in the pension fund. A full actuarial valuation was undertaken as at 31 March 2016 to review the contribution levels of the Council which was set at 15.8% of pensionable pay for future service and a varying cash figure in respect of past service (£1.321m in 2017/18). The next actuarial valuation of the Fund will be carried out as at 31 March 2019 and will set contributions for the period 1 April 2020 to 31 March 2023.

Borrowing

The Capital Financing Requirement is £88.075 million of which £57.882 million relates to the HRA. The Government have put a limit on the amount of borrowing the authority can have for the purposes of the HRA, called the ‘debt cap’ and current borrowing is up to the ‘debt cap’. In the Autumn Budget 2017, the Government announced that local authorities in areas of ‘high affordability pressures’ will be invited to bid for increases in their borrowing caps from 2019/20.

Actual borrowing is £10m in the form of a 2 year loan from another Local Authority and a £56.884m 50 year loan with the PWLB. The rest of the requirement is managed via internal borrowing.

6. Non-Financial Achievements 2017/18

Although times are challenging for Exeter City Council and the Local Government sector as a whole, below are some of the positive outcomes during the last financial year:

- Sport England confirmed that Exeter and Cranbrook are one of only 12 places selected to work on a ground-breaking new approach to tackle inactivity in communities over four years, to create innovative partnerships that make it easier for people to access sport and physical activity.
- Exeter’s Lost Weekend proved a success with sell-out gigs and positive feedback. The three-day festival of music, art, ideas and technology offered audiences the chance to imagine the future, to try new things and to enjoy being creative.
- The City Council picked up a prestigious national award for the way it communicated during the Royal Clarence Hotel fire. The Council was recognised at the 2017 Granicus Digital Strategy Awards for ‘Creative Use of Digital Citizen Engagement’.
- The Council’s apprentices celebrated achieving their qualifications including: Chris Garlick – Cilex Level 3 Certificate in Civil Litigation and Level 3 Diploma in Providing Legal Services, Jonny Cuniffe – Level 3 Association of Accounting Technicians, Caprice Page and Marie Moustache completed their Level 2 Business Administration qualifications.
- This year marked the 35th anniversary of the Tidy Exeter Group Ambassador and Personality of the Year 2017 awards, which honoured the work of the Council’s street cleaning teams across the city.

Performance Measures 2017/18

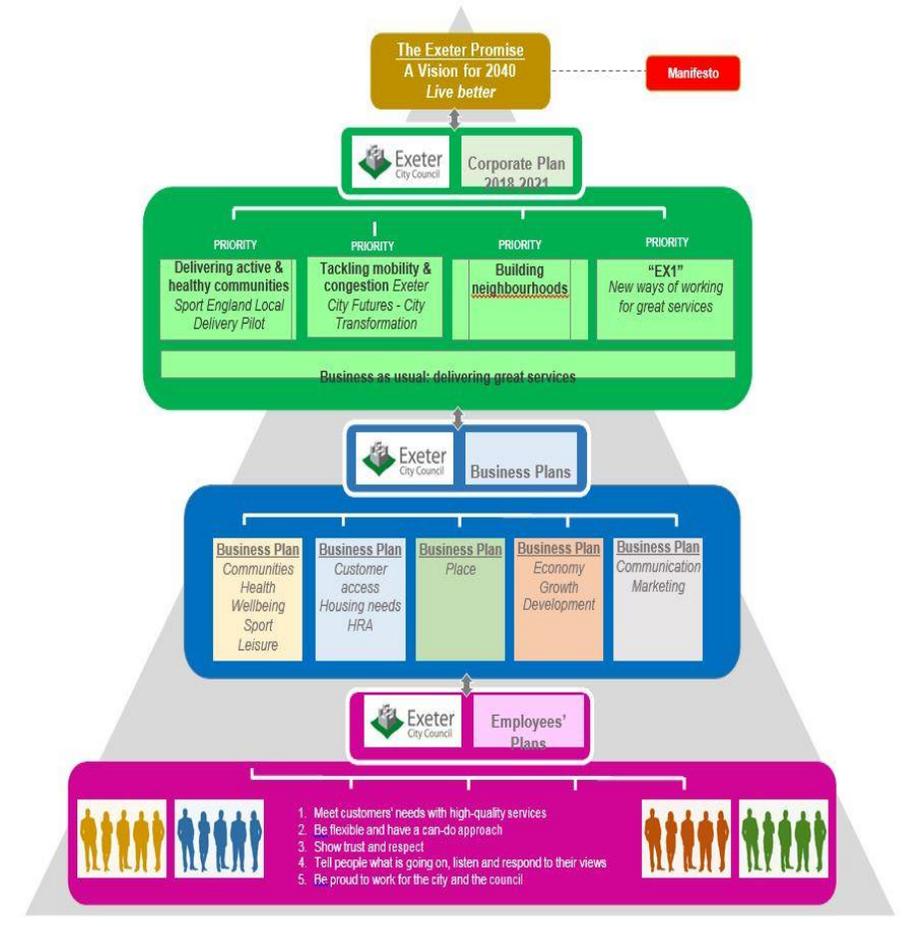
Implementation of the performance management framework was delayed due to the senior management restructure and the appointment of four new directors. Following this, the Council participated in a Corporate Peer Challenge Review in December 2017 to help shape future ambitions and outcomes.

The Council now has a draft set of ambitions and priorities which will be supported by directorate plans and the new performance management framework. Ahead of its implementation, the table below provides some of the performance statistics currently available for 2017/18:

Services to Meet Customers Needs
- 56,305 visitors to the Customer Service Centre (Jan '17 to Dec '17)
- 23.1 minutes - average time to deal with customer at an advice desk in the Customer Service Centre
- 104,451 calls received by the Main Call Centre (Jan '17 to Dec '17) (Switchboard, Benefits, Council Tax, Council Tax Recovery, Devon Home Choice)
- 37,467 calls received by the Env Health/Cleansing Team (Jan '17 to Dec '17)
- 27,243 calls received by Housing Repairs team (Jan '17 to Dec '17)
- 2,405,748 car park tickets sold
Reduce Operating Costs
- 96.8% Council Tax collection rate
- 98.1% NDR collection rate
- 2.3% current tenant arrears in respect of HRA rents
- Average re-let time for council dwellings of 29.31 days (standard voids)
Invest in the City
- 584 investment enquiries for Exeter handled by Economy and Tourism Services resulting in 36 investment conversions in Exeter
- 35 major planning applications; 63% determined within statutory period or within period agreed with applicant
691 minor/other planning applications; 73% determined with statutory period or within period agreed with applicant
Grow the Economy
- 184 jobs created as a result of investment conversions in Exeter
Support Exeter's Communities
- 189,300 customer visits to the Pyramids Swimming Pool
- 58,566 customer visits to the Exeter Arena
- 106,588 customer visits to the Clifton Hill Sports Centre
- 259,380 visitors to the Royal Albert Memorial Museum
- 21,772 visitors to the Underground Passages
- 78,000 attendance at Exeter Corn Exchange events

Future Corporate Plan

The hierarchy below sets out the ambitions and priorities of the Council for 2018-2021.



NARRATIVE REPORT

Future Financial Plans

Revenue

During the settlement for 2016/17, the Government offered local authorities the opportunity to apply for a 4 year agreed settlement subject to producing an efficiency plan. The Council took up this offer and the Council's Medium Term Financial Plan (MTFP) reflects the 4 year settlement figures and also takes into account inflation, identified spending pressures and savings identified. Overall, the Council has a balanced budget for 2018/19, but further savings of £2.75m are required to be identified over the following financial years.

Medium Term Revenue Plan (2018/19 – 2021/22)

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Resources				
Revenue Support Grant	-	365	-	-
Business Rates Income (assumed by Government)	4,842	4,185	4,289	4,396
Business Rates growth	1,228	1,226	-	-
Business Rates pooling benefit	150	150	-	-
New Homes Bonus	2,591	2,625	2,596	2,567
Council Tax	5,624	5,723	5,967	6,215
Likely resources	14,435	14,274	12,852	13,178
Expenditure				
Service expenditure				
Committee expenditure base budget	12,852	12,975	11,717	10,378
Inflation	500	300	300	300
Potential increase in service costs	568	(244)	75	75
Budgeted reductions	(945)	-	-	-
	12,975	13,031	12,092	10,753
Net Interest	100	322	320	319
RCCO	150	150	150	150
Repayment of debt	720	982	958	924
Additional repayment of debt	1,000	1,000	1,000	1,000
	14,945	15,485	14,520	13,146
Other funding				
Contribution to/ (from) earmarked reserves	(428)	255	282	197
Contribution to/ (from) balances - Other	(82)	(152)	(236)	(25)
	(510)	103	46	172
Savings identified during 2016-17	-	(64)	(214)	(140)
Further savings required	-	(1,250)	(1,500)	-
Total Net Budget	14,435	14,274	12,852	13,178
Balanced Budget	0	0	0	0
Opening General Fund Balance	3,814	3,732	3,580	3,344
Closing General Fund Balance	3,732	3,580	3,344	3,319

Please note, the MTFP has been extracted from the 2018/19 published Budget Book and therefore projected General Fund Balances differ to balances reported, as at 31/3/18.

HRA Medium Term Revenue Plan (2018/19 – 2021/22)

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Resources				
Rents	18,600	18,600	19,151	19,917
1% Rent reduction	-	(186)	-	-
Service Charges	1,070	1,086	1,103	1,120
Other	705	666	690	715
Likely resources	20,375	20,166	20,944	21,752
Expenditure				
HRA expenditure base budget	11,797	12,104	12,378	12,731
Inflation	271	302	315	325
Supplementary budgets	-	-	-	-
Repairs & Maintenance Programme uplift	-	157	96	(66)
New non-recurring budgets	31	-	-	-
Remove non-recurring budgets	(65)	(254)	(128)	-
Spending Pressure - Tree Maintenance	70	70	70	70
Depreciation / amortisation	3,006	3,006	3,006	3,006
Revenue Contribution to Capital Outlay	7,197	2,500	3,000	4,500
Net interest	1,830	1,809	1,809	1,809
	24,137	19,693	20,546	22,375
Other Funding				
Contribution to / (from) HRA Working Balance	(3,762)	473	398	(623)
Balanced Budget	0	0	0	0
Opening HRA Working Balance	9,227	5,465	5,938	6,335
Closing HRA Working Balance	5,465	5,938	6,335	5,712

The HRA Medium Term Revenue Plan reflects the 1% reduction in social rents for 4 years from a 2015/16 baseline, in accordance with the Welfare Reform and Work Act 2016.

Please note, the HRA MTFP has been extracted from the 2018/19 published Budget Book and therefore projected HRA Working Balances differ to balances reported, as at 31/3/18.

Capital Programme (2018/19 – 2021/22)

GENERAL FUND - CAPITAL PROGRAMME 2018/19 AND FUTURE YEARS				
SCHEMES LISTED WITHIN COUNCIL PURPOSES	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Improve the environment and my neighbourhood	1,678	510	140	20
Help me find somewhere to live	1,188	450	450	450
Keep the environment safe & healthy	576	-	-	-
Maintain our property assets	1,008	-	-	-
Provide great things for me to see & do	750	56	-	-
Deliver good development	7,571	19,151	6,252	-
Well run Council	3,990	957	738	698
TOTAL GENERAL FUND CAPITAL PROGRAMME	16,761	21,124	7,580	1,168
FINANCING:				
Capital Receipts	617	5,700	-	-
Disabled Facility Grant	681	450	450	450
New Homes Bonus	108	12,157	605	-
Community Infrastructure Levy	6,825	-	-	-
Other Grants and Contributions	1,105	674	-	-
Prudential Borrowing	7,425	2,143	6,525	718
TOTAL GENERAL FUND CAPITAL FINANCING	16,761	21,124	7,580	1,168
HOUSING REVENUE ACCOUNT - CAPITAL PROGRAMME 2018/19 AND FUTURE YEARS				
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Investment in existing stock	12,298	11,202	7,548	8,810
Information Technology	175	-	-	-
Provision of new council homes	6,696	5,610	406	250
TOTAL HRA CAPITAL PROGRAMME	19,169	16,812	7,954	9,060
FINANCING:				
Major Repairs Reserve	7,666	7,974	3,298	3,810
Capital Receipts	1,075	750	1,500	750
Commuted Sums	405	5,360	156	-
Other Grants and Contributions	2,826	228	-	-
Revenue Contributions to Capital	7,197	2,500	3,000	4,500
TOTAL HRA CAPITAL FINANCING	19,169	16,812	7,954	9,060

NARRATIVE REPORT

The Capital Programme, above, reflects the plans approved in the 2018/19 Budget Book along with budgets slipped from 2017/18 and the associated financing.

The Council is undertaking an ambitious capital programme, most notably the £33 million development of a new state of the art leisure centre, St Sidwell's Point, illustrated below.

The leisure complex will boast a 20-metre teaching pool, a confidence pool and an eight lane 25-metre pool with room for up to 250 spectators. The complex will be the first in the UK built to rigorous environmental Passiv-haus standards, meaning a saving of around 70% on energy costs compared to similar sized leisure developments.



Further examples of our major schemes are:

- £6.87 million approved investment in the new bus station. The new, modern bus station will replace the tired and dated bus station in Paris Street. Below is how the bus station might look:



- £10.85 million Extra care development in St Loyes. This will be purpose built, self-contained, housing for older and disabled people with care and support needs.



Message from Dave Hodgson, Chief Finance Officer

In spite of the challenges presented by the reduction in government grant, Exeter City Council has again delivered its plans within budget and set aside funds to protect itself in the future. The Council remains ambitious and seeks to ensure that Exeter becomes stronger through economic growth, whilst supporting the local residents with excellent services.

The ability to maintain service provision, whilst embarking on an ambitious capital programme is evidence of the sound financial management approach adopted by the Council.

That being said, the next three years will be challenging for the Council as it will need to save £2.75 million by 2020/21 as the Government's fair funding review and reset of the Business Rates baseline are introduced.

The Council has developed a five point plan to deliver reductions and additional income to deliver a balanced budget. Progress is monitored monthly by a Transformation Board made up of Officers and Members.

**Dave Hodgson CPFA
Chief Finance Officer**

The Council, along with the rest of Devon is part of a 100% rates retention pilot for 2018-19. Options for maximising the benefit of the additional funds are being considered.

The Council's new IT Company, Strata Service Solutions Ltd, set up in partnership with East Devon and Teignbridge District Councils has completed its third full year in operation and has delivered a refund significantly in excess of that agreed at the start of the financial year.

In delivering the accounts by the new statutory deadline, the finance team have once again shown their professionalism and commitment by dealing with ever more complex accounts and accounting frameworks in a shorter timeframe

**Councillor Natalie Vizard
Chair – Audit and Governance Committee**

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The authority is required to:

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

The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the authority'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 Chief Finance Officer has:

- Selected suitable accounting policies and then applied them consistently
- Made judgements and estimates that were reasonable and prudent
- Complied with the Code except where stated in the Accounting Policies
- Kept proper accounting records which were up to date
- Taken reasonable steps for the prevention and detection of fraud and other irregularities
- Assessed the Authority's ability to continue as a going concern disclosing, as applicable, matters relating to going concern
- Used the going concern basis of accounting on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future
- Maintained such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

Certification of Accounts

I certify that the Statement of Accounts gives a true and fair view of the financial position of Exeter City Council at the reporting date and of its income and expenditure for the year ended 31 March 2018.

Dave Hodgson CPFA
Chief Finance Officer
25 July 2018

EXPLANATION OF THE CORE FINANCIAL STATEMENTS AND EXPENDITURE AND FUNDING ANALYSIS

The Accounts and Audit Regulations 2015 require the Council to produce a Statement of Accounts for each financial year. These statements contain a number of different elements which are explained below:

Core Financial Statements and Expenditure and Funding Analysis

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

Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by the authority in comparison with those resources consumed or earned by the authority in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's committees. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Movement in Reserves Statement shows the movement from the start of the year to the end of the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other 'unusable' reserves. This statement shows how the movements in year of the authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax (or rents) for the year. The Net Increase/Decrease line shows the statutory General Fund Balance and Housing Revenue Account Balance movements in the year following those adjustments.

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

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

CORE FINANCIAL STATEMENT

Comprehensive Income and Expenditure Statement

Restated 2016-2017			2017-2018			Notes	
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	
46,930	(43,604)	3,326	Scrutiny - People	45,730	(41,734)	3,996	
25,297	(17,107)	8,190	Scrutiny - Place	28,790	(17,250)	11,540	
10,631	(3,745)	6,886	Scrutiny - Corporate	11,038	(1,840)	9,198	
13,303	(21,247)	(7,944)	Housing Revenue Account	14,012	(20,817)	(6,805)	
708	(363)	345	Strata Service Solutions Ltd	1,021	(491)	530	36
96,869	(86,066)	10,803	Cost of Services	100,591	(82,132)	18,459	
		(937)	Other operating expenditure			(11,505)	14
		491	Financing and investment income and expenditure			1,843	15
		(20,112)	Taxation and non-specific grant income			(23,787)	16
		(9,755)	(Surplus) or Deficit on Provision of Services			(14,990)	
			Other Comprehensive Income and Expenditure				
		(42,214)	(Surplus) or deficit on revaluation of property, plant and equipment			(25,767)	27
		405	(Surplus) or deficit on revaluation of available for sale financial assets			(218)	27
		28,361	Actuarial (gains)/losses on pensions assets / liabilities			(13,288)	27
		(13,448)	Total Other Comprehensive Income and Expenditure			(39,273)	
		(23,203)	Total Comprehensive Income and Expenditure			(54,263)	

EXPENDITURE AND FUNDING ANALYSIS

Expenditure and Funding Analysis

Restated 2016-2017	Net Expenditure Chargeable to the General Fund and HRA Balances £'000	Adjustments between Funding and Accounting Basis (Note 9) £'000	Net Expenditure in the Comprehensive Income and Expenditure Statement £'000
Scrutiny Committee - People	2,909	417	3,326
Scrutiny Committee - Place	4,629	3,561	8,190
Scrutiny Committee - Corporate	6,084	802	6,886
Housing Revenue Account	(1,538)	(6,406)	(7,944)
Strata Service Solutions Ltd	0	345	345
Net Cost of Services	12,084	(1,281)	10,803
Other income and expenditure	(13,370)	(7,188)	(20,558)
(Surplus) or Deficit on Provision of Services	(1,286)	(8,469)	(9,755)

Opening General Fund and HRA Balance at 31 March 2016	(12,753)
Add surplus on General Fund and HRA Balance in Year	(1,286)
Closing General Fund and HRA Balance at 31 March 2017	(14,039)

Analysed between General Fund and HRA Balances	General Fund	HRA	Total
Opening Balance at 31 March 2016	(5,516)	(7,237)	(12,753)
(Surplus) or Deficit in Year	252	(1,538)	(1,286)
Closing General Fund and HRA Balance at 31 March 2017	(5,264)	(8,775)	(14,039)

EXPENDITURE AND FUNDING ANALYSIS

Expenditure and Funding Analysis

2017-18	Net Expenditure Chargeable to the General Fund and HRA Balances £'000	Adjustments between Funding and Accounting Basis (Note 9) £'000	Net Expenditure in the Comprehensive Income and Expenditure Statement £'000
Scrutiny Committee - People	3,401	595	3,996
Scrutiny Committee - Place	3,140	8,400	11,540
Scrutiny Committee - Corporate	6,552	2,646	9,198
Housing Revenue Account	(1,694)	(5,111)	(6,805)
Strata Service Solutions Ltd	0	530	530
Net Cost of Services	11,399	7,060	18,459
Other income and expenditure	(12,520)	(20,929)	(33,449)
(Surplus) or Deficit on Provision of Services	(1,121)	(13,869)	(14,990)

Opening General Fund and HRA Balance at 31 March 2017	(14,039)
Add surplus on General Fund and HRA Balance in Year	(1,121)
Closing General Fund and HRA Balance at 31 March 2018	(15,160)

Analysed between General Fund and HRA Balances	General Fund	HRA	Total
Opening Balance at 31 March 2017	(5,264)	(8,775)	(14,039)
(Surplus) or Deficit in Year	573	(1,694)	(1,121)
Closing General Fund and HRA Balance at 31 March 2018	(4,691)	(10,469)	(15,160)

CORE FINANCIAL STATEMENT

Movement in Reserves Statement

	General Fund Balance (£'000)	Earmarked Reserves (£'000)	Housing Revenue Account (£'000)	Capital Receipts Reserve (£'000)	Major Repairs Reserve (£'000)	Capital Grants Unapplied (£'000)	Total Usable Reserves (£'000)	Unusable Reserves (£'000)	Total Authority Reserves (£'000)
Balance at 31 March 2016	(5,516)	(5,657)	(7,237)	(3,517)	(6,343)	(1,684)	(29,954)	(240,139)	(270,093)
<i>Movement in Reserves during 2016-2017 (Restated)</i>									
Total Comprehensive Income & Expenditure	(430)	0	(9,325)	0	0	0	(9,755)	(13,448)	(23,203)
Adjustments between Accounting basis and funding basis under statutory provisions (note 12)	944	0	7,787	(2,770)	(2,421)	(2,400)	1,140	(1,140)	0
Transfers to / (from) Earmarked Reserves	(262)	262	0	0	0	0	0	0	0
(Increase) / Decrease in 2016-2017	252	262	(1,538)	(2,770)	(2,421)	(2,400)	(8,615)	(14,588)	(23,203)
Balance at 31 March 2017 carried forward	(5,264)	(5,395)	(8,775)	(6,287)	(8,764)	(4,084)	(38,569)	(254,727)	(293,296)

CORE FINANCIAL STATEMENT

Movement in Reserves Statement

	General Fund Balance (£'000)	Earmarked Reserves (£'000)	Housing Revenue Account (£'000)	Capital Receipts Reserve (£'000)	Major Repairs Reserve (£'000)	Capital Grants Unapplied (£'000)	Total Usable Reserves (£'000)	Unusable Reserves (£'000)	Total Authority Reserves (£'000)
Balance at 31 March 2017 carried forward	(5,264)	(5,395)	(8,775)	(6,287)	(8,764)	(4,084)	(38,569)	(254,727)	(293,296)
<i>Movement in Reserves 2017-2018</i>									
Total Comprehensive Income & Expenditure	(8,562)	0	(6,428)	0	0	0	(14,990)	(39,273)	(54,263)
Adjustments between Accounting basis and funding basis under statutory provisions (note 12)	6,716	0	4,734	(7,724)	(2,463)	(6,268)	(5,005)	5,005	0
Transfers to / (from) Earmarked Reserves	2,419	(2,419)	0	0	0	0	0	0	0
(Increase) / Decrease in 2017-2018	573	(2,419)	(1,694)	(7,724)	(2,463)	(6,268)	(19,995)	(34,268)	(54,263)
Balance at 31 March 2018 carried forward	(4,691)	(7,814)	(10,469)	(14,011)	(11,227)	(10,352)	(58,564)	(288,995)	(347,559)

CORE FINANCIAL STATEMENT

Balance Sheet

Restated 2016-17 £'000	2017-18 £'000	Note
390,511 Property, Plant and Equipment	414,118	17
39,256 Investment Property	39,942	18
22,643 Heritage Assets	22,643	19
672 Intangible Assets	601	
5,437 Long Term Investments	5,855	21
13,198 Long Term Debtors	14,718	21
471,717 Total Long-Term Assets	497,877	
198 Inventories	208	
10,054 Short-Term Debtors	17,459	22
3,002 Short-Term Investments	18,021	21
1,047 Assets Held for Sale	924	24
21,088 Cash & Cash Equivalents	22,666	23
35,389 Total Current Assets	59,278	
(10,000) Short-Term Borrowing	0	21
(15,602) Short-Term Creditors	(19,257)	25
(25,602) Total Current Liabilities	(19,257)	
(56,906) Long term borrowing	(66,935)	21
(10,068) Capital Grants Receipts in Advance	(9,646)	34
(174) Long-Term Creditors	(190)	
(121,060) Pension Scheme Liability	(113,568)	41
(188,208) Total Long-Term Liabilities	(190,339)	
293,296 Net Assets	347,559	
Financed by:		
38,569 Usable Reserves	58,564	26
254,727 Unusable Reserves	288,995	27
293,296 Total Reserves	347,559	

A prior period error/adjustment was identified which resulted in retrospective restatement of the 2016/17 Balance Sheet, please refer to Note 8 for details.

These financial statements replace the unaudited financial statements certified by the Chief Finance Officer, Dave Hodgson, on 24 May 2018.

Dave Hodgson, CPFA, Chief Finance Officer

CORE FINANCIAL STATEMENT

Cash Flow Statement

Restated 2016-17 £'000	2017-18 £'000	Notes
(9,755) Net (surplus) or deficit on the provision of services	(14,990)	
Adjustments to net surplus or deficit on the provision of services for non-cash		
(8,830) movements	(13,345)	
Adjustments for items included in the net surplus or deficit on the provision of		
1,385 services that are investing and financing activities	17,465	
(17,200) Net cashflows from Operating Activities	(10,870)	28
13,367 Investing Activities	11,677	29
(230) Financing Activities	(2,385)	30
(4,063) Net (Increase) or decrease in cash and cash equivalents	(1,578)	
17,025 Cash and cash equivalents at the beginning of the reporting period	21,088	
21,088 Cash and cash equivalents at the end of the reporting period	22,666	

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

GENERAL PRINCIPLES

The Statement of Accounts summarises the Authority's transactions for the 2017/18 financial year and its position at the year-end of 31 March 2018. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, supported by International Financial Reporting Standards (IFRS) and statutory guidance.

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

ACCRUALS OF INCOME AND EXPENDITURE

Income and expenditure is accounted for in the year activity takes place, not simply when cash payments are made or received. In particular;

Revenue from the sale of goods is recognised when the authority 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 authority.

Revenue from the provision of services is recognised when the authority 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 authority.

Supplies are recorded as expenditure when they are consumed. Where there is a gap between the date received and consumption, they are carried forward 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 the payments made.

VAT payable is included as an expense only to the extent that it is irrecoverable. VAT receivable is excluded from income.

Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Creditors / Debtors

Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

CAPITAL RECEIPTS

Capital receipts are sums received by the Authority from the sale of assets. Receipts arising from Housing Right to Buy sales may be retained providing the local authority has signed an agreement to re-invest the receipts in the provision of replacement homes within 3 years. Exeter City Council entered into such an agreement on 27 June 2012.

NOTES TO THE FINANCIAL STATEMENTS

A de minimis level has been agreed in respect of all capital receipts and any receipts from the sale of an asset which total less than £10,000 are accounted for as income in the income & expenditure account.

CASH AND CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

CONTINGENT ASSETS / LIABILITIES

Contingent assets / liabilities arise where an event has taken place, but the potential asset / obligation will only be confirmed by future, uncertain events not wholly within the control of the authority. They are not recognised in the Balance Sheet, but are disclosed by way of a note to the accounts.

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.

COUNCIL TAX AND NON-DOMESTIC RATES (NDR)

The Council is a billing authority and acts as an agent, collecting council tax and NDR on behalf of the major preceptors (including government for NDR) and, as principal, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate 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 proportionally the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the 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. The difference between the income included within the Comprehensive Income and Expenditure Statement and the amount required by legislation 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.

Pool of Authorities for Non Domestic Rates

The Local Government Finance Act 2012 permits the Secretary of

NOTES TO THE FINANCIAL STATEMENTS

State to designate two or more relevant authorities as a pool of authorities. Exeter City Council are party to such a pool and need to recognise their share of the income and expenditure (and debtors and creditors) in accordance with the agreed arrangements for distribution of the pool together with accounting requirements.

EMPLOYEE BENEFITS

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end, including wages and salaries, paid annual leave and paid sick leave for current employees. They are recognised as an expense in the year in which the employees render service to the Authority. An accrual is made for the cost of holiday entitlements and flexible hours earned but not taken before the year-end. The accrual is charged to the relevant service but reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment or for the officer to take voluntary redundancy before the normal retirement date. They are charged to the Comprehensive Income and Expenditure Statement when the Authority is committed to the termination of employment.

Where the termination benefits involve the enhancement of pensions, statutory provisions require the General Fund to be charged with the amount payable by the Authority to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, the notional debits and credits are replaced with the debits for the cash paid to the Pension Fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-employment Benefits

Employees of the Authority are members of the Local Government Pension Scheme, which is administered by Devon County Council. The Local Government Pension Scheme is a defined benefit scheme (retirement lump sums and pensions) earned as employees worked for the Authority.

The Pensions Fund's Actuary has provided updated figures for the year based on the last valuation in 2016.

The liabilities of the pension fund attributable to the Authority have been measured on an actuarial basis using the projected unit method – an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of future earnings for current employees.

Liabilities are discounted to their value at current prices using a discount rate that equates to the annualised Merrill Lynch AA rated corporate bond yield curve.

The assets attributable to the Authority are included in the Balance Sheet at their fair value:

- quoted securities – current bid price
- unquoted securities – professional estimate
- unquoted securities - current bid price
- property – market value

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

Service cost

- **Current service cost** – the increase in liabilities as a result of years of service earned this year – allocated in the

NOTES TO THE FINANCIAL STATEMENTS

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 – charged to the Comprehensive Income and Expenditure Statement.
- **Net interest on the defined benefit liability (asset)** – the change during the year in the net defined benefit liability (asset) that arises from the passage of time charged to the Comprehensive Income and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation to the net defined benefit liability (asset) at the beginning of the year, 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

- **The return on plan assets** – excluding amounts included in net interest on the defined benefit liability (asset).
- **Actuarial gains and losses** – changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions.

Contributions paid to the pension fund

- Cash paid as employer's contributions to the pension fund in settlement of liabilities.

The treatment of the above has been mirrored in the Housing Revenue Account where full disclosure has been included.

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 the notional debits and credits for retirement benefits are removed and replaced with the debits for cash paid (or due to be paid at year end). These movements are appropriated to the Pension Reserve. The negative balance on the Pension Reserve reflects the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Council has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities are accrued in the year of the decision to make the award and accounted for using the same policies applied to the Local Government Pension Scheme.

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 are indicative of conditions that arose after the reporting period - the Statement of Accounts is not adjusted to reflect such events, but disclosure of the nature and an estimate of the financial impact is disclosed in the notes to the accounts, if material.
- 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.

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

FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability multiplied by the effective rate of interest for the instrument. For all the Council’s borrowings, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year.

Financial Assets

Financial Assets are classified into two types:

Loans and Receivables

Assets that have fixed or determinable payments but are not quoted in an active market. They are initially measured at fair value and carried at their amortised cost.

Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year.

The council has made a number of loans at less than market rates (soft loans). When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited at a higher effective rate of interest than the rate receivable. Statutory provisions require that the impact on the General Fund Balance is the interest receivable for the financial year and is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Where assets are identified as impaired because of a likelihood arising from a past event that payment due under the contract will not be made, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement. In respect of sundry debtors, assets are considered to be impaired when they are six months old.

Any gains and losses that arise on de-recognition of an asset are credited/debited to the Comprehensive Income and Expenditure Statement.

Available-for-sale Assets

Available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed/determinable payments, income (e.g. dividends) is credited when it becomes receivable by the authority.

NOTES TO THE FINANCIAL STATEMENTS

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

- Instruments with quoted market prices – the market price
- Other instruments with fixed and determinable payments – discounted cash flow
- Equity shares with no quoted market prices – independent appraisal of company valuations

Accounting standards provide a fair value hierarchy that categorises into three levels the inputs to valuation techniques used to measure fair value at year-end:

Hierarchy	Inputs
Level 1 inputs	Quoted prices in active markets for identical assets
Level 2 inputs	Inputs that are observable for the asset, either directly or indirectly
Level 3 inputs	Unobservable inputs

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

Where assets are identified as impaired because of likelihood arising from a past event that payment due under the contract will not be made or fair value falls below cost, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement.

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

Where fair value cannot be reliably measured, the instrument is carried at cost.

GOVERNMENT GRANTS AND CONTRIBUTIONS

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Council when there is reasonable assurance that the Council will comply with the conditions attached to the payments and the grants or contributions will be received.

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

Monies advanced as grants and contributions for which conditions have not been satisfied are held as creditors on the Balance Sheet. When the conditions have been satisfied, the grant or contribution is either credited to the relevant service line or to Taxation and Non-Specific Grant Income 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. If the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Reserve. Where it has been used, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account when they have been applied to fund capital expenditure.

Business Improvement District

A Business Improvement District (BID) scheme applies for Exeter city centre which is administered by InExeter Ltd (previously Exeter BID Company Ltd). The scheme is funded by a BID levy paid by non-domestic ratepayers. The Authority acts as the agent for the scheme and since it is collecting the BID levy income on behalf of InExeter Ltd most BID transactions are not recognised in the Comprehensive Income and Expenditure Statement, except the reimbursement of collection costs and any BID levies payable in respect of Council premises, e.g. the Guildhall.

Community Infrastructure Levy (CIL)

The Council has elected to charge a Community Infrastructure Levy. 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 infrastructure 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, as set out above.

HERITAGE ASSETS

The Council has a number of heritage assets. Heritage assets are recognised and measured in accordance with the policies on property, plant and equipment. However, some of the measurement rules are relaxed, as detailed below.

Property / Infrastructure / Statues – the Council owns a range of assets around the City which are of historic value. The Council does not believe that reliable cost or valuation information can be obtained for these items because of the diverse nature of the assets and lack of comparable market values, therefore they have been entered at nil value into the accounts.

Museum exhibits / Art / Civic Regalia – A non-electronic register of the Assets is held by the Museum and Guildhall and from this an insurance valuation has been produced. The Council will use the insurance valuation, as at 31 March 2018, as a measurement of the valuation of the assets. The assets are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation. Impairments and disposals are treated as per the policy on Property, Plant and Equipment.

INTERESTS IN COMPANIES AND OTHER ENTITIES

The Council has interests in companies and other entities that have the nature of subsidiaries, associates and joint ventures.

However, these interests are not considered to be material. In accordance with the Code, group accounts do not need to be prepared where an authority's interest is not considered to be material. In the Council's own single entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

INVESTMENT PROPERTIES

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

Measurement

Investment properties are initially measured at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end.

NOTES TO THE FINANCIAL STATEMENTS

Valuation Process / Disposals

Valuations are carried out internally, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Unless market or other factors suggest a different use by market participants would maximise value, it is assumed that current use is the best and highest use.

Gains and losses on revaluation are posted to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains or loss on disposal.

Valuation Technique

Three valuation techniques can be applied:

- Market approach – use of prices and other information generated by market transactions
- Cost approach – assessment of the amount required to replace the service capacity of an asset
- Income approach – conversion of future amounts (cash flows) to a single current amount

Accounting standards provide a fair value hierarchy that categorises into three levels the inputs to valuation techniques used to measure fair value at year-end:

Hierarchy	Inputs
Level 1 inputs	Quoted prices in active markets for identical assets
Level 2 inputs	Other inputs observable for the asset (e.g. comparable properties, adjusted for relative square metres of floor space)
Level 3 inputs	Unobservable inputs (e.g. projected cash flows)

Income from Investment Properties

Rental income is credited to the Financing and Investment Income line and results in a gain to the General Fund balance. However, revaluation and disposal gains and losses are reversed out in the Movement in Reserves Statement and posted to either the Capital Adjustment Account or Capital Receipts Reserve.

JOINT OPERATIONS

Joint operations are arrangements where contractual agreements are in place under which two or more parties share control. The parties each have rights to the assets and obligations for the liabilities relating to that arrangement.

Joint operations are recognised in the single entity statements by bringing in the authority's share of the assets, liabilities, revenue and expenses of the arrangement.

Exeter City Council, East Devon District Council and Teignbridge District Council each share control of Strata Service Solutions Ltd (Strata), which was incorporated under the Companies Act 2006 for the provision of a shared Information Communications Technology service. The single entity statements for each authority reflect their respective shares of Strata. However, the accompanying notes to the Council's financial statements only include information relating to Strata where this would make a material difference to the usefulness of the notes.

LEASES

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

Where a lease covers land and buildings these are considered separately.

NOTES TO THE FINANCIAL STATEMENTS

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

The Council as Lessee

Finance leases

Property, plant and equipment held under finance leases are recognised on the Balance Sheet at the commencement of the lease at its fair value at inception (or the present value of minimum payments, if lower). The asset is matched by a liability for the obligation to pay the lessor.

Initial direct costs are added to the carrying amount and any initial premium paid is applied to write down the lease liability. Contingent rents are charged as expenses in the period incurred.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the asset – applied to write down the lease liability.
- A finance charge debited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement

Property, plant and equipment recognised under finance leases are accounted for using the policies applied generally to such assets. However, depreciation is charged over the term of the lease where this is lower than the useful life.

The authority is not required to raise council tax to fund these charges; however it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the

authority in accordance with statutory guidance. Depreciation, amortisation, revaluation and impairment losses are therefore replaced by this contribution in the General Fund Balance by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference.

Operating Leases

Rentals are charged to the relevant service benefitting from the use of the leased asset in the Comprehensive Income and Expenditure Statement on a straight line basis regardless of the pattern of payments (e.g. a rent free period at the commencement of the lease).

The Council as Lessor

Finance leases

Where the authority grants a finance lease over a property or an item of plant and equipment, the asset is written out of the Balance Sheet as a disposal. The carrying amount of the asset is written off to Other Operating Expenditure in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal and offset against the Council's net investment in the lease, with a matching long-term debtor in the Balance Sheet.

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the asset – applied to write down the lease debtor
- Finance income credited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement

The Council is not allowed to increase the General Fund balance by this income and is required to treat the income as a capital receipt.

NOTES TO THE FINANCIAL STATEMENTS

Premiums are posted to the Capital Receipts Reserve via the Movement in Reserves Statement. Where the amount due is to be settled by rentals in future financial years, the amount is credited to the Deferred Capital Receipts Reserve and released to the Capital Receipts Reserve when the payments are made, with the actual payment used to write down the long-term debtor.

The written-off values of disposals is not a charge against council tax and is appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Operating Leases

Where the Council grants an operating lease, the asset remains on the Council's Balance Sheet and rental income is credited to Other Operating Expenditure in the Comprehensive Income and Expenditure Statement on a straight line basis regardless of the pattern of payments (e.g. a premium paid at the commencement of the lease). Initial costs are charged to the carrying amount of the asset and charged as an expense on the same basis as rental income.

OVERHEADS AND SUPPORT SERVICES

The cost of overheads and support services are charged to service segments in accordance with the authority's arrangements for accountability and financial performance with the following exceptions:

- The Housing Revenue Account is debited with a fair share of support services and overheads in accordance with the Local Government and Housing Act 1989.
- Support services are charged to services that are required to achieve full cost recovery including; building control, land charges, vehicle licensing, licensing of houses in multiple occupation and investment properties.

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 estimates are accounted for in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information in respect of the authority's financial position or performance. Where a change is made, it is applied retrospectively by adjusting the 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 the opening balances and comparative amounts for the prior period.

PROPERTY, PLANT AND EQUIPMENT

Assets that have physical substance and are held for the delivery of services, for rental to others or for administration purposes that are expected to be used during more than one financial year are classified as property, plant and equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis in the accounts. Expenditure that maintains but does not enhance an asset, such as repairs and maintenance is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost. Only those costs that are directly attributable to bringing the asset into working condition for its intended use are included in its measurement. A de minimis level of £10,000 has been agreed for capital expenditure. Any

NOTES TO THE FINANCIAL STATEMENTS

costs below this are charged to revenue. The costs of assets acquired other than by purchase is deemed to be its fair value or in the case of an exchange, the carrying amount of the asset given up by the authority.

Donated Assets

Donated assets are measured initially at fair value and the difference to the consideration paid is credited to Taxation and Non Specific Grant Income in the Comprehensive Income and Expenditure Statement, unless there are conditions. Until the conditions are satisfied, the gain is held in a Donated Assets Account. When gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out in the Movement in Reserves Statement to the Capital Adjustment Account.

Balance Sheet Valuation

Assets are carried in the Balance Sheet using the following measurements bases:

Class	Basis of Measurement
Infrastructure, community assets and assets under construction	Depreciated historical cost
Council dwellings	Current value based on existing use value – social housing (EUV-SH)
Non-property assets with short useful lives and/or low values	Depreciated historical cost
All other assets	Current value of the asset in its existing use (EUV). Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used

Revaluations

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. A full valuation is performed on a rolling basis to cover 20% of assets per annum over a five-year cycle. Assets not included in the full valuation are also assessed in order to ensure that carrying amounts are not materially different to current values at the year-end.

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

A decrease in value is accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against the 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 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 FINANCIAL STATEMENTS

Impairment

Impairment reviews are undertaken each year to assess whether there is evidence of a reduction in an asset's value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for as a decrease in value, as set out above.

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

Depreciation

Depreciation is provided for all property, plant and equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life and assets that are not yet available for use.

The following policies are used for depreciation:

- Freehold land and community assets are not depreciated
- Assets under construction are not depreciated
- Newly acquired assets are depreciated from 1 April following their purchase.
- Full year depreciation is charged in the year an asset is disposed of.
- A reducing balance method of depreciation is used for vehicles and assumes the following life expectancies and residual values:

Acquisition value	Life expectancy	Residual value
£10,000 – £14,999	6 years	12%
£15,000 - £19,999	7 years	11%
£20,000 - £49,000	6 years	12%
Over £50,000	7 years	4%

A straight-line method of depreciation is used for the assets below and assumes the following life expectancies:

Asset	Life expectancy	Residual value
Plant & equipment	5 to 10 years	Nil
Infrastructure	20 years	Nil
Operational properties	Up to 60 years (unless otherwise specified)	As specified by the Valuers

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

Components

Where an item of property, plant and equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. The Council has a Componentisation Policy and components are determined in accordance with the policy. For example, key components of council dwellings are depreciated on a straight line basis and assume the following life expectancies:

Kitchens and Bathrooms	30 years
Windows	30 years
Roofs	60 years

NOTES TO THE FINANCIAL STATEMENTS

Disposals

When an asset is disposed of or decommissioned, the carrying value of the asset is written off in the Comprehensive Income and Expenditure Statement along with any proceeds from the disposal as part of the gain or loss on disposal.

The gain or loss is the amount by which the proceeds are more (gain) or less (loss) than the carrying amount of the fixed asset. Any revaluation gains in the Revaluation Reserve relating to the disposed assets are transferred to the Capital Adjustment Account.

Statutory regulations require that the gain or loss on the disposal of assets is reversed out in the Movement in Reserves Statement.

Non-current Assets Held for Sale

When it becomes probable that the carrying value will be recovered principally through a sale transaction, it is reclassified as an asset held for sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Fair value is the price that would be received in an orderly transaction between market participants at the measurement date, which should 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.

Losses in fair value are charged to the Comprehensive Income and Expenditure Statement. Gains are recognised only up to the amount of any previous losses. Depreciation is not charged on assets held for sale.

If an asset no longer meets the criteria to be classified as assets held for sale, they are reclassified back to non-current assets and valued at the lower of the previous carrying amount adjusted for depreciation or revaluations that would have been recognised during that time and their recoverable amount of the date of the decision not to sell.

Assets to be abandoned or scrapped are not reclassified as assets held for sale.

PROVISIONS

The Council sets aside provisions for future expenses. These are charged to the service in the Comprehensive Income and Expenditure Statement in the year that the authority becomes aware of the obligation and held on the Balance Sheet. When payments are eventually made they are charged to the provision carried in the Balance Sheet.

Provisions are required to be recognised in the accounts when:

- The Council has a present obligation (legal or constructive) as a result of a past event;
- It is probable that a transfer of economic benefits will be required to settle the obligation
- A reliable estimate can be made of the amount of the obligation

RESERVES

The authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by transferring amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service and the reserve is transferred back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, local taxation, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in the relevant policies.

REVENUE CHARGES FOR NON-CURRENT ASSETS

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

- Depreciation attributable to the assets used by the relevant service
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- Amortisation of intangible assets attributable to the service

The Council is not required to raise council tax to fund these charges; however it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance. Depreciation, amortisation, revaluation and impairment losses are therefore replaced by this contribution in the General Fund Balance (referred to as MRP; Minimum Revenue Provision) by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference.

Since the introduction of self-financing for the Housing Revenue Account (HRA) a new statutory framework has been established to allow depreciation to be a real charge. The HRA is required to set aside an amount equal to depreciation into the Major Repairs Reserve.

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 account in the Comprehensive Income and Expenditure Statement. Where it is funded by capital resources or borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account is made so that there is no impact on the level of Council Tax.

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

Local authorities are required to report the impact of accounting changes that will be required by a new standard that has been issued but not yet adopted. For this disclosure, the standards introduced by the 2018/19 Code and effective from 1 April 2018, include:

- IFRS 9 Financial Instruments
- IFRS 15 Revenue from Contracts with Customers
- Amendments to IAS 12 Income Taxes; recognition of Deferred Tax Assets for Unrealised Losses
- Amendments to IAS 7 Statement of Cash Flows

The transitional reporting requirements for IFRS 9 and 15 will not require figures in the 2017/18 financial statements to be restated. However, it is likely that the application of IFRS 9 will have a financial impact, particularly for collective investment vehicles, on General Fund balances. An earmarked reserve of £250,000 has been set up to help mitigate any financial costs upon transition.

The impact of the other accounting changes are not yet known or reasonably estimable. However, the Code does not anticipate that the amendments will have a material impact on the information provided in the local authority financial statements.

3. CRITICAL JUDGMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the authority 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:

Funding for Local Government

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

Group Accounts

The Council is the sole shareholder of Exeter Business Centre, has an associate interest in Exeter Canal and Quay Trust, it has a 19.9% shareholding in the Exeter Science Park Limited, a 16.66% shareholding in the Monkerton Heat Company Limited and a 20% shareholding on Dextco Limited. It has been determined that group accounts do not need to be prepared as the authority's interest in these entities are not considered to be material. Please refer to Note 35 for more details.

Joint Operation

Strata Service Solutions Ltd is a registered company which has been established to assist the three authorities; Exeter City Council, East Devon District Council and Teignbridge District Council, in the provision and operation of shared ICT services. It is deemed to be a joint operation due to the inherent rights to the assets and obligations for liabilities each authority has relating to the joint arrangement, based upon the following

facts and circumstances:

- The three authorities have joint control of the entity. Each authority has one nominated Director and each Director has one vote. The Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the company with decisions made collectively and unanimously.
- The Company is required by the Councils to carry out the tasks as set out in the Business Plans and Service Plans and is limited to the business and objectives as set by the Councils
- The Company's revenue derives from the financial allocations set and controlled by each of the Councils
- There are no plans for Strata to do anything other than provide services to the three authorities. The Company has been established as an in-house mutual trading local authority controlled company to assist them in the provision of services.

Joint operations are not consolidated into group accounts, instead each authority has recognised in its financial statement its share of assets, liabilities, revenue and expenses pertaining to Strata Service Solutions Ltd. Please refer to Note 36 for more details.

NOTES TO THE FINANCIAL STATEMENTS

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

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

Item	Uncertainties	Effect if actual result differs from Assumptions
Pensions Liabilities	Estimates of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The effects of changes in individual assumptions can be measured. For example, a 0.1% increase in the discount rate would result in a decrease of £4.319m in the pension liability and £0.138m in the Projected Service Cost. However the assumptions interact in a complex way. During the year the actuaries have amended the liability by £11.275m as a result of assumptions being updated.
Arrears	At the Balance Sheet date, the Council had a balance of £20.810m for short-term debtors. Impairment of doubtful debts totalling £3.351m has been made, but in the current economic climate it is not certain that this will be sufficient.	If collection rates were to deteriorate a doubling of the amount of impairment would lead to an additional £3.351m being set aside.
Valuation of Property, Plant and Equipment and Depreciation	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance (R&M) that will be incurred. The economic climate makes it uncertain that the Council can sustain its current spending on R&M bringing into doubt the useful lives assigned.	If the useful life is reduced depreciation will increase and the carrying value of asset will fall. It is estimated that the depreciation charge for other land and building will increase by £29,090 for every year that the useful life is reduced by.
Fair Value Measurements – Investment Properties	The Authority uses significant unobservable inputs to measure the fair value of some of its investment properties including assumptions regarding rent growth and yield.	Significant changes in any of the unobservable inputs would result in a significantly lower or higher fair value measurement for the investment properties.
Fair Value Measurements – Financial Instruments	When the fair values of financial assets and liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured based on other observable data or judgement. These judgements typically include considerations such as uncertainty and risk.	Significant changes in any of the unobservable inputs would result in a significantly lower or higher fair value measurement for financial assets or liabilities.

NOTES TO THE FINANCIAL STATEMENTS

5. MATERIAL ITEMS OF INCOME AND EXPENSE

Where items are not disclosed on the face of the Comprehensive Income and Expenditure Statement, the authority is required to disclose any material items.

During the year, the council disposed of a parcel of land with a carrying value of £0.3m in exchange for enhancements, valued at £3.273m, to another council owned asset. A net gain on disposal of £2.973m is therefore reported within the Other Operating Expenditure line of the Comprehensive Income and Expenditure Statement for 2017/18. The gain has been reversed out in the Movement in Reserves Statement to the Capital Adjustment Account, in accordance with statutory regulations.

6. EVENTS AFTER THE BALANCE SHEET DATE

The Statement of Accounts was authorised for issue by the Chief Finance Officer, D Hodgson CPFA, on 25 July 2018. Events after this date have not been recognised in the 2017/18 Statement of Accounts. Where events taking place before this date provided information about conditions existing at 31 March 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

7. NON- ADJUSTING EVENTS AFTER THE BALANCE SHEET DATE

The financial statements and notes have not been adjusted for the following events which took place after 31 March 2018 as they provide information that is relevant to an understanding of the Authority's financial position but do not relate to conditions at that date:

Leaving the European Union

On 23 June 2016 the EU referendum took place and the people of the United Kingdom voted to leave the European Union. The impact on local authorities may not be clear for some time. Prime Minister Theresa May triggered Article 50 on 29 March 2017. This means Britain should officially leave the EU no later than April 2019. The EU has set October 2018 as the final deadline for a deal to be finalised in order to give the European parliament, UK parliament and other institutions time to scrutinise and sign off the final withdrawal agreement. Whilst the complex negotiations to agree the terms of its exit are undertaken the UK will remain a member of the EU and will be bound by its legal and treaty obligations.

The Council will need to monitor events and consider any accounting and financial reporting implications including the impact of volatility in financial markets on investment strategies.

Reduce Social Housing Rents by 1% a year for 4 years

With effect from 1 April 2016, the Welfare Reform and Work Act 2016 requires social housing landlords to reduce social housing rents by 1% a year for 4 years from a 2015/16 baseline. The financial year 2017/18 was Year 2 out of 4 of implementing the 1% rent cut.

Over the 4 year period the 1% reduction in rents is expected to reduce rental income by £7.9 million compared to income projections made prior to the Government's social rents policy change.

Business Rate Retention

Devon has been selected as one of 10 areas to take part in a national pilot allowing councils to retain 100% of their growth in business rates income. The pilot will run for

NOTES TO THE FINANCIAL STATEMENTS

2018/19. The Government expects to learn from the pilots experience in the design of any national system of business rates retention.

High Value Asset Levy

The Government introduced powers in the Housing and Planning Act 2016 in respect of the sale of local authority higher value vacant housing. The impact on the Council is pending both the definition of higher value homes and the mechanism by which the government will calculate the amount payable. The Government confirmed that authorities will not be required to make payments in 2018/19.

Fair Funding Review

The Government have committed to setting new baseline funding allocations for local authorities to reflect up-to-date assessments of their relative needs and resources. The Government undertook consultation from 19 December 2017 to 12 March 2018 in respect of approaches to measure the relative needs of local authorities, but the outcomes of its fair funding review are not expected to be implemented until 2020/21.

8. PRIOR PERIOD RESTATEMENT

A £4.140m lease premium was recognised in 2016/17, but the lease did not complete until 4 April 2017. In accordance with proper accounting practice, the lease premium should not have been recognised until 2017/18.

The Code requires retrospective restatement for material prior period errors/adjustments, which is achieved by restating the comparative amounts for the prior period in which the error/issue occurred.

The note below sets out the impact on the comparative figures:

Impact on Core Financial Statements	Published 2016/17 £'000	Restatement £'000	Restated 2016/17 £'000
Comprehensive Income & Expenditure Statement			
Other operating expenditure	(5,077)	4,140	(937)
Total Comprehensive Income and Expenditure	(27,343)	4,140	(23,203)
Balance Sheet			
Short term debtors	(14,194)	4,140	(10,054)
Net Assets	(297,436)	4,140	(293,296)
Usable reserves	42,709	(4,140)	38,569
Total Reserves	297,436	(4,140)	293,296

The comparative figures throughout the accounts have been restated, where appropriate. These are denoted by 'restated' in the header, such as the disclosure notes.

NOTES TO THE FINANCIAL STATEMENTS

9. NOTE TO THE EXPENDITURE AND FUNDING ANALYSIS

Adjustments between Funding and Accounting Basis 2016-17 (Restated)				
	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Other Differences	Total Adjustments
	(Note 1)	(Note 2)	(Note 3)	
	£'000	£'000	£'000	£'000
Scrutiny Committee - People	25	327	65	417
Scrutiny Committee - Place	2,643	1,014	(96)	3,561
Scrutiny Committee - Corporate	(502)	(1,401)	2,705	802
Housing Revenue Account	(4,626)	41	(1,821)	(6,406)
Strata Service Solutions Ltd	-	-	345	345
Net Cost of Services	(2,460)	(19)	1,198	(1,281)
Other income and expenditure from the Expenditure and Funding Analysis	(7,985)	3,173	(2,376)	(7,188)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement				
Surplus or Deficit on the Provision of Services	(10,445)	3,154	(1,178)	(8,469)
Adjustments between Funding and Accounting Basis 2017-18				
	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Other Differences	Total Adjustments
	(Note 1)	(Note 2)	(Note 3)	
	£'000	£'000	£'000	£'000
Scrutiny Committee - People	(44)	643	(4)	595
Scrutiny Committee - Place	6,509	1,927	(36)	8,400
Scrutiny Committee - Corporate	638	(455)	2,463	2,646
Housing Revenue Account	(3,587)	229	(1,753)	(5,111)
Strata Service Solutions Ltd	-	-	530	530
Net Cost of Services	3,516	2,344	1,200	7,060
Other income and expenditure from the Expenditure and Funding Analysis	(21,672)	3,214	(2,471)	(20,929)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement				
Surplus or Deficit on the Provision of Services	(18,156)	5,558	(1,271)	(13,869)

NOTES TO THE FINANCIAL STATEMENTS

Note 1: Adjustments for Capital Purposes

Adjustments for capital purposes reflect:

- **For services** this column adds in depreciation and impairment and adjusts for revenue expenditure funded from capital under statute and removes the revenue contribution to capital made by the Housing Revenue Account.
- **Other income and expenditure from the Expenditure and Funding Analysis** adjusts for statutory charges for capital financing i.e. Minimum Revenue Provision, Voluntary Revenue Provision and other capital contributions are deducted. It also adjusts for capital disposals with a transfer of the income on the disposal and the amounts written-off. The pooling payment in respect of properties sold under the right-to-buy scheme, capital grants and the gain on donated assets are also recognised.

Note 2: Net Change for the Pensions Adjustments

Net changes for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

- **For services** this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.
- **For other income and expenditure from the Expenditure and Funding Analysis** – the net interest on the defined benefit liability is charged to the CIES.

Note 3: Other Differences

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

- **For services** reflects the Council's proportional shares of Strata Service Solutions cost of services, the removal of investment property net income as this is reported below the net cost of services and the removal of interest costs as they are also reported below the net cost of services.
- **For other income and expenditure from the Expenditure and Funding Analysis** represents the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the financial year and the income recognised under generally accepted accounting practices. This is a timing difference. The adjustments also reflect interest costs and investment property net income, which are reported as financing and investment income and expenditure in the Comprehensive Income and Expenditure Statement.

NOTES TO THE FINANCIAL STATEMENTS

10. SEGMENTAL REPORTING

The net expenditure figures in the Expenditure and Funding Analysis for the Council's committees include the following particular amounts of income and expenditure:

	People £'000	Place £'000	Corporate £'000	Housing Revenue Account £'000
2016-17				
Expenditure				
Benefit payment	39,527	-	-	-
Revenue Contribution to Capital	-	-	-	4,689
Interest expense	-	-	-	1,795
Depreciation	-	2,657	-	2,722
Income				
Benefit subsidy	(37,557)	-	-	-
Car park income	-	(6,770)	-	-
Revenues from other external sources *	(5,003)	(9,483)	(4,192)	(20,862)
Revenues from transactions with other operating segments of the authority	(303)	(819)	(1,424)	(230)
2017-18				
Expenditure				
Benefit payment	37,984	-	-	-
Revenue Contribution to Capital	-	-	-	3,797
Interest expense	-	-	-	1,750
Depreciation	-	6,580	-	3,014
Impairment	-	-	-	-
Income				
Benefit subsidy	(35,931)	-	-	-
Car park income	-	(7,362)	-	-
Revenues from other external sources	(3,882)	(8,716)	(1,496)	(20,469)
Revenues from transactions with other operating segments of the authority	(330)	(846)	(1,651)	(235)

* 2016/17 comparative figures have been restated in respect of revenues from other external sources, to reflect fees, charges and other service income

11. EXPENDITURE AND INCOME ANALYSED BY NATURE

The authority's expenditure and income is analysed as follows:

	Restated 2016-17 £'000	2017-18 £'000
Expenditure		
Employee benefits expenses	26,129	25,630
Other service expenses	66,365	64,248
Depreciation, amortisation, impairment	5,116	10,713
Interest payments	2,360	2,517
Net interest on the net defined benefit liability	3,155	3,219
Pension Fund administration expenses	64	63
Payments to Housing Capital Receipts Pool	414	431
Total expenditure	103,603	106,821
Income		
Fees, charges and other service income	(46,659)	(42,764)
Interest and investment income	(5,024)	(3,893)
Income from council tax, non-domestic rates	(9,887)	(10,249)
Government grants and contributions	(46,456)	(44,485)
Capital grants and contributions	(3,917)	(8,421)
Gain on the disposal of assets	(1,415)	(11,999)
Total income	(113,358)	(121,811)
(Surplus) or Deficit on Provision of Services	(9,755)	(14,990)

12. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments made to the total comprehensive income and expenditure statement (CIES) recognised by the authority in accordance with proper accounting practice to arrive at the resources specified by statutory provisions as being available to the authority to meet future capital and revenue expenditure. The following sets out a description of the reserves that the adjustments are made against:

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities 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. The balance is not available to be applied to fund HRA services.

Housing Revenue Account Balance

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

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The

balance on the reserve shows the resources that have yet to be applied for these purposes at the year-end.

Major Repairs Reserve

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

Capital Grants Unapplied

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

NOTES TO THE FINANCIAL STATEMENTS

	Usable Reserves									
	2016-17 Restated					2017-18				
	General Fund Balance £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	General Fund Balance £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000
Adjustments to the Comprehensive Income and Expenditure Statement										
Amounts by which income and expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:										
~ Pension costs (transferred to or from the Pensions Reserve)	(2,963)	(322)	-	-	-	(5,269)	(527)	-	-	-
~ Financial instruments (transferred to the Financial Instruments Adjustment Account)	27	-	-	-	-	29	-	-	-	-
~ Council Tax and NDR (transfers to or from the Collection Fund)	44	-	-	-	-	(1,337)	-	-	-	-
~ Holiday pay (transferred to the Accumulated Absences Reserve)	(47)	27	-	-	-	16	3	-	-	-
~ Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	1,222	(2,573)	-	-	(2,438)	5,590	(5,191)	-	-	(6,816)
Total Adjustments to the Comprehensive Income and Expenditure Statement	(1,717)	(2,868)	0	0	(2,438)	(971)	(5,715)	0	0	(6,816)
Adjustments between Revenue and Capital Resources										
~ Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	148	3,285	(3,433)	-	-	6,436	3,690	(10,126)	-	-
~ Administrative costs of non-current asset disposals (funded by a contribution from the Capital Receipts Reserve)	-	(53)	53	-	-	-	(52)	52	-	-
~ Payments to the Government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)	(414)	-	414	-	-	(431)	-	431	-	-
~ Posting of HRA resources from revenue to the Major Repairs Reserve	-	2,734	-	(2,734)	-	-	3,014	-	(3,014)	-
~ Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)	766	-	-	-	-	648	-	-	-	-
~ Voluntary provision for the repayment of debt (transfer from the Capital Adjustment Account)	747	-	-	-	-	117	-	-	-	-
~ Adjustment to Long Term Debtor Repayments	-	-	(75)	-	-	-	-	(82)	-	-
~ Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	1,414	4,689	-	-	-	917	3,797	-	-	-
Total Adjustments between Revenue and Capital Resources	2,661	10,655	(3,041)	(2,734)	0	7,687	10,449	(9,725)	(3,014)	0

NOTES TO THE FINANCIAL STATEMENTS

	Usable Reserves									
	Restated 2016-17					2017-18				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Financing Adjustments										
~ Use of the Capital Receipts Reserve to finance capital expenditure	-	-	274	-	-	-	-	2,009	-	-
~ Use of the Major Repairs Reserve to finance capital expenditure	-	-	-	313	-	-	-	-	551	-
~ Application of capital grants to finance capital expenditure	-	-	-	-	38	-	-	-	-	548
~ Cash payments in relation to deferred capital receipts	-	-	(3)	-	-	-	-	(8)	-	-
Total Capital Financing Adjustments	0	0	271	313	38	0	0	2,001	551	548
Total Adjustments	944	7,787	(2,770)	(2,421)	(2,400)	6,716	4,734	(7,724)	(2,463)	(6,268)

NOTES TO THE FINANCIAL STATEMENTS

13. MOVEMENTS IN EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide funding for future expenditure plans and the amounts posted back from earmarked reserves to meet expenditure in the year. There are no HRA earmarked reserves.

	Balance 31 March 2016 £'000s	Transfers in £'000s	Transfers out £'000s	Balance 31 March 2017 £'000s	Transfers in £'000s	Transfers out £'000s	Balance 31 March 2018 £'000s
New Homes Bonus	1,663	789	(469)	1,983	1,642	(2,646)	979
Transformation	51	-	-	51	1,449	-	1,500
Capital Fund	725	-	-	725	65	-	790
Other Planning Reserves	181	-	(35)	146	-	-	146
Leisure Reserves	869	57	225	701	56	(133)	624
Economic Development	40	-	-	40	-	-	40
Housing GF Reserves	89	10	-	99	105	-	204
Redundancy Reserve	300	120	(300)	120	199	(119)	200
Museum Reserves	462	-	(25)	437	-	(21)	416
NNDR Deficit	307	334	(307)	334	1,317	-	1,651
Other Earmarked Reserves	757	6	(286)	477	654	(151)	980
Strata Usable Reserves	213	-	69	282	-	2	284
Total	5,657	1,316	(1,578)	5,395	5,487	(3,068)	7,814

NOTES TO THE FINANCIAL STATEMENTS

14. OTHER OPERATING EXPENDITURE

	Restated	
	2016-17	2017-18
	£'000	£'000
Pension Fund Administration Expenses	64	63
Payment to the Government's Housing Capital Receipt Pool	414	431
(Gain) / losses on the disposal of non-current assets *	(1,449)	(12,000)
(Gain) / losses on disposal of assets - Strata Service Solutions Ltd	34	1
	(937)	(11,505)

*The £12 million gain on the disposal of non-current assets was exceptionally high during 2017/18 and includes a £2.943m gain in respect of an exchange transaction with commercial substance (please refer to Note 5 for more details) and a £4.140m lease premium on the grant of a long lease (please refer to Note 8 for more details).

15. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	2016-17	2017-18
	£'000	£'000
Interest payable and similar charges	2,360	2,517
Net interest on the net defined benefit liability	3,109	3,151
Net interest on the net defined benefit liability - Strata Service Solutions Ltd	46	68
Interest receivable	(493)	(685)
Income and expenditure in relation to investment properties and changes in their fair value	(4,471)	(3,334)
Other investment income and expenditure	(58)	128
Interest receivable - Strata Service Solutions Ltd	(2)	(2)
	491	1,843

16. TAXATION AND NON-SPECIFIC GRANT INCOME

	2016-17	2017-18
	£'000	£'000
Council tax income	(5,101)	(5,350)
Non-domestic rates	(4,786)	(4,899)
Non-ringfenced government grants	(6,308)	(5,117)
Capital grants and contributions	(3,917)	(8,421)
	(20,112)	(23,787)

NOTES TO THE FINANCIAL STATEMENTS

17. PROPERTY, PLANT AND EQUIPMENT

	Council Dwellings and Garages £'000s	Other Land and Buildings £'000s	Vehicles, Plant & Equipment £'000s	Infrastructure Assets £'000s	Community Assets £'000s	Surplus Assets £'000s	Assets under Construction £'000s	Total Property, Plant and Equipment £'000s
Cost or valuation								
As at 1 April 2016	214,242	117,477	17,029	4,189	4,752	-	2,753	360,442
Additions	3,671	28	1,152	47	86	-	3,737	8,721
Donations	140	-	-	-	-	-	-	140
Revaluations - Revaluation Reserve	30,768	7,205	-	-	-	-	-	37,973
Revaluations - CIES	-	816	-	-	-	-	-	816
Impairments - CIES	(63)	(3)	-	-	-	-	-	(66)
Derecognition - disposals	(1,450)	(25)	(460)	-	-	-	(19)	(1,954)
Reclassifications - held for sale	(978)	-	-	-	-	-	-	(978)
Other movements - Strata Service Solutions Ltd	-	-	(61)	-	-	-	-	(61)
Gross Book Value At 31 March 2017	246,330	125,498	17,660	4,236	4,838	0	6,471	405,033
Depreciation and impairments								
At 1 April 2016	-	(1,292)	(10,036)	(2,334)	-	-	-	(13,662)
Depreciation Charge	(2,607)	(1,749)	(1,198)	(186)	-	-	-	(5,740)
Depreciation written out to Revaluation Reserve	2,589	1,652	-	-	-	-	-	4,241
Impairment - CIES	-	201	-	-	-	-	-	201
Derecognition - disposals	18	-	420	-	-	-	-	438
Accumulative Depreciation At 31 March 2017	0	(1,188)	(10,814)	(2,520)	0	0	0	(14,522)
Balance Sheet amount at 31 March 2017	246,330	124,310	6,846	1,716	4,838	0	6,471	390,511
Balance Sheet amount at 1 April 2016	214,242	116,185	6,993	1,855	4,752	0	2,753	346,780

NOTES TO THE FINANCIAL STATEMENTS

	Council Dwellings and Garages £'000s	Other Land and Buildings £'000s	Vehicles, Plant & Equipment £'000s	Infrastructure Assets £'000s	Community Assets £'000s	Surplus Assets £'000s	Assets under Construction £'000s	Total Property, Plant and Equipment £'000s
Cost or valuation								
As at 1 April 2017	246,330	125,498	17,660	4,236	4,838	-	6,471	405,033
Additions	3,572	554	1,553	16	96	-	5,218	11,009
Donations	39	-	35	-	-	-	-	74
Revaluations - Revaluation Reserve	13,524	3,573	-	-	-	-	-	17,097
Revaluations - CIES	-	147	-	-	-	-	-	147
Impairments - CIES	(210)	(423)	-	-	-	-	-	(633)
Derecognition - disposals	(1,504)	(621)	(878)	-	-	-	-	(3,003)
Reclassifications - held for sale	(609)	-	-	-	-	-	-	(609)
Other movements - Strata Service Solutions Ltd	-	-	(111)	-	-	-	-	(111)
Gross Book Value At 31 March 2018	261,142	128,728	18,259	4,252	4,934	0	11,689	429,004
Depreciation and impairments								
At 1 April 2017	-	(1,188)	(10,814)	(2,520)	-	-	-	(14,522)
Depreciation Charge	(2,897)	(5,647)	(1,237)	(183)	-	-	-	(9,964)
Depreciation written out to Revaluation Reserve	2,879	5,783	-	-	-	-	-	8,662
Impairment - CIES	-	97	-	-	-	-	-	97
Derecognition - disposals	18	3	820	-	-	-	-	841
Accumulative Depreciation At 31 March 2018	0	(952)	(11,231)	(2,703)	0	0	0	(14,886)
Balance Sheet amount at 31 March 2018	261,142	127,776	7,028	1,549	4,934	0	11,689	414,118
Balance Sheet amount at 1 April 2017	246,330	124,310	6,846	1,716	4,838	0	6,471	390,511

NOTES TO THE FINANCIAL STATEMENTS

Revaluations

The frequency of revaluations and significant assumptions applied in estimating fair value are set out in the statement of accounting policies. 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 valuations are carried out by the Council's in-house valuers; registered with the Royal Institution of Chartered Surveyors.

	Council Dwellings and Garages £'000s	Other Land and Buildings £'000s	Vehicles, Plant & Equipment £'000s	Infrastructure Assets £'000s	Community Assets £'000s	Surplus Assets £'000s	Assets under Construction £'000s	Total Property, Plant and Equipment £'000s
Carried at historical cost	-	-	18,259	4,252	4,934	-	11,689	39,134
Valued at current value as at:								
31 March 2014	-	25,636	-	-	-	-	-	25,636
31 March 2015	-	39,249	-	-	-	-	-	39,249
31 March 2016	-	31,785	-	-	-	-	-	31,785
31 March 2017	-	17,447	-	-	-	-	-	17,447
31 March 2018	261,142	14,611	-	-	-	-	-	275,753
Gross Book Value At 31 March 2018	261,142	128,728	18,259	4,252	4,934	0	11,689	429,004

Capital Commitments

At 31 March 2018, the Council has entered into a number of contracts for the construction or enhancement of property, plant and equipment in 2017/18 and future years budgeted to cost £3.377m (at 31 March 2017 £4.603m). The major commitments are:

	2017-18 £'000
Property refurbishment and improvement	1,140
New construction and property acquisitions	1,527
Vehicles and equipment	202
Grants & community assets	279
Information technology	229
Major Capital Commitments	3,377

NOTES TO THE FINANCIAL STATEMENTS

18. INVESTMENT PROPERTIES

The following items of income and expenditure have been accounted for in the Financing and Investment income and expenditure line in the CIES.

	2016-17	2017-18
	£'000	£'000
Rental income from investment property	3,112	3,068
Direct operating expenditure arising from investment property	(479)	(602)
Net gain	2,633	2,466

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

Fair Value Hierarchy

Details of the authority's investment properties and information about fair value hierarchy as at 31 March 2018 and comparatives as at 31 March 2017 are as follows:

Class of Asset	Significant unobservable inputs (Level 3) £'000	Fair value as at 31 March 2017 £'000
Industrial	3,475	3,475
Retail	27,831	27,831
Leisure	3,042	3,042
Other Commercial	4,908	4,908
Total	39,256	39,256

Class of Asset	Significant unobservable inputs (Level 3) £'000	Fair value as at 31 March 2018 £'000
Industrial	3,787	3,787
Retail	28,942	28,942
Leisure	3,196	3,196
Other Commercial	4,017	4,017
Total	39,942	39,942

The movements in the fair value of investment properties over the year are summarised below:

	2016-17	2017-18
	£'000	£'000
Balance at 1 April	37,419	39,256
Additions :		
Purchases	-	-
Construction	-	-
Subsequent expenditure	-	-
Disposals	-	(183)
Net gains / losses from fair value adjustments	1,837	868
Transfers:		
to/from Property, Plant & Equipment	-	1
Balance at 31 March	39,256	39,942

Valuation Techniques used to Determine Level 3 Fair Values for Investment Properties

Significant Observable Inputs – Level 3

The industrial, retail, leisure and other commercial assets in the portfolio are valued using the income approach, where the

NOTES TO THE FINANCIAL STATEMENTS

expected cash flows from the properties are discounted utilising market derived rates. This is used to establish the present value of the net income.

This approach has been developed using internal data supplemented where possible with evidence from analysis of relevant recent market transactions and external market reports/reviews. This requires a number of assumptions such as the duration and timing of cash flows, current market rental value, rent growth, occupancy levels, void periods, covenant strength, risk and maintenance costs (where appropriate) etc.

The industrial, retail, leisure and other commercial assets are therefore categorised as level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine fair value. There is no reasonably available information which indicates market participants would use alternative assumptions.

Highest and Best Use of Investment Properties

In estimating the fair value of the authority's investment properties, the highest and best use of the properties is their current use.

Reconciliation of Fair Value Measurements Categorised within Level 3 of the Fair Value Hierarchy

	Industrial	Retail	Leisure	Other Commercial	Fair value as at 31 March 2018
Level 3 fair value measurements	£'000	£'000	£'000	£'000	£'000
Balance at 1 April	3,475	27,831	3,042	4,908	39,256
Gains/(losses) recognised in the CIES resulting from changes in the fair value	314	1,111	154	(711)	868
Additions/Transfers	1	-	-	-	1
Disposals	(3)	-	-	(180)	(183)
Level 3 balance at 31 March	3,787	28,942	3,196	4,017	39,942

Quantitative Information about Fair Value Measurement of Investment Properties using Significant Unobservable Inputs

Property type	Lease type	Rent type	Fair value as at 31 March 2018 £'000	Valuation technique used to measure fair value	Unobservable inputs	Range / percentage used	Sensitivity
Industrial	Commercial	Market	1,345	Income approach	Rent & Yield	Rent £3.50 - £8 psf Yield 8 - 10%	Significant changes in rental levels or yield will result in a significantly lower or higher fair value
	Ground	Nominal	1,210	Income approach	Rent & Yield	Rent £3.50 - £8 psf Yield 5 - 6%	Significant changes in rental levels or yield will not result in a significant difference to the fair value
	Ground	Geared	1,233	Income approach	Yield	Yield 5 - 6%	Significant changes in yield will result in a significantly lower or higher fair value
Retail	Commercial	Market	10,980	Income approach	Rent & Yield	Rent £13.50 (neighbourhood)- £52 (city centre secondary)psf ITZA. Yield 10 - 15%	Significant changes in rental levels or yield will result in a significantly lower or higher fair value
	Ground	Nominal	2,738	Income approach	Rent & Yield	Rent £20 (out of town)- £150 (High St) psf ITZA. Yield 6 - 10.5%	Significant changes in rental levels or yield will not result in a significant difference to the fair value
	Ground	Geared	15,224	Income approach	Yield	Yield 5 -7%	Significant changes in yield will result in a significantly lower or higher fair value
Leisure	Commercial	Turnover	3,196	Income approach	Yield	Yield 10 - 17%	Significant changes in yield will result in a significantly lower or higher fair value
Other commercial	Commercial	Market	3,582	Income approach	Rent & Yield	Rent £5 - £10 psf Yield 10 - 15%	Significant changes in rental levels or yield will result in a significantly lower or higher fair value
	Ground	Geared	164	Income approach	Yield	Yield 7.5%	Significant changes in yield will result in a significantly lower or higher fair value
	Ground	Nominal	271	Income approach	Yield	Yield 5.5 - 12%	Significant changes in yield will not result in a significant difference to the fair value

NOTES TO THE FINANCIAL STATEMENTS

19. HERITAGE ASSETS

Reconciliation of the Carrying Value of Heritage Assets Held by the Authority

	Museum Exhibits £'000	Civic Regalia and Paintings at the Guildhall £'000	Artefacts at St Nicholas Priory £'000	Total £'000
Cost or Valuation				
1 April 2016	19,817	2,663	163	22,643
Additions	-	-	-	0
Disposals	-	-	-	0
Revaluations	-	-	-	0
Impairment Losses/(reversals) recognised in the Revaluation Reserve	-	-	-	0
Impairment Losses/(reversals) recognised in the Surplus or Deficit on the Provision of Services	-	-	-	0
31 March 2017	19,817	2,663	163	22,643
Cost or Valuation				
1 April 2017	19,817	2,663	163	22,643
Additions	-	-	-	0
Disposals	-	-	-	0
Revaluations	-	-	-	0
Impairment Losses/(reversals) recognised in the Revaluation Reserve	-	-	-	0
Impairment Losses/(reversals) recognised in the Surplus or Deficit on the Provision of Services	-	-	-	0
31 March 2018	19,817	2,663	163	22,643

20. FURTHER INFORMATION ON THE COLLECTIONS

St Nicholas Priory

St Nicholas Priory is the 900 year old guest wing of a former Benedictine Priory in Exeter City Centre. Adorned with quality replica furniture and painted in the bright colours of the period, the Priory is presented as the 1602 home of the wealthy Hurst family. The display of Elizabethan items is from the city's collection.

Guildhall

The Guildhall is home to a number of fine art portraits painted between the 17th and 19th Century. They include a portrait of Princess Henrietta Anne, daughter of King Charles I, who was born in Exeter and a number of other prominent local people. There are a number of portraits by Thomas Hudson including one of George II as Prince of Wales.

Royal Albert Memorial Museum

RAMM cares for a wonderful and diverse collection consisting of approximately one and a half million individual objects and specimens from all over the globe. They are divided into the following curatorial departments: antiquities; ethnography; natural history, decorative and fine arts. The collections contain items of local, national and international importance, and many are of outstanding historical or cultural significance.

Other Heritage Assets

The Council owns a range of assets around the City which are of historic value including; the Roman Wall, Underground Passages, Catacombs and various statues. These have not been valued and do not form part of the figure held in the Balance Sheet.

21. FINANCIAL INSTRUMENTS

Categories of financial instruments

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council.

The Council's financial liabilities held during the year are measured at amortised cost and comprised:

- Long-term loans from the Public Works Loan Board
- Short-term loans from other local authorities
- Finance leases detailed in Note 38
- Trade payables for goods or services received
- Capital grants received in advance

Financial Assets

A financial asset is a right to future economic benefits controlled by the Council that is represented by cash or other instruments or a contractual right to receive cash or another financial asset. The financial assets held by the Council during the year are held under two classifications and comprise:

Loans and Receivables

- Cash in hand
- Bank current and deposit accounts
- Fixed term deposits
- Loans made for service purposes or to other local authorities
- Lease receivables detailed in Note 38
- Trade receivables for goods or services delivered

Available for sale

- Money market funds
- Equity investments in Exeter Science Park Limited
- Equity investment in Dextco Limited
- Investment in the Local Authorities' Property Fund

NOTES TO THE FINANCIAL STATEMENTS

Financial Instruments - Balances

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

	Long-term		Current	
	31 March 2017	31 March 2018	Restated 31 March 2017	31 March 2018
	£'000	£'000	£'000	£'000
Financial Liabilities				
Borrowings				
Loans at amortised cost:				
PWLB	56,906	56,906	-	-
Other local authorities/public bodies	-	10,029	10,000	-
Other Long Term Liabilities				
Liabilities at amortised cost:				
Long term creditors	174	190	-	-
Capital grants receipts in advance	10,068	9,646	-	-
Creditors				
Liabilities at amortised cost:				
Short term creditors	-	-	15,602	19,257
Total Financial Liabilities	67,148	76,771	25,602	19,257
Financial Assets				
Investments				
Unquoted equity investment at cost	782	982	-	-
Loans and receivables:				
Loans made for service purposes	1,734	1,657	-	-
Lease receivables	11,464	13,061	-	-
Impaired investments	-	-	-	-
Cash and Cash Equivalents				
Loans and receivables:				
Short term investments	-	-	15,008	35,043
Cash (including bank accounts)	-	-	2,071	642
Available-for-sale investments:				
Local Authorities' Property Fund	4,655	4,873	-	-
Money market funds	-	-	7,011	5,002
Debtors				
Loans and receivables	-	-	10,054	17,459
Total Investments	18,635	20,573	34,144	58,146

NOTES TO THE FINANCIAL STATEMENTS

Income, Expense, Gains and Losses

The gains and losses in the Comprehensive Income and Expenditure Account in relation to Financial Instruments for Investments and Borrowing are made up as follows.

	2016-17			2017-18		
	Measured at Financial Amortised Cost Liabilities £'000s	Loans and Receivables £'000s	Financial Assets £'000s	Measured at Financial Amortised Cost Liabilities £'000s	Loans and Receivables £'000s	Financial Assets £'000s
			Total £'000s			Total £'000s
Interest Expenses	2,360	-	2,360	2,517	-	2,517
Total Expense	2,360	0	2,360	2,517	0	2,517
Interest Income	-	(494)	(494)	-	(685)	(685)
Increase in fair value	-	-	0	-	-	0
Gains on Derecognition	-	-	0	-	-	0
Total income	0	(494)	(494)	0	(685)	(685)
Gains on Revaluation	-	-	0	-	-	0
Loss on Derecognition	-	113	113	-	-	0
(Surplus)/Deficit on Revaluation	0	113	113	0	0	0
Net (Gain)/Loss for the year	2,360	(381)	1,979	2,517	(685)	1,832

Material Soft Loans Made by the Authority

Soft loans are those advanced at below market rates in support of the Council's service priorities.

A soft loan of £1m was advanced by the Council towards funding the building of the Science Park centre, in two loan advances of £500,000 with interest charged at 2.55% and 2.62% respectively. The loans are repayable on maturity along with accrued interest in 2023/24.

	2016-17 £'000s	2017-18 £'000s
Balance at start of year	786	838
New loans granted in the year	-	-
Fair value adjustment on initial recognition	-	-
Accrued interest	52	55
Nominal value at 31 March	838	893

Valuation Assumptions

The interest rate at which the fair value of this soft loan has been made is arrived at by taking the authority's prevailing cost of borrowing and adding an allowance for the risk that the loan might not be repaid by Exeter Science Park Ltd.

Reclassification of Financial Instruments

During the year the Council has not reclassified any financial instruments, or transferred any financial instruments that would require a change in the recognition of that instrument. The Council has not pledged any financial assets as collateral for liabilities or contingent liabilities.

NOTES TO THE FINANCIAL STATEMENTS

Fair Value of Financial Instruments

Financial Assets Classified as Available for Sale

Financial assets classified as available for sale are carried in the Balance Sheet at fair value. For the Council this includes shares in money market funds, whereby the fair value is taken from the market price and shares in the Local Authorities' Property Fund, whereby the fair value reflects the published bid price.

The Council's equity shareholding in the Exeter Science Park Limited and Dextco Limited is held at cost as a fair value cannot be reliably measured.

Unquoted Equity Instrument Measured at Cost

The Authority has a 19.9% shareholding in Exeter Science Park Limited (ESPL). During 2017/18 the Council made a further £200,000 equity investment in ESPL. The shares are carried at cost of £927,115 and have not been valued as a fair value cannot be measured reliably. There are no established companies with similar aims in the Authority's area whose shares are traded and which might provide comparable market data. The Authority has no current intentions to dispose of its shareholding. Similarly, the Authority has a 20% shareholding in Dextco Limited, which was incorporated in December 2016. The company does not yet have an established trading history, therefore the shares are carried at cost.

Financial Assets Classified as Loans and Receivables and Financial Liabilities

Financial assets classified as loans and receivables and financial liabilities are carried in the Balance Sheet at amortised cost. Their fair values have been calculated using the following methods and assumptions:

- The fair value of short term debtors and creditors (trade payables and receivables) is assumed to be the invoiced or billed amount less an estimate of impairment for the collectability of that debt.
- The fair value of finance leases (receivable) have been calculated by discounting the contractual cash-flows at the appropriate PWLB annuity loan rate
- The fair value of loans and investments such as fixed term deposits, the fair value has been assessed by using a discount rate for deposits of similar length with a comparable lender as at 31st March 2018
- The fair value of soft loans is arrived at by taking the authority's prevailing cost of borrowing and adding an allowance for the risk that the loan might not be repaid.
- The fair value of long-term creditors and capital grants received in advance is assumed to approximate to the carrying value as it is considered unlikely, owing to historical experience, that they will require repayment.

NOTES TO THE FINANCIAL STATEMENTS

Financial Assets and Financial Liabilities Measured at Fair Value

Fair values are shown in the table below, split by their level in the fair value hierarchy:

		Balance Sheet	Fair Value	Balance Sheet	Fair Value
	Fair Value Level	Restated 31 March 2017 £'000	31 March 2017 £'000	31 March 2018 £'000	31 March 2018 £'000
Financial Assets Held at Fair Value					
Available for Sale:					
Money market funds	1	7,011	7,011	5,002	5,002
Unquoted equity investment	3	782	782	982	982
Local Authorities' Property Fund	1	4,655	4,655	4,873	4,873
Financial Assets Held at Amortised Cost					
Loans and receivables:					
Loans made for service purposes	2	1,734	1,734	1,657	1,657
Lease receivables	3	11,464	11,464	13,061	13,061
Impaired investments	2	-	-	-	-
Short term investments	2	15,008	15,008	35,043	35,043
Cash (including bank accounts)	2	2,071	2,071	642	642
Short term debtors	3	10,054	10,054	17,459	17,459
Total Financial Assets		52,779	52,779	78,719	78,719
Financial Liabilities Held at Amortised Cost					
Long term loan from PWLB	2	56,906	79,345	56,906	75,227
Long term borrowing	2	-	-	10,029	9,926
Short term borrowing	2	10,000	10,000	-	-
Long term creditors	3	174	174	190	190
Capital grants receipts in advance	3	10,068	10,068	9,646	9,646
Short term creditors	3	15,602	15,602	19,257	19,257
Total Financial Liabilities		92,750	115,189	96,028	114,246

The fair value of a long term loan from PWLB of £75.227 million (£79.345 million 16/17) is higher than the principal sum because the Council has a fixed rate loan at a rate higher than currently available borrowing from the market. However, the fair value of short term borrowings is lower than the carrying amount because the interest rate payable is lower than the prevailing rates at the Balance Sheet date.

NOTES TO THE FINANCIAL STATEMENTS

22. SHORT TERM DEBTORS

	Restated	
	2016-17	2017-18
	£'000	£'000
Government Departments	2,038	6,885
Other Local Authorities	1,357	2,556
Public Body	29	35
Sundry Debtors	9,579	11,102
Debtors of Strata Service Solutions Ltd	371	232
	<u>13,374</u>	<u>20,810</u>
Provision for bad debts	(3,320)	(3,351)
Total Short Term Debtors	10,054	17,459

23. CASH AND CASH EQUIVALENTS

	2016-17	2017-18
	£'000	£'000
Cash held by the Council	14	15
Bank current accounts	1,760	118
Money Market Funds	7,011	5,002
Short-term investments	12,006	17,022
Short-term call accounts	6	6
Strata - Cash at bank and in hand	291	503
Total cash and cash equivalents	21,088	22,666

24. ASSETS HELD FOR SALE

	Current	
	2016-17	2017-18
	£'000s	£'000s
Balance at 1 April	482	1,047
Assets newly classified:		
Property, plant and equipment	1,047	797
Revaluation gains	-	8
Assets declassified:		
Property, plant and equipment	(69)	(188)
Assets sold	(413)	(740)
Balance at 31 March	1,047	924

NOTES TO THE FINANCIAL STATEMENTS

25. SHORT TERM CREDITORS

	2016-17	2017-18
	£'000	£'000
Government Departments	2,487	2,185
Other Local Authorities	3,110	2,687
Public bodies	233	66
Sundry Creditors	9,665	14,174
Creditors of Strata Service Solutions Ltd	107	145
Total Short Term Creditors	15,602	19,257

26. USABLE RESERVES

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

	Restated	
	2016-17	2017-18
Usable Reserve	£'000	£'000
General Fund Balance	5,264	4,691
Housing Revenue Account	8,775	10,469
Capital Receipts Reserve	6,287	14,011
Major Repairs Reserve	8,764	11,227
Earmarked Reserves	5,395	7,814
Capital Grants Unapplied	4,084	10,352
Balance at 31 March	38,569	58,564

27. UNUSABLE RESERVES

	2016-17	2017-18
Unusable Reserve	£'000	£'000
Revaluation Reserve	130,209	152,198
Available for Sale Financial Instruments Reserve	(405)	(187)
Capital Adjustment Account	235,229	239,488
Financial Instrument Adjustment Account	(260)	(232)
Deferred Capital Receipts Reserve	11,594	13,194
Pensions Reserve	(121,060)	(113,568)
Collection Fund Adjustment Account	(104)	(1,441)
Accumulated Absences Account	(476)	(457)
Total Unusable Reserves	254,727	288,995

Revaluation Reserve

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

2016-17 Revaluation Reserve £'000	2017-18	
	£'000	£'000
89,358 Balance at 1 April		130,209
42,221 Upward revaluation of assets	28,057	
Downward revaluation of assets and impairment losses not charged to (7) CIES	(2,290)	
42,214 Surplus / (deficit) on revaluation		25,767
Difference between fair value depreciation and historical cost (1,218) depreciation	(3,190)	
(145) Accumulated gains on assets sold	(588)	
(1,363) Amount written off to CAA		(3,778)
130,209 Balance at 31 March		152,198

2016-17 Available for Sale Financial £'000 Instruments Reserve	2017-18	
	£'000	£'000
Balance at 1 April		(405)
Upward revaluation of assets	218	
Downward revaluation of investments not charged to the Surplus/(Deficit) on the Provision of (405) Services	0	
(405)		218
Accumulated gains on assets sold and maturing assets written out to the Comprehensive Income and Expenditure Statement as part of - Other Investment Income		-
(405) Balance at 31 March		(187)

Available for Sale Financial Instruments Reserve

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

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

Capital Adjustment Account

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

NOTES TO THE FINANCIAL STATEMENTS

Capital Adjustment Account

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

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

Note 12 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2016-17 Capital Adjustment Account		2017-18	
	£'000		£'000	£'000
229,499	Balance at 1 April		235,229	
	Charges for depreciation and			
(4,919)	impairment of non-current assets	(10,491)		
(197)	Amortisation of intangible Assets	(222)		
	Revenue expenditure funded from			
(174)	capital under statute	26		
	Amounts of non-current assets			
	written-off on disposal or sale as part			
(1,820)	of the gain/loss on disposal	776		
(7,110)			(9,911)	
	Adjusting amounts to Revaluation			
1,218	reserve		3,191	
	Net amount written out of the cost of			
223,607	non-current assets in year		228,509	

	2016-17 Capital Adjustment Account		2017-18	
	£'000		£'000	£'000
	Capital finance applied in year:			
274	Use of Capital receipts reserve		2,025	
313	Use of the Major Repairs Reserve		552	
	Capital Grants and contributions			
1,505	applied - CIES		1,532	
	Capital Grants and contributions			
38	applied - CGU Account		548	
	Statutory provision for financing			
766	capital		648	
	Voluntary provision for financing			
747	capital		117	
	Capital Expenditure charged directly			
6,104	to the General Fund and HRA		4,713	
9,747				10,135
	Movements in the market value of			
1,837	Investment Properties			868
	Movement in the Donated Assets			
140	Account			74
(102)	Repayment of Long Term Debtors			(98)
235,229	Balance at 31 March			239,488

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenditure relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions.

NOTES TO THE FINANCIAL STATEMENTS

2016-17 Financial Instruments Adjustment Account £'000	2017-18 £'000 £'000	
(288) Balance at 1 April		(260)
Premiums incurred in year and - charged to CIES	-	
Proportion of premiums incurred in previous years to be charged to - General Fund	-	
0		0
Amount by which finance costs charged to CIES differ from finance 28 costs charged in year under statute		28
(260) Balance at 31 March		(232)

Pensions Reserve

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

authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2016-17 Pensions Reserve £'000	2017-18 £'000
(89,414) Balance at 1 April	(121,060)
(28,361) Remeasurements of the net defined benefit liability/(asset)	13,288
(7,352) Reversal of items relating to retirement benefits in the CIES	(9,827)
4,067 Employers pension contributions and direct payments to pensioners	4,031
(121,060) Balance at 31 March	(113,568)

Deferred Capital Receipts Reserve

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

2016-17 Deferred Capital Receipts £'000	2017-18 £'000
11,587 Balance at 1 April	11,594
Transfer of Finance Lease Premium 10 to CIES	1,608
(3) Transfer to Capital Receipts Reserve upon receipt of cash	(8)
11,594 Balance at 31 March	13,194

NOTES TO THE FINANCIAL STATEMENTS

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and NDR income in the CIES as it falls due from council tax payers and business rate payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2016-17 Collection Fund Adjustment Account	2017-18
£'000	£'000
(148) Balance at 1 April	(104)
Amount by which council tax and NDR income credited to CIES differs from that calculated for the 44 year under statute	(1,337)
(104) Balance at 31 March	(1,441)

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2016-17 Accumulated Absences Account	2017-18
£'000	£'000
(455) Balance at 1 April	(476)
Settlement / cancellation of previous 455 year's accrual	476
(476) Amounts accrued at the end of year	(457)
Amount by which remuneration charged to CIES differs from (21) remuneration charged for the year	19
(476) Balance at 31 March	(457)

28. CASHFLOW STATEMENT – OPERATING ACTIVITIES

	Restated	
	2016-17	2017-18
	£'000	£'000
Net (surplus) / deficit on provision of Services	(9,755)	(14,990)
Depreciation	(5,870)	(10,102)
Impairment	952	(389)
Amortisation	(197)	(222)
Investment (losses) / gains	(113)	0
Donated assets	140	74
Pension liability	(3,286)	(5,796)
Carrying amount of non-current assets sold	(1,964)	(3,085)
Movement in investment properties	1,837	868
Finance lease income	10	1,608
Other	(66)	1,950
Movement in inventories	18	11
Movement in debtors	117	4,634
Movement in creditors	(408)	(2,896)
Items classified elsewhere	1,385	17,465
Net cashflows from Operating Activities	(17,200)	(10,870)

NOTES TO THE FINANCIAL STATEMENTS

29. CASHFLOW STATEMENT – INVESTING ACTIVITIES

	2016-17	2017-18
	£'000	£'000
Purchase of non-current assets	10,814	11,321
Purchase of short and long-term investments	181,500	218,200
Other payments for investing activities	2,076	2,075
Proceeds from the sale of non-current assets	(7,638)	(11,693)
Proceeds of short and long-term investments	(168,500)	(200,200)
Other receipts for investing activities	(4,885)	(8,026)
Net cash flows from investing activities	13,367	11,677

30. CASHFLOW STATEMENT – FINANCING ACTIVITIES

	2016-17	2017-18
	£'000	£'000
Cash receipts of short and long-term	-	(10,000)
Other receipts for financing activities	(230)	(2,385)
Cash payments for the reduction of liabilities relating to finance leases	-	-
Repayments of short and long-term	-	10,000
Other payments for financing activities	-	-
Net cash flows from financing activities	(230)	(2,385)

NOTES TO THE FINANCIAL STATEMENTS

31. MEMBERS ALLOWANCES

The authority paid the following amounts to members of the council during the year:

	2016-17	2017-18
	£'000	£'000
Salaries	9	9
Allowances*	308	311
Expenses	1	-
Total	318	320

*2016/17 comparatives restated to include allowances paid to the Mayor and Deputy Mayor

32. OFFICER REMUNERATION

The table below sets out the remuneration paid to or receivable by the authority's Council's Strategic Management Board. The Council implemented a new senior management structure with effect from 1 April 2017.

	Salary, fees & allowances	Expenses	Taxable Benefits	Compensation for Loss of Office	Total Remuneration	Employers Pension Contributions (inc. strain payments)	Total
2017-18							
Chief Executive & Growth Director	112,211	214	-	-	112,425	17,729	130,154
Deputy Chief Executive (0.80 FTE) *	73,251	112	-	76,093	149,456	17,841	167,297
Director	80,000	160	-	-	80,160	12,640	92,800
Director (started 31/07/2017)	53,548	116	-	-	53,664	8,461	62,125
Director (started 14/08/2017)	50,538	-	-	-	50,538	7,985	58,523
Communications Director	70,000	153	-	-	70,153	11,060	81,213
Chief Finance Officer (formerly Assistant Director Finance)	75,000	59	-	-	75,059	11,850	86,909
City Solicitor & HR (formerly Corporate Manager - Legal)	70,000	76	-	-	70,076	11,060	81,136
City Surveyor (formerly Corporate Manager - Property)	58,268	-	-	-	58,268	9,206	67,474
Corporate Manager - Executive Support	58,488	465	-	-	58,953	9,241	68,194
Corporate Manager - Democratic/Civic Support **	58,378	206	-	-	58,584	9,224	67,808

*Redundancy agreed during 2017/18

**Additional £12,034 allowance and £2,193 employers pension contributions receivable in respect of Returning Officer duties

NOTES TO THE FINANCIAL STATEMENTS

	Salary, fees & allowances	Expenses	Taxable Benefits	Compensation for Loss of Office	Total Remuneration	Employers Pension Contributions (inc. strain payments)	Total
2016-17							
Chief Executive & Growth Director	111,100	496	-	-	111,596	15,665	127,261
Deputy Chief Executive **	90,658	-	-	-	90,658	72,171	162,829
Communications Director (started 27/2/17)	6,250	-	-	-	6,250	881	7,131
Assistant Director Economy *	65,933	525	-	76,628	143,086	13,657	156,743
Assistant Director Environment *	66,161	161	-	71,519	137,841	103,880	241,721
Assistant Director Customer Access	65,933	391	-	-	66,324	9,297	75,621
Assistant Director Finance	65,933	110	-	-	66,043	9,297	75,340
Assistant Director City Development *	65,933	-	-	75,351	141,284	15,992	157,276
Assistant Director Housing *	65,933	-	-	42,145	108,078	16,423	124,501
Assistant Director Public Realm *	65,933	459	-	61,302	127,694	9,297	136,991
Corporate Manager - Property	57,691	327	-	-	58,018	8,134	66,152
Corporate Manager - Executive Support	57,801	93	-	-	57,894	8,150	66,044
Corporate Manager - Democratic/Civic Support ***	57,801	287	-	-	58,088	8,150	66,238
Corporate Manager - Legal	66,730	-	-	-	66,730	9,409	76,139

* Voluntary/compulsory redundancies agreed during 2016/17, as part of senior management re-structure

** Flexible retirement agreed March 2017

*** Additional £18,259 allowance and £602 employers pension contributions receivable in respect of Returning Officer duties

NOTES TO THE FINANCIAL STATEMENTS

The authority's other employees receiving more than £50,000 remuneration in the year (excluding employer's normal pension contributions) were:

Remuneration band	Number of employees	
	2016-17	2017-18
£50,000 - £54,999	3	2
£55,000 - £59,999	1	-
£60,000 - £64,999	3	-
£65,000 - £69,999	-	1
£70,000 - £74,999	-	-
£75,000 - £79,999	-	-
£80,000 - £84,999	-	-
£85,000 - £89,999	-	-
£90,000 - £94,999	1	-
£95,000 - £99,999	-	-
£100,000 - £104,999	1	-

33. EXTERNAL AUDIT COSTS

The authority has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims:

	2016-17	2017-18
	£'000	£'000
Core Audit Fees payable to KPMG with regard to external audit services carried out by the appointed auditor *	62	58
Fees payable to KPMG for the certification of grant claims and returns	18	19
	80	77

* Additional £4k fee for overruns on the Value For Money conclusion

34. GRANTS, CONTRIBUTIONS AND DONATIONS

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

	2016-17	2017-18
	£'000	£'000
Credited to Taxation and non-specific grant income		
Council taxpayers	(5,101)	(5,350)
Revenue Support Grant	(2,031)	(1,329)
New Homes Bonus	(4,232)	(3,597)
NDR	(4,786)	(4,899)
Community Infrastructure Levy	(45)	(191)
Other Capital Grants & Contributions	(3,917)	(8,421)
Total	(20,112)	(23,787)
Credited to Services		
Benefit Subsidy	(37,557)	(35,931)
NDR Cost of Collection	(220)	(216)
CT/HB Admin Grant	(534)	(624)
Other Grants and Contributions	(1,837)	(2,597)
Total	(40,148)	(39,368)

NOTES TO THE FINANCIAL STATEMENTS

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

	2016-17	2017-18
Capital Grants receipts in advance	£'000	£'000
Land at Beacon Avenue	(5)	(5)
Environmental Cont - Rydon Lane	(13)	(7)
Affordable Housing - Cowick St	(353)	(132)
Community Facility - Western Way	(44)	(45)
Leisure Contribution - Hill Barton	(65)	(65)
Local Energy Networks	(28)	-
Leisure Contribution - Newcourt	(1,166)	(529)
Community Facility - Newcourt	(354)	(357)
Affordable Housing - Newcourt	(249)	(251)
Extracare - St Loyes	(5,273)	(5,321)
Leisure Contribution - Earls Park	(96)	(29)
Affordable Housing - Earls Park	(916)	(924)
Leisure Contribution - St Loyes	(280)	(283)
Affordable Housing - Holland Park	(315)	(318)
Leisure Contribution - Holland Park	(95)	(68)
Leisure Contribution - Rydon Lawns	(29)	(17)
Leisure Contribution - Kingfisher House	(46)	(36)
Leisure Contribution - Harrington Lane	(264)	(264)
Leisure Contribution - Monkerton	(218)	(152)
Leisure Contribution - Rydon Place	(179)	(181)
Leisure Contribution - Bishops Court	0	(531)
Other Grants	(80)	(131)
Total	(10,068)	(9,646)

35. RELATED PARTIES

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence or to be controlled or influence 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 – has significant influence over the general operations of the Council, providing the statutory framework, the majority of the funding, and prescribes the terms of many of the transactions that the council has with other parties (e.g. housing benefits).

Council Members – have direct control over the council's financial and operating policies. The total of member allowances paid in 2017/18 is shown in Note 31. During the financial year, the Council paid grants to organisations totalling £332,025 (£324,910 2016/17) in which seven members had an interest. In all instances, the grants were made with proper considerations of declarations of interest. The relevant members did not take part in any discussion relating to the grants. Payments totalling £146,954 were also made to organisations in which seven members had an interest in respect of goods and services.

NOTES TO THE FINANCIAL STATEMENTS

Other public bodies – Exeter City Council is part of a designated pool for the retention of business rates, which allows local authorities to be treated as if they were a single entity for the purposes of calculating tariffs, top-ups, levies and safety net payments.

Entities Controlled or Significantly Influenced by the Authority

Exeter Business Centre Ltd

Exeter Business Centre Ltd (EBC) main purpose is the letting of affordable business units to support small businesses.

The Authority controls EBC through its ownership of 100% of the shares in the Company and it is deemed to be a subsidiary. EBC had net assets of £116,248 as at 31 March 2018 (£107,773 as at 31 March 17).

Exeter Canal and Quay Trust Ltd

Exeter Canal and Quay Trust (ECQT) has a charitable status and its main objectives are to preserve and develop the Exeter Canal and Quay area.

ECQT is deemed to be an associate company, as the company is limited by guarantee and the Council has significant influence through its representation on the Trust board. The Council leases a number of assets to ECQT on a long term basis at nil rent, with the exception of Double Locks Hotel whereby rent is 5% of turnover divided equally between ECQT and the Council (£28,559 in 2017/18). ECQT also contributed £107,968 towards Council costs mostly in respect of running the Quay House Visitors Centre.

Exeter Science Park Ltd

The principal activity of the Company is to ensure the successful delivery of the Science Park by enabling the market for the Science Park to be developed through connections with the knowledge base at the University of Exeter, the Met Office and the Peninsula College of Medicine and Dentistry. The largest shareholder is Devon County Council (46%) along with the East Devon District Council (18.8%) and University of Exeter (15.3%).

The Authority has a 19.9% shareholding in the Company. It is deemed to be an associate due to the Council's ownership interest and significant influence. The Council has previously provided a loan of £1m towards funding the building of the Science Park centre, in two loan advances of £500,000 with interest charged at 2.55% and 2.62% respectively. The loans are repayable on maturity in 2023/24.

The Council made a further equity investment of £200,000 during 2017/18 in the company, which is held as a long term investment in the Balance Sheet.

Exeter City Futures Community Interest Company

The Authority is a registered Member of Exeter City Futures Community Interest Company, which is a type of company designed in particular for social enterprises that want to use their profits and assets for the public good. The primary objectives of the Company are to promote and work towards the decarbonisation of the City of Exeter. During 2017/18 the authority incurred expenditure of £21,721 to further the promotion and delivery of the Exeter City Futures programme.

Monkerton Heat Company Limited

The company was set up to help facilitate the formation of a district heating network, as part of planning requirements relating to five major residential developments at Monkerton. Exeter City Council is a shareholder along with the five developers.

The purpose of the company is to hold a 999 year head lease for the pipelines and to grant an 80 year sub-lease to the energy supplier – both leases at nil consideration. As a result, the company is considered a dormant company as it is not carrying on any kind of business activity or receiving any form of income.

Dextco Limited

Dextco was incorporated on 1st December 2016. It was established to fund and implement low carbon energy projects across Devon to deliver a reliable, low cost energy infrastructure which will encourage inward investment, thereby driving growth in the local economy and skilled jobs for the workforce. Exeter City Council is one of five equal shareholders comprising; Devon County Council, Royal Devon & Exeter NHS Foundation Trust, University of Exeter and Teignbridge District Council.

Dextco Limited is deemed to be a joint venture, as it is a separate legal entity with shareholders that have equal and collective control with decisions made unanimously. During the year the Council provided a grant of £28,000 to the company; funded by Section 106 receipts.

36. INTERESTS IN JOINT OPERATIONS

Exeter City Council, Teignbridge District Council and East Devon District Council each have interests in a joint operation called Strata Service Solutions Ltd, a registered company (company number 09041662) whose registered office is Civic Centre, Paris Street, Exeter, Devon, EX1 1JN. The Company was established on 30 October 2014.

The business of the Company is the operation and provision of a shared information communications technology service to each of the Councils including;

- A source of expertise regarding information technology
- A resilient and reliable ICT infrastructure
- A service desk that maintains and supports devices, operating systems and core applications
- Information security and information management services
- Developing and implementing business systems to meet Council business objectives
- A Street Name and Numbering function

The proportions of ownership interests are; Exeter City Council (35.936%), Teignbridge District Council (27.372%) and East Devon District Council (36.692%). Each authority has equal voting rights, with decisions taken collectively and unanimously.

NOTES TO THE FINANCIAL STATEMENTS

The figures that have been consolidated into the Council's single entity financial statements in respect of Strata Service Solutions Ltd are:

	Accumulative to 2016-17 £'000's	In Year 2017-18 £'000's
Adjustments to CIES		
Fees	(5,517)	(2,319)
Cost of sales	2,538	1,132
Admin expenses	3,585	1,717
Transfer of pension scheme liability	1,136	0
Cost of Services	1,742	530
Loss/(Gain) on disposal of assets	(160)	1
Net interest on the net defined benefit liability	115	68
Interest receivable	(7)	(2)
(Surplus) or Deficit on Provision of Services	1,690	597
Remeasurement of the net defined benefit liability	1,000	(300)
Total CIES	2,690	297
Adjustments to Balance Sheet		
Property, plant & equipment	396	(112)
Intangible assets	672	(71)
Investment in Strata removed upon consolidation and replaced with proportional share of assets and liabilities	(1,757)	(213)
Total Long Term Assets	(689)	(396)
Inventories	2	3
Short Term Debtors	371	(139)
Cash & cash equivalents	291	212
Total Current Assets	664	76
Short Term Creditors	(107)	(38)
Total Current Liabilities	(107)	(38)
Capital Grants Receipts in Advance	(70)	(1)
Pension Scheme Liability	(2,488)	62
Total Long Term Liabilities	(2,558)	61
Net assets	(2,690)	(297)
Financed by:		
Usable Reserves	282	2
Unusable Reserves	(2,972)	(299)
Total Reserves	(2,690)	(297)

NOTES TO THE FINANCIAL STATEMENTS

37. CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

	2016-17	2017-18
	£'000	£'000
Opening Capital Financing Requirement	92,030	90,269
Capital Investment		
Intangible Assets	-	-
Property, Plant and Equipment	8,721	11,009
Investment Properties	-	-
Long Term Debtors	(90)	26
Long Term Investments	5	200
REFCUS	1,190	652
Sources of Finance		
Capital Receipts	(274)	(2,026)
Government grants and other contributions	(2,127)	(2,544)
Sums set aside from revenue	(6,416)	(5,264)
Minimum Revenue Provision	(766)	(648)
Voluntary Revenue Provision	(747)	(117)
Repayment of Long Term Debtors	(1,257)	(3,482)
Closing Capital Financing Requirement	90,269	88,075
Explanation of movements in year		
Increase in underlying need to borrow (unsupported by Government financial assistance)	(1,761)	(2,194)
Increase/(decrease) in Capital Financing Requirement	(1,761)	(2,194)

38. LEASES

Council as a Lessee

Finance Leases

The Council has acquired a number of its investment properties and some small items of equipment under finance leases. However the items of equipment are below the Council's de minimis for treatment as capital expenditure and they have therefore been treated as operating leases, with the rental charge being charged to the relevant service within the net cost of services.

In respect of investment properties, there are fifteen assets, which have been leased in under finance leases, owing to the length of the lease. However, none of the fifteen leases attracted a lease premium payment, nor is there an annual lease payment due. The assets therefore have been initially recognised in the accounts at zero, being the lower of the net present value of the lease payments or the fair value of the asset. Where appropriate the assets have been revalued to reflect the value to the Council of the lease, were the Council to sell it at market value.

The Council therefore has no minimum lease payments in respect of finance leases.

Operating Leases

The Council holds some capital assets, principally property, plant and equipment under operating lease agreements. The majority of the lease payments represent rent payments to property owners who have provided property on short term lease arrangements (3-5 years) for temporary accommodation. Rental payments made in the year amounted to £613,145 (2016/17 £636,741).

The future minimum lease payments due under non-cancellable leases in 2018/19 can be broken down as follows:

	£'000
Due to expire in 2018/19 (or on 1 year rolling agreements)	15
2 - 5 Years	598
5+ Years	-

NOTES TO THE FINANCIAL STATEMENTS

Council as a Lessor

Finance Leases

The Authority has forty eight leases, which would be classified as finance leases under IFRS. The asset valuation in the Balance Sheet is therefore based on the freehold interest in the asset.

Twenty six of the leases were entered into prior to 2010 and therefore the Council has taken advantage of the statutory regulations allowing the income received to be retained as revenue income.

The gross investment is made up of the following amounts:

	2016-17 £'000	2017-18 £'000
Finance Lease Debtor		
• Current	119	129
• Non-current	11,464	13,061
Unearned finance income	11,583	13,190
Unguaranteed Residual Value	22,678	24,953
Gross investment in Lease	34,261	38,143
Minimum lease payments are:		
5 + Years	614	657

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

Operating Leases

The Council leases out approximately 270 Commercial Premises. Net investment income totalling £2,466,856 has been received in respect of these properties during 2017/18 (£2,633,448 in 2016/17).

The future minimum lease payments receivable under non-cancellable leases in future years can be broken down as follows:

	£'000
Due to expire in 2018/19 (or on 1 year rolling agreements)	3,252
2 - 5 Years	9,564
5+ Years	138,299

Note 18 sets out the value of the investment properties in the accounts. As they are investment properties, they are carried at their fair value and no depreciation is charged.

NOTES TO THE FINANCIAL STATEMENTS

39. IMPAIRMENT LOSSES AND REVERSALS

During 2017/18, the Council recognised impairment losses of £601,627 in relation to its council dwellings and operational land and buildings. Impairment losses of £212,455 charged to the Surplus and Deficit on the Provision of Services in previous financial years were reversed. The impairments reflect; capital expenditure incurred during the year without a commensurate increase in respective asset values, damage to glasshouses at Belle Isle and the application of the Existing Use Value – Social Housing (EUV-SH) valuation basis for a dwelling purchased during the year for use as social housing. The impairment reversals reflect an upward movement in market trends.

The impairments are reflected in Note 17 which reconciles the movement over the year in the Property, Plant and Equipment balances.

40. TERMINATION BENEFITS

The Authority terminated the contracts of a number of employees in 2017/18, incurring liabilities of £111,653 in redundancy payments (£552,616 2016/17) and £31,211 in pension strain payments (£218,597 2016/17), which have been charged to the Comprehensive Income and Expenditure Statement. The number of exit packages with the total cost per band are set out below:

Exit Package Cost Band	Number of employees		Total Cost of exit packages in each band	
	2016-17	2017-18	2016-17 £'000	2017-18 £'000
Compulsory Redundancies				
Less than £20,000	1	-	5	-
£20,001 - £39,999	1	2	36	48
£40,000 - £59,999	-	-	-	-
£60,000 - £79,999	1	-	61	-
Other Departures Agreed				
Less than £20,000	3	1	41	13
£20,001 - £39,999	3	-	90	-
£40,000 - £59,999	1	-	49	-
£60,000 - £79,999	1	-	78	-
£80,000 - £99,999	3	1	245	82
£100,000 - £149,999	-	-	-	-
£150,000 +	1	-	166	-
Total	15	4	771	143

NOTES TO THE FINANCIAL STATEMENTS

41. DEFINED BENEFIT PENSION SCHEMES

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

- Exeter City Council participates in the Local Government Pension Scheme, which is administered by Devon County Council in accordance with the Local Government Pension Scheme Regulations 2013. The Pension Fund Committee oversees the management of the Fund.
- The Local Government Pension Scheme is a defined benefit statutory scheme and currently provides benefits based on career average revalued earnings.
- Although the Council only participates in the Local Government Pension Scheme, a number of early retirements mean that there is an element of unfunded liabilities for the Council to cover.
- The Pension Reserve shows the City Council's current deficit in the Devon County Council Pension Fund. The figure has been derived from an actuarial valuation as at 31 March 2016 rolled forward to take into account changes in the intervening period.

Basis for Estimating Assets and Liabilities

The most recent valuation was carried out as at 31 March 2016 and has been updated by Barnett Waddingham, independent actuaries to the Devon County Council Pension Fund as at 31 March 2018.

To assess the value of the liabilities at 31 March 2018, the actuaries have rolled forward the value of the Employer's liabilities calculated for the funding valuations as at 31 March 2016, using financial assumptions that comply with IAS 19.

To calculate the asset share the actuaries have rolled forward the assets at 31 March 2016 allowing for investment returns, contributions paid into and estimated benefits paid from the Fund by the Council and its employees.

Scheduled Contributions

Exeter City Council's contribution rate over the accounting period was 15.8% of pensionable pay. The contribution rates certified for Exeter City Council at 31 March 2018 valuation are as follows:

Future Service Pay

April 2018 to March 2019	15.8% of pensionable pay
April 2019 to March 2020	15.8% of pensionable pay

Past Service Deficit

April 2018 to March 2019	£1.335 million
April 2019 to March 2020	£1.367 million

The estimated value of employer contributions for 2018-19 is £3.713m.

NOTES TO THE FINANCIAL STATEMENTS

The estimated asset allocation as at 31 March 2018 is as follows:

Asset Share	2016-17		2017-18	
	£'000	%	£'000	%
Equities	28,844	24	26,456	22
Overseas Equities	41,711	34	45,671	34
Infrastructure	4,668	4	4,425	4
Gifts	3,580	3	3,878	3
Other Bonds	3,066	3	2,522	2
Property	10,495	9	11,483	9
Cash	3,203	3	3,014	3
Target Return Portfolio	17,810	15	18,429	16
Alternative Assets	6,574	5	6,703	6
Private Equity	0	0	821	1
Total	119,951	100	123,402	100

The main assumptions used by the actuary are as follows:

	2016-17	2017-18
Discount rate for scheme liabilities	2.7% pa	2.55% pa
Rate of increase in salaries	4.2% pa	3.8% pa
Rate of increase in pensions	2.7% pa	2.3% pa
Rate of inflation - RPI	3.6% pa	3.3% pa
- CPI	2.7% pa	2.3% pa
Longevity at 65 - current pensioners		
Men	23.4	23.5
Women	25.5	25.6
Longevity at 65 - future pensioners		
Men	25.6	25.7
Women	27.8	27.9
Conversion of pension into lump sum		
Pre April 2008 permitted amount	50%	50%
Post April 2008 permitted amount	50%	50%

Transactions Relating to Post-employment Benefits

The cost of retirement benefits is reported in the cost of services when they are earned by employees, rather than when the benefits are actually paid as pensions. However, the charge the Council is required to make against council tax is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out via the Movement in Reserves Statement as follows:

CIES	2016-17 £'000	2017-18 £'000
Net Service Cost		
Current Service Cost	4,035	6,316
Loss / (Gain) on curtailment	156	228
(Gain) / Loss from Settlements	(59)	-
Other Operating Expenditure		
Administration expenses	65	64
<i>Financing and Investment</i>		
<i>Income and Expenditure</i>		
Net Interest on the net defined benefit liability	3,155	3,219
	7,352	9,827
Movement in Reserves Statement		
Reversal of net charges	(7,352)	(9,827)
Employers contributions	4,067	4,031

NOTES TO THE FINANCIAL STATEMENTS

Reconciliation of the Movements in the Fair Value of Scheme Assets:

	2016-17 £'000	2017-18 £'000
Opening fair value of assets	102,053	117,610
Opening fair value of Strata assets	1,930	2,341
Interest income	3,723	3,223
Re-measurement gains / losses	13,928	1,681
Administration expenses	(65)	(64)
Contributions by the employer	3,910	4,362
Contributions by participants	978	995
Net benefits paid out	(6,346)	(6,746)
Settlement prices received / (paid)	(160)	-
Closing fair value of assets	119,951	123,402

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

	2016-17 £'000	2017-18 £'000
Opening present value of liabilities	190,253	236,182
Opening present value of Strata liabilities	3,144	4,829
Current service cost	4,035	6,316
Interest cost	6,878	6,441
Contributions by participants	978	995
<i>Re-measurement (gains) and losses:</i>		
Change in demographic assumptions	(668)	-
Change in financial assumptions	47,589	(11,275)
Experience loss (gain)	(4,789)	-
Benefits paid out	(6,071)	(6,479)
Past service cost, including curtailments	156	228
Liabilities assumed / (extinguished) on settlements	(219)	-
Unfunded pension payments	(275)	(267)
Closing present value of liabilities	241,011	236,970

NOTES TO THE FINANCIAL STATEMENTS

Pension Assets and Liabilities Recognised in the Balance Sheet:

	2016-17 £'000	2017-18 £'000
Present Value of defined benefit obligations	241,011	236,970
Fair Value of Scheme Assets	(119,951)	(123,402)
Net liability arising from defined benefit obligation	121,060	113,568

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions.

The sensitivity analysis below sets out the impact on the defined benefit obligations for each change while all other assumptions remain constant:

	Increase in assumption £'000	Decrease in assumption £'000
Longevity (increase or decrease by 1 year)	245,999	228,284
Rate of increase in salaries (increase or decrease by 1%)	237,387	236,557
Rate of increase in pensions (increase or decrease by 1%)	240,965	233,051
Rate for discounting scheme liabilities (increase or decrease by 1%)	232,652	241,374

42. CHARITABLE AND TRUST FUNDS

The Council administers 6 charitable/trust funds related to Leisure and Museum services, principally from legacies left by individual Exeter inhabitants over a period of years.

A new trust fund was established during 2017/18 in respect of King George's playing field, with income used specifically for maintaining and improving the recreation ground.

The funds do not represent assets of the Council and are not included in the Consolidated Balance Sheet.

The funds are:

	Value of fund at 31 March 2017 £'000	Expenditure £'000	Income £'000	Value of fund at 31 March 2018 £'000
Reynolds Chard Bequest	403	-	13	416
Veitch Bequest	22	-	-	22
Dorothy Holman Trust	26	-	-	26
Bowling Green Marshes	-	-	1	1
Topsham Recreation Ground	17	-	-	17
King George Playing Field Trust	0	(10)	24	14
	468	(10)	38	496

NOTES TO THE FINANCIAL STATEMENTS

43. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

- credit risk – the possibility that other parties might fail to pay amounts due to the authority
- liquidity risk – the possibility that the authority might not have funds available to meet its commitments to make payments
- market risk – the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock movements

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the Council's finance team, under policies approved by full Council as set out in the Treasury Management Strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. The latest Strategy was approved on 20 February 2018.

Deposits are not made with banks and financial institutions unless they are rated independently (by both Fitch and Moody's credit rating agencies) and based in the UK or are a local authority. There are a range of investment limits relating to both value and length of deposit depending on rating. For example UK institutions with the highest rating of rates F1+ have a maximum investment of £4 million for up to 12 months, foreign institutions that deal in Sterling and are rated F1+ have a maximum investment of £3 million for up to 9 months, whilst the lowest rating the Council will accept (F1 and P-1) have a maximum investment of £3 million for up to 6 months. Up to £5 million can be invested in a money market fund and £10 million in a property fund.

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

NOTES TO THE FINANCIAL STATEMENTS

	Amount at 31 March 2018	Historical experience of default	Historic experience adjusted for market conditions at 31 March 2018	Estimated maximum exposure to default and uncollectability
	£'000	%	%	£'000
Deposits with banks and other financial institutions	35,043	4.3	5	1,752
Trade and other Receivables – Sundry Debt	15,920	10	15	2,388
Other statutory debts	1,539	10	15	281
Total	52,502			4,421

NOTES TO THE FINANCIAL STATEMENTS

The Council has varying credit terms for customers. In reviewing the Council's sundry debt (excluding Council Tax, Business Rates or money owed by the Government in respect of Business Rates etc): Out of the £11.102m sundry debt in Note 22, some £5.388m is invoiced debt. £3.730m of this invoiced debt is past its due date for payment. The past due amount can be analysed by age as follows:

Age Range	£'000
30 days – 1 year	1,238
1 – 2 years	787
2 – 3 years	661
3 – 4 years	368
4 – 5 years	260
5 + years	416
Total	3,730

Liquidity Risk

As the Council has ready access to borrowings from the Public Works Loans Board, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The Council has one long-term loan, taken out on 28 March 2012 to cover the HRA self-financing payment. This loan is due for repayment in 2062. There is a risk of having to replenish this loan at unfavourable interest rates.

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

Market risk

Interest rate risk

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

- borrowings at variable rates – the interest expenses charged to the Income and Expenditure will rise
- borrowings at fixed rates - the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited to the Income and Expenditure will rise
- investments at fixed rates - the fair value of the assets will fall

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

NOTES TO THE FINANCIAL STATEMENTS

The Council has a number of strategies for managing interest rate risk; however it has not borrowed using variable rate loans for many years.

If on the 31 March 2018 the interest rates are 1% higher than the actual interest rates the financial impact would be:

Borrowing:

The Council has two long term borrowing arrangements. As at 31 March 2018, the Council had a £10 million fixed rate loan with another local authority. A 1% increase in interest rates would increase the cost by £100,000 per annum. The Council also has fixed rate long-term borrowing with the PWLB, which is due to mature in 2062. A 1% increase in interest rates would increase the cost of borrowing by £568,840 a year.

Investments:

It is reasonable to assume that the Council's investments in "cash" accounts should increase by the change in interest rates. A 1% increase would generate an additional £51,000 over a year. In respect of the fixed term deposits of £35m a 1% increase in interest rates would have decreased the fair value by £350,000.

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

Price Risk

The authority does not generally invest in equity shares but does have shareholdings to the value of £982k in a number of associates and joint ventures on the Balance Sheet, held at historic cost.

As the shareholdings have arisen in the acquisition of specific interests, the authority is not in a position to limit its exposure to price movements by diversifying its portfolio. However, the authority can monitor factors that might cause a fall in the value of specific shareholdings through having significant influence.

The Council has investments which are classified as 'available for sale', including a £5m investment in the CCLA Local Authorities' Property Fund. At the end of each financial year the value of the local authority's investment is adjusted to equal the number of units held multiplied by the published bid price, with the gain or loss taken to the Available for Sale Reserve. Movements in the unit price therefore have no impact on the General Fund until the investment is sold or impaired.

Foreign Exchange Risk

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

NOTES TO THE FINANCIAL STATEMENTS

44. STATUTORY HARBOUR AUTHORITY

Exeter City Council is the harbour authority for the Exe Estuary.

An annual Statement of Account relating to harbour activities is required to be prepared, in accordance with the 1964 Harbours Act.

	2016-17	2017-18
	£'000	£'000
Income		
Fees and Charges	(80)	(79)
	(80)	(79)
Expenditure		
Employees	26	38
Premises	93	90
Supplies and Services	34	32
Transport	13	14
Capital Charges	2	2
	168	176
Net cost of Harbour Activities as included in the Comprehensive Income and Expenditure Statement	88	97

45. CONTINGENT ASSETS

Exeter City Council is among a number of local authorities, fire and rescue services and national park authorities, who have asked the Local Government Association to co-ordinate a collective legal action against a number of truck manufacturers for their involvement in a cartel, fixing the price of medium and heavy trucks. The authority may recover damages from the cartelists, at some point in the future.

HRA INCOME & EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis upon which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

2016-17		2017-18	
£'000	Income	£'000	£'000
(19,547)	Dwelling rents	(19,068)	
(521)	Non dwelling rents	(532)	
(794)	Charges for services and facilities	(869)	
(20,862)	Total Income		(20,469)
	Expenditure		
5,622	Repairs and maintenance	5,542	
4,277	Supervision and management	4,736	
13	Rents, rates, taxes and other charges	17	
2,797	Depreciation and impairment of non-current assets	3,224	
9	Debt management costs	10	
28	Increase/(decrease) in bad debt provision	(39)	
12,746	Total Expenditure		13,490
(8,116)	Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement		(6,979)
172	HRA share of Corporate and Democratic Core		174
(7,944)	Net Cost of HRA Services		(6,805)

HRA INCOME & EXPENDITURE STATEMENT

2016-17 £'000	HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:	2017-18 £'000
(1,386)	(Gain) or loss on sale of HRA non-current assets	(1,412)
1,989	Interest payable and similar charges	1,989
(195)	Interest and investment income	(239)
281	Net interest on the net defined benefit liability (asset) and administration expenses	298
(2,070)	Capital grants and contributions receivable	(259)
(9,325)	(Surplus) or deficit for the year on HRA services	(6,428)

Movement on the HRA Statement

2016-17 £'000		2017-18 £'000
(7,237)	Housing Revenue Account surplus brought forward	(8,775)
(9,325)	(Surplus) or deficit for the year on the HRA Income and Expenditure Account	(6,428)
7,787	Net additional amount required by statute to be debited or (credited) to the HRA balance for the year	4,734
(1,538)	(Increase) or decrease in the HRA Balance	(1,694)
(8,775)	Housing Revenue Account surplus carried forward	(10,469)

NOTES TO THE HRA STATEMENTS

1. HRA DWELLINGS

	Flats	Houses and Bungalows	Total
At 31 March 2017	2,563	2,381	4,944
At 31 March 2018	2,550	2,356	4,906

2. VACANT POSSESSION VALUE OF DWELLINGS

At 1 April 2018 the vacant possession value of the dwellings was £734.351 million, this compares to the tenanted market value in the Balance Sheet of £257.023 million. The difference of £477.328 million represents the economic cost to the Government of providing council housing at less than open market rents.

3. COUNCIL'S OWN BUILD SCHEME

The Council's Own Build scheme involves the development of 21 homes at Sivell Place and Merlin Crescent. Whilst the developments remain within the overall umbrella of the Housing Revenue Account, the costs and incomes arising from the developments are accounted for separately as part of their build costs were financed from borrowing. The cost of servicing the borrowing will therefore be met from the rent income received from the completed dwellings.

4. IMPAIRMENT CHARGES

Impairment charges of £0.210m (£0.063 million 2016/17) were debited to the HRA Income and Expenditure Account in 2017/18 although they were reversed out in the Statement of Movement on the HRA Balance, to avoid having an impact on rent levels, in accordance with the Code of Practice.

5. HRA CAPITAL RECEIPTS

The following capital receipts were received during the year from disposals of land, houses and other property within the authority's HRA:

	2016-17 £'000	2017-18 £'000
Land	-	-
Dwellings	3,191	3,573
Repayment of discounts	44	73
	3,235	3,646
Less amount pooled	(414)	(431)
	2,821	3,215

NOTES TO THE HRA STATEMENTS

6. BALANCE SHEET VALUATIONS OF ASSETS

	Dwellings £'000	Garages £'000	Vehicles, Plant & Equipment £'000	Assets Under Construction £'000	Assets Held for Sale £'000	Total £'000
At 31 March 2017	242,231	4,100	377	2,939	1,047	250,694
At 31 March 2018	257,023	4,120	322	5,564	924	267,953

Within the valuation of Council dwellings as at 31 March 2018 of £257.023m, £130.182m was attributable to the value of land (2016/17 £122.697m) and £126.841m to buildings (2016/17 £119.534m).

7. HRA CAPITAL EXPENDITURE

HRA capital expenditure amounted to £6.265 million during 2017/18 (£5.620 million 2016/17), the expenditure and sources of finance were as follows:

	Sources of Finance					Total Expenditure £'000
	Major Repairs Reserve £'000	Revenue Contributions £'000	Borrowing £'000	Grants & Other Contributions £'000	Capital Receipts £'000	
	£'000	£'000	£'000	£'000	£'000	
Land	-	-	-	-	-	-
Houses	482	3,797	-	800	1,117	6,196
Other Property	69	-	-	-	-	69
Total	551	3,797	-	800	1,117	6,265

NOTES TO THE HRA STATEMENTS

8. DEPRECIATION

The depreciation charges for the year in respect of HRA assets were:

	2016-17	2017-18
	£'000	£'000
Operational assets		
Dwellings	2,552	2,842
Garages	55	55
Equipment	127	117
Total depreciation charged	2,734	3,014
Less depreciation written off - disposals	(18)	(18)
Less depreciation written off - revaluations	(2,589)	(2,879)
Less depreciation written off - impairments	-	-
Total depreciation	127	117

COLLECTION FUND

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the government of council tax and non-domestic rates.

2016-2017			2017-2018		
Council Tax £'000	NDR £'000	Total £'000	Council Tax £'000	NDR £'000	Total £'000
Income from:					
58,578	-	58,578	61,941	-	61,941
-	(59)	(59)	-	(4,961)	(4,961)
-	78,505	78,505	-	79,285	79,285
58,578	78,446	137,024	61,941	74,324	136,265
Expenditure					
Demands on the Fund by:					
6,208	-	6,208	6,489	-	6,489
2,873	784	3,657	3,003	733	3,736
43,367	7,056	50,423	46,649	6,599	53,248
4,962	31,359	36,321	5,250	29,327	34,577
-	39,198	39,198	-	36,659	36,659
-	220	220	-	216	216
68	-	68	88	-	88
Bad and doubtful debts					
342	275	617	316	217	533
(53)	90	37	43	360	403
-	(469)	(469)	-	3,586	3,586
57,767	78,513	136,280	61,838	77,697	139,535
(811)	67	(744)	(103)	3,373	3,270
(1,812)	767	(1,045)	(2,623)	834	(1,789)
(2,623)	834	(1,789)	(2,726)	4,207	1,481

NOTES TO THE COLLECTION FUND

1. Council Tax base

The council tax base, for tax setting purposes, is calculated by reference to the number of chargeable dwellings in each valuation band, adjusted for dwellings where discounts apply, converted to an equivalent number of Band D dwellings. The figures for 2017/18 were:

Band	Dwellings	Less Discounts	Additions (Technical Changes)	Conversion Factor	Band D equivalents
A Relief	22	11	-	5/9ths	6
A	9,579	3,675	70	6/9ths	3,983
B	14,092	3,187	70	7/9ths	8,536
C	12,691	1,890	48	8/9ths	9,644
D	7,739	743	26	9/9ths	7,022
E	3,776	253	9	11/9ths	4,317
F	1,769	110	6	13/9ths	2,405
G	871	52	3	15/9ths	1,370
H	30	3	-	18/9ths	54
Band D equivalent					37,337
Less Hardship Relief (Band D)					(22)
Total Band D equivalent					37,315
Collection rate					97%
Tax base					36,197

2. Income from Business Rates

Under the arrangements for uniform business rates, the Council collects non-domestic rates for its area, which are based on local rateable values (£187.055m at March 2018) multiplied by a uniform rate 47.9p (46.6p for those receiving small business relief) for 2017/18.



Exeter City Council

Annual Governance Statement

2017-18

Scope of Responsibility

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

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

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of Delivering Good Governance in Local Government (CIPFA/Solace 2016). This statement explains how Exeter City Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 2015, paragraph 4(3), which required all relevant bodies to prepare an Annual Governance Statement.

The Code of Governance sets out the seven principles of good governance and the arrangements the Council has put in place to meet each of these principles:

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the law
2. Ensuring openness and comprehensive stakeholder engagement
3. Defining outcomes in terms of sustainable economic, social and environmental benefits
4. Determining interventions necessary to optimise the achievement of the intended outcomes
5. Developing the Council's capacity. Including the capability of its leadership and individuals within it
6. Managing risk and performance through robust internal control and strong public financial management
7. Implementing good practices in transparency, reporting and audit to deliver effective accountability

A copy of the Council's code is available on our website at <https://exeter.gov.uk/Code>

The Purpose of the Governance Framework

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

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

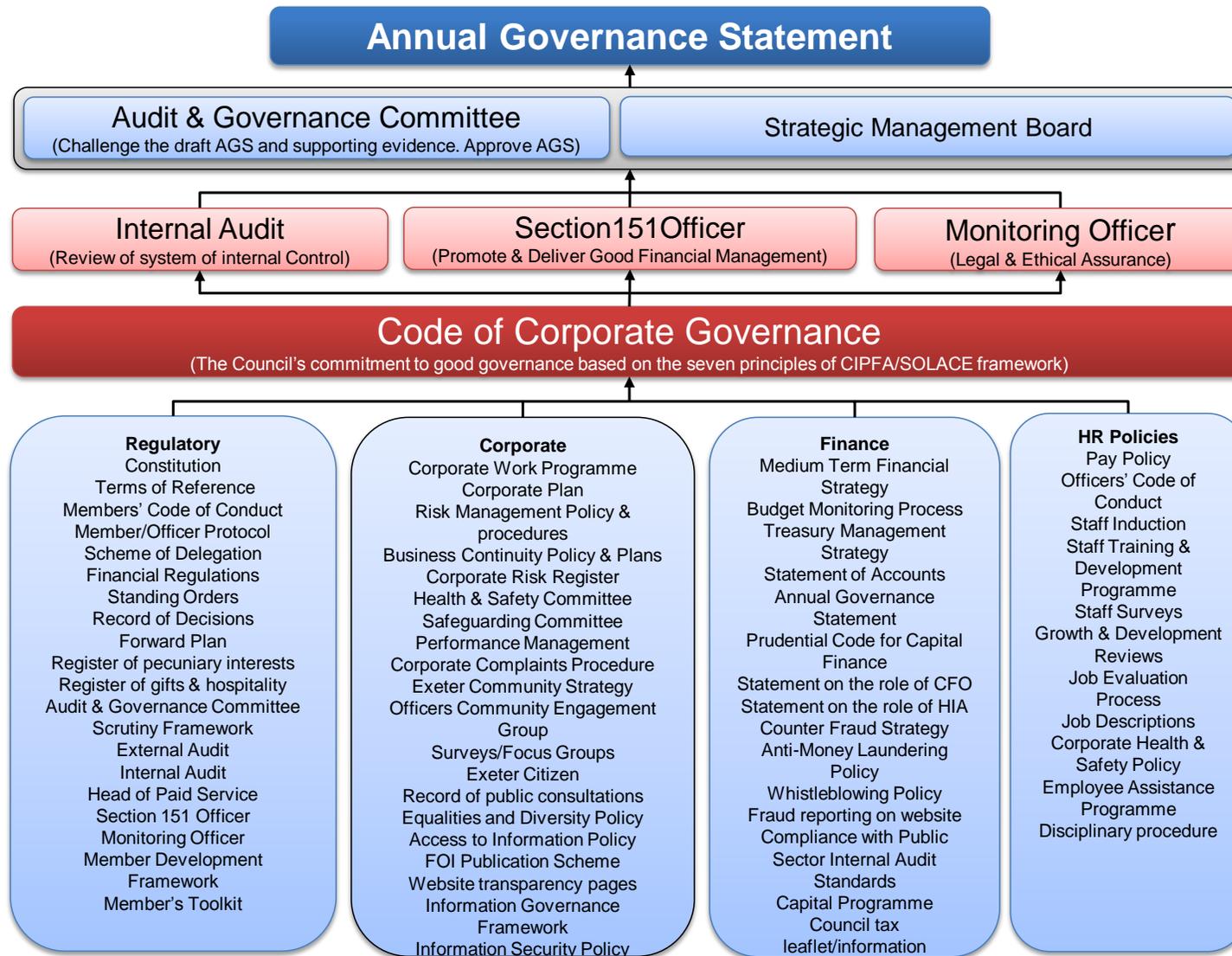
The governance framework has been in place at Exeter City Council for the year ended 31 March 2018 and up to the date of the approval of the annual statement of accounts.

The Governance Framework

The Council's Governance Framework addresses the way the Council is controlled and managed, both strategically and operationally, and how it will deliver its services. The Framework recognises that the Council's business is focussed upon its corporate priorities and seeks to facilitate delivery to our local communities of the goals set out in the Corporate Plan. The structures and processes, risk management and other internal control systems, such as standards of conduct, form part of this Framework, which is about managing the barriers to achieving the Council's objectives.

The local Code of Corporate Governance is reviewed annually through the Audit and Governance Committee and was last reviewed and recommended for approval by Council on 14 March 2018. Members and senior officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal. This task is managed by the Strategic Management Board (SMB) which comprises the Chief Executive and Growth Director, Directors and Chief Finance officer (Section 151) and Monitoring Officer.

The Council has designed systems and processes to regulate, monitor and control its activities in order to achieve its vision and objectives. The Code of Corporate Governance sets out the controls in full.



Review of effectiveness

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

- ✓ The work of the Strategic Management Board who have responsibility for the development and maintenance of the governance environment
- ✓ The work of Executive who are responsible for considering overall financial and performance management and receive comprehensive reports throughout the year;
- ✓ The work of Scrutiny Committee Corporate who monitor the overall financial performance of the Council;
- ✓ The work of the Audit & Governance Committee who monitor the standards of conduct of Members, effectiveness of risk management, the work of Internal Audit and the system of internal control;
- ✓ The Section 151 Officer who is responsible for delivering and overseeing the financial management of the Council
- ✓ The Monitoring Officer who provides assurance that the Council has complied with its statutory and regulatory obligations;
- ✓ Annual reviews of the Council's key financial and non financial systems by Internal Audit against known and evolving risks which are reported on a quarterly basis to the Audit & Governance Committee;
- ✓ Annual reviews of the Council's financial accounts and records by the External Auditors leading to their opinion as published in the year-end statements;
- ✓ Ongoing reviews of strategic and operational risks in each service area and the conduct of risk analysis and management in respect of major projects undertaken by the Council;
- ✓ Reviews and, where appropriate, updates of the Council's Constitution including Financial Regulations and Standing Orders
- ✓ Comments made by other review agencies and inspectorates

Risk Management Review

In March 2018, Internal Audit undertook a review of the Council's Risk Management Framework. The basis of the review was taken from risk management best practice including the Committee of Sponsoring Organizations of the Treadway Commission (COSO) which is dedicated to providing thought leadership through the development of frameworks and guidance on enterprise risk management, internal control and fraud deterrence. The review checked that:

- Organisational objectives support and align with the organisation's mission
- Significant risks are identified and assessed
- Appropriate risk responses are selected that align with the organisation's risk appetite
- Relevant risk information is captured and communicated in a timely manner across the organisation, enabling staff, management and Councillors to carry out their responsibilities.

The results of this review will be reported to the Audit and Governance Committee in July 2018.

Financial Management Arrangements

The council's financial management arrangements conform with the governance requirements of the CIPFA "Statement on the Role of the Chief Financial Officer in Local Government" (2010) as set out in the "Application Note to Delivering Good Governance in Local Government: Framework". The Section 151 Officer is a member of the Council's Strategic Management Board.

Internal Audit

The Internal Audit Service has been managed and delivered in accordance with the Public Sector Internal Audit Standards (PSIAS) which were introduced in April 2013. As required by regulations, an annual review on the effectiveness of Internal Audit was undertaken in April 2017 in the form of a self-assessment against both the PSIAS and the Application Note using CIPFA's checklist. The results of the review confirm that the Internal Audit Service conforms with the PSIAS and that there are no issues of 'non-conformance' that need to be included in this statement. All key systems were audited in 2017/18 and a total of 28 audit reports have been provided to management and the Audit and Governance Committee.

Based on the assurance work undertaken by Internal Audit, the Audit Manager has provided an opinion on the adequacy of the control environment as part of the Annual Internal Audit Report which concluded that the key systems are operating soundly and that there are no fundamental breakdowns of controls resulting in material discrepancy.

External Audit

In September 2017 the Council's external auditor (KPMG) issued an unqualified audit opinion on the Authority's financial statements and a part qualified audit opinion in respect of Value for Money in that they concluded that the Authority has made proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned sustainable outcomes for taxpayers and local people **except for** its arrangements for procuring supplies and services effectively with partners and third parties.

Corporate Complaints

In 2017/18 the Council responded to 101 (2016/17 – 116) corporate customer complaints. All complaints were responded to by the relevant Director or Corporate Manager so that any issues identified could be actioned.

Performance Management

The Council is currently in the process of developing and implementing a new performance management framework. Executive members and SMB met on 29 January 2018 to consider a new city vision and priorities for the council. These will be captured in a new corporate plan and comprehensive performance framework, which will be submitted to members in July 2018.

ANNUAL GOVERNANCE STATEMENT

Update on significant issues & action plan for improvements to governance arrangements reported 2016-17

This Statement is intended to provide reasonable assurance. It is stressed that no system of control can provide absolute assurance against material misstatement or loss. In concluding this overview of the Council's governance arrangements, no significant issues have been identified for 2017-18. However we continue to make enhancements and improvements to our governance arrangements and these are listed in the table below. Progress will be subject to regular monitoring by the Audit and Governance Committee.

Issue No.	Issue Identified	Summary of Action Taken
1	Separation of Duties – with considerable changes to the structure of the Council as it transforms the way in which services are delivered; separation of duties continues to be an area of concern (c/fwd 2015-16 AGS)	This will continue to be monitored as part of the internal audit plan and any issues arising will be reported to Audit and Governance Committee quarterly.
2	Reduction in resources – general reductions in staffing numbers increase the impact of staff absences and other service interruptions. Absences may also increase owing to greater pressure of work and loss of motivation. Internal Audit are aware of instances where long term sickness is impacting on service delivery (c/fwd 2015-16 AGS)	This will continue to be monitored as part of the internal audit plan and any issues arising will be reported to Audit and Governance Committee quarterly.
3	Contract Regulations – current contract regulations conflict with the legislative requirements of the Public Contract Regulations 2015, therefore the Council is at risk of breaching legislation (c/fwd 2015-16 AGS)	Draft Contract Regulations are being presented to the Strategic Management Board in June 2018 with the intention of incorporation into the Constitution at the July 2018 Council meeting.
4	Procurement – the Council currently does not have a procurement function in place that is fit for purpose. A recent audit of procurement identified a number of shortcuts in the procurement process e.g. extending contracts rather than retendering, a lack of effective contract management. The Interim Procurement Officer left the authority at the end of March and has not been replaced. However, the Council has engaged a consultant to review the current procurement process to help meet the requirements of the Public Contract Regulations 2015 but this review has yet to be finalised (c/fwd 2015-16 AGS)	The Council has an authorised structure and has engaged Hays to manage recruitment into the posts. The Council currently has an Interim Corporate Manager – Procurement and an interim dedicated to HRA contracts.

Update on significant issues & action plan for improvements to governance arrangements reported 2016-17

Issue No.	Issue Identified	Summary of Action Taken
5	Implementation of a new performance management framework.	Executive members and SMB met on 29 January 2018 to consider a new city vision and priorities for the council. These will be captured in a new corporate plan and comprehensive performance framework, which will be submitted to members in July 2018.
6	Medium term financial plan is not clearly linked to the Council's corporate priorities and work program.	A timetable is being drawn up to address the issues and savings required for 2019-20 onwards. It will be necessary to demonstrate links to the Council's corporate priorities
7	Services are currently struggling to deliver the capital programme predominantly due to either a lack of resources in some service areas or a skills gap in respect of procurement processes and procedures in other areas.	This is still a challenging area, the bidding process for the 2018-19 capital programme included a likely timescale, progress against this will be reported in Capital monitoring updates to Committee.
8	The Council needs to continue its work to implement processes and procedures to ensure proper governance and management of its information assets.	The Information Governance Framework and all related policies are being reviewed and collated into one document, which will be completed by mid March 2018. All services submitted entries to a new Information Asset Register in January 2018. This is being reviewed as part of the GDPR action plan, which includes a range of measures to ensure compliance by 25 May 2018.

Approval of the Annual Governance Statement

Through the action referred to on the previous page, we propose over the coming year to focus on the key areas, with a view to further enhancing our governance arrangements and we will monitor their implementation and operation as part of our next annual review.

Signed: **Date:**

Councillor Natalie Vizard
Chair of Audit & Governance Committee

Signed: **Date:**

Dave Hodgson CPFA
Chief Finance Officer & Section 151 Officer

Signed: **Date:**

Councillor Pete Edwards
Leader of the Council

Signed: **Date:**

Karime Hassan
Chief Executive & Growth Director

GLOSSARY OF TERMS

Accounting Period	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts.	Balances	Working balances are reserves needed to finance expenditure in advance of income from debtors, precepts and grants. Any excess may be applied at the discretion of the authority, to reduce future demands on the Collection Fund or to meet unexpected costs during the year. Balances on holding accounts and provisions are available to meet expenditure in future years without having adverse effect on revenue expenditure.
Accrual Basis	The accruals principle is that income is recorded when it is earned rather than when it is received, and expenses are recorded when goods or services are received rather than when the payment is made	Budget	A statement of the income and expenditure policy plan of the Council over a specified period. The most common is the annual Revenue Budget expressed in financial terms and including other physical data, e.g. manpower resources.
Actual	Actual, as opposed to budget, expenditure and income directly attributable to an accounting period, generally referred to as actuals.	Capital Expenditure	This is expenditure on the acquisition of a fixed asset, or expenditure, which adds to, and not merely maintains, the value of an existing fixed asset.
Appointed Auditors	From 1 April 2015 the appointment of External Auditors to Local Authorities is undertaken by Public Sector Audit Appointments Limited, an independent company limited by guarantee and incorporated by the Local Government Association in August 2014. This role was previously undertaken by the Audit Commission. KPMG is the Council's appointed Auditor.	Capital Financing	The raising of money to meet the cost of capital expenditure. Capital expenditure may be financed by borrowing, leasing, and contributions from revenue accounts, the proceeds from the sale of capital assets, capital grants and contributions from developers or others.
Associate Companies	An associate is an entity over which the Council has significant influence.		

GLOSSARY OF TERMS

Capital Grants	Government grant towards capital expenditure on a specific service or project.		charges, General Fund Balances, specific grants and any funding from reserves.
Chartered Institute of Public Finance and Accountancy (CIPFA)	CIPFA is the leading professional accountancy body for public services.	Creditors	Amounts owed by the Authority for work done, goods received or services rendered, but for which payment was not made at the balance sheet date.
Collection Fund	This is a statutory fund kept separate from the main accounts of the Council. It records all income due from the Council Tax, National Non Domestic Rates and Revenue Support Grant and shows the precept payments due to Devon County Council, Police and Crime Commissioner for Devon and Cornwall, Devon & Somerset Fire and Rescue Service and Exeter City Council.	Current Service Cost	This is an increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period.
Community Assets	These are non-current assets that the Council intends to hold in perpetuity which have no determinable finite useful life and may have restrictions on their disposal.	Current Assets	Assets that can be expected to be consumed or realised during the next accounting period.
Contingent Liability or Assets	These are amounts potentially due to or from individuals or organisations which may arise in the future but which at this time cannot be determined accurately and for which provision has not been made in the Council's accounts.	Current Liabilities	Amounts that will become due or could be called upon during the next accounting period.
Council Tax Requirement	This is the estimated revenue expenditure on General Fund services that will be financed from the Council Tax after deducting income from fees and	Curtailment	The cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.
		Debtors	Amounts due to the Council that have not been received at the balance sheet date.
		Deferred Liabilities	This represents the liability for principal repayments on finance leases.

GLOSSARY OF TERMS

Depreciation	This is the measure of the wearing out, consumption or other reduction in the useful economic life of property, plant and equipment.	Finance Lease	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.
Earmarked Reserves	The Council holds a number of reserves earmarked to be used to meet specific, known or predicted future expenditure.	Financial Instruments	A contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.
Employee Costs	These include salaries, wages and employer's national insurance and superannuation costs payable by the Council, together with training expenses and charges relating to the index-linking of pensions of former employees.	Financial Year	The local authority financial year commences 1 April and finishes 31 March the following year.
External Audit	The independent examination of the activities and accounts of local authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the Authority has made proper arrangements to secure value for money in its use of resources.	Financial Regulations	These are a written code of procedures approved by the Council, intended to provide a framework for proper financial management. Financial regulations usually set out rules on accounting, audit, administrative and budgeting procedures.
Fair Value	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.	Government Grants	Payments by central government towards local authority expenditure. They must be specific e.g. Housing Benefits, or general e.g. Revenue Support Grant.
Final Accounts	Accounts prepared for an accounting period, showing the net surplus (profit) or deficit (loss) on individual services and a balance sheet is prepared for them. They are produced as a record of stewardship and are available to interested parties. Local authorities are required to publish each year a Statement of Accounts, as specified in the Accounts and Audit Regulations 2011.	Housing Benefit	This is an allowance to persons receiving little or no income to meet, in whole or part, their rent. Benefit is allowed or paid by local authorities but Central Government refunds part of the cost of the benefits and of the running costs of the services to local authorities. Benefits paid to the Authority's own tenants are known as rent rebates and that paid to private tenants as rent allowances.

GLOSSARY OF TERMS

Housing Revenue Account	Local authorities are required to maintain a separate account, the Housing Revenue Account, which sets out the expenditure and income arising from the provision of Council housing.	Non Domestic Rates (NDR)	NDR is also referred to as business rates; is the levy on business property, based on a national rate in the pound applied to the 'rateable value' of the property. Authorities can voluntarily form a business rate retention pool, where all authorities in the pool can benefit from keeping a proportion of business rate revenue as well as growth on the revenue that is generated in their area to spend on local services.
Impairment	A reduction in the value of an asset below its value held in the Balance Sheet. Factors which may cause such a reduction include; fall in general prices, a decline in an asset's market value and evidence of obsolescence or physical deterioration.		
Interest	An amount receivable or payable for the use of a sum of money when it is invested or borrowed.	Net Book Value	The amount at which non-current assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.
Inventories	Items of raw materials and stock an authority has procured to use on a continuing basis which it has not consumed.	Non-Current Assets	Assets that can be expected to be of use or benefit to the Authority in providing its service for more than one accounting period.
Investment Properties	Property, which can be land or a building or part of a building or both, that is held solely to earn rentals or for capital appreciation or both, rather than for operational purposes.	Operating Lease	A lease under which ownership of the asset remains with the lessor; the lease costs are revenue expenditure to the Authority.
Materiality	Information is material if omitting it or misstating it could influence the decisions that users make on the statement of accounts.	Precepts	The amount levied by various Authorities that is collected by the Council on their behalf. The major precepting authorities in Exeter are Devon County Council, Devon and Somerset Fire and Rescue Service and Devon and Cornwall Police Authority.
Minimum Revenue Provision (MRP)	The minimum amount that must be charged to an authority's revenue accounts and set aside for the repayment of debt. It is calculated in accordance with the Council's approved MRP policy.		

GLOSSARY OF TERMS

Prior Period Adjustments	These are material adjustments which are applicable to an earlier period arising from changes in accounting policies or for the correction of fundamental errors.	Value for Money	An expression describing the benefit obtained (not just in financial terms) for a given input of cash. The term is widely used within public bodies, but there are many difficulties in its use because value, as such, is a subjective measure and there are rarely supporting objective measures. The appointed auditors are required to consider value for money with the three objectives of economy of input, efficiency of operation and effectiveness of output in service provision and report on the Council's arrangements for securing VFM.
Property, Plant and Equipment (PPE)	Tangible assets that are held for use in the production or supply of goods and services, for rental to others, or for administration purposes, and are expected to be used during more than one year.		
Public Works Loan Board (PWLB)	An arm of Central Government which is the major provider of loans to finance long term funding requirements for Local Authorities		
Revenue Contribution to Capital Outlay (RCCO)	The mechanism by which items of capital expenditure can be financed by the General Fund or Housing Revenue Account		
Revenue Expenditure Financed by Capital under Statute (REFCUS)	Expenditure which has been legally capitalised but which does not produce a fixed asset for the council, e.g. renovation grants for homeowners.		
Revenue Support Grant	A grant paid by government to meet a proportion of the local authority expenditure necessary to provide a standard level of service throughout the country.		



Exeter
City Council

Exeter City Council

Civic Centre

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19 April 2018

Dear Karime,

Planned audit fee for 2018/19

The Local Audit and Accountability Act 2014 (the Act) provides the framework for local public audit. Public Sector Audit Appointments Ltd (PSAA) has been specified as an appointing person under the Act and the Local Authority (Appointing Person) Regulations 2015 and has the power to make auditor appointments for audits of opted- in local government bodies from 2018/19.

For opted- in bodies PSAA's responsibilities include setting fees, appointing auditors and monitoring the quality of auditors' work. Further information on PSAA and its responsibilities are available on the [PSAA website](#).

From 2018/19 all grant work now falls outside the PSAA contract, as PSAA no longer has the power to make appointments for assurance on grant claims and returns. Any assurance engagements will therefore be subject to separate engagements agreed between the grant-paying body, the Council and your auditor and separate fees agreed with the Council.

Scale fee

PSAA published the 2018/19 scale fees for opted-in bodies in March 2018, following a consultation process. Individual scale fees have been reduced by 23 percent from the fees applicable for 2017/18. Further details are set out on the [PSAA website](#). The Council's scale fee for 2018/19 has been set by PSAA at £44,573.

PSAA prescribes that 'scale fees are based on the expectation that audited bodies are able to provide the auditor with complete and materially accurate financial statements, with supporting working papers, within agreed timeframes'.

The audit planning process for 2018/19, including the risk assessment, will continue as the year progresses and fees will be reviewed and updated as necessary as our work progresses.

Chartered Accountants

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Scope of the audit fee

There are no changes to the overall work programme for audits of local government audited bodies for 2018/19. Under the provisions of the Local Audit and Accountability Act 2014, the National Audit Office (NAO) is responsible for publishing the statutory Code of Audit Practice and guidance for auditors. Audits of the accounts for 2018/19 will be undertaken under this Code. Further information on the NAO Code and guidance is available on the [NAO website](#).

The scale fee covers:

- our audit of your financial statements;
- our work to reach a conclusion on the economy, efficiency and effectiveness in your use of resources (the value for money conclusion); and
- our work on your whole of government accounts return (if applicable).

PSAA will agree fees for considering objections from the point at which auditors accept an objection as valid, or any special investigations, as a variation to the scale fee.

Value for Money conclusion

The Code requires us to consider whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VfM) conclusion.

The NAO issued its latest guidance for auditors on value for money work in November 2017. The guidance states that for local government bodies, auditors are required to give a conclusion on whether the Council has put proper arrangements in place.

The NAO guidance identifies one single criterion for auditors to evaluate:

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

Billing schedule

Fees will be billed as follows:

Main Audit fee	£
September 2018	11,143.25
December 2018	11,143.25
March 2019	11,143.25
June 2019	11,143.25
Total	44,573.00

Outline audit timetable

We will undertake our audit planning and interim audit procedures in November to February. Upon completion of this phase of our work we will issue a detailed audit plan setting out our findings and details of our audit approach. Our final accounts audit and work on the VfM conclusion along with our work on the whole of government accounts return will be completed in July 2019.

Phase of work	Timing	Outputs	Comments
Audit planning and interim audit	November to January- planning January to February - interim	Audit plan	The plan summarises the findings of our audit planning and our approach to the audit of the Council's accounts and VfM.
Final accounts audit	June to July	Audit Findings (Report to those charged with governance)	This report sets out the findings of our accounts audit and VfM work for the consideration of those charged with governance.
VfM conclusion	January to July	Audit Findings (Report to those charged with governance)	As above
Whole of government accounts	July	Opinion on the WGA return	This work will be completed alongside the accounts audit.
Annual audit letter	September	Annual audit letter to the Council	The letter will summarise the findings of all aspects of our work.

Additional work

The scale fee excludes any work requested by the Council that we may agree to undertake outside of our Code audit. Each additional piece of work will be separately agreed and a detailed project specification and fee agreed with the Council.

Quality assurance

We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively you may wish to contact Jon Roberts, our Public Sector Assurance regional lead partner, via jon.roberts@uk.gt.com.

Yours sincerely



Geraldine Daly
Engagement Lead

For Grant Thornton UK LLP

CC – Mark Parkinson Deputy Chief Executive

REPORT TO AUDIT & GOVERNANCE COMMITTEE

Date of Meeting: 25 July 2018

Report of: Chief Finance Officer

Title: ANNUAL GOVERNANCE STATEMENT – 2017/18

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function?

Council

1. What is the report about?

- 1.1 The report sets out the Annual Governance Statement that will accompany the Council's Statement of Accounts for 2017/18.

2. Recommendations:

It is recommended that:

- 2.1 Audit and Governance Committee supports the Annual Governance Statement to be included within the Council's Annual Statement of Accounts for 2017/18; and
- 2.2 Council notes and approves the Annual Governance Statement to be included within the Council's Annual Statement of Accounts for 2017/18.

3. Reasons for the recommendation:

- 3.1 The Council is required to prepare and publish an Annual Governance Statement by Regulation 4 of the Accounts and Audit (England) Regulations 2011. It reports on the Council's performance against the Code of Corporate Governance. The Code of Corporate Governance was last approved by the Audit and Governance Committee on 14 March 2018.

4. What are the resource implications including non financial resources.

- 4.1 There are no resource implications contained within the report.

5. Section 151 Officer comments:

The production of the Annual Governance Statement is a statutory requirement, which reviews any significant issues raised in respect of Corporate Governance. It is positive that progress has been made against the issues raised in 2016/17, although it is important to ensure that this progress is maintained.

6. What are the legal aspects?

None identified

7. Monitoring Officer's comments:

To deliver good governance both the governing bodies and the individuals working for it must work to achieve the Council's goals while acting in the public interest at all times. Clearly, risk management is a vital part of good governance. Feedback and learning points for improvement from trends in complaints and whistle blowing form a vital part of achieving sound governance.

As a matter of fact, there have been no judicial review challenges or major litigation brought against Exeter City Council which suggest there are no obvious areas of concern which may require intervention.

8. Report details:

8.1 The Code of Corporate Governance, which the Annual Governance Statement reflects, has been updated to reflect the new principles set by CIPFA/SOLACE

8.2 The Annual Governance Statement should include the following information:

- an acknowledgement of responsibility for ensuring there is a sound system of governance (incorporating the system of internal control);
- an indication of the level of assurance that the systems and processes that comprise the authority's governance arrangements can provide;
- a brief description of the key elements of the governance framework, including reference to group activities where those activities are significant;
- a brief description of the process that has been applied in maintaining and reviewing the effectiveness of the governance arrangements, including some comment on the role of:
 - the authority;
 - the executive;
 - the audit committee/overview and scrutiny function/risk management committee/standards committee (as appropriate)
 - internal audit
 - other explicit review/assurance mechanisms
- an outline of the actions taken, or proposed, to deal with significant governance issues, including an agreed action plan.

8.2 The Annual Governance Statement is attached at Appendix A.

9. How does the decision contribute to the Council's Corporate Plan?

9.1 This is a statutory requirement and does not contribute directly to the Council's Corporate Plan.

10. What risks are there and how can they be reduced?

10.1 There are no direct risks associated with this report

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

11.1 Not applicable

12. Are there any other options?

12.1 Not applicable

Dave Hodgson
Chief Finance Officer

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:

Democratic Services (Committees)

Room 2.3

01392 265275

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Exeter City Council

Annual Governance Statement

2017-18

Scope of Responsibility

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

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

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of Delivering Good Governance in Local Government (CIPFA/Solace 2016). This statement explains how Exeter City Council has complied with the code and also meets the requirements of the Accounts and Audit (England) Regulations 2015, paragraph 4(3), which required all relevant bodies to prepare an Annual Governance Statement.

The Code of Governance sets out the seven principles of good governance and the arrangements the Council has put in place to meet each of these principles:

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the law
2. Ensuring openness and comprehensive stakeholder engagement
3. Defining outcomes in terms of sustainable economic, social and environmental benefits
4. Determining interventions necessary to optimise the achievement of the intended outcomes
5. Developing the Council's capacity. Including the capability of its leadership and individuals within it
6. Managing risk and performance through robust internal control and strong public financial management
7. Implementing good practices in transparency, reporting and audit to deliver effective accountability

A copy of the Council's code is available on our website at <https://exeter.gov.uk/Code>

The Purpose of the Governance Framework

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

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

The governance framework has been in place at Exeter City Council for the year ended 31 March 2018 and up to the date of the approval of the annual statement of accounts.

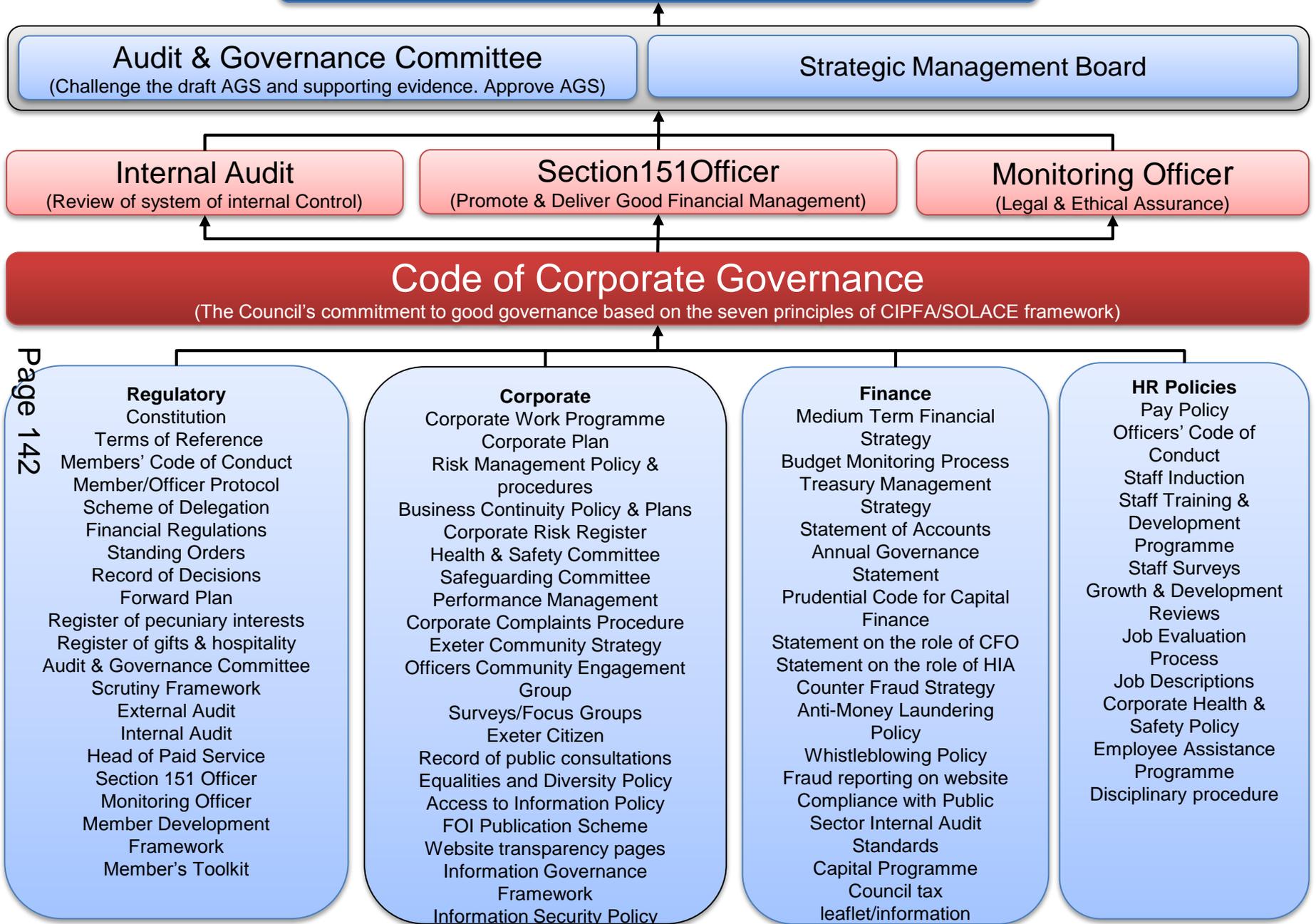
The Governance Framework

The Council's Governance Framework addresses the way the Council is controlled and managed, both strategically and operationally, and how it will deliver its services. The Framework recognises that the Council's business is focussed upon its corporate priorities and seeks to facilitate delivery to our local communities of the goals set out in the Corporate Plan. The structures and processes, risk management and other internal control systems, such as standards of conduct, form part of this Framework, which is about managing the barriers to achieving the Council's objectives.

The local Code of Corporate Governance is reviewed annually through the Audit and Governance Committee and was last reviewed and recommended for approval by Council on 14 March 2018. Members and senior officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal. This task is managed by the Strategic Management Board (SMB) which comprises the Chief Executive and Growth Director, Directors, Chief Finance officer (Section 151) and Monitoring Officer.

The Council has designed systems and processes to regulate, monitor and control its activities in order to achieve its vision and objectives. The Code of Corporate Governance sets out the controls in full.

Annual Governance Statement



Review of effectiveness

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

- ✓ The work of the Strategic Management Board who have responsibility for the development and maintenance of the governance environment
- ✓ The work of Executive who are responsible for considering overall financial and performance management and receive comprehensive reports throughout the year;
- ✓ The work of Scrutiny Committee Corporate who monitor the overall financial performance of the Council;
- ✓ The work of the Audit & Governance Committee who monitor the standards of conduct of Members, effectiveness of risk management, the work of Internal Audit and the system of internal control;
- ✓ The Section 151 Officer who is responsible for delivering and overseeing the financial management of the Council
- ✓ The Monitoring Officer who provides assurance that the Council has complied with its statutory and regulatory obligations;
- ✓ Annual reviews of the Council's key financial and non financial systems by Internal Audit against known and evolving risks which are reported on a quarterly basis to the Audit & Governance Committee;
- ✓ Annual reviews of the Council's financial accounts and records by the External Auditors leading to their opinion as published in the year-end statements;
- ✓ Ongoing reviews of strategic and operational risks in each service area and the conduct of risk analysis and management in respect of major projects undertaken by the Council;
- ✓ Reviews and, where appropriate, updates of the Council's Constitution including Financial Regulations and Standing Orders
- ✓ Comments made by other review agencies and inspectorates

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Risk Management Review

In March 2018, Internal Audit undertook a review of the Council's Risk Management Framework. The basis of the review was taken from risk management best practice including the Committee of Sponsoring Organizations of the Treadway Commission (COSO) which is dedicated to providing thought leadership through the development of frameworks and guidance on enterprise risk management, internal control and fraud deterrence. The review checked that:

- Organisational objectives support and align with the organisation's mission
- Significant risks are identified and assessed
- Appropriate risk responses are selected that align with the organisation's risk appetite
- Relevant risk information is captured and communicated in a timely manner across the organisation, enabling staff, management and Councillors to carry out their responsibilities.

The results of this review will be reported to the Audit and Governance Committee in July 2018.

Financial Management Arrangements

The council's financial management arrangements conform with the governance requirements of the CIPFA "Statement on the Role of the Chief Financial Officer in Local Government" (2010) as set out in the "Application Note to Delivering Good Governance in Local Government: Framework". The Section 151 Officer is a member of the Council's Strategic Management Board.

Internal Audit

The Internal Audit Service has been managed and delivered in accordance with the Public Sector Internal Audit Standards (PSIAS) which were introduced in April 2013. As required by regulations, an annual review on the effectiveness of Internal Audit was undertaken in April 2017 in the form of a self-assessment against both the PSIAS and the Application Note using CIPFA's checklist. The results of the review confirm that the Internal Audit Service conforms with the PSIAS and that there are no issues of 'non-conformance' that need to be included in this statement. All key systems were audited in 2017/18 and a total of 28 audit reports have been provided to management and the Audit and Governance Committee.

Based on the assurance work undertaken by Internal Audit, the Audit Manager has provided an opinion on the adequacy of the control environment as part of the Annual Internal Audit Report which concluded that the key systems are operating soundly and that there are no fundamental breakdowns of controls resulting in material discrepancy.

External Audit

In September 2017 the Council's external auditor (KPMG) issued an unqualified audit opinion on the Authority's financial statements and a part qualified audit opinion in respect of Value for Money in that they concluded that the Authority has made proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned sustainable outcomes for taxpayers and local people **except for** its arrangements for procuring supplies and services effectively with partners and third parties.

Corporate Complaints

In 2017/18 the Council responded to 101 (2016/17 – 116) corporate customer complaints. All complaints were responded to by the relevant Director or Corporate Manager so that any issues identified could be actioned.

Performance Management

The Council is currently in the process of developing and implementing a new performance management framework. Executive members and SMB met on 29 January 2018 to consider a new city vision and priorities for the council. These will be captured in a new corporate plan and comprehensive performance framework, which will be submitted to members in July 2018.

Update on significant issues & action plan for improvements to governance arrangements reported 2016-17

This Statement is intended to provide reasonable assurance. It is stressed that no system of control can provide absolute assurance against material misstatement or loss. In concluding this overview of the Council's governance arrangements, no significant issues have been identified for 2017-18. However we continue to make enhancements and improvements to our governance arrangements and these are listed in the table below. Progress will be subject to regular monitoring by the Audit and Governance Committee.

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Issue No.	Issue Identified	Summary of Action Taken
1	Separation of Duties – with considerable changes to the structure of the Council as it transforms the way in which services are delivered; separation of duties continues to be an area of concern (c/fwd 2015-16 AGS)	This will continue to be monitored as part of the internal audit plan and any issues arising will be reported to Audit and Governance Committee quarterly.
2	Reduction in resources – general reductions in staffing numbers increase the impact of staff absences and other service interruptions. Absences may also increase owing to greater pressure of work and loss of motivation. Internal Audit are aware of instances where long term sickness is impacting on service delivery (c/fwd 2015-16 AGS)	This will continue to be monitored as part of the internal audit plan and any issues arising will be reported to Audit and Governance Committee quarterly.
3	Contract Regulations – current contract regulations conflict with the legislative requirements of the Public Contract Regulations 2015, therefore the Council is at risk of breaching legislation (c/fwd 2015-16 AGS)	Draft Contract Regulations are being presented to the Strategic Management Board in June 2018 with the intention of incorporation into the Constitution at the July 2018 Council meeting.
4	Procurement – the Council currently does not have a procurement function in place that is fit for purpose. A recent audit of procurement identified a number of shortcuts in the procurement process e.g. extending contracts rather than retendering, a lack of effective contract management. The Interim Procurement Officer left the authority at the end of March and has not been replaced. However, the Council has engaged a consultant to review the current procurement process to help meet the requirements of the Public Contract Regulations 2015 but this review has yet to be finalised (c/fwd 2015-16 AGS)	The Council has an authorised structure and has engaged Hays to manage recruitment into the posts. The Council currently has an Interim Corporate Manager – Procurement and an interim dedicated to HRA contracts.

Update on significant issues & action plan for improvements to governance arrangements reported 2016-17

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Issue No.	Issue Identified	Summary of Action Taken
5	Implementation of a new performance management framework.	Executive members and SMB met on 29 January 2018 to consider a new city vision and priorities for the council. These will be captured in a new corporate plan and comprehensive performance framework, which will be submitted to members in July 2018.
6	Medium term financial plan is not clearly linked to the Council's corporate priorities and work program.	A timetable is being drawn up to address the issues and savings required for 2019-20 onwards. It will be necessary to demonstrate links to the Council's corporate priorities
7	Services are currently struggling to deliver the capital programme predominantly due to either a lack of resources in some service areas or a skills gap in respect of procurement processes and procedures in other areas.	This is still a challenging area, the bidding process for the 2018-19 capital programme included a likely timescale, progress against this will be reported in Capital monitoring updates to Committee.
8	The Council needs to continue its work to implement processes and procedures to ensure proper governance and management of its information assets.	The Information Governance Framework and all related policies are being reviewed and collated into one document, which will be completed by mid March 2018. All services submitted entries to a new Information Asset Register in January 2018. This is being reviewed as part of the GDPR action plan, which includes a range of measures to ensure compliance by 25 May 2018.

Approval of the Annual Governance Statement

Through the action referred to on the previous page, we propose over the coming year to focus on the key areas, with a view to further enhancing our governance arrangements and we will monitor their implementation and operation as part of our next annual review.

Signed:

Date:

Councillor Natalie Vizard

Chair of Audit & Governance Committee

Signed:

Date:

Dave Hodgson CPFA

Chief Finance Officer & Section 151 Officer

Signed:

Date:

Councillor Pete Edwards

Leader of the Council

Signed:

Date:

Karime Hassan

Chief Executive & Growth Director

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REPORT TO AUDIT AND GOVERNANCE COMMITTEE

Date of Meeting: 25 July 2018

Report of: Chief Finance Officer

Title: Anti-Money Laundering Policy

Is this a Key Decision? No

Is this an Executive or Council Function? Council

1. What is the report about?

The Council's Anti-Money Laundering Policy and Procedures have been reviewed and updated to meet the requirements of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017).

2. Recommendations:

That the Audit & Governance Committee approve the update to the Council's Anti-Money Laundering Policy and Procedures.

3. Reasons for the recommendation:

The legislation concerning money laundering (the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007) broadened the definition of money laundering and increased the range of activities caught by the statutory framework. As a result, the obligations impacted on areas of local authority business and required local authorities to establish internal procedures to prevent the use of their services for money laundering. The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017) came into force on 26 June 2017 and placed further requirements on certain financial sectors.

4. What are the resource implications including non financial resources.

None

5. Section 151 Officer comments:

The policy updates ensure that the Council remains compliant with the legal framework under which it must act.

6. What are the legal aspects?

These are summarised in paragraph 3 above

7. Monitoring Officer's comments:

Having an up to date money laundering policy and procedure is an essential part of Exeter City Councils' governance controls. The policy rightly identifies that overview training is required for all staff with more detailed training for those officers who have specific responsibility under the legislation.

8. Report details:

The policy and the accompanying procedures (Appendix A) represents an important part of the Council's approach to dealing with the risk of fraud and corruption. This Policy seeks to complement both the Counter Fraud Strategy and Whistleblowing Policy and contribute to the overall framework of Corporate Governance, established to ensure that the Council is well managed and fulfils its statutory and regulatory duties in a proper and responsible manner.

Under the legislation, there are two main types of offences which may be committed:

- Money laundering offences
- Failure to report money laundering offences

Money laundering activity includes:

- acquiring, using or possessing criminal property
- handling the proceeds of crimes such as theft, fraud and tax evasion
- being knowingly involved in any way with criminal or terrorist property
- entering into arrangements to facilitate laundering criminal or terrorist property
- investing the proceeds of crime in other financial products or through the acquisition of property/assets
- concealing, disguising, converting, transferring or removing criminal property from anywhere within the UK
- entering into or becoming concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person
- transferring criminal property

The risks to the Council of contravening money laundering legislation remain relatively low and some aspects of the legal and regulatory requirements do not apply to public authorities. However, it is recognised that the Council is not completely immune from the risks surrounding money laundering. The purpose of the Anti-Money Laundering Policy is to clearly demonstrate that the Council embraces the underlying principles of money laundering legislation and is taking reasonable steps to minimise the likelihood of such activities occurring, by developing a suitable framework of arrangements to safeguard itself against action of this nature, whilst making satisfactory provisions to achieve compliance to legal and regulatory requirements, where appropriate.

The law requires those organisations in the regulated sector and conducting relevant business to:

- appoint a Money Laundering Reporting Officer (MLRO) to receive disclosures from employees of money laundering activity
- implement policies and procedures relating to customer due diligence, reporting record keeping and risk management
- communicate all relevant policies and procedures

9. How does the decision contribute to the Council's Corporate Plan?

This contributes to the key priority 'A well run Council'

10. What risks are there and how can they be reduced?

The risk is non-compliance with legislation which may lead to prosecution of the Council or one of its employees

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

None

12. Are there any other options?

No

**Dave Hodgson
Chief Finance Officer**

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

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ANTI-MONEY LAUNDERING POLICY & PROCEDURES

1. Introduction
2. Scope of the Policy
3. What is Money Laundering?
4. The Legal and Regulatory Framework
5. The Money Laundering Reporting Officer (MLRO)
6. Reporting Procedure
7. Identification of potential money laundering situations
8. Customer Due Diligence
9. Record Keeping Procedures
10. Training
11. Review of the Policy

Appendix 1 – Customer Due Diligence for Financial Services, Audit and Legal Staff

1. Introduction

- 1.1 This policy and the accompanying procedures and reporting forms, represents an important part of the Council's approach to dealing with the risk of fraud and corruption. This Policy seeks to complement both the Counter Fraud Strategy and Whistleblowing Policy and contribute to the overall framework of Corporate Governance, established to ensure that the Council is well managed and fulfils its statutory and regulatory duties in a proper and responsible manner.
- 1.2 The legislation concerning money laundering (the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007) broadened the definition of money laundering and increased the range of activities caught by the statutory framework. As a result, the obligations impacted on areas of local authority business and required local authorities to establish internal procedures to prevent the use of their services for money laundering. The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017) came into force on 26 June 2017 and placed further requirements on certain financial sectors.
- 1.3 The risks to the Council of contravening money laundering legislation remain relatively low and some aspects of the legal and regulatory requirements do not apply to public authorities. However, it is recognised that the Council is not completely immune from the risks surrounding money laundering. The purpose of the Anti-Money Laundering Policy is to clearly demonstrate that the Council embraces the underlying principles of money laundering legislation and is taking reasonable steps to minimise the likelihood of such activities occurring, by developing a suitable framework of arrangements to safeguard itself against action of this nature, whilst making satisfactory provisions to achieve compliance to legal and regulatory requirements, where appropriate.

2. Scope of the Policy

- 2.1 This Policy applies to all employees of the Council and aims to prevent criminal activity through money laundering. It is extremely important that all members and employees are familiar with their legal responsibilities and are vigilant at all times. Serious criminal sanctions may be imposed for breaches of the legislation. **The key requirement on employees is to promptly report any suspected money laundering activity to the Money Laundering Reporting Officer (MLRO).**
- 2.2 Failure by any employee to comply with the procedures set out in this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Council's Disciplinary Policy and Procedure.

3. What is Money Laundering?

- 3.1 Under the legislation, there are two main types of offences which may be committed:
- Money laundering offences
 - Failure to report money laundering offences
- 3.2 Money laundering activity includes:
- acquiring, using or possessing criminal property
 - handling the proceeds of crimes such as theft, fraud and tax evasion
 - being knowingly involved in any way with criminal or terrorist property
 - entering into arrangements to facilitate laundering criminal or terrorist property
 - investing the proceeds of crime in other financial products or through the acquisition of property/assets
 - concealing, disguising, converting, transferring or removing criminal property from anywhere within the UK
 - entering into or becoming concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person
 - transferring criminal property

These are the primary money laundering offences and are therefore prohibited acts under the obligations.

3.3 There are further associated offences regarding due diligence and disclosures:

Due diligence

- Failure to apply customer due diligence
- Failure to apply on-going monitoring of business relationship and customer due diligence
- Failure to comply with verification of clients and any beneficial owner
- Failure to apply enhanced customer due diligence and monitoring where required
- Failure to keep required records
- Continuing with a business relationship where unable to apply customer due diligence

Disclosures

- Making a disclosure to a person which is likely to prejudice a money laundering investigation (“tipping off”)
- Failing to disclose
- Prejudicing an investigation
- Providing information which is false or misleading in a material particular

These money laundering offences may be committed by an organisation or by individuals working for an organisation.

3.4 Money laundering regulations apply to cash transaction in excess of 15,000 Euros (approximately £13,000). However, Proceeds of Crime Act (POCA) applies to all transactions and can include dealings with agents, third parties, property or equipment, cheques, cash or bank transfers.

3.5 Although instances of suspected money laundering are likely to be rare, failure to comply with legal requirements could have significant implications for both the Council and the individuals concerned.

4. The legal and regulatory framework

4.1 The main laws and regulations which set out the money laundering regulations are:

- The Proceeds of Crime Act 2002 (amended by the Serious Organised Crime and Police Act 2005 and further amended by the Serious Crime Act 2015)
- The Terrorism Act 2000 (amended by the Anti-Terrorism and Security Act 2001 and Terrorism Act 2006 and further amended by the Money Laundering Regulations 2007)
- The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (which supersede the money laundering regulations 2007, 2012 and 2015)

4.2 The law requires those organisations in the regulated sector and conducting relevant business to:

- appoint a Money Laundering Reporting Officer (MLRO) to receive disclosures from employees of money laundering activity
- implement policies and procedures relating to customer due diligence, reporting, record keeping and risk management
- communicate all relevant policies and procedures

5. The Money Laundering Reporting Officer (MLRO)

5.1 The Council has nominated the Chief Finance Officer as the Money Laundering Reporting Officer (MLRO); in their absence, the Audit Manager acts as the Deputy Money Laundering Reporting Officer. Their contact details are as follows:

David Hodgson

Helen Kelvey/Helen Putt

Chief Finance Officer
X5292
dave.hodgson@exeter.gov.uk

Audit Manager
X5631
helen.kelvey@exeter.gov.uk
helen.putt@exeter.gov.uk

- 5.2 Your responsibility under this Policy is to ensure that any suspicions or concerns that money laundering has occurred, or is likely to occur, is reported to the MLRO as soon as the suspicion arises. The disclosure should be within 'hours' of a suspicious activity coming to an individual officer's attention, rather than several days or weeks later.
- 5.3 It is an offence for the MLRO to fail to disclose information that comes into his/her possession in certain circumstances. On summary conviction, the penalty may be a term of imprisonment or a fine or both .

Please be aware that delays or failure to report may leave you personally liable to prosecution.

6. Reporting Procedure

- 6.1 The MLRO will send you a form for you to complete to ensure that all available information is provided to them to enable them to make an informed judgement as to whether there are reasonable grounds for knowledge or suspicion of money laundering and to enable them to prepare a report to the National Crime Agency (NCA), for example:
- full details of the people involved (including yourself, if relevant) e.g. name, date of birth, address, company names, directorships, phone numbers etc
 - full details of the nature of their / your involvement
 - the types of money laundering activity involved. (The MLRO can help identify this)
 - the dates of such activity, including whether the transactions have happened, are ongoing or are imminent
 - where they took place
 - how they were undertaken
 - the (likely) amount of money / assets
- 6.2 Once you have made a report to the MLRO you should not make any further enquiries into the matter yourself and any further action must be with the approval of the MLRO. Do not voice your suspicions to the suspect or tell them that you have reported the transaction. Otherwise you may commit a criminal offence of 'tipping off' which carries a maximum penalty of 5 years imprisonment and unlimited fine.
- 6.3 Do not make any reference on records held to the fact that you have made a report to the MLRO. If a customer exercises their right to see their record, any such note would obviously tip them off to the report having been made and may render you liable to prosecution. The MLRO will keep the appropriate records in a confidential manner.
- 6.4 Upon receipt of a report, the MLRO will acknowledge receipt of the report and will give an indication of the timescale within which they expect to respond. Please refer to the MLRO procedures held by the MLRO (or Deputy MLRO) for full details on the disclosure procedure.

7. Identification of potential money laundering situations

- 7.1 Criminals have various ways of concealing, moving and legitimising the proceeds of crime. Examples of signs of money laundering where suspicions should arise include:
- Use of cash where other means of payment are normal,
 - Unusual transactions or ways of conducting business,
 - Unwillingness to answer questions/general secretiveness,
 - Payment of deposits which are subsequently requested back,
 - Lack of 'traceability' of persons involved,
 - Individuals and companies that are insolvent yet have funds.

7.2 It is not possible to give a definitive list of ways in which to identify money laundering or how to decide whether to make a report to the MLRO. The following are types of risk factors which may, either alone or cumulatively with other factors, suggest the possibility of money laundering activity:

- payment of a substantial sum in cash (over £5,000),
- a new customer,
- a secretive customer, e.g. refuses to provide requested information without a reasonable explanation,
- concerns about the honesty, integrity, identity or location of a customer,
- illogical third party transaction such as unnecessary routing or receipt of funds from third parties or through third party accounts,
- involvement of an unconnected third party without logical reason or explanation,
- overpayments by a customer,
- absence of an obvious legitimate source of funds,
- movement of funds overseas, particularly to a higher risk country or tax haven,
- transactions which are out of the line of normal expectations, without reasonable explanation,
- a transaction without obvious legitimate purpose or which appears uneconomic, inefficient or irrational,
- the cancellation or reversal of an earlier transaction,
- requests for release of customer account details other than in the normal course of business,
- transactions at substantially above or below fair market values,
- poor business records or internal accounting controls,
- a previous transaction for the same customer which has been, or should have been, reported to the MLRO.

8 Customer Due Diligence

8.1 Not all of the Council's business is "relevant" for the purposes of the legislation regarding client identification. Relevant services as defined by the legislation include investments, accountancy and audit services and the financial, company and property transactions undertaken by Property Services and Legal Services.

8.2 Legal, Finance, Accounting and Audit staff must follow the procedures set out in Appendix 1 in order to ascertain the true identity of clients and ensure record keeping procedures (e.g. for evidence of identity obtained, details of transactions undertaken, for at least 5 years afterwards).

8.3 Legal Services are subject to particular provisions applying to the legal profession and these are set out separately in Legal Services procedure note.

9 Record Keeping Procedures

9.1 Each service of the Council and contractors working for the Council conducting relevant business must maintain records for at least five years from the end of the business relationship or one-off transaction(s) of:

- identification evidence obtained; and
- details of all relevant business transactions carried out for those persons or organisations for whom we have obtained evidence

This is so they may be used as evidence in any subsequent investigation by the authorities into money laundering.

9.2 The precise nature of the records is not prescribed by law, however they must be capable of providing an audit trail during any investigation, for example distinguishing the person or organisation and the relevant transaction and recording in what form any funds were received or paid. In practice, Council business units will be routinely making records of work carried out for persons or organisations in the course of normal business and these should be sufficient for this requirement.

10 Training

- 10.1 The Council will take appropriate measures to ensure that all employees are made aware of the law relating to money laundering and will arrange targeted, ongoing training to key individuals most likely to be affected by the legislation.

11 Review of the Policy

- 11.1 The Policy will be reviewed at least every 3 years, by the Money Laundering Reporting Officer and Audit Manager (or more frequently if required by changes to statutory legislation) and approved by Audit and Governance Committee.

IDENTIFICATION PROCEDURE AND RECORD KEEPING PROCEDURES FOR FINANCIAL SERVICES, AUDIT AND LEGAL STAFF

General

The procedures set out in this Appendix apply if you are a Council employee conducting 'relevant business' (set out below). These are mainly accountancy and audit services carried out by Financial Services and certain financial, company and property transactions undertaken by Legal Services. "Relevant" for the purposes of the legislation is the provision **by way of business** of:

- advice about the tax affairs of another person by a body corporate;
- accountancy services by a body corporate;
- audit services;
- legal services by a body corporate which involves participation in a financial or real property transaction (whether by assisting in the planning or execution of any such transaction or otherwise by acting for, or on behalf of, a client in any such transaction);
- services in relation to the formation, operation or management of a company or a trust.

Identification Procedure

Where you are carrying out relevant business (the provision of accountancy, audit and certain legal services 'by way of business' to third parties) and you, acting on behalf of the Council:

- a) form an ongoing business relationship with a client; or
- b) undertake a one-off transaction involving payment by or to the client of 15,000 Euro (approximately £10,000) or more; or
- c) undertake a series of linked one-off transactions involving total payment by or to the client(s) of 15,000 Euro (approximately £13,000) or more; or
- d) know or suspect that a one-off transaction (or a series of them) involves money laundering;

then you must follow this procedure before any business is undertaken with that organisation or person. For the procedure, you must obtain satisfactory evidence of identity, as soon as practicable after instructions are received (unless evidence has already been obtained). This applies to existing and new persons or organisations, but identification evidence is not required for matters entered into prior to 1 March 2004.

Satisfactory evidence is evidence which:

- is capable of establishing, to your satisfaction, that the client is who they claim to be; and
- does in fact do so

Evidence of identity should be obtained as follows:

1. Signed, written instructions on official letterhead at the outset of a particular matter. Such correspondence should then be placed on the Council's file along with a prominent note explaining which correspondence constitutes the evidence and where it is located.

2. If you are undertaking work for a new person or organisation or further instructions from a person or an organisation not well known to you, then you may also wish to seek additional evidence of the identity of key individuals in the organisation and of the organisation itself, for example:

- checking the organisation's website to confirm the business address;
- Checking companies house information
- Where practicable, visiting them at their business address;

- asking the key contact employee to provide evidence of their personal identity and position within the organisation; for example signed, written confirmation from their Head of Service or Chair of the relevant organisation.

If satisfactory evidence of identity is not obtained at the outset of the matter then the business relationship or one off transaction(s) cannot proceed any further until this becomes available.

The law states that particular care must be taken when the person or organisation that is paying you to do work or who the Council is an agent for, is not physically present when being identified. This is always likely to be the case for the Council, given that its relevant business can only be undertaken for other local authorities and designated public bodies (not individuals) and therefore instructions will usually be given in writing.

There are a limited number of exceptions where you are not required to obtain identification evidence, e.g. evidence is not required when a purchaser of property is represented by a legal professional (e.g. solicitor, legal executive, licensed conveyancer etc) this is because we are entitled to presume that the professional has complied with the legislation and checked the purchaser's identity (as their own client).

REPORT TO AUDIT & GOVERNANCE

Date of Meeting: 25th JULY 2018

Report of: AUDIT MANAGERS

Title: ANNUAL REPORT OF INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2018

Is this a Key Decision?

No

* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

Is this an Executive or Council Function? COUNCIL

1. What is the report about?

The annual Internal Audit Report conforming to the Public Sector Internal Audit Standards and timed to inform the Council's Annual Governance Statement, including the quarterly update on the progress of Internal Audit work.

2. Recommendations:

Members are recommended to note the contents of the Annual Internal Audit Report.

3. Reasons for the recommendation:

To comply with the Public Sector Internal Audit Standards and Corporate Governance best practice.

4. What are the resource implications including non financial resources.

None

5. Section 151 Officer comments:

The internal audit work undertaken during the year identified no new significant issues. The Council continues to make enhancements and improvements to its governance arrangements to address issues identified last year and are included within the Council's Annual Governance Statement.

6. What are the legal aspects?

None identified.

7. Monitoring Officer's comments:

Whilst no new significant issues have been identified, it is vital that Audit team's recommendations are implemented with the objective of improving the direction of travel.

8. Report details:

8.1 The Public Sector Internal Audit Standards (PSAIS), which came into effect in April 2013, require that:

- The Audit Manager must deliver an annual internal audit opinion and report that can be used by the organisation to inform its governance statement
- The annual internal audit opinion must conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control
- The annual report must incorporate:
 - the opinion;
 - a summary of the work that supports the opinion; and
 - a statement on conformance with the Public Sector Internal Audit Standards and the results of the quality assurance and improvement programme

8.2 OPINION ON THE COUNCIL'S CONTROL ENVIRONMENT

a) **Internal Control Statement**

In accordance with the Accounts and Audit Regulations 2015 the Council is responsible for maintaining an adequate and effective system of internal audit.

It is the responsibility of senior management to establish an appropriate and sound system of internal control, and to monitor the effectiveness of these systems. It is the responsibility of Internal Audit to provide an annual overall assessment of the robustness of the internal control system.

The main objectives of the internal control systems are to ensure:

- compliance with the Council's policies, procedures and directives in order to achieve the Council's objectives
- high standards of Corporate Governance are achieved and maintained throughout the Council
- that assets are safeguarded
- the relevance, reliability and integrity of information, and the completeness and accuracy of records
- compliance with statutory requirements, recognised standards and best practice.

Systems of control can only ever provide reasonable, but not absolute, assurance that control weaknesses and irregularities do not exist, and that there are no risks of material errors, losses, fraud or breaches of laws or regulations. The Council is therefore continually seeking to improve the effectiveness of its systems of internal control.

Internal Audit is charged with continually reviewing the system of internal control system on behalf of the Council and its management. Internal Audit objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources. The work of Internal Audit is based upon a risk assessment of the Council's financial and non-financial systems, from which an annual audit plan is established that was referred to the Audit and Governance Committee in March 2017 for approval.

b) **Basis of Opinion**

Our evaluation of the control environment is informed by a number of sources:

- the work undertaken by Internal Audit during the year to 31 March 2018

- the implementation of agreed remedial action by management
- reports issued by the External Auditors
- risks identified in the Council's Corporate risk register
- the review of the adequacy and effectiveness of the Council's system of internal control as it relates to corporate governance, risk management and quality of data arrangements
- other sources of assurance and information

c) Work undertaken in the year

The Audit Progress Table shows the work completed during this year (see Appendix A). At the meeting held in December 2017 this committee approved a supplementary budget to provide additional staffing resources required as a result significant staff sickness in order to deliver the approved audit plan. The existing team worked additional hours for the period January to March 2018 to cover the shortfall in staffing time which enable the completion of the audit plan within the approved supplementary budget.

A summary of the work undertaken by Internal Audit in the previous quarters is presented to this committee throughout the year, therefore only a summary of the work undertaken in the last quarter has been included to avoid duplication (see Appendix B). There were no instances where remedial action was not agreed by management during the last quarter that require consideration by this committee.

In addition to the planned work, Internal Audit has also worked on a number of reported concerns and investigations throughout the year. A summary of this work is included in Appendix C. This appendix also shows all fraud that has been identified throughout the Council during the year (excluding housing benefits fraud).

Internal Audit is also required to maintain a Quality Assurance Improvement Program which includes details of conformance with the PSIAS. The results of this program are included in Appendix D.

d) Regulation of Investigatory Powers (RIPA)

As co-ordinators of RIPA for Exeter City Council we are required to report to this committee on the use of RIPA by the Council during the year. During 2017/18 RIPA was not used by Exeter City Council. All Councils are required to be inspected every 5 years to ensure that policies and procedures and any use of RIPA is in accordance with legislation. On the 25th May 2018, the Council was inspected by a representative of the Investigatory Powers Commissioners Office (IPCO) and are currently awaiting the inspectors report. The findings of the inspection will be reported to the next Audit & Governance Committee.

e) Counter Fraud

Internal audit has conducted a review of the Council's counter fraud capability in accordance with Fighting Fraud Locally and Protecting the Public Purse. A report has been presented to the Chief Finance Officer who will be presenting it to the Senior Management Board. A summary of the report will be presented to A&G at the next meeting.

As part of the review, Protecting the Public Purse recommends that "every authority undertakes an assessment of its financial irregularity, fraud and corruption risk.

Therefore to assist with this a fraud risk table has been established and will be continually under review and developed. A copy of this risk table is attached at **Appendix E, which is Part II.**

f) Areas of Concern identified 2017-18

As a result of the audit work that has been undertaken throughout the year no significant issues have been identified.

g) Update on Areas of Concern identified 2016-17

However, the Council continues to make enhancements and improvements to its governance arrangements as reported last year and these key areas are shown in the Annual Governance Statement along with a summary of action taken to date.

h) Opinion

From the audit work undertaken during the year, we consider that the key systems are operating satisfactorily and that there are no fundamental breakdowns of controls resulting in material discrepancy. However, we would advise that the Audit and Governance Committee should continue to monitor the key areas identified in 2016-17 to continue to enhance and improve the Council's corporate governance arrangements.

As mentioned above, no system of control can provide absolute assurance against material loss, nor can Internal Audit give that assurance, this statement is only intended to provide an opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Council's internal control system in the year to 31 March 2018.

9. How does the decision contribute to the Council's Corporate Plan?

Good governance contributes to the Council's purpose of a "Well Run Council".

10. What risks are there and how can they be reduced?

N/A

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

N/A

12. Are there any other options?

N/A

Helen Putt & Helen Kelvey
Audit Managers

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

Contact for enquires:

Democratic Services (Committees)

Room 2.3

01392 265275

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**EXETER CITY COUNCIL
AUDIT AND GOVERNANCE COMMITTEE**

PROGRESS OF 2017/18 AUDIT PLAN AS AT 31/03/18

Audit Area	Budget Days	Actual Days	Report Status	Direction of travel since last audit	Assurance Rating	Number of findings		
						High	Med	Low

CX & GD

‘Deliver good development’

‘Help me run a successful business’

‘Make Exeter a stronger city’

Planning	10	15	In progress					
Building Control	6	7.5	Final report	No previous rating	Good	0	4	0
New Homes Bonus	10	5.7	Final report	↓	Good	0	2	0
CIL/Section 106	10	16.7	Final report	No previous rating	Some improvement required	0	7	2
Land Charges	6	6.8	Final report	No previous rating	Good	0	3	3

DCX

‘Make Exeter a stronger city’

‘Make Exeter an Analytical City’

‘Make Exeter energy independent’

‘Make Exeter congestion free’

Support Services

‘A well run Council’

Main Accounting	5	7.7	Final report	↔	Good	0	1	3
Income Management	12	10.8	Final report	↔	Some improvement required	2	5	6
Procurement	15	9.6	Self-assessment carried out at request of CFO – no report due					
Creditors	28	21.1	Final report	↔	Some Improvement Required	0	4	1
VAT	10	15.7	Final report	No previous rating <i>(previously part of creditors audit)</i>	Some Improvement Required	3	3	5
People Management	20	10	Interim report issued					
STRATA – Cyber Security	12	9.2	Final report	No rating given as for information only				

Business Continuity	10	3.4	Interim report issued					
Risk management	10	10.9	Final report	↑	Some improvement required	5	5	1
Contract Management	25	52.1	Draft report	With CFO awaiting appointment of Procurement Team				
National Fraud Initiative	5	6.7	No report due					
Counter Fraud	10	4.6	Draft report	Draft report with SMB for discussion to be reported to next meeting				
Information Governance	5	4.3	No report due	Time used to assist in implementation of GDPR				
Equalities and Diversity	5	0.8	Carried fwd to 2018/19					
Partnerships	5	5.1	Final report	No previous rating	Good	0	3	1
Hospitality and gift disclosures	2	1.2	Final report	There were not issues to report				
External Audit	2	1.0	No report due					
External Funding and Grants	15	24.9	Final report	No previous rating	Significant improvement required	2	9	3

Director – Bindu Arjoon

'Help me with my housing and financial problems'

'Fix and maintain our Housing Assets'

Housing Benefit Subsidy	20	22	Final report	↔	Good	0	5	0
Council Tax	15	11.9	Final report	↓	Some improvement required	0	7	0
NDR	8	9.0	Final report	↔	Some improvement required	0	6	4
Payment & collection	13	23.0	Final report	↑	Good	0	5	4
Housing – Development, Asset Management & Customer	30	24.6	Final report	No previous rating	Significant Improvement Required	5	5	0
– Disabled Adaptations			Final report	No previous rating	Some Improvement Required	2	8	1

Director – David Bartram

'Keep Exeter looking good'

'Fix and maintain our Assets'

Trade Waste	8	9.2	Final report	No previous rating	Good	0	6	1
Fleet management	6	4.5	Final report	No previous rating	Good	0	0	2

Car Parks	8	8.8	Final report	↔	Good	0	1	5
Bereavement Services	6	6.1	Final report	↔	Good	0	1	2
Allotments	6	6.6	Final report	↔	Good	0	0	3

Director – Jo Yelland

'Help me live well'
'Help me be active'

Disabled Facilities Grants	8	9.0	Final report	↔	Good	0	1	4
Health & Safety	12	9	Final report	No previous rating	Some improvement required	0	8	2

Director – Jon-Paul Hedge

'Provide great things for me to see and do'
'Keep me informed'

Markets and Halls	8	8.4	Final report	↔	Good	0	5	0
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Other

RIPA Administration	2	0.6
Contingency (special/frauds) including unplanned work	30	42.3
Follow-ups	8	2.8
Audit Development – Data Analysis/CAAT development	20	6.7
Audit planning and control	40	36.5
Total	486	491.8

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**EXETER CITY COUNCIL
AUDIT AND GOVERNANCE COMMITTEE**

Internal Audit Summary of Work Completed 01 January to 31 March 2018

Please note that this is a summary of recommendations only, as to include all recommendations made from each audit report in detail would result in a lengthy document. Members may request a full copy of any report once finalised or alternatively meet with the Audit Manager to discuss specific audits further.

Audit Area	Summary
<p>Building Control</p> <p>Assurance rating: Good ★★★★</p>	<p>The principal function of the Building Control Section is the enforcement of the Building Regulations 2010, which are minimum standards for design, construction and alterations to virtually every building. They are developed by the government and approved by Parliament. The local authority has a general duty to see that building work complies with the Building Regulations, unless it is under the control of an approved inspector. Only local authorities have the power to enforce standards if things go wrong.</p> <p>Local Authority Building Control is financed out of fees collected from Developers. The activity is now carried out in open competition with Approved Inspectors from the private sector.</p> <p>Additional fee earning activities include assistance to the Land Charges Section regarding property searches and a consultancy service giving advice about the implications of the Building Regulations to other public authorities.</p> <p>The scope of the audit included a review of the following areas:</p> <ul style="list-style-type: none"> • registration and validation of application • collection of fees • checking of plans and issue of decision notices • site visits • measures • dangerous structures inspections • retention of documents/files <p>The report identified 4 'medium' risk issues for which remedial action was agreed with management</p>
<p>New Homes Bonus</p> <p>Assurance rating: Good ★★★★</p>	<p>The New Homes Bonus (NHB) was introduced in April 2011 and was intended to be a permanent incentive paid in respect of new build, conversions and long-term empty properties brought back into effective use. It is a grant paid to all English authorities in recognition of net additions to effective housing stock in their area. Payments for each eligible property are calculated per home based on the national average Council Tax Band for that home. As the NHB is an enduring incentive, for each net addition the NHB is paid each year for five years (by 2018/19 this will reduce to four years). A flat rate of £350 per year is also paid for each affordable home delivered.</p> <p>The grant is not ring-fenced which means that local authorities are free to decide how to spend it. The Government have</p>

	<p>agreed a set of Principles for the use of the grant that support strategic planning and long term infrastructure. Bonus funds can be spent on either revenue or capital, strategic projects, or placed in a local authority's reserves. Local authorities are expected to consult communities about how they will spend the money, especially in areas where housing stock has increased. There is no time limit on when the funds have to be spent.</p> <p>For 2017/18 the total cumulative new homes bonus due to Exeter City Council was £3,597,202.</p> <p>The agreed scope of the audit included a review of the following areas:</p> <ul style="list-style-type: none"> • calculation of the new homes bonus- including checking: • receipt and allocation of the new homes bonus – checking that: • maximisation of the New Homes Bonus scheme – reviewing the effectiveness of strategies and processes to: • review of financial planning arrangements • performance <p>The report identified two 'medium' risk findings and remedial actions was agreed with management.</p>
<p>Main Accounting</p> <p>Assurance rating: Good ★★★★</p>	<p>The Main Accounting system is the collective name given to a number of processes such as budget setting and control, maintenance of financial records, reconciliations, VAT control, capital accounting and year end processes.</p> <p>The Final Accounts (also known as the Statement of Accounts) have to be produced in accordance with proper practices, as set out in the CIPFA/ASAAC Code of Practice on Local Authority Accounting in the United Kingdom and is designed to give a true and fair view of the financial position of the authority at the 31 March 2018. It is the responsibility of the Chief Finance Officer to do this. Alongside the Statement of Accounts, a narrative statement is also published and this provides details of the Council's financial and non-financial performance during the year and also its future financial plans.</p> <p>The scope of the audit included:</p> <ul style="list-style-type: none"> • Policy and planning • Strategic and financial planning • Accounting systems • Budgetary control • Financial and budgetary monitoring <p>The report identified one 'medium' risk finding and three 'low' risk findings and remedial action has been agreed with management.</p>
<p>Income Management</p> <p>Assurance rating: Some improvement required ★★★</p>	<p>The Council collects income from Council Tax, National Domestic Rates, Car Parking, and Housing and Commercial rents. Itl also generates income through providing other services, such as canal moorings and home call alarm cover.</p> <p>All payment methods are acceptable though the automated means i.e. internet and telephone payments are preferred to cheque and cash payments – internet and telephone payments are preferred as they avoid manual intervention and enable customers to make an immediate payment at any time of the day.</p>

	<p>The scope of the audit included a review of the following;</p> <ul style="list-style-type: none"> • policies and Procedures • system Access Rights • income – general • income – till floats • internal banking – Civic Centre • automated payments • income collected by external organisations on behalf of the Council • reconciliations • security of data <p>The report identified two 'high' risk and five 'medium' risk findings with remedial action agreed by management.</p>
<p>Business Continuity</p> <p>No assurance rating – Interim progress report</p>	<p>No organisation can have complete control over the business environment in which it operates. Every organisation requires a fit for purpose continuity plan and arrangements to recover key business processes following an incident. Such incidents are not restricted to fire, flood or other causes of property damage, it can be caused by industrial action, sudden loss of key personnel, break down in key suppliers (including loss of power or malfunctions of hardware or software). Disruption can also be in the form of cyber-attacks, an increasing concern for many organisations.</p> <p>The Civil Contingencies Act 2004 places a legal obligation upon emergency services and local authorities (defined as "Category 1 responders" under the Act) to assess the risk of, plan, and exercise for emergencies, as well as undertaking Business continuity management. The act also places a duty on local authorities to provide BCM advice and general assistance to local businesses and voluntary sector communities.</p> <p>Business continuity management (BCM) ensures organisation have the ability to maintain their operations, services and functions in the event of disruptive events. It is the management process that helps manage risks that could adversely affect the smooth running of an organisation or deliver of a service thereby preventing the organisation from achieving its goals and objectives.</p> <p>The scope of the audit was to review the progress of implementation of BCM, to confirm the process to date follows the BCM Lifecycle and to assess whether all necessary steps have been taken in the steps completed so far.</p> <p>The report concluded that a significant amount of work has already been undertaken to enable a robust and 'fit for purpose' business continuity management process to be implemented at the Council and a number of key documents have already been drafted following the Business Impact Analysis workshop held in January 2017. However, a number of the documents need to be reviewed and updated with both the outcomes of the workshop and also following the appointment of the new SMB. In addition, further work needs to be undertaken to complete the required set of policies and procedures to provide a comprehensive plan to ensure that the Council is able to maintain its key operation, services and functions in the event of a disruptive event, Once all policies, procedures and processes are in place, these need to be signed off by SMB before being communicated to the rest of the organisation.</p>

<p>ICT Strata – Cyber Security</p> <p>(Report for information only therefore no assurance rating given)</p>	<p>Cyber security is the activity required to protect an organisation’s computers, networks, software and data from unintended or unauthorized access, change or destruction via the internet or other communications systems or technologies.</p> <p>In September 2017 the National Audit Office issued a document “Cyber security and information risk guidance for Audit Committees” which is based on the Governments 10 Steps to cyber security and was supplemented with over-arching questions that address strategic issues and then provide examples of what could be expected to be in place. It also considers some other challenges not covered by the 10 Steps guidance, to cover newer or emerging areas of technology.</p> <p>This document was used to produce a series of questions based on the above guidance to help provide some form of assessment of how well Strata, Exeter City Council’s ICT providers, are meeting the suggested controls.</p> <p>The report concluded that, in the main, the ICT providers have in place the measures and controls suggested. There were 4 issues identified for consideration by management. The findings of the report were also shared with Teignbridge and East Devon District Councils.</p>
<p>Risk Management</p> <p>Assurance rating: Some improvement required ★★★</p>	<p>Risk management is an essential part of good governance within any organisation and is intended to provide a framework and process that enables an organisation to manage uncertainty in a systematic, effective and consistent way. It supports informed decision making, thereby enabling opportunities to be exploited or action to be taken to mitigate or manage key risks to an acceptable level.</p> <p>A definition of risk management is “a process to identify, assess, manage, and control potential events or situations, to provide reasonable assurance regarding the achievement of the organisation’s objectives.”</p> <p>The overall objective of this audit was to review and evaluate the effectiveness of the Council’s risk management process and to contribute to the improvement of that process.</p> <p>Risk management within Exeter City Council has improved and evolved since the last audit in 2015 and the majority of the recommendations within the 2015 report have been addressed, the main exception being training. Risk management at a senior level is becoming embedded, however, the review has identified that it is not yet fully embedded within the culture of the organisation at all levels and the use of risk management is very inconsistent across the different services of the Council. This audit has identified a number of potential improvements to address these weaknesses and also includes a recommendation that the outstanding issues from the 2015 report are addressed.</p> <p>Internal audit will be working with services over the next year to assist with the implementation of operational risk registers where they do not already exist and reviewing existing operational risk registers, this will help to embed risk management throughout the organisation.</p>
<p>Partnerships</p> <p>Assurance rating: Good ★★★★</p>	<p>Partnerships are an important part of service delivery and can have important legal, financial and governance implications. The Council recognises the strength and value of effective partnerships in contributing to meeting Council objectives and are committed to building partnerships.</p> <p>However, if poorly managed or not fully understood, involvement in partnerships can give rise to financial liabilities, be time consuming, costly and ineffective.</p>

	<p>The overall objective of this audit was to review the adequacy and effectiveness of the system of internal controls designed to manage and mitigate financial and non-financial risks relating to partnership working.</p> <p>The report identified three 'medium' risk issues and remedial action was agreed with management for all issues identified.</p>
<p>External Grants & Funding</p> <p>Assurance rating: Significant improvement required ★★</p>	<p>Grants</p> <p>The Council sets aside monies from their annual budget to award to organisations to enable them to carry out specific projects or to offset against their day-to-day running costs. The applying organisations will normally have to apply in writing for the grant and provide supporting documentation which will differ according to the type of grant being applied for. All applications are then assessed for compliance against the grant qualifying conditions and where they are successful, are approved at Committee</p> <p>The scope of the audit was to review the:</p> <ul style="list-style-type: none"> • awarding of the grants to ensure that they are being assessed in accordance with the councils' procedures and meet the qualifying criteria • processes in place to ensure that the organisations are spending the monies in accordance with the grant conditions <p>External Funding</p> <p>In order for some of the Councils' project to go ahead, external funding is necessary. In most instances the Council will have to apply for the funding setting out their business case. If successful, these monies will then be used to fund the specific project. In most instances there are conditions attached to the awarding of the funding and these will be documented in the contract.</p> <p>The scope of the audit was to check that Finance are:</p> <ul style="list-style-type: none"> • aware of what external funding is expected before it is received • provided with copies of the conditions attached to the external funding so that they can ensure compliance as part of their budget monitoring conditions <p>The report identified two 'high' risk findings and nine 'medium' risk findings and remedial action was agreed with management. One of the 'high' risk issues was addressed immediately, the remaining 'high' risk issue is being addressed through the Community Grants review programme taking place under the leadership of the Director (JY)</p>
<p>Housing Benefit Subsidy</p> <p>Assurance rating: Good ★★★★</p>	<p>The DWP pays authorities subsidy equal to their 'qualifying expenditure' on housing benefit (HB). Correctly paid HB qualifies for 100% subsidy, however, to encourage authorities to monitor and control costs, certain areas of benefit expenditure are penalised. These include certain overpayments and certain high eligible rents. Authorities can also fail to receive subsidy if they cannot provide the necessary information and evidence to support their claims.</p> <p>The current projected amount of Housing Benefit subsidy to be paid out at the end of the 2017/18 financial year is £35,769,936.</p>

	<p>The scope of the audit included a review of the following areas:</p> <ul style="list-style-type: none"> - supporting documentation - duplicate claims - start date of claim - evidence of identification, national insurance number and date of birth - evidence of liability, residency, income and rent payable - calculation of benefit (including checking that all applicable income was included, income was reduced by applicable disregards, the correct applicable amounts were determined and the correct figures for rent and council tax were used) - notification letters <p>The auditor concluded that there had been a reduction since the last audit of percentage cases found where entitlement to benefit was incorrectly calculated and as a result, the claimants over or underpaid i.e. entitlement error rate 2016/17 audit = 7.5%, 2017/18 audit = 3.12%. This may be as a result of the continued checking of assessments by senior assessors and the additional training/advice provided where issues are identified.</p> <p>The report identified five 'medium' findings and remedial action was agreed by management.</p>
<p>Council Tax</p> <p>Assurance rating: Some improvement required ★★★</p>	<p>Council tax is the main source of locally-raised income for local authorities. Council tax was introduced in April 1993 and the amount of council tax payable on a property depends on;</p> <p>a) the council tax band to which it is allocated (Band D council tax is the standard measure of council tax with all of the other Bands set as a proportion of the Band D)</p> <p>b) the number of liable adults in the property (the levy is based on the property being inhabited by two liable adults with reductions allocated due to discounts, exemptions or local council tax support schemes)</p> <p>For the 17/18 year (figures produced in March 2017), there were 55,827 properties for the Exeter billing authority area with a collectable debit of £82,675,883</p> <p>The scope of the audit included a review of the following areas;</p> <ul style="list-style-type: none"> • New and amended properties • Notifications to and from the Valuation Office (VO) • Determination of liability, calculations and payments • Exemptions • Issuing demands • Revisions and suppressions • Reconciliations <p>The report identified seven 'medium' risk findings and remedial action was agreed with management.</p>

<p>Non-Domestic Rating</p> <p>Assurance rating: Some improvement required ★★★</p>	<p>Business Rates are a tax on business properties such as shops, offices, factories, pubs, masts and advertising hoardings and is the businesses contribution towards the cost of local services. The tax is set by the government and is based on the 'rateable value' of the property.</p> <p>Up until April 2013 all of the income collected was paid to central government who then re-distributed the monies in the form of grants to fund local services. Since April 2013, councils have only paid a percentage to central government retaining the remainder to allocate to services as best fits. However, with effect from April 2018, Exeter City Council is taking part in a pilot scheme whereby 100% of the income collected is retained and have full control over where the monies are allocated.</p> <p>For 2017/18, an amount of £79,060,355 for Business Rates was collected against a target of £79,498,027.(98.5%)</p> <p>As per the 2018 debt raising reconciliation, ECC has 5,078 Business Rates properties with a total rateable value of £196,113,478. This is split;</p> <ul style="list-style-type: none"> • Full Charge - £186,973,143 • Empty/exempt/void - £9,140,335 <p>The scope of the audit included a review of the following areas:</p> <ul style="list-style-type: none"> • New & amended properties • Reliefs & exemptions • Bill and Recovery Suppressions • Income collection • Recovery action • Write-offs • Reconciliations <p>The report identified six 'medium' risk findings and remedial action was agreed with management for all findings.</p>
<p>Payments & Collections</p> <p>Assurance rating: Good ★★★★</p>	<p>The Payments & Collection Team oversees the recovery of council tax, housing rent, housing benefit overpayments, former tenant and rechargeable repair debts.</p> <p>The team is split into three sections;</p> <ul style="list-style-type: none"> • Single debt team – deal with the collection of council tax arrears • Multi debt team – deal with the collection of all of the other debts, plus those debtors associated council tax arrears • Payment team – deal with payments and unpaid items for the above debtors <p>Where debt recovery is proving difficult, the teams have the option to refer the case to Enforcement Agents for them to attempt to obtain payments direct from the debtors.</p> <p>The scope of the audit included a review of the following;</p>

	<ul style="list-style-type: none"> • Debt Figures • Recovery action • Debt Reporting <p>The report identified five 'medium' risk findings and remedial action was agreed with management for all findings.</p>
<p>Fleet Management</p> <p>Assurance rating: Good ★★★★</p>	<p>The Council has a fleet of 426 vehicles, implements, plant and trailers. This is managed by the Council's Fleet Manager. All items of fleet are recorded and managed through the fleet database and manual files held by the Fleet Manager. The purpose of the audit was to provide assurance that the Council's fleet is being managed efficiently and effectively. The scope of the audit included:</p> <ul style="list-style-type: none"> • Policy and strategy • Fleet procurement and disposal • Maintenance and inspections • Monitoring • Driver education • Induction practices • Insurance <p>The report identified two 'low' risk findings only and remedial action was agreed with management.</p>
<p>Health & Safety –</p> <p>Assurance rating: Some improvement required ★★★</p>	<p>The Health & Safety at Work Act is the primary piece of legislation covering occupational health & safety in Great Britain.</p> <p>The Council's Statement of General Policy in respect of Health & Safety at Work is dated September 2016 and is to be reviewed within 3 years or sooner if required.</p> <p>This policy is currently being reviewed by the Health & Safety (H&S) Committee, whose members consist of the 4 Directors, the Chief Finance Officer, the City Solicitor, the Environmental Health & Licensing Manager, the Principal H&S Officer and a representative from UNISON, the public services union.</p> <p>The scope of the audit included a review of the following areas;</p> <ul style="list-style-type: none"> • Corporate H&S Governance • Contractor and Agency Worker H&S awareness • Risk assessments for 3rd party events held on council property • Fire Risk Assessments and associated checks at council properties <p>The report identified eight 'medium' risk findings and remedial action was agreed with management for all findings.</p>
<p>Markets & Halls – Corn Exchange</p> <p>Assurance rating: Good ★★★★</p>	<p>Exeter Corn Exchange is the Council's directly managed multi-purpose events venue in the City Centre which has a maximum capacity of 500. It is part of Markets and Halls which also encompasses the Matford Centre and Markets Management. The Facilities and Markets Manager has overall responsibility for Markets & Halls as well as Tourism Facilities. He is also responsible for programming and setting hire fees for the venue.</p> <p>The venues programme is a mix of ticketed events (either promoted in partnership with a third party or promoted solely by the venue) or straight venue hires (events for which tickets are not sold to the public). During 2016/17 there were 119 ticketed</p>

events and 237 venue hires with the total income being £821,000 (including the bar and food operations) providing a surplus in excess of expenditure of £46,000.

The scope of the audit involved selecting and examining a sample of bookings from the period 01.01.17 to 31.12.17 and also included a review of the following areas:

- events and bookings
- management of income
- management of expenditure
- stock control
- general service management (including contacts management, risk management, performance management and staff training)

The report identified five 'medium' risk findings and remedial action was agreed with management for all findings.

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Summary of investigations 2017/18

Internal Audit received 43 reports during 2017/18, (42 in 2016/17) of which:

- 30 were received via the “Report It” facility on the website (23 were reported anonymously)
- 5 were received via the telephone fraud hotline
- 4 were received via email
- 4 concerns were raised with Internal Audit direct and 3 of the subsequent investigations were undertaken by Internal Audit the remaining investigation was undertaken by Lloyds Bank as the Council’s bankers.

Of the 30 website ‘Report It’ instances:

- 11 were in relation to possible fraudulent claims of housing benefit and single occupier discount for council tax purposes. HB cases were referred on to the DWP for investigation as with effect from 01 April 2015 all HB fraud investigation is now undertaken by them. All single occupier discount cases were referred to the Council Tax service for further investigation.
- 5 were allegations of housing tenancy issues
- 8 issues were in relation to other Council Services
- 6 were issues not dealt with by the Council so were referred to the appropriate external agency

Internal Audit Investigations

- 1 case – 3 fraudulent transactions were attempted via the Council’s bank account, all payments were declined by the bank so no loss to the Council
- 3 cases were not proven

Fraud identified within other services 1 April 2017 to 31 March 2018

Date Notified	Type of Fraud	Number of cases	Total value of fraud	How detected
14.02.2017	Single Occupier Discount	1	£371.29 per annum	Report it referral
22.06.2017	Bank/Mandate Fraud	1	£178k (attempted in 3 payments)	Lloyds bank telephoned whilst the perpetrators were on the phone to another member of ECC staff attempting the fraudulent transactions
07.02.18	Single Occupier Discount	895	£331,796.00	Capita undertaking an external exercise.
Mar 2018	Housing Tenancy Subletting	1	£10,150	Tenant to whom the property was sublet became suspicious and raised their concerns with the housing team.

Use of Whistleblowing policy

No reports have been received during 2017/18 under the Council's Whistleblowing Policy.

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Internal Audit Performance Management and Quality Assurance

The Public Sector Internal Audit Standards (PSIAS) state that the Audit Manager must develop and maintain a quality assurance and improvement programme that covers all aspects of the internal audit activity and to demonstrate that the internal audit service is:

- (a) meeting its aims and objectives;
- (b) compliant with the PSIAS;
- (c) meeting internal quality standards;
- (d) effective, efficient, continuously improving; and
- (e) adding value and assisting the organisation in achieving its objectives

The results of the programme must be reported at least annually to the Audit and Governance Committee.

Performance, quality and effectiveness should be assessed at two levels:

- for each individual audit; and
- for the internal audit service as a whole.

This performance management and quality assurance framework must include, but is not limited to:

- A comprehensive set of targets to measure performance. The Audit Manager should measure, monitor and report appropriately on the progress against these targets;
- Seeking user feedback for each individual audit and periodically for the whole service;
- Periodic self-assessments to evaluate conformance with the Code of Ethics and the Standards
- An external assessment every 5 years with the scope agreed by an appropriate sponsor; and
- An action plan to implement improvements.

Performance Indicators

There are no national performance indicators in existence for Internal Audit, but we do monitor the following Local Performance Indicators (LPI's):

Local Performance Indicator	Target	Actual
Percentage of Audit plan completed	95%	100%
Customer satisfaction - % Good or Excellent as per feedback forms	90%	100%
Draft reports produced within 10 days	90%	100%
Final reports produced within 10 days	90%	93%
Follow-up within 12 months	95%	100%
Training days per auditor per annum	6 days	2.3 days
Number of process improvements		2

Overall, performance against the indicators is good with the exception of meeting training targets. This was predominantly due to a member of the team being on sick leave and the requirement from the Section 151 Officer to complete the Audit Plan. As a result, other members of the team worked additional hours to fulfil this requirement and were therefore unable to commit to training days.

User Feedback

The customer satisfaction results are derived from the customer satisfaction surveys issued following each individual audit. There were 21 surveys issued with 16 were returned.

Some of the feedback comments received include:

- The only reason I have scored 4s rather than 5s is that the audit has taken place quite soon after a significant change in how we manage trade waste customer invoicing, so there has been limited time to assess how things are working, but it has still been a very useful process
- Always approached in a collaborative manner with a view to helping the service improve rather than trying to 'catch out' managers
- Ability to agree the areas of service that most required review was most helpful
- Hugely valuable to have an objective, external view of a service, particularly in this case where there were sensitive issues. Provides for informed and balanced decision-making
- Highlighted risk elements for us and we were able to use the evidence to argue for additional staff resource to manage the service
- It was useful to have examples of good practice and training materials from other authorities as part of the report
- The audit was undertaken in a proper manner and it identified one or two issues we need to address
- I think I wasn't quite clear on the process at the start of the audit, and how much work may be involved
- Feedback was very helpful and will enable us to make the necessary changes to the service
- It was good to be able to review the processes with an independent person and to be able to discuss ideas and concepts going forward
- Flexibility to redirect focus, timings and scope to areas where we have concerns and want an independent view

Public Sector Internal Audit Standards (PSIAS)

Independent Assessment

The PSIAS requires that an independent assessment of compliance with the standard is undertaken once every 5 years. The results of the last external assessment which was undertaken in July 2014 were reported to this committee in December 2014. The next assessment is due to be undertaken by July 2019.

Self-Assessment

The standard also requires that the Audit Manager undertakes a periodic self-assessment of compliance. This last self-assessment was undertaken in April 2016 when it was found that the service was 97.5% compliant and a report of the outcomes was presented to this committee in June 2016. The next self-assessment will be done in the final quarter 2018/19 in preparation for our independent assessment due in July 2019.

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