



# **Dacorum Borough Council**

## **Statement of Accounts 2017/18**

# Contents

	Page
Introduction by the Leader of the Council	2
Introduction by Corporate Director (Finance and Operations)	3
Audit Opinion	4
Narrative Report by the Corporate Director (Finance and Operations)	8
Statement of Responsibilities for the Annual Statement of Accounts	21
Annual Governance Statement	22
<b>Core Financial Statements</b>	
Expenditure and Funding Analysis	35
Comprehensive Income and Expenditure Account	36
Movement in Reserves Statement	37
Balance Sheet	38
Cash Flow Statement	39
Notes to the Core Financial Statements	40
<b>Supplementary Financial Statements</b>	
Housing Revenue Account and Notes	98
Collection Fund and Notes	103
Glossary of Terms	107

## **Introduction – Councillor Andrew Williams, Leader of the Council**

Welcome to Dacorum Borough Council's Statement of Accounts for the financial year 2017/18.

One of the Council's key priorities is to be an 'efficient and modern Council'. Our presence in our offices within The Forum is now well established and has been key to the realisation of this priority.

In our housing strategy, we pledged to deliver at least 300 new homes between 2013 and 2020. During the year we have taken major steps towards the achievement of this pledge. Work commenced on the Kylna Court and Swing Gate Lane sites and a consultation was held during the year on the former Martindale School site.

Successes for the Council during the year include:

- The achievement of an 'outstanding' rating for our Supported Housing service by the Centre for Housing and Support, one of only nine organisations in the country to do so.
- The launch of our new Tenant Academy, a service matching those accessing our housing services with activities and courses.
- The award of the National Practitioner Support Service Silver Standard for our work to prevent homelessness in Dacorum.
- Recognition from the Armed Forces for the support we provide to the Armed Forces community.
- The launch of the Hemel Hempstead Business Improvement District following a 'yes' referendum vote by local businesses.
- Recognition of the Borough's most inspirational community projects at our first Community Grant Awards ceremony.
- The opening of the restored Jellicoe Water Gardens and the receipt of a Heritage and Conservation Landscape Institute Award for the site.
- The achievement of the Green Flag Award for four of the Council's parks and green spaces.

In response to continued reductions in funding from central government, we took the difficult decision to raise Council Tax in 2018/19 to support the delivery of services to the local community. During the forthcoming year we will:

- Continue to build new council homes across the borough
- Continue to support healthy communities with our new leisure management offering
- Open the new splash park and play area in Gadebridge Park

The Council continues to seek service improvements and the delivery of efficiencies in order to provide excellent and financially sustainable services to local residents and businesses.

I am proud of what the Council achieved during 2017/18. We will build on these achievements over the next year and the longer term.

**Councillor Andrew Williams**  
**Leader of the Council**

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

As the Council's Chief Finance Officer, I would like to introduce the Narrative Report for Dacorum Borough Council's Statement of Accounts for 2017/18.

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

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

The work of the Council's finance team is critical in ensuring that the proper protection and stewardship of public funds is conducted efficiently and effectively. The work that the team does, working with colleagues to challenge spend and to help improve and deliver value for money is critical in ensuring that high quality services continue to be delivered to our residents.

It is the intention of the Narrative Report to give you a clear picture of the figures that make up our Statement of Accounts. It aims to show you how the cash you paid became the service you received. The Statement of Accounts is required by law and covers various statutory requirements and other relevant information.

The supporting notes following the Narrative Report are aimed at providing a more detailed explanation of local government financial arrangements.

Please provide comments and feedback on the format of the Statement of Accounts to enable us to make them as user-friendly as possible.

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

## Independent auditor's report to the members of Dacorum Borough Council

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of Dacorum Borough Council (the 'Authority') for the year ended 31 March 2018 which comprise the Comprehensive Income and Expenditure Account, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement, the Collection Fund Statement and notes to the financial statements including the Expenditure and Funding Analysis note, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2018 and of its expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Who we are reporting to

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Conclusions relating to going concern

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

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

#### Other information

The Corporate Director (Finance and Operations) is responsible for the other information. The other information comprises the information included in the Statement of Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover

the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge of the Authority obtained in the course of our work including that gained through work in relation to the Authority's arrangements for securing value for money through economy, efficiency and effectiveness in the use of its resources or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Other information we are required to report on by exception under the Code of Audit Practice**

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'Delivering Good Governance in Local Government: Framework (2016)' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

### **Opinion on other matter required by the Code of Audit Practice**

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts, for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

Under the Code of Audit Practice we are required to report to you if:

- we have reported a matter in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we have made a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we have exercised any other special powers of the auditor under the Local Audit and Accountability Act 2014.

We have nothing to report in respect of the above matters.

### **Responsibilities of the Authority, the Corporate Director (Finance and Operations) and Those Charged with Governance for the financial statements**

As explained more fully in the Statement of Responsibilities for the Annual Statement of Accounts, 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 Corporate Director (Finance and Operations). The Corporate Director (Finance and Operations) is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18, which give a true and fair view, and for such internal control as the Corporate Director (Finance and Operations) determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Corporate Director (Finance and Operations) is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority lacks

funding for its continued existence or when policy decisions have been made that affect the services provided by the Authority.

The Audit Committee is Those Charged with Governance.

## **Auditor's responsibilities for the audit of the financial statements**

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

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

## **Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources**

### **Conclusion**

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, we are satisfied that the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

### **Responsibilities of the Authority**

The Authority is responsible for putting in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

### **Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources**

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, as to whether in all significant respects the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

### **Report on other legal and regulatory requirements - Certificate**

We certify that we have completed the audit of the financial statements of the Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

***Sarah L Ironmonger***

# Audit Opinion

**Sarah Ironmonger**

for and on behalf of Grant Thornton UK LLP, Appointed Auditor

2nd Floor, St John's House  
Haslett Avenue West  
CRAWLEY  
West Sussex  
RH10 1HS

31 July 2018



## **Borough Profile**

The Borough has a population of approximately 152,000 living in around 60,000 households with 111,000 residents on the Electoral Register.

Dacorum's population is split across 3 main urban towns of Hemel Hempstead, Tring and Berkhamsted and covers approximately 13% of the Hertfordshire population. Hemel Hempstead is by far the largest settlement in Dacorum, and narrowly the largest in Hertfordshire, with a population of over 90,000.

Almost 80% of the land in Dacorum is classified as rural land with 60% of the land designated as Green belt. This land mix brings contrasting pressures and difficulties across the borough for the services delivered by Dacorum.

## **Service Delivery**

Dacorum borough council employs around 650 staff delivering services including;

- Waste management and refuse collection,
- Housing Services,
- Green space and parks management,
- Planning and enforcement,
- Revenues and benefits provision.

To deliver these services the council has an expenditure budget of circa £142m and an asset base to deliver these services of over £1.2bn, including over 10,000 Social housing properties.

Financial Challenges and Opportunities.

Financially the borough faces a large number of challenges in the coming years a few of these challenges are highlighted below;

- Central government tariffs have increased for DBC with the council due to pay over £1m from 2019/20 onwards.
- Fair funding review and subsequent changes to business rates retention could impact on the amount of retained business rates for DBC as well as increasing future risk of appeals and business rate reductions.
- The financial Impact of Brexit is as yet uncertain, it could bring positive or negative outcomes and will affect interest and inflation rates, labour costs and property and rental values.

## **Political and Strategic Framework**

The Council holds elections for all Members once every four years. As at 31 March 2018, the Council was made up of 43 Conservatives, 5 Liberal Democrats, 2 Labour Councillors and 1 Independent. The last full election was held in May 2015, with pending elections in May 2019.

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

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

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

## **Corporate Plan 2015-2020**

The Council's five priorities for the community are set out in the 2015-2020 Corporate plan. These priorities drive the Council's overall strategy and enable the Council and partners to deliver the wider Community Plan.

The five priorities are:

### **A clean, safe and enjoyable environment**

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

### **Building strong and vibrant communities**

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

### **Ensuring economic growth and prosperity**

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

### **Providing good quality affordable homes**

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

### **Delivering an efficient and modern council**

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

The Accounts that follow show how the cash you paid driven by the priorities and pressures outlined above have become the service you have received in 2017/18.

## **The Statement of Accounts**

The Dacorum Borough Council (the Council) Statement of Accounts (the Accounts) has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

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

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

## Statements

The Accounts report the financial activity of the Council over the financial year 2017/18, and the financial position of the Council as at 31 March 2018. In order to present this information clearly, the Accounts encompass the following elements:

- Statement of Responsibilities

The Council is required to nominate an Officer with statutory responsibility for the proper administration of its financial affairs. For the Council this is the Corporate Director (Finance & Operations). This document explains the statutory responsibilities of this role.

- Annual Governance Statement

The Council is responsible for implementing and maintaining proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which include the management of risk. This document describes the Council's approach to these responsibilities.

- Core Financial Statements

These statements report the Council's performance for the year and its financial position as at 31 March 2018. Detail of the individual statements grouped under this heading can be seen below.

- Supplementary Financial Statements

This section provides additional detail regarding significant elements of the Council's financial activity, e.g. the Housing Revenue Account and the Collection Fund.

The Core Financial Statements comprise the following elements:

- Expenditure and Funding Analysis

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

- Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards, rather than the amount to be funded from taxation. Authorities raise taxation (and income) to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

- Balance Sheet

The Balance Sheet shows the value as at 31 March 2018 of the assets and liabilities recognised by the Council. The net assets of the authority (assets less liabilities) are matched by the reserves held by the Council.

- Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be used to fund expenditure or reduce local taxation) and 'other reserves'.

- Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during 2017/18. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

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

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

Financing cash flows are useful in terms of predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

- Notes to the Core Financial Statements

These notes provide additional information relevant to the understanding of the Core Financial Statements.

The Supplementary Financial Statements comprise the following elements:

- Housing Revenue Account and Notes

The Housing Revenue Account (HRA) reflects the Council's statutory duty to maintain a separate account to measure the resources generated and consumed in the provision of council housing during 2017/18, and the cumulative HRA balance.

- Collection Fund and Notes

This note shows the income and expenditure transactions of the Council in respect of the collection and distribution of Council Tax and Non-Domestic (Business) Rates.

- Audit Opinion

The independent auditor's report to the Members of the Council.

- Glossary

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

## Financial Review of 2017/18

The review of the year for 2017/18 details performance within the Council's three main accounts:

- **General Fund Revenue Account**

The General Fund incorporates all services not related to the Council's Housing Landlord function. Revenue expenditure is generally incurred on day to day items that are consumed within one year. Expenditure is financed principally from Government Grant, Taxation, and fees and charges.

- **Housing Revenue Account (HRA)**

The HRA refers to services related to the Council's Housing Landlord function. HRA expenditure must be wholly funded from Rental and Service charge income generated from Council Houses. Rental income cannot be used to fund General Fund expenditure.

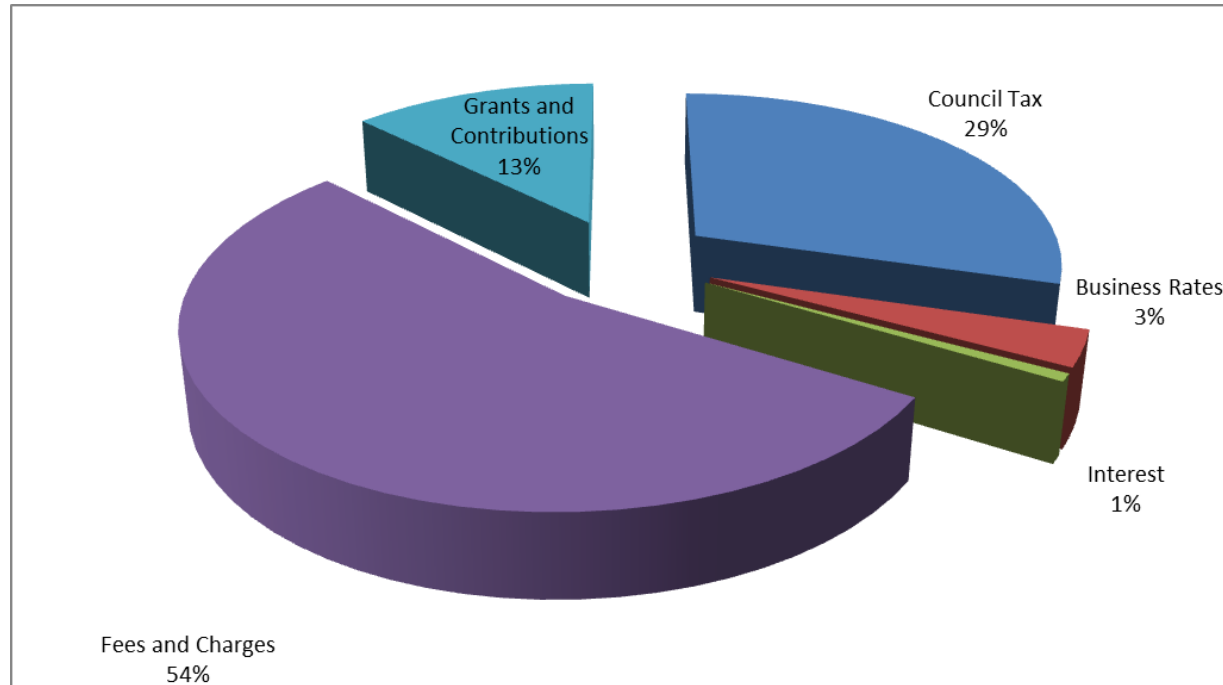
- **Capital Programme**

Capital expenditure is incurred when an asset is acquired or enhanced and a benefit is derived for a period in excess of one year. Capital expenditure is financed from Capital Receipts, Government Grants, Revenue contributions and Borrowing.

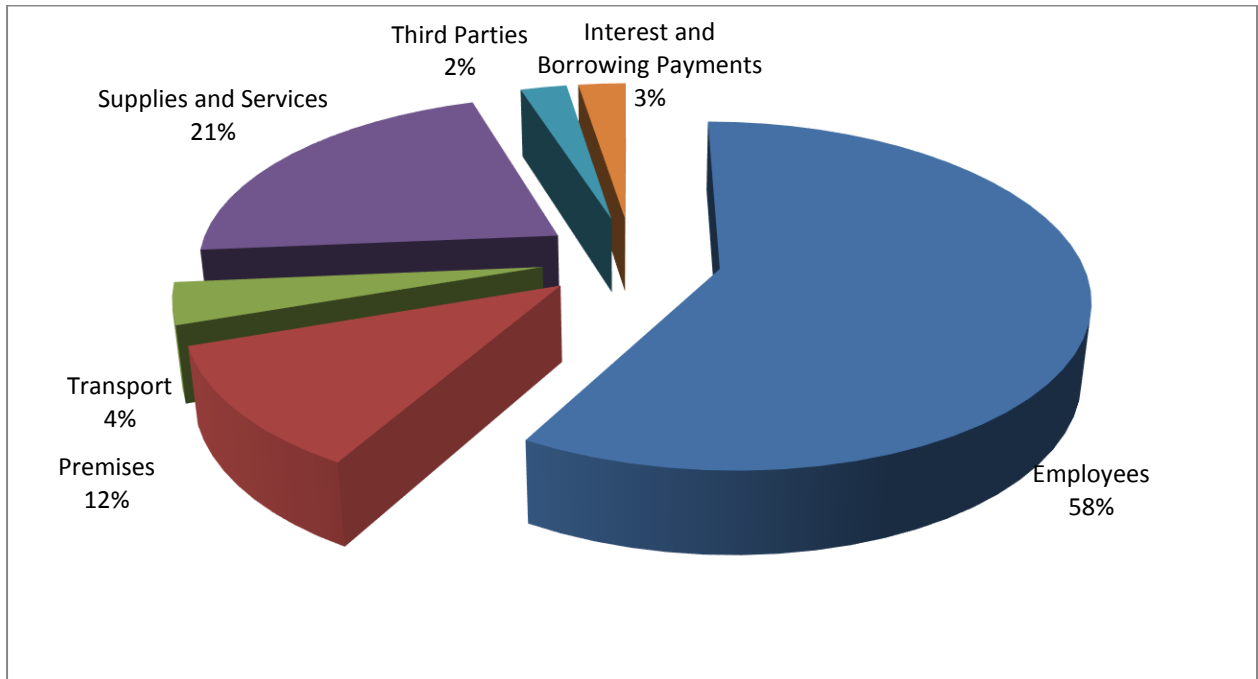
### General Fund Revenue Account

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

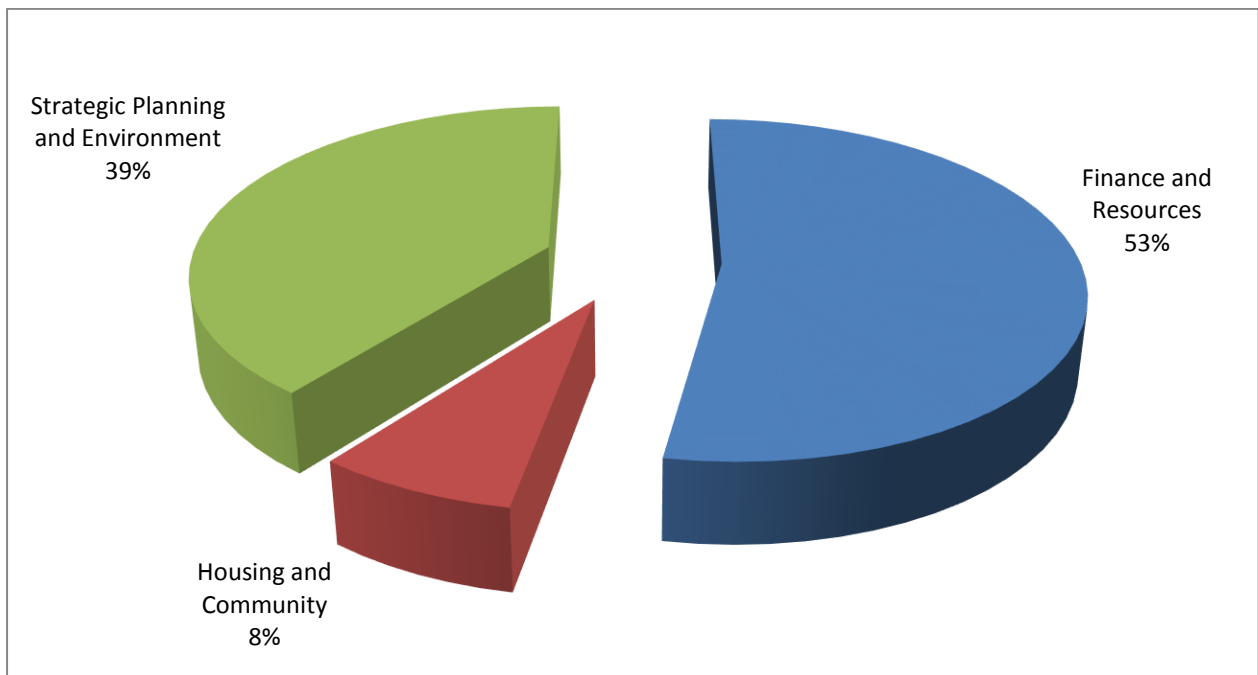
#### Where the Money Came From (Excluding Housing Benefits)



## How the Money was Spent (Excluding Housing Benefits)



## What Services Have Been Provided with the Money?



The three Overview and Scrutiny committees, (Strategic Planning and Environment, Finance and Resources, Housing and Community) play an important role in guiding and examining our policies and

## Narrative Report

performance. They are involved in keeping the Council's activities under review. They scrutinise the proposals, actions and decisions of the Cabinet and Council; as well as developing and reviewing policy areas and making recommendations of their own.

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

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

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

### GENERAL FUND

The table below summarises the Council's General Fund Revenue Account for 2017/18:

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Finance and Resources	11,477	11,071	(406)
Housing and Community	1,744	1,605	(139)
Strategic Planning and Environment	8,261	8,326	65
<b>Net Cost of Services</b>	<b>21,482</b>	<b>21,002</b>	<b>(480)</b>
Finance and Resources - Investment Property	(3,736)	(3,774)	(38)
Interest (Receipts)/Payments and MRP	720	692	(28)
Parish Precept Payments	739	739	0
Revenue Contributions to Capital	3,124	3,124	0
General Government Grants	(3,330)	(4,922)	(1,592)
Business Rates and Council Tax Income	(13,937)	(12,822)	1,115
<b>Surplus/Deficit on Provision of Services</b>	<b>5,062</b>	<b>4,039</b>	<b>(1,023)</b>
Net Recharge to the Housing Revenue Account	(3,967)	(3,918)	49
Contribution from Earmarked reserves	(1,095)	(121)	974
<b>(Surplus) / Deficit for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>
Working Balance Brought Forward	(2,502)	(2,502)	
<b>Working Balance Carried Forward</b>	<b>(2,502)</b>	<b>(2,502)</b>	

The Council's working balance remains in line with the Council's Medium Term Financial Strategy. A detailed breakdown of the movements to and from reserves can be seen in Note 21 to the Accounts.

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

#### Finance and Resources - £406k below budget

- A pressure of £80k has arisen in the Revenues and Benefits service. Vacancies in the service are being offset by offsite processing costs to maintain performance.
- In Financial Services a pressure of £85k has arisen due to a short term requirement for external professional services to support the production of the Statement of Accounts.

- These pressures are being offset by vacancies during the year in the ICT, Corporate Administration and Legal services that are being reviewed as part of the outturn review.
- There is a pressure of £135k relating to budgeted savings in the Parking service which have not been achieved in 2017/18 due to negotiations and slippage of implementing a new parking enforcement contract. Increased parking income has been utilised to mitigate this shortfall. A new contract has been agreed for 2018/19, and the budgeted savings have been built into budgets for 2018/19.
- There is an over-achievement of income of £170k in car parking income due to an increased volume of customers using the Council owned car parks and the relatively good weather with limited disruption from snow.
- A saving of £160k has arisen in the budgets for uninsured losses. These budgets are volatile in nature as they depend on the number and value of insurance claims received in year. For financial year 2017/18 the full budget was not required.
- An under-achievement of income of £70k has been experienced in the Revenues service due to a reduction in court summons fees recovered. This is because fewer summonses have been raised as more cases have been resolved without recourse to legal action.

## **Housing and Community - £139k below budget**

- Additional income of £135k has been generated from Temporary Accommodation as a result of the high demand in the borough. The Council's own properties are being used to house tenants on a temporary basis rather than more expensive bed and breakfast accommodation. This income has been built into the base budget for 2018/19.

## **Strategic Planning and Environment - £65k over budget**

- A pressure of £150k has been experienced in Building and Development Control due to an ongoing requirement for temporary resource. A shortage of professional skills across the sector has led to continuing recruitment and retention issues. A review of the delivery of this service is underway with a view to improving processes and making efficiencies going forward.
- This is offset by savings of £120k in the Clean, Safe and Green service where performance has been maintained despite recruitment difficulties.
- Planning income has generated an additional £240k of income due to a high volume of planning applications and the national price review implemented in January 2018. This has been incorporated into the base budget for 2018/19.
- In Waste Services an additional £190k of income has been generated as a result of an incentive payment from Hertfordshire County Council (HCC) known as the Alternative Financial Model (AFM). This payment rewards Dacorum for improvements in the rate of recycling as a result of the co-mingled waste service.



- An income reduction of £125k has been experienced in the Commercial Waste service due to an ongoing loss of customers. This is a trend that has been seen over the last 2 financial years. An external review of all elements of the Waste Service, and opportunities for increased income, is currently underway and will be considered as part of future years' budget setting once complete.
- An under-achievement of £90k has been experienced in Building Control due to a reduction in the volume of work being dealt with by the council.

## **Finance and Resources Investment Property - £38k additional income**

- The income on Investment Properties has exceeded budget by £38k.

## **General Government Grants, Council Tax and Business Rates income - £0.477m additional income**

- Grants totalling £1.087m have been received in relation to the Business Rates Retention Scheme. Of these grants, those that were unbudgeted for have been contributed to the funding equalisation reserve, which is set up to manage the necessary timing and accounting adjustments that arise when actual collection differ from forecast collection.
- Business rates income attributable to 2017/18 is £1.587m. This was lower than budgeted due to a net repayment of safety- net funding to central government.
- Across business rates grants and business rates income, there is a net surplus of £266k that has been contributed to reserves.

## **Net Recharge to the Housing Revenue Account - £49k lower HRA recharge than budgeted.**

## **Contribution from Earmarked Reserves - £0.974m reduction in use**

- Additional contributions have been made to the Funding Equalisation Reserve in relation to additional Business Rates Retention grants. This reserve is set up to manage the necessary timing and accounting adjustments that arise when actual collection differs from forecast collection.
- The remaining surplus of £91k on the General Fund has been contributed to reserves.

## HOUSING REVENUE ACCOUNT (HRA)

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

The table below summarises the Council's Housing Revenue Account for 2017/18:

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Dwelling Rents and Service Charges	(54,927)	(55,147)	(220)
Interest on Investment Income	(206)	(122)	84
Other Income	(1,224)	(1,767)	(543)
<b>Total Income</b>	<b>(56,357)</b>	<b>(57,036)</b>	<b>(679)</b>
Repairs & Maintenance	11,724	11,632	(92)
Supervision & Management	11,803	11,468	(335)
Depreciation	11,640	12,282	642
Interest Payable	11,643	11,603	(40)
Other Expenditure	554	671	117
<b>Total Expenditure</b>	<b>47,364</b>	<b>47,656</b>	<b>292</b>
<b>Contributions to/(from) Earmarked Reserves and Revenue Contribution to Capital</b>	<b>8,993</b>	<b>9,380</b>	<b>387</b>
<b>(Surplus) / Deficit for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>
Working Balance Brought Forward	(2,893)	(2,893)	0

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

### **Dwelling Rent and Service Charges- £219k over- achievement of income**

- A surplus in Dwelling Rent income has been achieved due to a 40% reduction in Right to Buy sales from the previous year (down to 55 from 93 the previous year). In addition, a surplus has been generated due to a number of new tenancies beginning at target rent.
- Income from the de-pooling of rent and service charges has not been as high as projected. Additional review of these income projections is being carried out as part of year-end analysis and 2018/19 budget setting.

### **Interest on Investment Income- £83k underachievement of income**

### **Other Income, including contribution toward expenditure- £543k over-achievement of income**

- New leases on telecommunications aerials around the borough have generated an additional £152k of income.

- The planned repairs work in 2017/18 included a larger proportion of works that are chargeable to leaseholders. This increased proportion of chargeable works resulted in an over-achievement of income.
- There is a surplus on the budget for minor capital receipts of £100k for work carried out by the Estates and Legal teams, such as deed of variation and lifting of restrictive covenants on Right to Buy properties.

### **Repairs and Maintenance - £92k under budget**

- Osborne's Planned Work – there is an underspend in this area of £400k, which was a deliberate underspend in order to manage the pressure in responsive work, which by its nature is volatile.
- Osborne's Responsive Work – these budgets have seen an overspend of £280k, due to a combination of factors including severe winter pressures in the final quarter of the year, additional requirements for asbestos surveys and removals following a corporate review of health and safety policies, and pressure to carry out Aids and Adaptations work, which is a demand led service with referrals from external Occupational Therapists. Significant improvements have been seen in the management of voids costs, which has kept these costs under control.
- Osborne Overheads – an overspend of £425k has been seen due to an increase in the Osborne pension liability for staff that transferred to Osborne under TUPE. The increased charge is as a result of changes to pension regulations to consolidate bonus payments into pensionable pay.
- Other Repairs – an underspend of £375k has been seen in non-Osborne budgets. The gas monitoring contract delivered a saving in the region of £200k due to increased efficiencies in the operation of the contract. There is an underspend relating to the ongoing fire assessment works. Additional specialist contractors have been procured to ensure all outstanding work is completed. This work remains a high priority and is fully budgeted for in 2018/19

### **Supervision and Management - £335k under budget**

The underspend has arisen in the following areas:

- There is an underspend of £170k on premises expenditure in Supported Housing, relating to building maintenance and utilities. This is an ongoing saving which has been captured in the base budget for 2018/19.
- £180k underspend in the Tenants and Leaseholders section, across the Policy and Management service and the Supporting People service from vacancies over the course of the financial year. This will be examined as part of the 2019/20 budget setting process to identify if the savings can be delivered on an ongoing basis.
- The HRA Recharge is £90k underspent in 2017/18 as a result of decreases in the costs of uninsured losses and an increase in the fair proportion of centrally allocated HRA support costs.

These have been partially offset by pressures in the following areas:

- £90k overspend in Tenants and Leaseholders service from increased legal costs due to an increase in the volume of legal cases as a direct result of the council's more stringent approach to damages to council housing stock. There has also been an increase in bank charges arising

from the change in charging policy of Capita, from a flat fee to a percentage fee of the transaction.

- £90k additional costs from feasibility work to establish viable new build sites. This is a key priority for the Council going forward, and growth has been factored into the budget for 2018/19 to facilitate this vital work.

## **Depreciation - £642k over budget**

- This increased charge is due to housing stock having received a larger increase in value than projected and hence as a result, capital charges have also increased by more than budgeted. The future budget plan for depreciation was reviewed as part of the revised housing business plan in March 2018.

## **Revenue contribution to capital - £387k over budget**

- The surplus on the HRA of £387k has funded an increased Revenue Contribution to Capital.

## **CAPITAL PROGRAMME**

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

### **General Fund Schemes**

- £185k expenditure over budget on the Forum, due to additional works carried out in 2017/18, such as access controls, fixtures and fittings and internal modifications. This represents less than 1% on the total Forum budget of £20.4m.
- Underspend of £1.11m on Affordable Housing Development Fund. This budget is for the grant of Right to Buy receipts known as 1-4-1 receipts to Housing Associations. The full budget was not required in year.

## **The Council's Financial Outlook**

The Council's budget for 2018/19 and Medium Term Financial Forecast were approved by Full Council in February 2018. The Council is projecting further significant reductions in core grant funding and continuing pressures on income streams and services. The Council has plans and resources in place to manage successfully through the medium term.

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

## **Council Tax Collection**

The net collectable amount in respect of 2017/18 precepting and billing authority Council Tax was £90.7m. The Council achieved a collection rate of 98.5% (2016/17 98.4%). Council Tax arrears for precepting authorities (for all years) amounted to £4.8m as at 31 March 2018.

## **Further Information**

Further information about the Statement of Accounts is available from the Financial Services section at Dacorum Borough Council, The Forum, The Marlowes, Hemel Hempstead, Herts, HP1 1DN. In addition, interested members of the public have a statutory right to inspect the accounts before the annual audit is completed. The availability of the accounts for inspection is advertised on the Council's website [www.dacorum.gov.uk](http://www.dacorum.gov.uk).

**James Deane**  
**Corporate Director (Finance & Operations)**

# Annual Governance Statement

## **The Council's responsibilities**

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council that officer is the Corporate Director (Finance and Operations).
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.
- Approve the Statement of Accounts by 31 July 2018. Approval of the Statement of Accounts has been delegated to the Audit Committee.

In accordance with the requirements of regulation 10 of the Accounts and Audit Regulations 2015, I confirm that the Statement of Accounts for the year ended 31 March 2018 was approved by resolution of the Audit Committee of Dacorum Borough Council on 25 July 2018.

**Councillor Roger Taylor**  
**Audit Committee Chairman**

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

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

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

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

The Corporate Director (Finance and Operations) has also:

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

I certify that this Statement of Accounts presents a true and fair view of the financial position of the Council as at 31 March 2018, and its income and expenditure for the year ending 31 March 2018.

**James Deane**  
**Corporate Director (Finance and Operations)**

# Annual Governance Statement

## Annual Governance Statement 2017/18

### Introduction

Dacorum Borough Council is committed to ensuring that good governance principles and management practices are adopted. This Annual Governance Statement has been produced in accordance with the CIPFA/SOLACE<sup>1</sup> framework *Delivering Good Governance in Local Government* (2007) and meets the statutory requirement set out in Regulation 6(4) of the Accounts and Audit Regulations 2015, which requires authorities to prepare the statement in accordance with proper practices.

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

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

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

The self-assessment contained within this statement has been undertaken taking account of assurance statements provided by managers from across the organisation together with regular reviews of risk management. It has also taken account of Internal Audit reports. In preparing this statement, account has been taken of both the statutory codes and the ethical governance tool-kit produced by the IDEA<sup>2</sup> and the CIPFA Financial Advisory Network.

### The importance of Governance

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

Good governance means:

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

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

<sup>2</sup> IDEA - Improvement and Development Agency

# Annual Governance Statement

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

## Scope of responsibility

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

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

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

## Purpose of the Governance Framework

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

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

The governance framework has been in place throughout the financial year which ended on 31 March 2018 and continues to be in place up to the date of the approval of the statement of accounts.

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

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



# Annual Governance Statement

- Establishing clear channels of communication with all sections of the community and stakeholders and encouraging open consultation
- Incorporating good governance arrangements in respect of Partnerships

## The Governance Framework

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

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

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

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

To help engage communities in setting and achieving this vision and priorities, Dacorum Borough Council is committed to reviewing and improving services to make sure it is providing the services needed by local people. The Council has undertaken resident surveys during the year to support this. The Council has also taken steps to improve communications with service users through its website (to improve accessibility), the corporate complaints procedure and the use of social media such as Facebook and Twitter.

To support its overall vision and aims, the Council has continued to review its Medium Term Financial Strategy and 5 year Capital Programme. Reviews were undertaken during 2017/18 and also as part of the budget preparation for 2018/19. With regard to the Capital Programme, this has included aligning resources to priorities through the appraisal of new schemes based on the Council's key priorities. Our 2018/19 budget consultation included a residents' deliberative forum.

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

### Reviewing the 'vision' and its implications for governance arrangements

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

Cabinet and the Corporate Management Team (CMT) also review performance indicators. All objectives included in business plans are aligned to the vision and priorities and are reviewed corporately by CMT and other senior managers to test completeness and consistency. A corporate review of 2017/18 performance objectives including setting new targets was undertaken by Assistant Directors and Corporate Directors in March 2018.

The Corporate Improvement and Innovation Team lead and advise on standards in relation to performance and project management and they have introduced a number of initiatives to ensure the

# Annual Governance Statement

organisation makes progress in this area. This includes performance clinics and reviews of operational performance management.

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

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

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

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

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

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

In the External Auditor's Audit Findings report for 2016/17, the most recent undertaken (reported to the Audit Committee on 20 September 2017), the Auditor concluded that the Council had made appropriate arrangements to secure economy, efficiency and effectiveness of its resources.

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

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

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

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

The Council's Chief Executive, as the Council's Head of Paid Service, has overall corporate policy management and operational responsibility and chairs the Corporate Management Team. Cross-organisational management groups are also in place for Assistant Directors and Group Managers to address cross-directorate operational issues.

# Annual Governance Statement

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

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

The Solicitor to the Council, as the Council's Monitoring Officer, had overall responsibility for legal compliance during 2017/18 and appointed two Legal Governance Team Leaders as the Deputy Monitoring Officer who covered the role for six months each. All Legal Services staff work closely with departments to advice on legal requirements. The Solicitor to the Council was also the lead officer on Member and employee conduct and supports the Standards Committee and its Sub-Committees during 2017/18.

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

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

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

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

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

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

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

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

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

The Council's Constitution sets out how the Council operates and the processes for policy and decision making. Various amendments were made to the Constitution and approved by Council during 2017/18 to enable the Constitution to remain fit for purpose. It has not been necessary to make more substantial changes to the Constitution during 2017/18.

# Annual Governance Statement

Financial Regulations and Commissioning & Procurement policies were reviewed in July 2017.

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

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

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

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

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

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

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

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

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

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

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

# Annual Governance Statement

## **Undertaking the core functions of an Audit Committee**

The Audit Committee has been established by the Council. When the Committee was established its terms of reference were prepared to ensure that it complies fully with the advice provided by CIPFA<sup>3</sup>. The key areas covered by the terms of reference of the Committee are Audit Activity, Regulatory Framework, Accounts and Ombudsman.

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

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

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

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

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

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

## **Compliance with the Regulation of Investigatory Powers Act (RIPA)**

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

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

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<sup>3</sup> Audit Committee – Practical Guidance for Local Authorities published 2005.

# Annual Governance Statement

Council complies with RIPA and with the Council's own policy and procedures on the use of covert surveillance during 2017/18.

During 2017/18 one application was made for an authorisation under RIPA to carry out covert surveillance. The Council therefore remains a sparing user of directed surveillance.

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

## **Compliance with the Data Protection Act (DPA)**

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

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

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

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

## **Whistle-blowing and investigating complaints from the public.**

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

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

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

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

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

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

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



# Annual Governance Statement

this exercise. The Council is committed to developing and supporting elected members. The processes put in place to achieve the Charter have helped the Council adopt a structured approach to Councillor Development and to build elected member capacity. This is particularly important given the ever changing skills and competencies essential to fulfil the requirements of being a councillor.

As part of the commitment to the Member training programme, attendance is registered and monitored. During 2017/18, Members attended 15 specific events and also attended additional courses and conferences. Details of the events and attendance levels are set out in the table below:

Course	Date	Attendance
Understanding CIL Arrangements	08/03/17	7
Data Protection/Information Security	19/04/17	11
Modern Slavery	21/06/17	3
Parking Standards	06/07/17	14
ICT/iPad Training	11/07/17	3
Audit Committee Members Forum	12/07/17	3
Scrutiny Training	17/07/17	8
Modern Slavery	20/07/17	11
Health & Safety	07/09/17	15
Budget Process	19/10/17	13
Emergency Planning	01/11/17	13
Health Services Provision	25/01/18	17
Managing Behaviours	28/02/18	7
Housing Allocations Policy	13/03/18	17

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

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

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

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

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

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

# Annual Governance Statement

## Incorporating good governance arrangements in respect of Partnerships

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

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

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

Dacorum Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Council who have responsibility for the development and maintenance of governance systems, the Internal Audit Progress Report (May 2018), and also recommendations and comments made by the External Auditors and other review agencies and inspectorates.

Throughout 2017/18, the Council's Internal Audit service was provided by Mazars Public Sector Internal Audit Limited. The independent opinion on the adequacy and effectiveness of the Council's system of internal control has been provided by Mazars Public Sector Internal Audit Limited, and is based on an internal audit methodology that complies with international auditing standards.

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

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

Key element	Role and Activity during the year
Council	<ul style="list-style-type: none"> <li>○ Approve Constitution including: Financial Regulations; Codes of Conduct; Commissioning &amp; Procurement Standing Orders; Scheme of Delegation</li> <li>○ Set budget and policy framework</li> </ul>
Cabinet	<ul style="list-style-type: none"> <li>○ Financial, performance and risk management of service delivery within the Budget and Policy Framework set by Council – quarterly reports</li> <li>○ Responsibility for key decisions and initiating corrective action in relation to risk and internal control issues</li> <li>○ Monthly public meetings (excluding any summer recess)</li> <li>○ Regular briefings with Chief Officers</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>○ Five scheduled meetings per annum</li> <li>○ Review and scrutinise the outcome of Internal and External audit reports and those of other external agencies such as the Ombudsman</li> <li>○ Monitor the Governance arrangements within the Council</li> <li>○ Delegated responsibility to scrutinise and approve the Financial Statements on behalf of the Council</li> <li>○ To consider the External Auditor's report to those charged with Governance on issues arising from the audit of the accounts</li> </ul>
Overview and Scrutiny Committees:	<ul style="list-style-type: none"> <li>○ To provide overview and scrutiny and policy development role in relation to business associated with the Cabinet Portfolios</li> </ul>



## Annual Governance Statement

<ul style="list-style-type: none"> <li>o Housing &amp; Community</li> <li>o Strategic Planning &amp; Environment</li> <li>o Finance &amp; Resources</li> </ul>	<ul style="list-style-type: none"> <li>o To monitor the performance of relevant Council services, including services which are provided under contract or agreement by external organisations or private sector companies</li> </ul>
Standards Committee	<ul style="list-style-type: none"> <li>o Consider allegations of breaches of the Code of Conduct</li> <li>o Promote and maintain high standards of conduct by the members of the Council</li> </ul>
Internal Audit – (outsourced service provided by Mazars)	<ul style="list-style-type: none"> <li>o Set overall internal audit strategy to meet the Council's overall direction</li> <li>o Undertake an annual programme of audits</li> <li>o Present audit reports to Management and Audit Committee</li> <li>o Present progress reports to Audit Committee measuring performance against the Audit Plan</li> </ul>
Chief Executive (Head of Paid Service)	<ul style="list-style-type: none"> <li>o Overall corporate policy management and operational responsibility</li> <li>o Chairman of Corporate Management Team</li> </ul>
Monitoring Officer (Solicitor to the Council ) (During 2017/18)	<ul style="list-style-type: none"> <li>o Maintain the Constitution</li> <li>o Ensure lawfulness and fairness of decision making</li> <li>o Supporting the Standards Committee</li> <li>o Receive complaints and decide whether they merit further investigation. If the complaint is investigated to report the outcome to the Standards Committee for a decision and ensure the correct procedural steps are followed and appropriate assistance is given to the Committee throughout the process</li> <li>o Act as the Senior Information Risk Officer</li> <li>o Act as the Senior Responsible Officer (RIPA)</li> <li>o Proper officer for access to information</li> <li>o Advise whether Cabinet and Portfolio Holder decisions are within the Council's budget and policy framework</li> <li>o Provide advice and contribute to corporate management as a member of Corporate Management Team</li> </ul>
Section 151 Officer (Corporate Director (Finance & Operations)	<ul style="list-style-type: none"> <li>o Ensure lawfulness and financial prudence of decision making</li> <li>o Responsibility for administration of financial affairs of the Council and keep proper financial records and accounts for maintaining an effective system of internal financial controls</li> <li>o Contribute to corporate management as a member of Corporate Management Team</li> <li>o Provide professional financial advice to Members including the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues</li> <li>o Provide financial information to the media, members of the public and community</li> </ul>
Statutory Officers Comments – Monitoring Officer and Section 151 Officer	<ul style="list-style-type: none"> <li>o Statutory officers review all Cabinet, Portfolio Holder and Officer Decision reports to consider and comment within the report on legal and financial implications arising out of the report</li> <li>o Review of governance issues arising out of day to day working practices</li> <li>o Consider issues arising out of the annual assurance statements</li> </ul>
Corporate Directors	<ul style="list-style-type: none"> <li>o Overall strategic and operational management of those services falling within each individual directorate</li> </ul>

## Annual Governance Statement

	<ul style="list-style-type: none"> <li>○ Contribute to corporate management as a member of Corporate Management Team</li> </ul>
Corporate Management Team	<ul style="list-style-type: none"> <li>○ Monthly review of budget, performance and Improving Dacorum Programme</li> <li>○ Quarterly review of strategic risk management</li> </ul>
Performance Board	<ul style="list-style-type: none"> <li>○ Review performance against Council Vision and Priorities</li> <li>○ Review Dacorum Delivers improvement programme projects</li> </ul>
Corporate Working Groups	<ul style="list-style-type: none"> <li>○ Officer/Member groups drawn from service directorates and including relevant Portfolio Holders as appropriate</li> <li>○ Oversee and review delivery of all relevant operational matters and establish and receive reports from sub-groups as necessary</li> <li>○ Consider options appraisals and make recommendations for CMT and Cabinet consideration</li> </ul>
Assistant Directors and Group Managers	<ul style="list-style-type: none"> <li>○ Operational management for the services falling within each individual service area</li> <li>○ Assurance Statements covering all of the Council's key internal controls, including: Financial Regulations; Commissioning &amp; Procurement Standing Orders; Employees Code of Conduct; Corporate Policies; and risk management.</li> </ul>

# Annual Governance Statement

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

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

### Significant governance issues

The Council's Internal Audit service, Mazars Public Sector Internal Audit Limited, undertook a total of 15 reviews in 2017/18, one of which is still in progress as at May 2018. Of those reviews completed, all were rated as providing a full or substantial level of assurance.

No priority 1 recommendations were raised during the year. Priority 1 recommendations relate to issues that are deemed to be fundamental to the systems concerned and upon which immediate action has been taken.

Further details of the reviews undertaken by Internal Audit during 2017/18 are available upon request. They are summarised in the Internal Audit progress report presented to Audit Committee on 31 May 2018 and published on the Council's website.

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

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

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

Signed .....  
(Councillor Andrew Williams – Leader of the Council)

Signed .....  
(Sally Marshall – Chief Executive)

## Expenditure and Funding Analysis

The Expenditure and Funding Analysis is a new statement required from 2016/17.

	2017/18			2016/17		
	Net Expenditure Chargeable to the General Fund and HRA Balances (Note 6)	Adjustments Between the Funding and Accounting Basis (Note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund and HRA Balances (Note 6)	Adjustments Between the Funding and Accounting Basis (Note 5)	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£'000	£'000	£'000	£'000	£'000	£'000
Finance and Resources (GRF)	11,125	177	11,302	10,297	2,580	12,877
Housing and Community (GRF)	1,605	6,989	8,594	1,809	3,726	5,535
Strategic Planning and Environment (GRF)	8,326	3,056	11,382	8,065	3,041	11,106
Housing and Community (HRA)	(24,834)	16,187	(8,647)	(25,931)	14,359	(11,572)
<b>Net Cost of Services</b>	<b>(3,778)</b>	<b>26,409</b>	<b>22,631</b>	<b>(5,760)</b>	<b>23,706</b>	<b>17,946</b>
Other Income and Expenditure	3,899	(29,771)	(25,872)	(2,509)	(16,259)	(18,768)
<b>(Surplus)/Deficit on Provision of Services</b>	<b>121</b>	<b>(3,362)</b>	<b>(3,241)</b>	<b>(8,269)</b>	<b>7,447</b>	<b>(822)</b>
Opening Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)	33,264			24,995		
Less Deficit on Provision of Services / Plus Surplus on Provision of Services	(121)			8,269		
<b>Closing Balance on General Revenue Fund (GRF) and Housing Revenue Account (HRA)</b>	<b>33,144</b>			<b>33,264</b>		

## Comprehensive Income & Expenditure Statement

The 2016/17 code of practice required a change to the presentation of the Comprehensive Income and Expenditure Statement. Authorities are required to present the service analysis on the basis of their organisational structure. This has impacted on the breakdown of the Net Cost of Services to match the organisational structure (as explained in the narrative report), and the Financing and Investment Income and Expenditure.

	Note	2017/18			2016/17		
		Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000
Finance and Resources (GRF)		64,011	(52,709)	11,302	65,859	(52,982)	12,877
Housing and Community (GRF)		13,154	(4,560)	8,594	9,614	(4,079)	5,535
Strategic Planning and Environment (GRF)		17,119	(5,737)	11,382	16,888	(5,781)	11,107
Housing and Community (HRA)		48,502	(57,149)	(8,647)	45,819	(57,392)	(11,573)
<b>Total Cost of Services</b>		<b>142,786</b>	<b>(120,155)</b>	<b>22,631</b>	<b>138,180</b>	<b>(120,234)</b>	<b>17,946</b>
Other Operating Expenditure	8			(9,162)			(4,238)
Financing and Investment Income and Expenditure	9			4,550			8,801
Taxation and Non Specific Grant Income	10			(21,260)			(23,331)
<b>(Surplus)/Deficit on Provision of Services</b>				<b>(3,241)</b>			<b>(822)</b>
(Surplus)/ Deficit on Revaluation of Property, Plant and Equipment	22/34			(49,400)			(68,409)
Actuarial (Gains)/Losses on Pension Asset / Liabilities	17			(9,315)			12,472
<b>Other Comprehensive Income and Expenditure</b>				<b>(58,715)</b>			<b>(55,937)</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(61,956)</b>			<b>(56,759)</b>

James Deane  
 Corporate Director (Finance & Operations)  
 25<sup>th</sup> July 2018

## Movement in Reserves Statement

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
<b>Balance at 31 March 2017</b>		<b>2,502</b>	<b>9,771</b>	<b>2,892</b>	<b>18,100</b>	<b>7,646</b>	<b>885</b>	<b>14,609</b>	<b>56,405</b>	<b>650,757</b>	<b>707,162</b>
Movement in Reserves During 2017/18:											
Surplus or (Deficit) on Provision of Services		2,007	0	1,235	0	0	0	0	3,242	0	3,242
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	58,715	58,715
<b>Total Comprehensive Income and Expenditure</b>		<b>2,007</b>	<b>0</b>	<b>1,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,242</b>	<b>58,715</b>	<b>61,957</b>
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	20	(2,128)	0	(1,235)	0	1,379	1,199	7,775	6,990	(6,990)	0
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>		<b>(121)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,379</b>	<b>1,199</b>	<b>7,775</b>	<b>10,232</b>	<b>51,725</b>	<b>61,957</b>
Transfer (to)/from Earmarked Reserves	21	121	(121)	0	0	0	0	0	0	0	0
<b>Increase/(Decrease) in Year</b>		<b>0</b>	<b>(121)</b>	<b>0</b>	<b>0</b>	<b>1,379</b>	<b>1,199</b>	<b>7,775</b>	<b>10,232</b>	<b>51,725</b>	<b>61,957</b>
<b>Balance at 31 March 2018</b>		<b>2,502</b>	<b>9,650</b>	<b>2,892</b>	<b>18,100</b>	<b>9,025</b>	<b>2,084</b>	<b>22,384</b>	<b>66,637</b>	<b>702,482</b>	<b>769,119</b>

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
<b>Balance at 31 March 2016</b>		<b>2,502</b>	<b>12,419</b>	<b>2,893</b>	<b>7,182</b>	<b>18,531</b>	<b>601</b>	<b>0</b>	<b>44,128</b>	<b>606,275</b>	<b>650,403</b>
Movement in Reserves During 2016/17:											
Surplus or (Deficit) on Provision of Services		(4,409)	0	5,231	0	0	0	0	822	0	822
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	55,937	55,937
<b>Total Comprehensive Income and Expenditure</b>		<b>(4,409)</b>	<b>0</b>	<b>5,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>822</b>	<b>55,937</b>	<b>56,759</b>
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	20	1,761	0	5,686	0	(10,885)	284	14,609	11,455	(11,455)	0
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>		<b>(2,648)</b>	<b>0</b>	<b>10,917</b>	<b>0</b>	<b>(10,885)</b>	<b>284</b>	<b>14,609</b>	<b>12,277</b>	<b>44,481</b>	<b>56,759</b>
Transfer (to)/from Earmarked Reserves	21	2,648	(2,648)	(10,918)	10,918	0	0	0	0	0	0
<b>Increase/(Decrease) in Year</b>		<b>0</b>	<b>(2,648)</b>	<b>(1)</b>	<b>10,918</b>	<b>(10,885)</b>	<b>284</b>	<b>14,609</b>	<b>12,277</b>	<b>44,481</b>	<b>56,759</b>
<b>Balance at 31 March 2017</b>		<b>2,502</b>	<b>9,771</b>	<b>2,892</b>	<b>18,100</b>	<b>7,646</b>	<b>885</b>	<b>14,609</b>	<b>56,405</b>	<b>650,757</b>	<b>707,162</b>

## Balance Sheet

	Note	31 March 2018 £'000	31 March 2017 £'000
<b>Long-term Assets</b>			
Property, Plant & Equipment	22	1,041,220	993,945
Investment Property	19	75,782	81,266
Heritage Assets	41	9,103	9,103
Intangible Assets	24	558	734
Long-term Debtors	26	2,183	2,174
<b>Total Long Term Assets</b>		<b>1,128,846</b>	<b>1,087,222</b>
<b>Current Assets</b>			
Short-term Investments	40	70,097	59,583
Assets Held for Sale	25	2,853	1,438
Inventories		207	162
Short-term Debtors	27	14,567	14,378
Cash and Cash Equivalents	28	23,720	22,314
<b>Total Current Assets</b>		<b>111,444</b>	<b>97,875</b>
<b>Current Liabilities</b>			
Short-term Creditors	29	(24,986)	(23,601)
Short-term Borrowing	40	(3,220)	(1,065)
Revenue Grants and Contributions	32	(444)	(108)
Capital Grants and Contributions	31	(368)	(251)
Short-term Provisions	33	(4,777)	(4,449)
<b>Total Current Liabilities</b>		<b>(33,795)</b>	<b>(29,474)</b>
<b>Long-term Liabilities</b>			
Long-term Creditors	30	(5,934)	(9,193)
Long-term Borrowing	40	(362,383)	(364,816)
Net Pension Liability	17	(69,059)	(74,452)
<b>Total Long-term Liabilities</b>		<b>(437,376)</b>	<b>(448,461)</b>
<b>Net Assets (Assets Less Liabilities)</b>		<b>769,119</b>	<b>707,162</b>
<b>Usable Reserves</b>			
General Fund		2,502	2,502
Earmarked Reserves – General Fund	21	9,650	9,771
Housing Revenue Account		2,892	2,892
Earmarked Reserves – Housing Revenue Account	21	18,100	18,100
Major Repairs Reserve	HRA4	9,025	7,646
Capital Grants Unapplied Account		2,084	885
Capital Receipts Reserve		22,384	14,609
<b>Total Usable Reserves</b>		<b>66,637</b>	<b>56,405</b>
<b>Unusable Reserves</b>			
Revaluation Reserve	34	314,295	270,847
Capital Adjustment Account	35	457,126	455,038
Deferred Capital Receipts	36	0	2
Collection Fund Adjustment Account	37	259	(564)
Pension Reserve	17	(69,059)	(74,452)
Accumulated Absences Account	38	(139)	(114)
<b>Total Unusable Reserves</b>		<b>702,482</b>	<b>650,757</b>
<b>Total Reserves</b>		<b>769,119</b>	<b>707,162</b>

## Cash Flow Statement

	Note	2017/18 £'000	2016/17 £'000
<b>Cash Flows from Operating Activities</b>			
Net Surplus/(Deficit) on Provision of Services		3,241	822
Depreciation & Impairment	22	16,701	15,682
Changes in Market Value of Property, Plant & Equipment		13,664	16,625
Amortisation of Intangible Assets	24	283	291
Changes in Fair Value of Investment Properties	19	(1,264)	(1,070)
Disposal of Assets		6,297	15,678
Changes in Inventory		(45)	15
Changes in Debtors		(221)	(1,386)
Changes in Creditors		(1,877)	7,409
Changes in Provisions	33	328	(273)
Changes in Deferred Capital Receipts	36	0	(2)
Changes in Net Pension Liability	17	3,922	1,759
Other non-cash Movements		0	0
Capital Grants Recognised	10	(2,693)	(4,600)
Proceeds on Disposal of Property, Plant & Equipment		(17,754)	(22,148)
<b>Net Cash Flows from Operating Activities</b>		<b>20,582</b>	<b>28,802</b>
<b>Cash Flows from Investing Activities</b>			
Purchase of Property, Plant & Equipment	22	(29,113)	(37,166)
Purchase of Investment Property	19	(88)	(183)
Purchase of Intangible Assets	24	(107)	(180)
Purchase of Heritage Assets	41	0	(73)
Proceeds from the Disposal of Property, Plant and Equipment		17,754	21,950
Net Changes in Short-term and Long-term Investments		(10,514)	(15,459)
<b>Net Cash Flows from Investing Activities</b>		<b>(22,068)</b>	<b>(31,111)</b>
<b>Cash Flows from Financing Activities</b>			
Changes in Grants and Contributions		453	(509)
Capital Grants and Contributions Recognised	10	2,693	4,600
Cash Receipts of Short-term and Long-term Borrowing		(278)	(767)
Changes in Council Tax and Business Rates Collected for Third Parties		24	677
<b>Net Cash Flows from Financing Activities</b>		<b>2,892</b>	<b>4,001</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents in the Period</b>		<b>1,406</b>	<b>1,692</b>
<b>Cash and Cash Equivalents at the Beginning of the Period</b>		<b>22,320</b>	<b>20,622</b>
<b>Cash and Cash Equivalents at the End of the Period</b>		<b>23,720</b>	<b>22,314</b>
The cash flows for operating activities include the following items:			
	Note	2017/18 £'000	2016/17 £'000
Interest Receivable and Similar Income	9	(401)	(499)
Interest Payable and Other Similar Charges	9	12,203	12,248



# Notes to the Core Financial Statements

## 1. Accounting Policies

### Summary of Significant Accounting Policies

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

### Basis of Preparation

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting 2017/18 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

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

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

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

### Going Concern

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

### Accruals of Income and Expenditure

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

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

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

# Notes to the Core Financial Statements

## Exceptional Items

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

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

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

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

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

## Council Tax and Non-Domestic Rates

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

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

## Community Infrastructure Levy

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

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

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

# Notes to the Core Financial Statements

## Government Grants and Other Contributions

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

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

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

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

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

## Overheads and Support Services

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

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

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

## Charges to Revenue for Non-Current Assets

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

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

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

# Notes to the Core Financial Statements

## **Fair Value**

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

## **Property, Plant and Equipment**

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

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

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

Land and buildings are subsequently measured at fair value.

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

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

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

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

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

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

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

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

# Notes to the Core Financial Statements

## Revenue Expenditure Funded From Capital Under Statute

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

## Impairment

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

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

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

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

## Depreciation

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

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

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

No depreciation is charged on land or assets under construction.

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

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

# Notes to the Core Financial Statements

## **Heritage Assets**

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

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

### Land

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

### Civic Regalia/Treasuries

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

### Sculptures/Statues/Artwork

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

### Other Heritage Assets

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

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

## **Lease Classification**

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



# Notes to the Core Financial Statements

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

## Operating Leases (Council as Lessee)

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

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

## Finance Leases (Council as Lessee)

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

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

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

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

## Operating Leases (Council as Lessor)

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

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

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

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

# Notes to the Core Financial Statements

Lease rentals receivable are apportioned between:

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

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

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

## Finance Leases (Council as Lessor) – Investment property

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

### **Investment Property**

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

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

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

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

### **Disposals and Non-current Assets Held for Sale**

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

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

The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. When applying the definition of fair value, as non-financial assets, non-



## Notes to the Core Financial Statements

current assets held for sale shall be measured at highest and best use. Fair value for social housing being disposed of under Right to Buy (RTB) legislation is the discounted RTB value.

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

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

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

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

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

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

### **Intangible Assets**

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

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

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

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

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

# Notes to the Core Financial Statements

## **Minimum Revenue Provision**

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

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

## **Inventory**

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

## **Cash and Cash Equivalents**

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

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

## **Accounts Payable and Accrued Expenditure**

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

## **Leave Accrual**

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

## **Termination Benefits**

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

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

# Notes to the Core Financial Statements

## Pensions

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

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

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

# Notes to the Core Financial Statements

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

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

## Provisions

Provisions are recognised when:

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

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

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

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

Provisions are not recognised for future operating losses.

## Contingent Liabilities

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

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

## Contingent Assets

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

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

## Reserves

# Notes to the Core Financial Statements

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

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

## Financial Instruments

### Recognition

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

### Classification and Measurement

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

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

### Loans and Receivables

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

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

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

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

# Notes to the Core Financial Statements

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

## Financial Liabilities

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

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

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

## **Value Added Tax (VAT)**

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

## **Events after the Balance Sheet Date**

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

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

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

## **2. Accounting standards issued but not yet adopted**

Under the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code), the Council is required to disclose information setting out the impact of an accounting change required by a new accounting standard that has been issued but not yet adopted by the Code.

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

- IFRS 9 Financial Instruments
- IFRS 15 Revenue from Contract with Customers
- Amendment to IAS 12 Income Taxes: Recognition of Deferred Tax Assets or Unrealised Losses
- Amendment to IAS7 Statement of Cash Flows: Disclosure Initiative
- IFRS16 Leases



# Notes to the Core Financial Statements

The above amendments are not expected to have a material impact on the information provided in local authority financial statements in 2017/18

### 3. Critical judgements in applying Accounting Policies

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

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

#### Lease Accounting

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

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

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

#### Valuation of Property, Plant and Equipment

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

The value of Council dwellings fluctuates with changes in the current market value of residential properties. A 5% increase in property prices would increase the carrying value of the council dwellings by £43.0m in the Balance Sheet and increase the annual depreciation charge by £0.717m in the Comprehensive Income and Expenditure Statement. A 5% decrease in property prices would decrease the carrying value of the council dwellings by £43.0m in the Balance Sheet and decrease the annual depreciation charge by £0.717m in the Comprehensive Income and Expenditure Statement. The accounting policy for Council dwellings is set out in Note 1 and information on Council dwellings is set out in Note 22.

#### Provision for Outstanding Business Rates Appeals

On 1 April 2013, Local Authorities assumed the liability for refunding ratepayers who have successfully appealed against the Business Rates rateable value of their properties. This includes amounts that were paid over (to Central Government) in respect of 2012/13 and prior years. It is unknown how many of the outstanding appeals will be successful, though estimation techniques have been applied to the outstanding appeals using historic success rate data, including for those that may be speculative claims. The carrying amount of the Provision is £10.5m, of which the Councils share of £4.2 m is reflected in the Accounts. An increase in the success rate by 5% would change the required provision by £1.3m, affecting the surplus/deficit on the Collection Fund, to be distributed to the preceptors and Central Government.

# Notes to the Core Financial Statements

## Measurement of Pension Liability

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

The estimated effects of the changes in the key individual assumptions in determining the net pension liability would increase the Council's pension liability as of 31 March 2018 as follows:

	<b>£'m</b>
0.5% decrease in the real discount rate	22.9
0.5% increase in the salary increase rate	2.7
0.5% increase in the pension increase rate	20.1
<b>Total</b>	<b>45.7</b>

The above table presents the changes in key assumptions in isolation. The information is only indicative of the estimated impact as the assumptions interact in complex ways. The accounting policy for pensions is set out in Note 1 and further information on the pension liability is set out in Note 17.



## Notes to the Core Financial Statements

### 5. Adjustments Between the Funding and Accounting Basis

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances shown in the Expenditure and Funding Analysis, to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

	Adjustments for Capital Purposes	Net Change for Pensions Adjustments	Other Adjustments	Total Adjustments Between Funding and Accounting Basis
2017/18	£'000	£'000	£'000	£'000
Finance and Resources (GRF)	411	(244)	10	177
Housing and Community (GRF)	6,517	467	4	6,988
Strategic Planning and Environment (GRF)	1,617	1,431	8	3,056
Housing and Community (HRA)	15,797	383	7	16,187
<b>Net Cost of Services</b>	<b>24,342</b>	<b>2,037</b>	<b>29</b>	<b>26,408</b>
Other Income and Expenditure	(2,448)	1,885	(29,208)	(29,771)
<b>(Surplus)/Deficit on Provision of Services</b>	<b>21,894</b>	<b>3,922</b>	<b>(29,179)</b>	<b>(3,363)</b>

## Notes to the Core Financial Statements

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

## Notes to the Core Financial Statements

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

The 2017/18 code requires the Council to disclose material items of income or expenditure on a segmental basis. This table sets out those material items.

	Finance and Resources (GRF)	Housing and Community (GRF)	Strategic Planning and Environment (GRF)	Housing and Community (HRA)	Other income and Expenditure	Total
2017/18	£'000	£'000	£'000	£'000	£'000	£'000
Employee Benefits	10,019	3,155	9,402	5,683	0	28,259
Premises Expenditure	1,921	822	1,029	9,979	680	14,431
Supplies and Services	3,810	1,857	2,135	3,992	7	11,801
Transport	79	10	1,428	52	0	1,569
Transfer Payments	637	246	68	0	0	951
Third Party Payments	47,811	11	0	0	0	47,822
Local Precepts	0	0	0	0	739	739
Interest Payments	0	0	0	0	12,203	12,203
Statutory Provision for Repayment of Debt and Revenue Contribution to Capital	0	0	0	0	12,876	12,876
Depreciation and Amortisation of Assets - HRA	0	0	0	12,231	0	12,231
Fees Charges and Other Service Income (External Customers)	(5,532)	(4,307)	(5,678)	(57,149)	(4,461)	(77,127)
Grants and Contributions	(47,178)	(253)	(59)	0	(4,922)	(52,412)
Council Tax Income	0	0	0	0	(11,530)	(11,530)
Business Rates Income	0	0	0	0	(1,291)	(1,291)
Interest and Investment Income	0	0	0	0	(401)	(401)
<b>Total</b>	11,567	1,541	8,325	(25,212)	3,900	121

## Notes to the Core Financial Statements

	Finance and Resources (GRF)	Housing and Community (GRF)	Strategic Planning and Environment (GRF)	Housing and Community (HRA)	Other income and Expenditure	Total
<b>2016/17</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Employee Benefits	9,976	2,672	9,363	5,554	0	27,565
Premises Expenditure	1,360	759	842	10,060	743	13,764
Supplies and Services	3,708	1,701	2,132	4,220	(7)	11,754
Transport	41	13	1,420	67	0	1,541
Transfer Payments	456	743	89	1	0	1,289
Third Party Payments	47,738	0	0	0	0	47,738
Local Precepts	0	0	0	0	690	690
Interest Payments	0	0	0	0	12,248	12,248
Statutory Provision for Repayment of Debt and Revenue Contribution to Capital	0	0	0	0	6,512	6,512
Depreciation and Amortisation of Assets - HRA	0	0	0	11,559	0	11,559
Fees Charges and Other Service Income (External Customers)	(4,702)	(3,842)	(5,763)	(57,391)	(4,660)	(76,358)
Grants and Contributions	(48,280)	(238)	(18)	0	(5,371)	(53,907)
Council Tax Income	0	0	0	0	(10,957)	(10,957)
Business Rates Income	0	0	0	0	(1,208)	(1,208)
Interest and Investment Income	0	0	0	0	(499)	(499)
<b>Total</b>	<b>10,297</b>	<b>1,808</b>	<b>8,065</b>	<b>(25,930)</b>	<b>(2,509)</b>	<b>(8,269)</b>

## Notes to the Core Financial Statements

### 7. Expenditure and Income Analysed by Nature

The 2017/18 Code requires that the nature of expenses included in the Comprehensive Income and Expenditure Statement is shown including depreciation, amortisation and employee benefit expense. Following the changes for the Comprehensive Income and Expenditure Statement and introduction of the Expenditure Analysis, internal charges are no longer reported.

2017/18	Total £'000
<b>Expenditure</b>	
Employees (including pension adjustments)	32,210
Premises	14,431
Transport	1,569
Supplies & Services	11,801
Third Party Payments	47,822
Transfer Payments	951
Capital Charges/Revaluations	34,496
Local Precepts	739
Interest Payments	12,203
Payments to the Housing Receipts Pool	1,559
<b>Total Expenditure</b>	<b>157,781</b>
<b>Income</b>	
Fees, Charges and Other Service Income	(77,127)
Interest & Investment Income	(401)
Income from Council Tax	(11,530)
Income from Business Rates	(1,291)
Government Grants & Other Contributions	(52,412)
Gains on Disposal of Assets	(18,261)
<b>Total Income</b>	<b>(157,737)</b>
<b>Total Income and Expenditure by Nature</b>	<b>(3,241)</b>

## Notes to the Core Financial Statements

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

### 8. Other Operating Expenditure

	Note	2017/18 £'000	2016/17 £'000
Parish Council Precepts		739	690
Payments to the Government Housing Capital Receipts Pool		1,559	1,543
(Gains)/Losses on the Disposal of Non Current Assets		(11,460)	(6,471)
<b>Total</b>		<b>(9,162)</b>	<b>(4,238)</b>

# Notes to the Core Financial Statements

## 9. Financing and Investment Income & Expenditure

	Note	2017/18 £'000	Restated 2016/17 £'000
Interest Payable and Other Similar Charges		12,203	12,248
Interest Receivable and Similar Income		(401)	(499)
Net Interest on the Net Defined Benefit Liability/Asset	17	1,885	2,100
Income and Expenditure in Relation to Investment Properties and Changes in their Fair Value	19	(5,878)	(4,994)
Finance Lease Income amortised	30	(3,259)	(54)
<b>Total</b>		<b>4,550</b>	<b>8,801</b>

## 10. Taxation and Non-Specific Grant Income

	Note	2017/18 £'000	2016/17 £'000
Council Tax Income		(11,461)	(10,999)
Non Domestic Rates Income & Expenditure		(2,184)	(2,361)
Non-ring-fenced Government Grants	12	(4,922)	(5,371)
Capital Grants and Contributions		(2,693)	(4,600)
<b>Total</b>		<b>(21,260)</b>	<b>(23,331)</b>

## 11. Members' Allowances

The Council paid the following amounts to 53 (2016/17 52) elected Members of the Council during the year. There was a maximum of 52 members at any point during 2017/18.

	2017/18 £'000	2016/17 £'000
Salaries	390	379
Allowances	2	2
Expenses	1	2
<b>Total</b>	<b>393</b>	<b>383</b>

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

## Notes to the Core Financial Statements

### 12. Grant Income

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

<b>Non Specific Grant Income</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Revenue Support Grant	(105)	(971)
New Homes Bonus and Other	(3,099)	(3,491)
Business Rates Retention	(1,382)	(573)
Other	(336)	(336)
<b>Total</b>	<b>(4,922)</b>	<b>(5,371)</b>

<b>Grants Credited to Services</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Benefits Subsidy and Administration	(47,053)	(48,160)
Other	(389)	(306)
<b>Total</b>	<b>(47,442)</b>	<b>(48,466)</b>

### 13. Building Control

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the Building Control function. The Council sets charges for work carried out in relation to Building Regulations, with the aim of recovering all costs incurred over a three- year cycle.

The cumulative deficit for Chargeable services for the three- year period ending 31 March 2018 is £369k, (£17k deficit 15/16, £189k deficit 16/17 and £163k deficit in 17/18, as highlighted below). The statement below shows the total cost of operating the Building Control unit divided between the chargeable and non-chargeable activities for 2017/18.

<b>Building Control 2017/18</b>	<b>2017/18 Chargeable £'000</b>	<b>2017/18 Non Chargeable £'000</b>	<b>2017/18 Total £'000</b>	<b>2016/17 Total £'000</b>
Employees	475	160	635	576
Transport	1	0	1	1
Supplies & Services	62	21	83	63
Support Services	130	44	174	340
<b>Total Expenditure</b>	<b>668</b>	<b>225</b>	<b>893</b>	<b>980</b>
Building Regulation Charges	(506)	0	(506)	(543)
Other Income	0	(2)	(2)	(2)
<b>Total Income</b>	<b>(506)</b>	<b>(2)</b>	<b>(508)</b>	<b>(545)</b>
<b>Building Control (Surplus)/Deficit</b>	<b>162</b>	<b>223</b>	<b>385</b>	<b>435</b>

### 14. Community Infrastructure Levy (CIL)

The Council elected to charge a Community Infrastructure Levy (CIL) from 1<sup>st</sup> July 2015. The levy is charged on new builds (chargeable developments within the Council's administrative area) with



## Notes to the Core Financial Statements

appropriate planning consent. The Council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport, health, and education projects) to support the development of the area.

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

The Council received £ 1,358k CIL (£947k 2016/17) of which £71k (5%) (£84k 2016/17) will be paid to Parish and Town Councils and £67k (5%) (£48k 2016/17) applied to costs of administration and collection. The balance of £ 1,220k (£815k 2016/17) has been retained and is unapplied capital contributions in 2017/18.

## 15. Remuneration of Employees

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

<b>Total Remuneration</b>	<b>Number of Employees 2017/18</b>	<b>Number of Employees 2016/17</b>
£50,000 - £54,999	5	4
£55,000 - £59,999	5	9
£60,000 - £64,999	6	5
£65,000 - £69,999	4	1
<b>Total</b>	<b>20</b>	<b>19</b>

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

<b>Exit Package Cost Band (including special payments)</b>	<b>Number of Compulsory Redundancies</b>		<b>Number of Other Departures Agreed</b>		<b>Total number of Exit Packages by Cost Band</b>		<b>Total Cost of Exit Packages in Each Band £'000</b>	
	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17
£0 - £20,000	1	1	0	0	1	1	8	9
£20,001 - £40,000	0	0	0	0	0	0	0	0
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,000 - £100,000	0	0	0	0	0	0	0	0
£100,000 - £150,000	0	0	0	0	0	0	0	0
£150,000<	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>9</b>

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

	Salary (Including Fees & Allowances)	Benefits in Kind (e.g. Lease Car)	Total Remuneration Excluding Pension Contributions	Pension Contributions	Total Remuneration
2017/18	£	£	£	£	£
<b><u>Posts Employed for Full Year</u></b>					
Chief Executive	135,225	0	135,225	24,205	<b>159,403</b>
Corporate Director (Housing & Regeneration)	102,951	1,580	104,531	18,546	<b>123,077</b>
Corporate Director (Finance & Operations)	103,208	0	103,208	18,250	<b>121,458</b>
Assistant Director (Neighbourhood Delivery)	80,783	0	80,783	14,521	<b>95,304</b>
Assistant Director (Housing Landlord)	77,533	7,539	85,072	14,295	<b>99,367</b>
Assistant Director (Planning, Development & Regeneration)	77,777	5,091	82,868	14,274	<b>97,142</b>
Assistant Director (Performance & Projects)	76,503	0	76,503	13,459	<b>89,962</b>
Solicitor to the Council	67,060	0	67,060	11,969	<b>79,029</b>
<b><u>Posts Employed for Part Year</u></b>					
Assistant Director (Finance & Resources) – until December 2017	53,515	0	53,515	9,650	<b>63,165</b>
Assistant Director (Finance & Resources) – from March 2018	4,350	0	4,350	767	<b>5,117</b>

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

- (1) Assistant Director (Finance & Resources) - (until December 2017) - £79,418
- (2) Assistant Director (Finance & Resources) – (from March 2018) - £80,906

2016/17	Salary (Including Fees & Allowances) £	Benefits in Kind (e.g. Lease Car) £	Total Remuneration Excluding Pension Contributions £	Pension Contributions £	Total Remuneration £
<b><u>Posts Employed for Full Year</u></b>					
Chief Executive	129,692	0	129,692	19,983	<b>149,675</b>
Corporate Director (Housing & Regeneration)	100,540	2,550	103,090	15,881	<b>118,971</b>
Corporate Director (Finance & Operations)	101,676	0	101,676	15,540	<b>117,216</b>
Assistant Director (Neighbourhood Delivery)	79,475	0	79,475	12,224	<b>91,699</b>
Assistant Director (Housing Landlord)	76,392	6,907	83,299	12,223	<b>95,522</b>
Assistant Director (Planning, Development & Regeneration)	76,392	3,638	80,030	12,223	<b>92,253</b>
Assistant Director (Performance & Projects)	81,255	0	81,255	11,265	<b>92,520</b>
Assistant Director (Finance & Resources)	78,660	0	78,660	11,999	<b>90,659</b>
<b><u>Posts Employed for Part Year</u></b>					
Solicitor to the Council – (Promoted to post from May 2016)*	65,316	0	65,316	9,850	<b>75,166</b>
Assistant Director (Chief Executives Unit) – (April 2016)	8,247	973	9,220	1,218	<b>10,438</b>

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

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

## 16. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims by the Council's external auditors, Grant Thornton. The 2015/16 audit was delivered by Ernst and Young, with some costs arising in 2016/17:

<b>Grant Thornton</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
External audit services carried out by the appointed auditor for the year	73	73
External audit services carried out by the auditor for an earlier year	2	0
Certification of grant claims and returns for the year	22	18
<b>Total</b>	<b>97</b>	<b>91</b>

<b>Ernst and Young</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
External audit services carried out by the appointed auditor for the year	0	0
External audit services carried out by the auditor for an earlier year	0	7
Certification of grant claims and returns for the year	0	0
<b>Total</b>	<b>0</b>	<b>7</b>

## 17. Pensions

### Local Government Pension Scheme

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

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

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

### Transactions Relating to Post-employment Benefits

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

<b>Comprehensive Income &amp; Expenditure Statement</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
<b>Cost of Services:</b>		
Current Service Cost	7,345	4,357
Past Service Cost/(Gain) – Including Curtailments	0	0
<b>Financing and Investment Income and Expenditure:</b>		
Net Interest Expense	1,885	2,100

<b>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>9,230</b>	<b>6,457</b>
<b>Other Comprehensive Income &amp; Expenditure:</b>		
Return on Plan Assets (excluding amounts included in net interest expense)	(4,899)	(14,119)
Actuarial (Gains) & Losses Arising on Changes in Demographic Assumptions	0	(2,457)
Actuarial Gains & Losses Arising on Changes in Financial Assumptions	(4,416)	38,443
Other	0	(9,395)
<b>Total Post Employment Benefit Charged to the Comprehensive Income &amp; Expenditure Statement</b>	<b>(9,315)</b>	<b>12,472</b>
	<b>2017/18</b>	<b>2016/17</b>
<b>Movement in Reserves Statement</b>	<b>£'000</b>	<b>£'000</b>
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for Post-Employment Benefits in accordance with the Code	(9,230)	(6,457)
Employer's Contributions Payable to the Pension Scheme	5,308	4,698
<b>Total</b>	<b>(3,922)</b>	<b>(1,759)</b>

#### Transactions Relating to Post-employment Benefits

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

<b>Pension Assets &amp; Liabilities Recognised in the Balance Sheet</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Present value of the defined benefit obligation	(238,594)	(235,506)
Fair value of plan assets	169,535	161,054
<b>Sub-total</b>		
Other movements in the liability	0	0
<b>Net liability arising from defined benefit obligation</b>	<b>(69,059)</b>	<b>(74,452)</b>

#### Assets and Liabilities in relation to Retirement Benefits

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

<b>Reconciliation of Present Value of Scheme Liabilities</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Liabilities as of the Beginning of the Period	(235,506)	(203,699)
Current Service Cost	(7,345)	(4,357)
Interest Cost	(5,903)	(7,092)
Contributions by Scheme Participants	(1,205)	(1,155)
Actuarial (Losses)/Gains	4,416	(26,591)
Losses on Curtailments	0	0
Benefits Paid	6,949	7,388
Past Service Costs	0	0
<b>Liabilities as of the End of the Period</b>	<b>(238,594)</b>	<b>(235,506)</b>

<b>Reconciliation of Fair Value of Scheme Assets</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Assets as of the Beginning of the Period	161,054	143,478
Expected Rate of Return	4,018	4,992
Actuarial Gains/(Losses)	4,899	14,119
Employer Contributions	5,308	4,698
Contributions by Scheme Participants	1,205	1,155
Benefits Paid	(6,949)	(7,388)
<b>Assets as of the End of the Period</b>	<b>169,535</b>	<b>161,054</b>

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

### Fair Value of Employer's Assets

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

<b>Fair Value of Employer's Assets</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
<b>Quoted Prices in Active Markets</b>		
<u>Equity Securities</u>		
Consumer	7,746	12,557
Manufacturing	6,663	12,052
Energy and Utilities	1,778	2,902
Financial Institutions	7,562	10,785
Health and Care	1,073	2,181
Information Technology	5,285	8,782
Other	403	542
<u>Debt Securities</u>		
Corporate Bonds (Investment Grade)	0	0
UK Government	0	0
Other	0	0
<u>Investment Funds and Unit Trusts</u>		
Equities	44,560	33,746
Bonds	60,972	44,364
Commodities	0	0
Other	1,263	622
<u>Cash and Cash Equivalents</u>		
All	5,658	5,315
<b>Total of Assets with Prices Quoted in Active Markets</b>	<b>142,934</b>	<b>133,848</b>
<b>Quoted Prices not in Active Markets</b>		
<u>Debt securities</u>		
Other	69	0
<u>Private Equity</u>		
All	6,433	7,436
<u>Real Estate</u>		
UK Property	5,616	5,212
Overseas Property	5,535	6,037
<u>Investment Funds and Unit Trusts</u>		
Infrastructure	404	366
Other	8,650	8,475
<u>Derivatives</u>		
Foreign Exchange	(136)	(320)
<b>Total of Assets with Prices Quoted not in Active Markets</b>	<b>26,571</b>	<b>27,206</b>

<b>Total Fair Value of Employers Assets</b>	<b>169,535</b>	<b>161,054</b>
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### Basis for Estimating Asset and Liabilities

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

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

<b>Principal Assumptions</b>	<b>2017/18</b> %	<b>2016/17</b> %
Rate of inflation	3.4	3.4
Rate of increase in salaries	2.5	2.5
Rate of increase In pensions	2.4	2.4
Rate of discounting scheme liabilities	2.6	2.5
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits pre April 2008 Service	50	50
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits post April 2008 Service	75	75

<b>Mortality Assumptions</b>	<b>2017/18</b> Years	<b>2016/17</b> Years
Longevity at 65 for current pensioners		
Men	22.5	22.5
Women	24.9	24.9
Longevity at 65 for future pensioners		
Men	24.1	24.1
Women	26.7	26.7

### Impact on the Council's Cash Flow

The liabilities show the underlying commitments that the Council has to pay retirement benefits. The total liability of £71.8m has an impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the LGPS will be funded by improved investment returns or increased contributions over the remaining working lives of employees, as assessed by the scheme's actuary.

Funding levels are monitored on an annual basis, and the next triennial review is due to be based on 31 March 2019 data. The fund liability may go up or down based on this review, and a sensitivity analysis is set out in note 4. The total value of contributions expected to be made by the Council in 2018/19 is £5.3m.

The weighted duration for all members is 16.8 years. The weighted average duration and liability split of the defined benefit obligation for scheme members as at 31 March 2018 is as follows:

	<b>Liability Split</b>	<b>Weighted Average Duration</b>
Active Members	36.4%	22.9
Deferred Members	25.2%	22.2
Pensioner Members	38.4%	11.0
<b>Total</b>	<b>100%</b>	

### Pensions Reserve



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

<b>Reconciliation of Fair Value of Scheme Assets</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Surplus /(Deficit) as of Beginning of the Period	(74,452)	(60,221)
Actuarial Gains/(Losses) on Pension Assets and Liabilities	9,315	(12,472)
Reversal of Items Relating to Retirement Benefits Debited or Credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(9,230)	(6,457)
Employer's Pension Contributions	5,308	4,698
<b>Surplus/(Deficit) as of End of the Period</b>	<b>(69,059)</b>	<b>(74,452)</b>

### Management of Pension Risks

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

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

### 18. Leases

#### Operating Leases - Council as Lessee

The Council leases various land and/or buildings under non-cancellable operating lease agreements. The lease terms range between 3 and 999 years. The operating leases do not have purchase options, although some have rent escalation clauses. The Council paid no contingent rent during the year 2017/18 (2016/17 no contingent rent paid).

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

<b>Operating Lease Commitments</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Not later than one year	51	51
Later than one year but not later than five years	205	205
Later than five years	179	180
<b>Total Commitments under Operating Leases</b>	<b>435</b>	<b>436</b>

#### **Operating Leases - Council as Lessor**

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

<b>Operating Lease Income – Other Land &amp; Buildings</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Not later than one year	83	77
Later than one year but not later than five years	204	175
Later than five years	266	266
<b>Total Minimum Lease Income under Operating Leases</b>	<b>553</b>	<b>518</b>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2017/18 no contingent rents were receivable by the Council (2016/17 no contingent rents received).

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

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

<b>Operating Lease Income – Investment Property</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Not later than one year	2,839	2,716
Later than one year but not later than five years	9,503	8,923
Later than five years	42,269	41,218
<b>Total Minimum Lease Income under Operating Leases</b>	<b>54,611</b>	<b>52,857</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council received contingent rent during the year 2017/18 of £0.7m (2016/17 £0.7m).

#### **Finance Leases - Council as Lessee**

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

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

<b>Finance Lease Assets</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Investment Property	188	188
<b>Finance Lease Assets (Council as Lessee)</b>	<b>188</b>	<b>188</b>

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

<b>Finance Lease Minimum Payments</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Current	0	0
Non-current	188	188
Finance Costs Payable in Future Years	1,632	1,652
<b>Minimum Lease Payments</b>	<b>1,820</b>	<b>1,840</b>

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

<b>Commitments Under Finance Leases</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Not later than one year	20	20
Later than one year but not later than five years	80	80
Later than five years	1,740	1,760
<b>Total Commitments Under Finance Leases</b>	<b>1,840</b>	<b>1,860</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council paid contingent rent during the year of £20k (2016/17 £22k). The Council has sub-let these properties held under finance leases. At 31 March 2018 the minimum payments expected to be received under non-cancellable agreements was £204k (£244k at 31 March 2017).

## 19. Investment Property

<b>Investment Property – Balance Sheet</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the beginning of the period	81,266	74,293
Additions (Purchases/construction)	88	183
Additions (Subsequent expenditure)	0	0
Reclassifications	(6,884)	5,720
Disposals	0	
Net gains/(losses) from fair value movements	1,312	1,070
<b>As at the End of the Period</b>	<b>75,782</b>	<b>81,266</b>

There are no restrictions on the Council's ability to realise the value inherent in its Investment Property or on the Council's right to the remittance of income and the proceeds of disposal. The Council has a contractual obligation to repair and maintain its investment properties. The properties were valued by an independent external valuer using market information to determine the values of the properties as at 31 March 2018.

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

Following the changes for the Comprehensive Income and Expenditure Statement and introduction of the Expenditure Analysis, internal charges are no longer reported. This has impacted on the Income and Expenditure in Relation to Investment Properties.

<b>Investment Property – Comprehensive Income &amp; Expenditure Account</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Rental Income From Investment Property	(8,780)	(5,080)
Direct Operating Expenses Arising From Investment Property	955	1,102
Changes in Fair Value of Investment Property	(1,312)	(1,070)
<b>Net Gain</b>	<b>(9,137)</b>	<b>(5,048)</b>

## **20. Usable Reserves**

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

### **General Fund Balance**

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

### **Housing Revenue Account Balance**

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

### **Major Repairs Reserve**

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

### **Useable Capital Receipts Reserve**

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

## Capital Grants Unapplied Reserve

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

2017/18	General Fund Balance £'000	Major Repairs Reserve £'000	Housing Revenue Account £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Impact - Usable Reserves £'000
<b>Adjustments primarily involving the Capital Adjustment Account &amp; Revaluation Reserve:</b>						
<b>Reversal of Items debited or credited to the Comprehensive Income &amp; Expenditure Account:</b>						
Capital grants and contributions applied	(2,105)	0	(588)	1,199	0	(1,494)
Amortisation of Intangible Assets	283	0	0	0	0	283
Charges for depreciation and impairment of Non-current Assets	2,708	0	0	0	0	2,708
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	0	0	15,743	0	0	15,743
Revenue Expenditure Funded From Capital Under Statute	4,795	0	0	0	0	4,795
Movements in market value of Investment Properties	(1,264)	0	0	0	0	(1,264)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	537	0	5,431	0	0	5,968
Reversal of Prepaid Lease Income	(3,284)					(3,284)
Minimum Revenue Provision	(371)	0	0	0	0	(371)
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Capital expenditure charged to the General Fund or HRA	(3,124)	0	(9,380)	0	0	(12,504)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(4,246)	0	(13,184)	0	17,430	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	0	0
Use of Capital Receipts Reserve to finance capital expenditure.	0	0	0	0	(8,095)	(8,095)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,560	0	0	0	(1,560)	0
<b>Adjustments primarily involving the Major Repairs Reserve:</b>						
HRA Depreciation	0	12,231	0	0	0	12,231
Use of the Major Repairs Reserve to Finance Capital Expenditure	0	(10,852)		0	0	(10,852)
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	7,496	0	1,733	0	0	9,229
Employer's pension contributions to pension fund payable in the year	(4,311)	0	(997)	0	0	(5,308)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	(824)	0	0	0	0	(824)
<b>Adjustments primarily involving the Accumulated Absences Reserve:</b>						
Employee Absences Accrual transferred to the Accumulated Absences Account	22	0	7	0	0	29
<b>Adjustments Between Accounting Basis &amp; Funding Basis Under Regulations</b>	<b>(2,128)</b>	<b>1,379</b>	<b>(1,235)</b>	<b>1,199</b>	<b>7,775</b>	<b>6,990</b>

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

## 21. Earmarked Reserves

The Council voluntarily earmarks resources for future spending plans. This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure. The following sums have been earmarked as of the reporting date:

	Balance at 31 March 2017	Transfers Out	Transfers In	Transfers to Other Reserves	Balance at 31 March 2018
	£'000	£'000	£'000	£'000	£'000
<b>General Fund Reserves:</b>					
Management of Change	1,750	(324)	0	0	1,426
Local Development Framework	100	(34)	0	0	66
Vehicle Replacement	700	0	350	0	1,050
Funding Equalisation Reserve	2,214	0	266	0	2,480
Capital Development Reserve	500	(35)	0	0	465
Uninsured Loss	586	0	0	0	586
Earmarked Grants	203	(99)	0	0	104
Pensions Reserve	1,773	0	0	0	1,773
Dacorum Development Reserve	356	(192)	0	0	164
Invest to Save Reserve	248	0	0	0	248
Other Reserves (Under £250k)	1,341	(159)	106	0	1,288
<b>Total General Fund Reserves</b>	<b>9,771</b>	<b>(843)</b>	<b>722</b>	<b>0</b>	<b>9,650</b>
<b>Housing Revenue Account Reserves:</b>					
Strategic Acquisition Reserve	17,701	0	0	0	17,701
Other HRA reserves (Under £250k)	399	0	0	0	399
<b>Total HRA Reserves</b>	<b>18,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,100</b>
<b>Total Earmarked Reserves</b>	<b>27,871</b>	<b>(843)</b>	<b>722</b>	<b>0</b>	<b>27,750</b>

	Balance at 31 March 2016	Transfers Out	Transfers In	Transfers to Other Reserves	Restated Balance at 31 March 2017
	£'000	£'000	£'000	£'000	£'000
<b>General Fund Reserves:</b>					
Management of Change	1,440	(230)	540	0	1,750
Local Development Framework	366	(266)	0	0	100
Vehicle Replacement	350	0	350	0	700
Funding Equalisation Reserve	2,944	(772)	42	0	2,214
Capital Development Reserve	0	0	500	0	500
Uninsured Loss	586	0	0	0	586
Earmarked Grants	274	(98)	27	0	203
The Forum	2,006	(2,006)	0	0	0
Pensions Reserve	1,773	0	0	0	1,773
Dacorum Development Reserve	568	(332)	120	0	356
Invest to Save Reserve	411	(163)	0	0	248
Other Reserves (Under £250k)	1,701	(667)	307	0	1,341
<b>Total General Fund Reserves</b>	<b>12,419</b>	<b>(4,534)</b>	<b>1,886</b>	<b>0</b>	<b>9,771</b>
<b>Housing Revenue Account Reserves:</b>					
Strategic Acquisition Fund	6,795	0	10,906	0	17,701
Other HRA reserves (Under £250k)	387	(12)	24	0	399
<b>Total HRA Reserves</b>	<b>7,182</b>	<b>(12)</b>	<b>10,930</b>	<b>0</b>	<b>18,100</b>
<b>Total Earmarked Reserves</b>	<b>19,601</b>	<b>(4,546)</b>	<b>12,816</b>	<b>0</b>	<b>27,871</b>



## Notes to the Core Financial Statements

### 22. Property, Plant & Equipment

2017/18	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost/Valuation</b>							
As of the beginning of the period	860,817	108,966	17,311	1,205	0	17,358	1,005,657
Depreciation written out to Gross Carrying Amount on Revaluation	(9,823)	(1,280)	0	0	0	0	(11,103)
Revaluation increases recognised in the Revaluation Reserve	42,456	9,379	0	0	0	0	51,835
Revaluation decreases recognised in the Revaluation Reserve	0	(2,435)	0	0	0	0	(2,435)
Revaluation increases/(decreases) recognised in the (Surplus)/Deficit on the Provision of Services	655	2,079	0	0	0	0	2,734
Additions	19,704	2,235	666	207	0	6,301	29,113
Impairment recognised in the (Surplus)/Deficit on the Provision of Services	(16,397)	0	0	0	0	0	(16,397)
Reclassifications	0	7,153	20	0	4,921	(4,038)	8,056
Disposals (to Assets Held for Sale)	(5,462)	(3,394)	(273)	0	0	0	(9,129)
Disposals (Other)	0	0	0	0	0	0	0
<b>As of the end of the period</b>	<b>891,950</b>	<b>122,703</b>	<b>17,724</b>	<b>1,412</b>	<b>4,921</b>	<b>19,620</b>	<b>1,058,330</b>
<b>Accumulated Depreciation</b>							
As of the beginning of the period	0	(2,726)	(8,927)	(64)	0	0	(11,717)
Depreciation charge	(12,231)	(2,425)	(2,016)	(29)	0	0	(16,701)
Reclassifications	0	0	0	0	0	0	0
Depreciation written out to Gross Carrying Amount on Revaluation	9,823	1,280	0	0	0	0	11,103
Disposals (to Assets Held for Sale)	32	2	171	0	0	0	205
Disposals (Other)	0	0	0	0	0	0	0
<b>As of the end of the period</b>	<b>(2,376)</b>	<b>(3,869)</b>	<b>(10,772)</b>	<b>(93)</b>	<b>0</b>	<b>0</b>	<b>(17,110)</b>
<b>Net Book Value at 31 March 2018</b>	<b>889,574</b>	<b>118,834</b>	<b>6,952</b>	<b>1,319</b>	<b>4,921</b>	<b>19,620</b>	<b>1,041,220</b>
<b>Nature of Asset Holding</b>							
Owned	889,574	118,834	6,952	1,319	4,921	19,620	1,041,220
Finance Lease	0	0	0	0	0	0	0
<b>Net Book Value as of 31 March 2018</b>	<b>889,574</b>	<b>118,834</b>	<b>6,952</b>	<b>1,319</b>	<b>4,921</b>	<b>19,620</b>	<b>1,041,220</b>

## Notes to the Core Financial Statements

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

### 23. Property, Plant and Equipment Valuations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The independent external valuer uses market information to determine the values of the properties. The basis for valuation is set out in Note 1.

### 24. Intangible Assets

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

<b>Intangible Assets</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the beginning of the Period		
Gross Carrying Amounts	2,578	3,136
Accumulated Amortisation	(1,844)	(2,337)
<b>Net Carrying Amount as of the Beginning of the Period</b>	<b>734</b>	<b>799</b>
Purchases	107	180
Reclassifications	0	46
Impairment Losses	0	0
Amortisation for the Period	(283)	(291)
<b>Net Carrying Amount as of the End of the Period</b>	<b>558</b>	<b>734</b>
Comprising:		
Gross Carry Amounts	2,686	2,578
Accumulated Amortisation	(2,128)	(1,844)
<b>Net Carrying Amount as of the End of the Period</b>	<b>558</b>	<b>734</b>

### 25. Assets Held For Sale

The Council sold surplus properties during 2017/18. The Council realised a net profit on disposal of £9.1m (2016/17 £9.6m) which is included in Profit on the Disposal of Non-current Assets in the Comprehensive Income and Expenditure Statement.

<b>Assets Held For Sale</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the Beginning of the Period	1,438	1,478
Assets Transferred	8,920	8,056
Reclassification	1,915	1,438
Revaluation Increases in Revaluation Reserve	(367)	0
Revaluation Decreases in Surplus/Deficit	50	0
Sold to Other Entities and Individuals	(9,103)	(9,534)
<b>As at the end of the Period</b>	<b>2,853</b>	<b>1,438</b>

## 26. Long-term Debtors

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

<b>Long-term Debtors</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Other Local Authorities	2,116	2,140
Other Entities and Individuals	67	34
<b>Total Long-term Debtors</b>	<b>2,183</b>	<b>2,174</b>

## 27. Short-term Debtors

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

<b>Short-term Debtors</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Central Government Bodies	2,349	1,981
Other Local Authorities	2,899	2,610
Other Entities and Individuals	9,319	9,787
<b>Total Short-term Debtors</b>	<b>14,567</b>	<b>14,378</b>

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

<b>Bad Debt Impairment Allowances</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Sundry Debtors	368	445
Housing Rents	2,118	1,972
Council Tax/Summons Fees	236	369
Business Rates/Summons Fees	275	300
Benefits Overpayments	2,198	2,006
<b>Total Bad Debt Provisions</b>	<b>5,195</b>	<b>5,092</b>

## 28. Cash and Cash Equivalents

<b>Cash and Cash Equivalents</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Investments with Original Maturities of 3 Months or Less	22,758	22,288
Cash held by the Council	1	1
Bank Account Balance/(Overdraft)	961	25
<b>Total Cash and Cash Equivalents</b>	<b>23,720</b>	<b>22,314</b>

## 29. Short-term Creditors

<b>Short-term Creditors</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Central Government Bodies	7,339	5,237
Other Local Authorities	1,602	1,305
Other Entities and Individuals	16,045	17,059
<b>Total Short-term Creditors</b>	<b>24,986</b>	<b>23,601</b>

### 30. Long-term Creditors

The council has a number of operating leases where premiums paid are recognised as deferred income. This income is amortised during the life of the lease. During the year the authority disposed of a material lease and the movements are shown below <sup>1</sup>:

	2017/18 £'000	2016/17 £'000
Other Local Authorities	2,116	2,140
Other Entities and Individuals	3,817	7,053
<b>Total Long-term Creditors</b>	<b>5,934</b>	<b>9,193</b>

1. Prepaid lease income amortised is reflected within Note 9.

### 31. Capital Grants and Other Contributions

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

<b>Capital Grants and Other Contributions</b>	2017/18 £'000	2016/17 £'000
As of the Beginning of the Period	251	766
Receipts	912	2,346
Conditions Satisfied	(795)	(2,861)
Amounts Repaid	0	0
<b>Closing Balance</b>	<b>368</b>	<b>251</b>

The balances of the grants are as follows:

<b>Capital Grants Yet to be Recognised as Income</b>	2017/18 £'000	2016/17 £'000
Growth Area Fund	251	251
Disabled Facility Grant	92	0
Heritage Grant	25	0
<b>Total</b>	<b>368</b>	<b>251</b>

### 32. Revenue Grants and Other Contributions

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

<b>Revenue Grants and Other Contributions</b>	2017/18 £'000	2016/17 £'000
As of the Beginning of the Period	(108)	(102)
Receipts	(725)	(312)
Conditions Satisfied	389	306
<b>Closing Balance</b>	<b>(444)</b>	<b>(108)</b>

The balances of the grants are as follows:

<b>Revenue Grants Yet to be Recognised as Income</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Homeless Support Grant	(253)	0
Public Health	(29)	(14)
Refugee Grant	(125)	(38)
Other	(37)	(56)
<b>Total</b>	<b>(444)</b>	<b>(108)</b>

### 33. Provisions

The Council maintains the following provisions as of 31 March 2018:

	<b>Balance as at 31 March 2017 £'000</b>	<b>Contribution to Provision £'000</b>	<b>Use of Provision £'000</b>	<b>Amounts Reversed Unused £'000</b>	<b>Balance as at 31 March 2018 £'000</b>
<b>Short-term General Fund Provisions</b>					
Insurance	446	(238)	288	(134)	362
Pension Strain	7	0	0	0	7
Business Rates Appeals	3,642	1,353	0	(813)	4,182
<b>Total Short-term General Fund Provisions</b>	<b>4,095</b>	<b>1,115</b>	<b>288</b>	<b>(947)</b>	<b>4,551</b>
<b>Short-term HRA Provisions</b>					
Insurance	354	300	(274)	(154)	226
<b>Total Short-term HRA Provisions</b>	<b>354</b>	<b>300</b>	<b>(274)</b>	<b>(154)</b>	<b>226</b>
<b>Total Short-term Provisions</b>	<b>4,449</b>	<b>1,415</b>	<b>14</b>	<b>(1,101)</b>	<b>4,777</b>

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

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

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

### 34. Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment. The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance of the Capital Adjustment Account.

<b>Revaluation Reserve</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Balance as of the beginning of the period	270,847	209,122
Upward revaluation of assets	51,835	69,067
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(2,435)	(658)
Surplus/(Deficit) on Revaluation of Non-Current Assets not posted to the Surplus/Deficit on the Provision of Services	49,400	68,409
Difference between fair value depreciation and historical cost depreciation	(4,497)	(3,614)
Amount written-off to Comprehensive Income and Expenditure Statement	(1,455)	(3,070)
<b>Closing Balance</b>	<b>314,295</b>	<b>270,847</b>

### 35. Capital Adjustment Account

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

<b>Capital Adjustment Account</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the beginning of the period	455,034	459,360
Capital grants and contributions applied	1,493	4,316
Amortisation of intangible assets	(283)	(277)
Charges for depreciation and impairment of Non-current Assets	(2,708)	(6,470)
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	(15,743)	(14,489)
Difference between fair value depreciation and historical cost depreciation	4,497	3,614
HRA depreciation	(12,231)	(11,561)
Amounts of non-current assets written off on sale as part of the gain on disposal to the CIES	(4,513)	(15,678)
Transfer from the Revaluation Reserve on Disposal of Assets		3,070
Revenue Expenditure Funded From Capital Under Statute	(4,794)	(3,124)
Movements in market value of Investment Properties	1,264	1,270
Capital Receipts applied to capital expenditure	3,740	5,998
Revenue contribution to capital	12,504	6,301
Use of MRR to finance capital expenditure	15,210	22,446
Minimum Revenue Provision(MRP)	371	211
Lease prepayment amortisation	3,285	51
<b>Closing Balance</b>	<b>457,126</b>	<b>455,038</b>

### 36. Deferred Capital Receipts

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

<b>Deferred Capital Receipts</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the Beginning of the Period	2	4
Transfer to the Capital Receipts Reserve	(2)	(2)
<b>Balance as at End of the Period</b>	<b>0</b>	<b>2</b>

### 37. Collection Fund Adjustment Account

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

<b>Collection Fund Adjustment Account</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the beginning of the period	564	1,761
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from Business Rates income calculated for the year in accordance with statutory requirements	(892)	(1,153)
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	69	(44)
<b>Balance as at End of the Period</b>	<b>(259)</b>	<b>564</b>

### 38. Accumulated Absences Account

The Accumulated Absences Account represents payments to be made to employees by the Council in the future years for leave earned prior to the reporting date. It absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

<b>Accumulated Absences Account</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
As of the Beginning of the Period	114	229
Net Change During the Year	25	(115)
<b>Balance as at End of the Period</b>	<b>139</b>	<b>114</b>

### 39. Capital Expenditure and Financing

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

**2017/18**                      **2016/17**



<b>Capital Financing Requirement</b>	<b>£'000</b>	<b>£'000</b>
Opening Capital Financing Requirement	354,804	353,150
<b>Capital Investment:</b>		
Property, Plant and Equipment	29,113	37,366
Capital Loans	0	0
Investment Property	88	183
Intangible Assets	107	180
Heritage Assets	0	73
Revenue Expenditure Funded from Capital under Statute	4,794	3,124
<b>Total Expenditure</b>	<b>34,102</b>	<b>40,726</b>
<b>Sources of Finance:</b>		
Capital Receipts	(8,098)	(5,998)
Government Grants and Other Contributions	(1,494)	(4,316)
Sums Set Aside ( MRR, Deferred Capital Receipts etc.)	(20,278)	(22,446)
Direct Revenue Contributions (including statutory provision for repayment of debt)	(3,495)	(6,512)
<b>Total Financing</b>	<b>(33,365)</b>	<b>(39,072)</b>
<b>Closing Capital Financing Requirement</b>	<b>355,541</b>	<b>354,804</b>
	<b>2017/18</b>	<b>2016/17</b>
<b>Capital Financing Requirement</b>	<b>£'000</b>	<b>£'000</b>
Increase/(Decrease) in underlying need to borrow (Supported by government financial assistance)	0	0
Increase/(Decrease) in underlying need to borrow (Unsupported by government financial assistance)	737	(1,654)
Assets Acquired Under Finance Lease	0	0
<b>Increase in Capital Financing Requirement</b>	<b>737</b>	<b>(1,654)</b>

#### 40. Financial Instruments

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

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

<b>Financial Assets – Amortised Cost</b>	<b>2017/18</b>	<b>2016/17</b>
	<b>£'000</b>	<b>£'000</b>
Short-term Debtors	10,660	10,922
Long-term Debtors	2,183	2,174
Short-term Investments	70,097	59,583
Long-term Investments	0	0
<b>Total</b>	<b>82,940</b>	<b>72,679</b>

The investments, cash at bank and accrued interest are not yet due for repayment. Long-term debtors include £2.1m for long-term financial lease with Hertfordshire County Council for The Forum building. No breaches of the Council's counterparty criteria occurred during the reporting period, and the Council does not expect to suffer any financial losses from default on its financial instruments. The Council's maximum potential exposure to credit risk is the carrying value of the financial assets in the Balance Sheet.

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

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

<b>Financial Liabilities – Amortised Cost</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Short-term Creditors	24,293	22,666
Long-term Creditors	2,305	2,326
Short-term Borrowings	3,220	1,065
Long-term Borrowings	362,383	364,816
<b>Total</b>	<b>392,201</b>	<b>390,872</b>

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

- Ranges of new loan borrowing discount rates as at 31 March 2018 between 0.0% and 2.6% for loans from the Public Works Loan Board (PWLB).
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate fair value.
- Trade and other receivables are taken to be the invoiced or billed amount.

The fair values are as follows:

<b>Financial Liabilities – Fair Value</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Short-term Creditors	24,293	22,666
Long-term Creditors	2,305	2,326
Short-term Borrowings	3,227	1,072
Long-term Borrowings	409,490	414,817
<b>Total</b>	<b>439,315</b>	<b>440,881</b>

The Authority has used a transfer value for the fair value of financial liabilities. The exit price fair value of £439.3m has been calculated using new loan borrowing discount rates. The Authority has no contractual obligation to pay these penalty costs and would not incur any additional cost if the loans run to their planned maturity date.

### Refinancing and Maturity Risk

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

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

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

Programme, with repayments and interest costs factored into the Councils Medium Term Financial Strategy.

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

<b>Duration</b>	<b>Repayment Type</b>	<b>Interest Frequency</b>	<b>2017/18 £'000</b>	<b>2016/17 £'000</b>
Less than 1 Year	On Maturity	Half Yearly	3,220	1,065
Between 1 and 2 Years	On Maturity	Half Yearly	3,942	2,432
Between 2 and 5 Years	On Maturity	Half Yearly	10,467	12,704
Between 5 and 10 years	On Maturity	Half Yearly	22,521	18,762
More than 10 Years	On Maturity	Half Yearly	325,453	330,917
<b>Total</b>			<b>365,603</b>	<b>365,880</b>

### **Liquidity Risk**

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

### **Interest Rate/Credit Risk**

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

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

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

### **Price Risk**

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

### **Foreign Exchange Risk**

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

### **Gains and Losses on Financial Instruments**

Gains and losses on financial instruments are limited to interest received and paid on Loans and Receivables (investments) and Borrowings. The gain arising from interest income, as recorded in the Comprehensive Income and Expenditure Statement, was £0.40m (£0.50m 2016/17). The expense arising from interest payments, as recorded in the Comprehensive Income and Expenditure Statement, was £12.2m (£12.2m 2016/17).

#### 41. Heritage Assets

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

2017/18	Sculptures/ Artwork £'000	Land £'000	Assets Managed by Dacorum Heritage Trust £'000	Civic Treasuries / Regalia £'000	Total Heritage Assets £'000
<b>Cost/Valuation</b>					
<b>1 April 2017</b>	1,820	7,069	3	211	9,103
Additions	0	0	0	0	0
Revaluation increases recognised in the Revaluation Reserve	0	0	0	0	0
Depreciation	0	0	0	0	0
<b>31 March 2018</b>	<b>1,820</b>	<b>7,069</b>	<b>3</b>	<b>211</b>	<b>9,103</b>

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

# Notes to the Core Financial Statements

## **41b. Five-Year Movements**

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

	<b>2017/18</b> <b>£'000</b>	<b>2016/17</b> <b>£'000</b>	<b>2015/16</b> <b>£'000</b>	<b>2014/15</b> <b>£'000</b>
Assets Valued at Cost – Sculptures/Artwork	1,820	1,820	483	483
Assets Valued on Existing Use – Land (Valued March 2016)	7,069	7,069	990	990
Assets Valued on Insurance Valuations – Assets managed by Dacorum Heritage Trust (Valued March 2012)	3	3	3	3
Assets Valued by Specialist Valuation - Civic Treasuries/Regalia (Valued May 2016)	211	211	173	173
<b>Total</b>	<b>9,103</b>	<b>9,103</b>	<b>1,649</b>	<b>1,649</b>

### **Further Information on Land Heritage Assets**

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

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

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

The Water Gardens were designed by Geoffrey Jellicoe as an integral part of his master plan for Hemel Hempstead New Town and were placed on English Heritage's Register of Parks and Gardens of Special Historic Interest in 2010 as one of the very important post war urban landscapes. The Council manages and preserves the site. The site was re-opened during the year following extensive refurbishment works.

# Notes to the Core Financial Statements

## **Further Information on Assets managed by The Dacorum Heritage Trust**

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

## **Further Information on Civic Regalia and Treasuries**

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

## **Further Information on Sculptures and Artwork Held at Cost**

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

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

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

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

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

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

## **Further Information on Sculptures and Artwork not Held on Balance Sheet**

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

# Notes to the Core Financial Statements

## Further Information on Other Heritage Assets not Held on Balance Sheet

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

## 42. Contingencies

### Contingent Liabilities

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

## 43. Related Party Transactions

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

### Central Government

Central Government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides a large proportion of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from Government departments are set out in Notes 10 and 12. Grant receipts unapplied are set out in Note 31.

### Dacorum Sports Trust

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

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

- Councillor Michael Hicks
- Councillor Peter Matthews
- Councillor Israel Imarni

Dacorum Borough Council and the Sports Trust are obliged under the transfer to agree a Development Plan and Funding Agreement. Under the Funding Agreement the Council paid a grant of £0.225m to the Trust in 2017/18 towards managing those facilities (2016/17: £0.275m). Under the transfer agreement the ownership of the Council assets, leased to the Trust at a peppercorn rent, remain with the Council. Thus, the capital charges for the Council-owned assets continue to be included in the Council's accounts. The assets also remain in the Council's Fixed Assets. Hertfordshire County Council owns



## Notes to the Core Financial Statements

Longdean and Tring Sports Centre; under a joint use agreement with the Borough Council, the Trust manages the leisure services at those venues.

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

### Members and Senior Officers of the Council

Members and Senior Officers of the Council have direct control over the Council's financial and operating policies. Disclosures of interest have been made in respect of the following organisations to which payments were made or from which payments were received (payments to major and local precepting authorities are excluded). The payments are not exclusively in respect of grants but where grants were given, they were made with proper consideration of declarations of interest and the relevant Members did not take part in any discussion or decision relating to the grants. In addition, two Members are trustees of the Dacorum Sports Trust (see above). The Register of Members' Interests shows both potential financial and other interests, including involvement with voluntary organisations, public authorities and representation on various bodies. It is open to public inspection by appointment – email [member.support@dacorum.gov.uk](mailto:member.support@dacorum.gov.uk) or telephone 01442 228 222.

Organisation	Name	Payable	Receivable	Amount	Nature of Payment
		£	£	£	
Stage Two	Cllr Terry Douris	418	0	418	Supplies & Services
Jarvis Group Limited	Fiona Jump (Group Manager Financial Services)	6,573,670	0	6,573,670	Supplies & Services
DP Taylor	Chris Taylor (Group Manager Strategic Planning & Regeneration)	9,554	0	9,554	Supplies & Services
Tring Market Auctions	Cllr Penny Hearn & Cllr Stephen Hearn		(600)	(600)	Supplies & Services
South Hill Centre	Cllr Neil Harden	1,068	0	1,068	Supplies & Services
South Hill Centre	Cllr Neil Harden	12,500	0	12,500	Grants
Suqlain Mahmood & Akhtar Suqlain	Cllr Suqlain Mahmood	0	(12,780)	(12,780)	Purchase of Land
Sutton envelopes	Cllr Graham Sutton & Rosie Sutton	0	(9,412)	(9,412)	Supplies & Services

# Notes to the Core Financial Statements

## 44. Capital Commitments

The estimated maximum contractual commitments for capital expenditure for significant schemes (annual value over £250k) that had started, or where legal contracts had been entered into, as of 31 March 2018 are as follows:

<b>Contract</b>	<b>Contractor</b>	<b>End Date</b>	<b>Maximum Estimated Annual Value £'000</b>
Total Asset Management	Osborne Property Services Limited	22/06/2022	23,500
Replacement, repair and maintenance services of boilers	Sun Realm Ltd	31/03/2022	3,508
Construction of social housing at Kylna Court Hemel Hempstead	Jarvis Group Limited	31/03/2020	3,732
Construction of social housing at Stationers Place Hemel Hempstead	Jarvis Group Limited	31/03/2021	852
Construction of social housing at Swing Gate Lane Berkhamsted	Geoffrey Osborne Limited	31/03/2020	400
Construction of multi-storey car park Berkhamsted	Hüber car park systems international GmbH	31/03/2020	733

## 45. Events After the Balance Sheet Date

The Draft Statement of Accounts was authorised for issue by the Corporate Director (Finance and Operations) on 31<sup>st</sup> May 2018. Events taking place after this date are not reflected in the draft financial statements or notes. No events have taken place after this date which provided information about conditions existing at 31 March 2018.

## Notes to the Core Financial Statements

### Housing Revenue Account – Income & Expenditure Account

	HRA Note	2017/18 £'000	2016/17 £'000
<b>Income</b>			
Dwelling Rents (Gross)		(53,654)	(55,107)
Non Dwelling Rents (Gross)		(234)	(121)
Charges for Services & Facilities		(1,987)	(911)
Contributions Received Towards Expenditure		(1,038)	(797)
Sums Directed by Secretary of State that are Income in Accordance with the Code		0	0
<b>Total Income</b>		<b>(56,913)</b>	<b>(56,936)</b>
<b>Expenditure</b>			
Repairs and Maintenance		11,632	11,181
Supervision and Management		11,857	11,050
Rents, Rates, Taxes and Other Charges		45	26
Negative Subsidy – Payments to Secretary of State		0	0
Increase in Allowance for Bad and Doubtful Debts		299	400
Depreciation and Impairment of Fixed Assets	8	28,025	26,048
Exceptional Item – Self Financing Payment		0	0
Sums Directed by Secretary of State that are Expenditure in Accordance with the Code		0	0
<b>Total Expenditure</b>		<b>51,858</b>	<b>48,705</b>
<b>Net Expenditure/(Income) of HRA Services as Included in the Comprehensive Income &amp; Expenditure Statement</b>		<b>(5,055)</b>	<b>(8,231)</b>
Non-distributable Costs – Pensions Past Service Cost		0	0
HRA Share of Corporate and Democratic Core		327	239
<b>Net Expenditure/(Income) of HRA Services</b>		<b>327</b>	<b>239</b>
<b>HRA Share of Operating Income and Expenditure Included in the Comprehensive Income &amp; Expenditure Account</b>			
(Gain)/Loss on Disposal of Non-Current Assets		(7,754)	(9,326)
Interest and Investment Income		(122)	(212)
Interest Payments		11,603	11,643
Net Interest on the Net Defined Benefit Liability		354	656
Capital Grants and Contributions Received		(588)	0
<b>(Surplus)/Deficit for the Year on HRA Services</b>		<b>(1,235)</b>	<b>(5,231)</b>

# Housing Revenue Account

## Statement of Movement on the Housing Revenue Account

HRA Note	2017/18 £'000	2016/17 £'000
<b>Balance as at 1 April</b>	<b>2,892</b>	<b>2,893</b>
Movement in Reserves:		
Surplus/(Deficit) on Provision of Services	1,235	5,231
Other Comprehensive Income & Expenditure	0	0
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>4,127</b>	<b>5,231</b>
<b>Adjustments Between Accounting Basis and Funding Basis Under Regulations:</b>		
Capital Grants and Contributions Applied	(587)	0
Revenue Expenditure Funded from Capital Under Statute	0	0
Depreciation and Impairment of Non-current Assets	0	0
Reversal of Employee Leave Accrual	7	(26)
Reversal Revaluation & Impairment (Gains)/Losses on Property Plant & Equipment	15,743	14,489
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	5,429	7,875
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(13,183)	(17,201)
Revenue Contribution to Capital	(9,380)	0
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	1,733	2,016
Employer's Pension Contributions to Pension Fund Payable in the year	(997)	(1,467)
<b>Total Adjustments Between Accounting Basis and Funding Basis Under Regulations</b>	<b>(1,235)</b>	<b>5,686</b>
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>	<b>2,892</b>	<b>10,917</b>
Transfer (to)/from Earmarked Reserves	0	(10,918)
<b>Increase/(Decrease) in Year</b>	<b>0</b>	<b>(1)</b>
<b>Balance as at 31 March</b>	<b>2,892</b>	<b>2,892</b>

## 1. Balance Sheet Value of HRA Assets

2017/18	<u>Operational Assets</u>				<u>Non-Operational Assets</u>	
	Council Dwellings	Vehicle Plant & Equipment	Intangible Assets	Other Land & Buildings	Assets Under Construction	Total Assets
	£'000	£'000		£'000	£'000	£'000
As at 1 April 2017	857,593	258	101	1,242	12,369	871,563
Additions	3,306	0	55	0	7,492	10,853
Assets Previously Omitted	0	0	0	0	0	0
Disposals	(5,462)	0	0	0	0	(5,462)
Disposals – Appropriations to General Fund	0	0	0	0	0	0
Impairment	0	0	0	0	0	0
Reclassifications		0	0	0	(2,671)	(2,671)
Depreciation written out to Carrying Value on Revaluation	(9,785)	0	0	0	0	(9,785)
Revaluations to the Income & Expenditure Account	654	0	0	0	0	654
Revaluations to the Revaluation Reserve	42,287	0	0	0	0	42,287
<b>As at 31 March 2018</b>	<b>888,593</b>	<b>258</b>	<b>156</b>	<b>1,242</b>	<b>17,190</b>	<b>907,439</b>
<b>Depreciation and Other Impairment</b>						
As at 1 April 2017	0	(193)	(83)	(51)	0	(327)
Assets Previously Omitted	0	0	0	0	0	0
Charge for the Year	(12,185)	(26)	(14)	(17)	0	(12,242)
Disposals	32	0	0	0	0	32
Disposals – Appropriations to General Fund	0	0	0	0	0	0
Other Impairment	0	0	0	0	0	0
Reclassifications	0	0	0	0	0	0
Depreciation written out to Carrying Value on Revaluation	9,785	0	0	0	0	9,785
<b>As at 31 March 2018</b>	<b>(2,368)</b>	<b>(219)</b>	<b>(97)</b>	<b>(68)</b>	<b>0</b>	<b>(2,752)</b>
<b>Net Book Value as at 31 March 2018</b>	<b>886,227</b>	<b>38</b>	<b>59</b>	<b>1,174</b>	<b>17,190</b>	<b>904,687</b>
<b>Net Book Value as at 1 April 2017</b>	<b>857,593</b>	<b>65</b>	<b>17</b>	<b>1,190</b>	<b>12,371</b>	<b>871,236</b>

## 2. Vacant Possession Value of HRA Dwellings

Council dwellings had a valuation of £2,257 million as at 1 April 2017 on the basis of existing use value assuming vacant possession. To comply with the requirements of the Resource Accounting regulations, a regional adjustment factor of 38% has to be applied to the Existing Use Value for Social Housing (EUV-SH) valuation. This is to reflect the fact that local authority housing is let at sub-market rents. The reduction in value shows the economic cost to the Government of providing council housing at less than open market rents.

## 3. Number and type of dwelling

2017/18	31 March 2017	Reclassified	Additions	Sales & Demolitions	31 March 2018
1 bedroom flats	2,448	1	10	(6)	2,453
2 bedroom flats	1,093	0	4	(8)	1,089
3 bedroom flats	164	1	0	0	165
1 bedroom houses	581	(1)	0	0	580
2 bedroom houses	1,623	0	0	(12)	1,611
3 bedroom houses	3,757	(2)	1	(32)	3,723
4+ bedroom houses	441	2	0	(2)	441
Chiltern Hostel – equivalent	17	0	0	0	17
<b>Total Dwellings</b>	<b>10,124</b>	<b>1</b>	<b>14</b>	<b>(60)</b>	<b>10,079</b>

## 4. Major Repairs Reserve (MRR)

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

	2017/18 £'000	2016/17 £'000
Balance as at 1 April	7,646	18,531
<b>Income</b>		
Release from Capital Adjustment Account	12,231	11,561
<b>Expenditure</b>		
Financing of Capital Expenditure	(15,210)	(19,236)
Transfers to Capital Adjustment Account	4,358	(3,210)
<b>Balance as at 31 March</b>	<b>9,025</b>	<b>7,646</b>

## 5. Rent Arrears

	2017/18 £'000	2016/17 £'000
Rents - Current Tenants	1,954	1,901
Rents - Former Tenants	953	874
Supporting People and Other	221	147
<b>Total Arrears</b>	<b>3,128</b>	<b>2,922</b>
Provision for Bad and Doubtful Debts	(2,118)	(1,972)
<b>Total Housing Arrears</b>	<b>1,010</b>	<b>950</b>

## 6. Capital Expenditure and Financing

	2017/18 £'000	2016/17 £'000
<b>Capital Expenditure</b>		
Reroofing	1,796	935
New Build Housing	8,131	4,077
Aids & Adaptations	881	1,681
Kitchens & Bathrooms	2,891	2,153
Doors, Windows, Soffits and Fascia's	1,819	1,786
Heating	3,128	2,900
Balconies and Walkways	0	133
Decent Homes and Other Capital Schemes	5,945	5,572
<b>Total Capital Expenditure</b>	<b>24,591</b>	<b>19,237</b>
<b>Financed by:</b>		
Capital Receipts	(4,466)	0
Major Repairs Reserve	(19,537)	(19,237)
Capital Grants	(588)	0
Revenue Contributions	0	0
<b>Total Financing</b>	<b>(24,591)</b>	<b>(19,237)</b>

## 7. Capital Receipts

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

	2017/18 £'000	2016/17 £'000
Sale of Land and Freehold	27	243
Easements Granted	140	85
Sales of HRA Dwellings	13,373	16,695
Discounts Repaid	171	179
<b>Total Capital Receipts</b>	<b>13,711</b>	<b>17,202</b>

Mortgage capital receipts of £2k were released in 2017/18 (2016/17 £5k) from the Deferred Capital Receipts Reserve to the Useable Capital Receipts Reserve in respect of mortgage repayments received during the year.

## 8. Depreciation and Impairment

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

	2017/18 £'000	2016/17 £'000
<b>Operational Assets</b>		
Depreciation on Council Dwellings	12,231	11,500
Revaluation on Council Dwellings	(655)	(670)
Impairment	16,397	15,160
Depreciation on Vehicles Plant and Equipment	26	28
Amortisation of Intangible Assets	14	13
Depreciation on Other Land and Buildings	17	17
<b>Total Depreciation and Impairment</b>	<b>28,030</b>	<b>26,048</b>

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

# Collection Fund

## Collection Fund – Income and Expenditure Account 2017/18

	Council Tax £'000	Business Rates £'000	Total £'000
<b>Income:</b>			
Council Tax Receivable	90,721	0	90,721
Business Rates Receivable	0	61,830	61,830
<b>Total Income</b>	<b>90,721</b>	<b>61,830</b>	<b>152,551</b>
<b>Expenditure</b>			
<u>Precepts, Demands and Shares</u>			
Hertfordshire County Council	70,284	5,795	76,079
Hertfordshire Police & Crime Commissioner (Council Tax Only)	8,575	0	8,575
Dacorum Borough Council	11,448	23,208	34,656
Central Government (Business Rates Only)	0	28,975	28,975
<u>Charges to Collection Fund</u>			
Less Transitional Payment Protection receivable	0	292	292
Less costs of collection	0	207	207
Less write offs of uncollectable amounts	765	356	1,122
Less increase/(decrease) allowances for impairment	(465)	(69)	(534)
Less increase/(decrease) provision for appeals	0	1,353	1,353
<u>Contribution towards previous year surplus/deficit</u>			
Hertfordshire County Council	492	(52)	440
Hertfordshire Police & Crime Commissioner (Council Tax Only)	61	0	61
Dacorum Borough Council	82	(208)	(126)
Central Government (Business Rates Only)	0	(261)	(261)
<b>Total Expenditure</b>	<b>91,244</b>	<b>59,597</b>	<b>150,841</b>
Movement on fund balance	522	(2,232)	(1,710)
Balance at beginning of year	(745)	1,652	907
<b>Balance at end of year</b>	<b>(223)</b>	<b>(580)</b>	<b>(803)</b>
<b>Shares of balance</b>			
Hertfordshire County Council	(174)	(58)	(232)
Hertfordshire Police & Crime Commissioner (Council Tax Only)	(22)	0	(22)
Dacorum Borough Council	(27)	(232)	(259)
Central Government (Business Rates Only)	0	(290)	(290)
	<b>(223)</b>	<b>(580)</b>	<b>(803)</b>



## Collection Fund

### Collection Fund – Income and Expenditure Account 2016/17

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

## 1. General

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

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

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

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

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

## 2. Business Rates

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

Business rates are calculated and collected by the Council. The Government specifies an amount (47.9p in 2017/18; 46.6p for small businesses) and, subject to the effects of transitional arrangements, local businesses pay NNDR calculated by multiplying their rateable value by that amount. The income raised in Dacorum is distributed between Dacorum Borough Council, Hertfordshire County Council and Central Government in line with the distribution rules set out in Business Rates legislation.

NNDR income was £61.8m in 2017/18 (£62.6m in 2016/17). The rateable value for the Council's area was £159.9m at 31 March 2018 (2016/17: £149.8m).

### 3. Council Tax

The Council tax base (i.e. the number of chargeable dwellings in each valuation band, adjusted for dwellings where discounts apply, converted to an equivalent number of Band D dwellings) for 2017/18 was calculated as 56,415.4 dwellings as follows:

Band	Estimated equivalent no. of taxable properties after effect of discounts	Ratio	Band D Equivalent Dwellings
A*	1.0	5/9ths	0.6
A	1,003.5	6/9ths	669.0
B	6,580.8	7/9ths	5,540.7
C	17,185.8	8/9ths	15,276.2
D	13,863.3	9/9ths	14,129.3
E	8,018.5	11/9ths	9,800.4
F	5,174.0	13/9ths	7,473.6
G	4,589.0	15/9ths	7,648.3
H	705.8	18/9ths	1,411.5
<b>Totals</b>	<b>57,121.50</b>		<b>61,949.6</b>
Council Tax Support			(5,193.6)
Adjustment for collection rate and contributions in lieu (0.4%)			(340.6)
<b>Council Tax Base 2017/18</b>			<b>56,415.4</b>
<b>Council Tax Base 2016/17</b>			<b>55,282.0</b>

A\* = Disabled Band A

The total collectable income from Council Tax for 2017/18 was £90.7m.

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

Band	Multiplier	Dacorum Borough Council	Hertfordshire County Council	Hertfordshire Police & Crime Commissioner	Total
A	6/9	126.55	830.55	101.33	1,058.43
B	7/9	147.65	968.98	118.22	1,234.85
C	8/9	168.74	1,107.40	135.11	1,411.25
D	9/9	189.83	1,245.83	152.00	1,587.66
E	11/9	232.01	1,522.68	185.78	1,940.47
F	13/9	274.20	1,799.53	219.56	2,293.29
G	15/9	316.38	2,076.38	253.33	2,646.09
H	18/9	379.66	2,491.66	304.00	3,175.32

## Glossary of Terms

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

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

## Glossary of Terms

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

## Glossary of Terms

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

## Glossary of Terms

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

## Glossary of Terms

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